



# postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21132—Dec. 15, 1977—32 Pages

## 13-Cent Indian Head Penny Experimental Stamp

**Description.** The 13-cent Indian Head Penny experimental stamp will be first placed on sale at Kansas City, MO 64108 on January 11, 1978. A pane of the experimental stamps will contain 150 stamps versus 100 stamps in a conventional regular-issue pane. Due to the smaller size of this new issue, the stamp will be test marketed at five test cities to determine the degree of public acceptance. The test cities are Hartford, CT; Richmond, VA; Portland, OR; Memphis, TN; and Kansas City, MO. Test cities—except Kansas City, MO—along with their stations and branches, and the 150 philatelic centers should begin selling these stamps on January 12, 1978.

**Do Not Sell Before Jan. 12, 1978**



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Size: .54 × .66 inches image area.

Issued in sheets of 150.

Colors: Blue and brown on tan stock.

Marginal markings: One plate number  
© United States  
Postal Service 1978,  
Use correct ZIP  
Code ®.

Designer: Walter Brooks.

**Collectors.** It is anticipated that the majority of first-day cover customers will forego affixing stamps and send remittance to the Postmaster in Kansas City. Customers should not assume that the Philatelic Sales Branch will be able to provide stamps via mail order in time to meet the February 15 deadline.

The minimum purchase requirements that apply to plate blocks and marginal inscriptions are being revised for the Indian Head Penny issue. Current instructions do not allow the breaking of panes to sell plate blocks and marginal inscriptions. For this issue only, clerks may remove from unbroken panes the four horizontal rows of 15 stamps each (total of 60 stamps) adjacent to the selva bearing the plate number and the marginal inscriptions.

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

a. *Customers Affixing Stamps.* Customers who are able to purchase their own stamps may affix them to their own 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 February 15, 1978 and should be addressed to: First Day Cancellations, Postmaster, Kansas City, MO 64108. No remittance is required.

b. *Postal Service Affixing Stamps.* Request first day cancellations from Indian Head Penny Stamps, Postmaster, Kansas City, MO 64108 (see PSM, section 257.2). Request must be postmarked not later than February 15, 1978. Remittance is required for the face value of the stamps purchased.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning January 12, 1978.

**Supply. The 13¢ Indian Head Penny will automatically be furnished to the five test cities and to the 150 philatelic centers. (For information on the 150 philatelic centers, contact your regional customer services.) Postmasters at the 150 philatelic centers, excluding the five test cities, should only sell the experimental stamp at the philatelic windows.** The five test cities will receive approximately five times the quantity received automatically for a 50-subject commemorative postage stamp. The 150 philatelic centers will

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## All Mail Processing Facilities

### Express Mail Handling Priority

Effective immediately, Express Mail must be given priority handling over all other classes of mail in distribution and dispatch. The POSTAL SERVICE MANUAL will be revised accordingly to reflect this priority.—*Mail Processing Dept., 12-15-77.*

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## 13-Cent Captain Cook Commemorative Stamp

**Description.** The 13-cent Captain Cook commemorative stamps will be issued simultaneously on January 20, 1978, at Honolulu, HI 96820 and Anchorage, AK 99502. The commemorative issue is comprised of two separate stamp designs. One features, in a vertical format, a portrait of Cook, and the other stamp, in a horizontal format, depicts Cook's ships at Hawaii. Because of new first-day cover procedures, it is important that all post offices begin selling these stamps on January 21, 1978.

**Do not sell before Jan. 21, 1978**



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Size: 1.44 x 0.84 inches each.

Issued in sheets of 50.

Color: Blue and green. (Portrait in blue, Ships in green.)

Marginal markings: One plate number, © United States Postal Service 1978, Use correct ZIP Code and Mr. ZIP. ®

Designer: Robert F. Szabo designed portrait of Captain Cook.

Jak Katalan designed Cook's Ships.

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

**a. Customers Affixing Stamps.** Collectors are encouraged to purchase their own stamps at their local post offices and affix them to their own 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. To permit customers more time to obtain their own stamps and affix them to their own envelopes, the usual 15 calendar period allowed for ordering first day cancellations will be extended to 22 days. Orders must be postmarked by February 11 and should be addressed to: First Day Cancellations, Postmaster, Honolulu, HI 96820 or Anchorage, AK 99502. No remittance is required.

### b. Postal Service Affixing Stamps.

Except for affixing stamps and addressing orders, follow the above procedures. The Postal Service will affix singles of either stamp or joined pairs of the Captain Cook stamps upon request. The pairs will be affixed by the Postal Service only in the configuration in which they appear on the pane of stamps, i.e., one vertical design joined to the horizontal design. Orders should indicate clearly whether the pair is desired or not, and the cost is 13 cents per stamp to be affixed to covers. Customers are reminded that second cancellations on first day covers are provided only when another stamp has been affixed, and on a handback basis only. No mail orders for second cancellations will be accepted. Request first-day cancellations from: Captain Cook Stamps, Postmaster, Honolulu, HI 96820 or Anchorage, AK 99502 (see PSM, section 257.2). Requests must be postmarked not later than February 11, 1978. Remittance is required for the face value of the stamps purchased.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning January 21, 1978.

**Supply.** Production difficulties have developed at the Bureau of Engraving and Printing which will result in a delay in the delivery to some post offices.

In order to have a supply of stamps at nearly all post offices by January 21, 1978, two automatic distributions will be made by the Bureau of Engraving and Printing. The first shipment will be approximately one half the quantity normally furnished. The second shipment will follow immediately and should be completed by February 6, 1977.

Postal data centers have been requested to prepare two automatic distribution printouts with related invoices and labels for use by sectional centers in making the initial and subsequent distribution to associate post offices.

Sectional centers which maintain an automatic distribution for local stations and branches should reduce the quantity of stamps furnished initially to insure that all postal outlets have a supply by first-day sale.

Before requisitioning additional stamps (item 450), consider that the

## Reference to Subversive Organizations List

Applicants for Postal positions no longer are required to answer political loyalty questions as a prerequisite for employment consideration. Installation heads are reminded that newly appointed employees are not required to review the Attorney General's list of known subversive organizations previously printed in accordance with Executive Order 10450. No further use will be made of the list, as it was abolished by Executive Order 11785. Existing supply stock of the Attorney General's list must be destroyed.—*Employee Relations Dept., 12-15-77.*

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automatically receive approximately the same number of sheets of the new stamps as they now receive for a 50-subject commemorative stamp. Additional quantities may be requisitioned from the Bureau of Engraving and Printing, using item 520, on Form 3356, *Stamp Requisition-Bulk Quantities*, in the following manner: 15,000, 30,000, 45,000, 60,000, 75,000, 150,000, 225,000, 300,000, 375,000, multiples of 375,000. The Bureau of Engraving and Printing will only honor the requisitions submitted from the five test cities and the 150 philatelic centers.—*Customer Services Dept., 12-15-77.*

stock should be depleted before March 20, 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 a 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.—*Customer Services Dept., 12-15-77.*



## January Deliveries of Treasury Checks

The Treasury Department has advised that civil service annuity, railroad retirement benefit, supplemental security income payment, and public debt interest checks are to be delivered on January 3, 1978. Checks addressed for delivery to post office boxes, however, may be available for pickup by addressees on January 1, 1978.

These checks are normally delivered on the first of the month, but both January 1 and January 2 are nondelivery days.

The checks addressed for delivery to individual beneficiaries will be enclosed in envelopes bearing an endorsement requesting delivery on the first day of the month, or the first delivery date thereafter. Postmasters and supervisors are requested to plan to complete delivery of these checks on January, 1978.—*Mail Processing Dept., 12-15-77.*

## 11-Cent and 13-Cent Postage Due Stamps

**Description.** Two new postage due stamps, 11 cent and 13 cent, will go into general use January 2, 1978. The design for both stamps is the same design now used for the various other denominations of postage due stamps.

Postage due stamps are not valid for prepayment of postage and none will be accepted for cancellation. There will be no first day services.

**Collectors.** For the benefit of collectors desiring postage due stamps for philatelic purposes, the two new stamps will be available at the Philatelic Sales Branch, Washington, DC 20265, on or after January 2, 1978. They will also be available at all philatelic centers and philatelic windows and those post offices having a need for these stamps.

**Supply.** There is no automatic distribution being made of these two postage due stamps. However, post offices are encouraged to order enough to meet philatelic demand.

**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;

## Christmas Vehicles—Dept. of Agriculture

The Postal Service and the Department of Agriculture have signed an agreement that provides for the Postal Service to use Agriculture agency vehicles on a reimbursable basis during the Christmas season.

Upon request, Agriculture agencies will lend to the Postal Service vehicles that can be spared without adverse effect on agriculture programs.

The Postal Service will reimburse the Agriculture agency 10 cents per mile per vehicle during the loan period. Billing will not be made unless the per vehicle rental cost exceeds \$100 in any calendar quarter. Operation and maintenance costs will also be paid by the Postal Service.

Vehicles offered will be clean and in safe operable condition. Form 4577, *Hired/Borrowed Vehicle Condition Report*, will be used for determining the condition of the vehicle at the time of loan and return.—*Delivery Services Dept., 12-15-77.*

## VA Compensation and Pension Checks

In accordance with recently enacted Public Law 95-117, the Treasury Department has requested that Veterans Administration compensation and pension checks be delivered on Friday, December 30, 1977, instead of the normal first of the month delivery date.

The VA compensation and pension check envelopes will bear the legend:

**Postmaster:** Requested Delivery Date is the 30th day of the month

Postmasters and supervisors are asked to plan to complete deliveries of these checks on that date.—*Mail Processing Dept., 12-15-77.*

250,000; and multiples of 250,000, using the following item numbers: 136-11¢ and 138-13¢.

**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., 12-15-77.*

## International Mail—Lebanon

The following classes of international air and surface mail, within the indicated weight limits, may now be accepted for mailing to Lebanon:

Class	Weight Limit
Letters (including letter packages, post cards) —	4 pounds
Printed Matter (including books and sheet music, second-class and controlled circulation publications) —	4 pounds
Matter for the Blind —	4 pounds
Small Packets —	2 pounds
Parcel Post —	4 pounds

Registry service is available for postal union mail classes.

In addition, direct sacks of printed matter, prepared as described in Part 224.9 of Publication 42, *International Mail*, may be accepted for air and surface mail transmission to Lebanon.

Availability of surface mail service or postal union mail classes and of surface and air parcel post service expands the mail service to Lebanon announced in POSTAL BULLETIN 21115, 6-16-77, and 21121, 8-11-77.—*Rates & Classification Dept., 12-15-77.*

## International Mail

Postal employees are reminded that the following restrictions, announced in previous POSTAL BULLETINS, apply to our mail service with Democratic Kampuchea, Socialist Republic of Vietnam and East Timor:

1. **Democratic Kampuchea** (formerly Khmer Republic, Cambodia): No mail service.

2. **Socialist Republic of Vietnam** (formerly North and South Vietnam): All classes of postal union mail may be accepted; merchandise, however, is generally prohibited from shipments to Vietnam. See POSTAL BULLETIN 21109, 4-7-77, for matter acceptable for mailing to Vietnam. Registry Service is available. We have no parcel post service with Vietnam.

3. **East Timor** (formerly Portuguese Timor): Service is restricted to unregistered air letters, post cards and letter packages—weighing up to 4 pounds—addressed to two destinations, Dili and Pante-Makassar (Oe-Kusi). The air LC dispatches for East Timor must be routed through the Jakarta, Indonesia, exchange office. See POSTAL BULLETIN 21111, 5-5-77.—*Rates & Classification Dept., 12-15-77.*

## MM Letter Trays and Sleeves

### A. Labels

Effective immediately, large color-coded labels are available for use on the MM trays. All offices in the Letter Tray Program are instructed to order a sufficient quantity of labels immediately. Only the large labels are to be used on the MM trays for air shipments once labels are received by each office. MM trays transported on surface transportation can continue to be labeled with the small label, if desired.

Use Form 1578-A, *Requisition for Airmail Labels*, to requisition the large labels from the Label Printing Office in Topeka. Requisitioning instructions follow:

1. The large airport designation alpha code must be placed in the top left corner of Form 1578-A, *Alpha Code*.

2. All destinations using a particular alpha code are to be listed in the *title lines* of Form 1578-A. Each Form 1578-A may only contain orders for one alpha, however.

3. In order to requisition all six colors, place a circled number 7 (7) in the *Remarks* column.

4. Deviations in color will require separate requisitions. A single color must be identified by name in the *Remarks* column for each separate requisition.

5. To order the white large labels, the color designation should be omitted from the requisition.

### B. Label Holders (item 0-9930).

Label holders *must* be used on the MM trays. Labels are *not* to be taped to the trays.

Label holders are currently available from the supply centers. All offices in the Letter Tray Program should ensure that they have an adequate supply of label holders. All requisitions previously sent in to the supply centers will be filled; there is no need to resubmit a requisition. The label holders are now being issued on a reimbursable basis.

### C. Problem Areas to be Corrected.

Some improper practices have been noted recently in the use of the MM trays and sleeves. The following problem areas should be noted and action taken to correct any deficiencies in current handling practices:

1. Nothing should be written on the MM tray label holder. Any necessary writing should be done on the

## Change in Travel Regulations for Non-Bargaining Unit Employees

Effective December 31, 1977, the travel allowances published in Handbook M-9, *Travel*, are revised for non-bargaining unit employees as follows:

### A. Privately Owned Conveyances Allowances.

When a privately owned conveyance is determined to be advantageous to the Postal Service, the mileage allowances are as follows:

Conveyance	Cents per mile	M-9 reference
1. Privately owned automobile	17	224.1, 225.211, 225.221a, 241.3, & 431.32
2. Privately owned automobile—Alaska only	19	225.211
3. Privately owned motorcycle—Including Alaska	09	225.211
4. Privately owned airplane	22	225.31
5. Privately owned airplane—Alaska only	24	225.31
6. Privately owned automobile in lieu of Government-owned vehicle—full time assignment	11	224.3
7. Privately owned automobile in lieu of available and authorized Government-owned vehicle	08	225.222

label itself. The specific problems noted to date have been the writing of the airport alpha code designation and the tray weight on the label holder.

2. Filament tape is not to be used in place of plastic strapping to hold the sleeve on the tray. This shortens the useful life of both the tray and sleeve. If strapping is not available, trays should not be used. Keep on hand an adequate supply of strapping material.

3. Only trays weighing a minimum of 11 pounds should be dispatched. Partial trays to the same destination should be consolidated and residue mail should be pouched. The shipment of partially filled trays results in tray damage, and the loss of mail orientation and machinability in the tray.

### B. Privately Owned Automobile Rate Enroute to New Duty Station

(M-9, 431.31).

Mileage allowances while enroute to the new duty stations are changed as follows:

Occupants of automobile	Cents per mile
Employee only, or 1 member of immediate family.....	10
Employee and 1 member, or 2 members of immediate family....	12
Employee and 2 members, or 3 members of immediate family....	14
Employee and 3 or more members or 4 or more members of immediate family.....	17

Privately owned automobile rates for use during the advance round-trip (M-9, 433.5) are changed to 10 and 12 cents per mile as applicable.

### C. Certification

To be eligible for the mileage allowance rates for non-bargaining unit employees, the following certification must be made on the travel voucher:

*I certify my eligibility for the non-bargaining mileage allowance rate claimed herein.*

—Finance Dept., 12-15-77.

## SSPC Inventory Report

### Form 1080

All post offices which establish, discontinue, or relocate full self-service postal centers according to established procedures are reminded that these actions must be reported promptly on a Form 1080, *Self-Service Vending Equipment Inventory Report*. Forms 1080 may be requisitioned from the supply centers.—Customer Services Dept., 12-15-77.

4. Several mailers are affixing self-adhesive computer printed labels on the MM trays. These labels are difficult to remove. Mailers should be instructed not to use these labels on the trays.—Mail Processing Dept., 12-15-77.



## ACCOUNT IDENTIFIER CODES COMMONLY USED

This listing of Account Identifier Codes (AIC's) supersedes the one in POSTAL BULLETIN 21089, 7-29-76. Explanations for AIC's that have been deleted follow the listing. AIC's 155, 535, 583, 584, and 588 have been added. A restriction has been placed on AIC 614. In some instances, definitions have been changed in the interest of clarity. When in doubt, contact the regional director, finance department. Post offices are authorized to use AIC's specified by the director even though they are not listed here. AIC's are listed in ascending numerical order. The letter in parentheses after each number indicates whether the AIC is a receipt (R), disbursement (D) or analysis (A) entry. The cross-references cited refer to the principal instructions covering the AIC. References in parentheses in the text are to Handbook F-1, *Financial and Cost Controls*, unless otherwise indicated.

**005(R)** *Postage Stock Received.* Postage stamp stock received from all sources, including: postage stamps, postal cards, plain stamped envelopes, aerogrammes, international reply coupons, postal insurance booklets, plastic dispensers and philatelic products such as mint sets, Stamps and Stories, stamp collecting kits, gift packs, souvenir cards, etc. Do not include printed stamped envelopes. (See 229.9 and 273.2b(2).)

**010(R)** *Bird Stamps Received.* Dollar value (selling price) of migratory bird stamps received as shown by invoice.

**025(R)** *Food Coupons Received.* Face value of food coupons received as shown on the invoice.

**080(R)** *Trust Funds Received.* This receipt AIC is limited to funds received which are subsequently classified to other receipt AIC's or refunded to the person from whom received. (See 232, 233, 237.3, and 262.54.)

**081(R)** *Funds for the Blind Received.* Funds from food, drink, and other vending machines which have been determined to be payable to the Blind Association under the Randolph-Sheppard Act. These funds are held in trust until the postmaster is directed by proper authority to pay out the funds to specified recipients.

**090(R)** *Postage Stock Sales.* To record the funds received through the sale of stamps, stamped paper,

and other postage items as described in AIC 005.

**091(R)** *Bird Stamp Sales.* To record the funds received through the sale of migratory bird stamps.

**093(R)** *Retail Product Sales.* To record the funds received through the sale of retail items such as wrapping paper, padded mailing bags, twine, etc.

**100(R)** *Domestic Money Order—Value.* Value of money orders issued on domestic forms as shown by vouchers. (See 238.)

**101(R)** *Domestic Money Order—Fee.* Value of money order fees collected for money orders issued on domestic forms as computed from domestic money order vouchers. (See 238.)

**102(R)** *International Money Order—Value.* Value of international money orders issued as shown by vouchers.

**103(R)** *International Money Order—Fee.* Value of international money order fees collected for international money orders issued as computed from vouchers.

**104(R)** *Printed Stamped Envelopes.* The funds received when orders are placed for purchases of printed stamped envelopes as shown on Form 3203, *Order for Printed Stamped Envelopes.* Do not include plain and precanceled stamped envelopes. (See 226.2 and 273.2b(4).)

**104(D)** *Refunds — Printed Stamped Envelopes Never Manufactured.* The amount of refunds to customers for original sale price of envelopes never manufactured. (See 226.52.) Send a statement giving an explanation of the disbursement write-in entry which includes the order number, date of the order, and amount, with the Statement of Account to the PDC. (This entry will be shown on the *Disbursements* side of the Accountbook.)

**110(R)** *Postage Meters—Post Office.* The amount of postage printed by post office postage meters as shown on Form 3602-PO, *Postage Collected Through Post Office Meter.* (See 236.)

**111(R)** *Postage Meters—Customer.* The amount collected for setting customer postage meters as shown on Form 3603, *Receipt for Postage Meter Settings*, and Form 3602-PO received from contract stations and branches for meters used in the manner stated in POSTAL SERVICE

MANUAL, section 144.852b. (See 236.)

**112(R)** *Postage Meters—On Site Fees.* Fees charged by the post office for setting customer postage meters at locations other than post offices.

**113(R)** *Presort Metered Mail—Discount Denied.* This code will be used to report additional revenue collected for metered mailings which do not meet the presort requirements under the discount program. The cash will not be accepted by the person (or unit) which accepts the mail. It must be paid at a post office window. Form 3544, *Post Office Receipt for Money*, will be used. Endorse the Form 3544: *presort discount denied*, and enter AIC 113 as the account number. The customer shows the customer copy of the receipt at the acceptance unit to substantiate that the required additional payment had been made. The triplicate copy is sent to the permit section as a confirmation.

**115(R)** *Box Rents and Caller Service Fees.* The amount of collections for box rents and caller service shown on Form 1538, *Receipt for Box Rent and Caller Service Fees.* Account for box rents when collected, regardless of the fact that the collections may cover subsequent periods. (See 237.)

**116(R)** *Annual Accounting Fee—Advance Deposit Business Reply Mail.* This code will be used to report the fee collected from customers who use the advance deposit method for payments of postage for business reply mail. The accounting fee is in addition to the annual business reply permit fee.

**117(R)** *First-Class Presort Mailing Fee.* This code will be used to report revenue from annual fees collected from customers who mail first-class matter at presort discount rates.

**118(R)** *Fourth-Class Presort Mailing Fee.* This code will be used to report the annual fees collected from customers who mail fourth-class matter at presort discount rates.

**120(R)** *Correction of Mailing Lists.* The amount collected for correction of mailing lists as shown on Form 3544. (See 237.42.)

**121(R)** *First-Class Presorted Permit Mail Revenue.* This code will be used to report revenue from mailings of first-class permit matter which

meets the presort discount program requirements. The revenue to be reported is the computed cost of the mailing as shown on Form 3602, *Statement of Mailing with Permit Imprints*.

**122(R) Stamps by Mail Fees.** Fees collected for filling mail orders for postage.

**123(R) Photocopy Service.** Net income received by the post office for photocopy service.

**124(R) Fourth-Class Presorted Permit Mail Revenue.** This code will be used to report revenue from mailings of fourth-class permit matter which meet the presort discount program requirements. The revenue to be reported is the computed cost of the mailing as shown on Form 3602.

**126(R) Miscellaneous Non-Postal Receipts.** Amounts derived from: lockbox keys, lost badges, sales of undeliverable perishable matter, money found loose in the mail, unclaimed money from dead-letter mail, fines and penalties, proceeds from the sale of dead parcel post, fees received for jury service or as a witness while on court leave, telephone pay station commissions, and unidentified overages 1 year old withdrawn from trust funds (See AIC 480). (See 237.43.)

**127(R) Privacy Act Copying Fees.** Fees collected for furnishing copies of USPS records as the result of processing Privacy Act requests.

**128(R) Food Coupon Collections.** Cash collected incident to the issuance of food coupons, based on the cash requirement printed on the Authorization-To-Purchase (ATP) Voucher. This is a receipt entry.

**129(R) Change of Address Information Fees.** Fees collected for furnishing change of address information.

**130(R) Third-Class—Permit Imprint Postage.** Amount for bulk rate third-class permit imprint mailings shown on Form 3602. (See 232.3.)

**131(R) Bound Printed Matter Fourth-Class—Permit Imprint Postage.** Amounts shown on Form 3605, *Statement of Mailing—Bulk Zone Rates* and/or Form 3602. (See 232.3.)

**132(R) All Other Permit Imprint Postage.** Amount of permit imprint revenue for first-class (except discount rate), third-class (except bulk rate), and fourth-class (except discount rate and mailings covered by AIC 131).

**134(R) Business Reply—Annual Permit Fee.** This code will be used to report revenue from fees collected from all customers who use the business reply mail procedure.

**135(R) Second-Class Postage.** Amount of second-class mailings shown on Form 3541, *Statement of Mailing—Second Class Publications*. Do not include amounts collected for second-class application fees. (See 233.3.)

**136(R) Controlled Circulation Publication.** Amount of controlled circulation publications mailings shown on Form 3541-A, *Statement of Mailing—Controlled Circulation Publications*. (See 234.)

**138(R) Annual Bulk Mailing Fees.** Amount collected for bulk mailing fees shown on Form 3544. (See 235.2.)

**139(R) Second-Class Application Fees.** Amount collected for second-class application fees shown on Form 3544. Do not include permit imprint application fee or bulk mailing fee charges in this AIC. (See 235.2.)

**140(R) Permit Imprint Application Fees.** Amount of application fees received from customers for permits to mail with imprints. (See 235.2.)

**149(R) Sale of Waste Paper and Twine.** Proceeds from sale of waste paper, waste twine, dead newspapers, magazines, and printed matter shown on Form 3544. (See 237.331.)

**151(R) Sale of Vehicle Supplies and Services.** Amount received at CAG A-J post offices only for: (a) the sale of unserviceable motor vehicle parts, batteries, tires, cylinder, oil, etc.; (b) refunds for oil drums or other containers returned to suppliers; and (c) damage to vehicles. (See 237.3.)

**153(R) Damages to Property Other Than Vehicles.** Amounts shown on Form 3544 for money collected for damages to Government-owned personal property under custody and control of the Postal Service other than motor vehicles, such as street letter-box equipment, etc. (See 237.35.) Retain Forms 3544.

**155(R) Sale of Category "D" Property.** (Use only when specifically authorized.) Amount received from the sale of category "D" property.

**156(R) Funds Received From the Sale of Miscellaneous Equipment.** (Use only when specifically authorized.) Amounts received from the

sale of miscellaneous equipment. (See 237.3.)

**158(R) Cash Received From Postal Data Center.** The amount of cash or checks received from the PDC as the result of a written request.

**162(R) Reimbursement for Damages to Vehicles.** Amounts collected or receivable for damage to mail trucks or other vehicle equipment.

**167(R) Food Coupon—Inventory Adjustment (Overage).** The value of excess coupon books whenever the ending inventory (AIC 809) is increased as a result of a physical inventory of coupon books.

**169(R) Food Coupon—Supplemental Income.** The amount collected from postal employees in payment for shortages in food coupon inventories and/or levies placed by state agencies for accepting out-of-date or out-of-project ATP Vouchers.

**170(R) Food Coupon—Transaction Fee.** (MSC only) The amount of the fees collected from the state agencies in payment for services rendered by the Postal Service in the issuance of food coupons.

**175(R) Postage Vending Machine Overage.** Overage developed at the time of inventory of the special fund set aside for servicing stamp vending equipment. (See 227.)

**176(R) Reimbursement Miscellaneous Services, Non-Government Agencies.** Amounts received for the cost of utilities used in the operation of vending machines in CAG A-K post offices, damage to post office personal property, and other miscellaneous reimbursements.

**181(R) Funds Received from Associate Offices.** (Banking post offices only.) The amount of deposits to consolidated bank accounts made by non-bank post offices as shown on the copies of deposit tickets received by the post office administering the bank account. (See 244.7.)

**197(R) Checks on United States Treasurer.** The amount of Symbol 9500 checks drawn on the Treasurer of the United States. (See 246.3.)

**217(R) Audit Difference Cash—Short.** The net amount of cash items short as shown on *Statement of Differences* received from the postal data center. (See 274.1.)

**219(R) Audit Difference Inventory—Short.** The net amount of inventory items short as shown on *Statement of Differences* received



from the postal data center. (See 274.1.)

**420(D)** *Funds Transferred to Concentration Bank.* The total amount of funds transferred to a concentration bank based on a call-in by a banking post office.

**421(D)** *Funds Transferred to MSC or Banking Post Office.* Funds deposited into a consolidated bank account by postmasters of non-bank post offices. (See 344.7.)

**480(D)** *Trust Funds Withdrawn.* The amount withdrawn from trust funds previously established by AIC 080. (See 232.3, 233.3, 237.3, 262.2, and 262.54.)

**481(D)** *Funds for the Blind—Payments.* The payment of funds to an Association for the Blind as set forth in the Randolph-Sheppard Act Amendments of 1974. (See AIC 081.)

**490(D)** *Postage Stock Sold.* The inventory reduction through sales of stamps, stamped paper, and other items defined as postage in AIC 005. Amounts entered in this AIC must equal amounts entered in AIC 090.

**491(D)** *Bird Stamps Sold.* The inventory reduction through sales of migratory bird stamps. Amounts in this AIC must equal amounts entered in AIC 091.

**493(D)** *Cost of Retail Products.* The cost of retail products paid locally.

**500(D)** *Food Coupons Issued Face Value.* To record the issuance of food coupons to participants at face value in exchange for an ATP Voucher.

**501(D)** *Postage Stock Shipped.* Value of postage stamp stock shipped. (See 224.4.)

**502(D)** *Bird Stamps Shipped.* Value of migratory bird stamp stock shipped to other postal installations. (See 224.4.)

**505(D)** *Food Coupons Shipped to Other Offices.* (MSC only.) Value (face) of food coupons shipped to associate offices.

**510(D)** *Postage Stock Destroyed.* Value of nonsaleable postage stock destroyed or used in test collections as shown on Form 3238, *Destruction Certificate*. (See 224.3 and 224.6.) Send the original of the certified Form 3238 with the Statement of Account to the PDC.

**511(D)** *Bird Stamps Destroyed.* Value of damaged or expired migratory bird stamps destroyed as nonsaleable. (See 224.3.) Send the original of the certified Form 3238

with the Statement of Account to the PDC.

**529(D)** *Food Coupon—Inventory Adjustment (Shortage).* The value of missing coupon books whenever the ending inventory (AIC 809) is reduced as a result of a physical inventory.

**534(D)** *Stamped Envelope Discount.* Amount of discount on sale of stamped envelopes as computed on Form 3220, *Stamped Envelope Sales at Discount*. (See 225.3.)

**535(D)** *Refund of Fees—Retail Services.* Refunds other than postage, or fees paid by postage, as shown on Form 3532, *Refund of Fees for Retail Services*. (Examples: box rents, but not box keys; Stamps by Mail fee, etc.)

**536(D)** *Postage and Fee Refunds.* Refunds of postage, and fees paid by postage, as shown on Form 3533, *Application and Voucher for Refund of Postage and Fees*, or on a manufacturer's meter checkout form having the required documentation. (See 262.22.)

**537(D)** *Printed Stamped Envelope Refunds.* Refunded value of redeemed printed stamped envelopes. (See 226.) Send the original of the certified Form 3238 with the Statement of Account to the PDC. Attach letter of authority when Form 3238 is for full cost of envelopes.

**538(D)** *Local Transportation.* Cost of local transportation as reported on Form 1312, *Local Transportation Payments*; Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business*; Form 7444, *Counter-Purchase-Receipt*, or other documents. (See 262.3.)

**539(D)** *Carfare, Carrier-Owned Vehicles.* Amount shown on Form 1839, *Payment Record for Carrier Drive Out Agreements (A/C 52509)*, reimbursements to carriers who have signed agreements for use of their privately owned vehicles in city delivery service. (See 262.3.) Send signed original of Form 1839 with the Statement of Account to the PDC.

**540(D)** *Tolls and Ferriage.* Amount paid for bridge, ferry, and highway tolls, used in local transportation as evidenced by the tolls and ferriage receipts or Form 7444. (See 262.3.)

**541(D)** *Special Delivery Fees.* Amount of special delivery fees paid as shown by total of Forms 1096, *Cash Receipt*. (See 262.4.)

**545(D)** *Food Coupon Collections Transferred to USDA.* (MSC only.) Food coupon collections remitted to state agencies.

**546(D)** *Postal Supplies—P.O.* Authorized expenditures for:

a. Supplies and material used in the maintenance of post offices, such as light bulbs, steel wool, insecticides, handtools, rakes, saws, and step-ladders.

b. Parts used to repair equipment such as adding machines, typewriters, calculating machines, letterboxes, office furniture, and mail handling equipment.

c. Supplies such as medical supplies, lumber, glass, flashlights, flashlight batteries, nuts and bolts, and nails.

d. Supplies that are purchased at post offices for area maintenance mechanics in connection with the installation, alteration, and repair of specialized equipment.

e. Live ammunition at offices with firearms.

**550(D)** *Postal Supplies—VMF.* Authorized expenditures for supplies (See AIC 546) made by the local post offices on behalf of a vehicle maintenance facility.

**551(D)** *Electricity—PO.* Expenditures at CAG A-K offices for metered charges for electricity pertaining to post offices as shown on receipted bills. Reimbursements for unofficial use will be recorded as a write-in entry on the receipts side of the Form 1551, *Accountbook*, using AIC 551. (See 262.54.) CAG L offices use only when directed by the regional director, finance department.

**555(D)** *Electricity—VMF.* Expenditures for metered charges for electricity made by the local post office on behalf of a vehicle maintenance facility.

**556(D)** *Telephone—PO.* Expenditures at CAG A-K offices for telephone services pertaining to post offices as shown on receipted bills. Amounts collected for unofficial use as shown on Forms 3544, excluding federal tax on toll calls, will be recorded as a write-in entry on the receipt side of the *Accountbook* using AIC 556. (See 262.54.)

**560(D)** *Telephone—VMF.* Expenditures for telephone services made by the local post office on behalf of a vehicle maintenance facility.

**561(D)** *Oil (Heating)—PO.* Expenditures for authorized purchases of heating oil at CAG A-K

post offices, included related drayage and freight cost.

**565(D) Oil (Heating)**—VMF. Expenditures for authorized purchases of heating oil and related drayage and freight cost made by the local post office on behalf of a vehicle maintenance facility.

**566(D) Gas (Heating)**—PO. Expenditures at CAG A-K post offices for gas for heating as shown on receipted bills. This includes gas used for cooling. The term *gas* embraces propane gas, natural gas, and liquid gas.

**570(D) Gas (Heating)**—VMF. Expenditures for authorized purchases of gas for heating made by the local post office on behalf of a vehicle maintenance facility. (See AIC 566 for further definition.)

**571(D) Water**—PO. Expenditures at CAG A-K post offices for water as shown on receipted bills.

**575(D) Water**—VMF. Expenditures for water made by the local post office on behalf of a vehicle maintenance facility.

**576(D) Other (Heating)**—PO. Expenditures at CAG A-K post offices for heating materials such as wood, coal, steam, etc., as shown on receipted bills.

**580(D) Other (Heating)**—VMF. Expenditures for heating materials such as wood, coal, steam, etc., made by the local post office on behalf of a vehicle maintenance facility.

**581(D) Sewage, Garbage, and Other Disposal**—PO. Expenditures at CAG A-K post offices for utility services such as sewage, garbage, etc., when billed separately on utility bills.

**582(D) Sewage, Garbage, and Other Disposal**—VMF. Expenditures for utility services such as sewage, garbage, etc., made by the local post office on behalf of a vehicle maintenance facility.

**583(D) Postal Services**—PO. Authorized expenditures for:

a. Services in connection with post office maintenance, such as laundering towels, treated sweeping cloths, and mops; ash and trash removal; washing windows; snow and ice removal; plus repairs to building maintenance items such as lawn mowers, floor machines, and vacuum cleaners.

b. Services used to repair postal equipment such as adding machines, typewriters, letterboxes, office furniture, mail handling equipment, plus changing safe or vault combinations and moving of Government-owned

postal equipment other than authorized by maintenance mechanics.

c. Expenditure for labor hired locally for area maintenance mechanics as authorized by Director, Office of Procurement, to assist in the installation, alteration, and repair of specialized equipment or such other work as authorized by chief, engineering branch.

**584(D) Postal Services**—VMF. Authorized expenditures for services (See AIC 583) made by the local post office on behalf of a vehicle maintenance facility.

**586(D) Fee Offset—No Fee Money Order.** Amount of uncollected money order fees for money orders issued for remittance of customs collections and for authorized disbursements to vendors. (See 237.23 and 262.14.)

**587(D) Fee for Services**—Postal Operations. Payments for services provided in connection with fitness-for-duty medical examinations and fees paid to state and local governments for furnishing copies of motor vehicle records. (See 262.1 and 262.56.)

**588(D) Equipment Rental**—PO. Expenditures for equipment rentals other than ADP made by the local post office.

**594(D) Vehicle Supplies Expended.** Purchases at CAG A-G post offices of up to three gallons of gasoline by drivers of vehicles. Washing vehicles at coin operated wash-mobiles.

**600(D) Food Coupons Returned to Management Sectional Center.** The value of food coupons returned by associate post offices to the management sectional center.

**601(D) Food Coupons Returned to USDA.** (MSC only.) The value of food coupons returned to the USDA or state agency by the MSC. Send a copy of the transmittal document with the Statement of Account to the PDC.

**607(D) Uniform Allowance, Cap Purchases Only—Clerk.** Payment to ramp clerks, AMF, and special transfer clerks for amount of cap purchase. (See 263.223 and 263.246.) Send Form 3236, *Uniform Allowance Cap Disbursements*, original and duplicate, and original of vendor's invoice with the Statement of Account to the PDC.

**608(D) Uniform Allowance, Cap Purchases Only—Mailhandler.** See AIC 607.

**609(D) Uniform Allowance, Cap Purchases Only—Special Delivery.** See AIC 607.

**610(D) Uniform Allowance, Cap Purchases Only—City Delivery Carriers.** See AIC 607.

**611(D) Uniform Allowance, Cap Purchases Only—Vehicle Operators (Drivers).** See AIC 607.

**612(D) Uniform Allowance, Cap Purchases Only—Building Services.** See AIC 607.

**613(D) Equipment Rental**—VMF. Expenditures for equipment rentals made by the local post office on behalf of a vehicle maintenance facility.

**614(D) Vehicle Repair Parts and Materials.** To record local purchases of vehicle inventory parts and materials. This code will be used only at post offices with a vehicle maintenance facility.

**616(D) TWX, ARS, Other Telegraphic Expense**—PO. Expenditures at post offices which pay billings for TWX, ARS, and other telegraphic services.

**618(D) TWX, ARS, Other Telegraphic Expense**—VMF. Expenditures for TWX, ARS, and other telegraphic services made by the local post offices on behalf of a vehicle maintenance facility.

**621(D) Postage Vending Machine Short.** Shortage developed at the time of the inventory of the special fund set aside for servicing stamp vending equipment. (See 227.)

**622(D) Food Coupon Chargebacks.** The amount paid to the state agency for shortage in food coupon inventories, and for levies made due to accepting out-of-project or out-of-date ATP Vouchers.

**624(D) Refund of Miscellaneous Non-Postal Receipts.** Refunds by post offices of amounts previously shown as receipts (at time of collection or by subsequent transfer from trust funds) under AIC 126.

**625(D) International Reply Coupons Issued by Foreign Countries.** The amount of redeemed international reply coupons issued by foreign countries sent to the PDC with the Statement of Account. (See 224.5.) Attach a memorandum indicating number of coupons.

**627(D) Precanceling of Stamps Paid at Post Office.** Cost of precanceling stamps locally. (See 262.1 and 262.6.)

**631(D) Audit Difference Cash—Over.** The net amount of cash items over as shown on statement of



differences received from the PDC. (See 274.2.)

**633(D)** *Claim for Cash Loss.* The amount of claim for loss of funds by fire, burglary, or other casualty at the local post office as shown in letter submitted by the postmaster. (See 254.)

**635(D)** *Audit Difference Inventories—Over.* The net amount of inventory items over as shown on statement of differences received from the PDC. (See 274.2.)

**639(D)** *Canceled 9500 Checks.* Canceled treasury checks written in a prior reporting period. (See 246.5.)

**642(D)** *Travel for Training (inside USPS)—Postmaster.* Cost of necessary local transportation in connection with training conducted inside the Postal Service. (See 262.345.)

**643(D)** *Travel for Training (Inside USPS)—Supervisors and Technical Personnel.* See AIC 642.

**644(D)** *Travel for Training (Inside USPS)—Clerk.* See AIC 642.

**645(D)** *Travel for Training (Inside USPS)—City Delivery Carrier.* See AIC 642.

**646(D)** *Travel for Training (Inside USPS)—Vehicle Maintenance.* See AIC 642.

**647(D)** *Travel for Training (Inside USPS)—Driver.* See AIC 642.

**678(D)** *Travel for Training (Outside USPS)—Postmaster.* Cost of necessary local transportation in connection with training outside of the Postal Service.

**679(D)** *Travel for Training (Outside USPS)—Supervisors and Technical Personnel.* See AIC 678.

**680(D)** *Travel for Training (Outside USPS)—Clerk.* See AIC 678.

**681(D)** *Travel for Training (Outside USPS)—City Delivery Carrier.* See AIC 678.

**682(D)** *Travel for Training (Outside USPS)—Drivers.* See AIC 678.

**683(D)** *Travel for Training (Outside USPS)—Vehicle Maintenance.* See AIC 678.

**684(D)** *Training—Instructor Fee PO.* Expenditures made by the local post office for instructors on a contract or fee basis.

**685(D)** *Training — Supplies and Materials PO.* Expenditures made by the local post office for textbooks and other supplies for training purposes.

**686(D)** *Training—Instructor Fee VMF.* Expenditures for instruc-

tors on a contract or fee basis made by the local post office on behalf of a vehicle maintenance facility.

**687(D)** *Training — Supplies and Materials VMF.* Expenditures for textbooks and other supplies for training purposes made by the local post office on behalf of a vehicle maintenance facility.

**688(D)** *Installation and Repairs of PSDS Equipment.* Expenditures made by the local post office for the installation, repair, and maintenance of PSDS equipment at postal units.

**801(A)** *Cash in Post Office.* Includes authorized cash reserve, cash retained as reported on Forms 1412, *Daily Financial Report*, and all funds not yet deposited in the bank.

**802(A)** *Cash in Bank.* Includes the amount of funds deposited in the postmaster's bank account, that have not been transferred to the concentration bank.

**805(A)** *Ending Inventory—Postage Stock.* Total of postage stamp stock on hand at the close of day in the Main Stock and in stamp credits.

**806(A)** *Ending Inventory—Bird Stamps.* Total of bird stamp stock on hand at the close of the day in the Main Stock and in stamp credits. (See 225.)

**809(A)** *Ending Inventory—Food Coupons.* Inventory (face value) of food coupons on hand at the close of the day in the Main Stock plus the value of the closing balances as shown on Forms 1412.

**814(A)** *Suspense.* (To be supported on Form 1556, *AIC 814 Suspense Item Support Information*, listed in chronological order showing

date, description, statement of action taken to clear the item from suspense, and the amount of each suspense item). These are limited to the following, plus individual items specifically authorized by the regional director, finance department.

a. Amount of lost paid money orders, when serial numbers and amounts are known, pending reply from the Money Order Division. (See 225.)

b. Amount of lost U.S. Treasury check until the duplicate check is received. (See 256.)

c. Unsettled differences between cash remitted and accountability established by Forms 1412 from stations or other units. (See 272.4.)

d. Amount of statement of differences pending action, not to exceed 30 days, to settle difference. (See 274.1.)

e. Total of Forms 1608, *Emergency Salary Authorization and Receipt*, covering interim payments to employees. (See 263.562.)

f. Total of Forms 1096 covering travel advances to employees. (See 263.73.)

g. Money order differences resulting from reconciliation of difference listings from the Money Order Division awaiting statement of differences.

h. Stamp credit shortages when total amount will be recovered within 90 days from the date of the shortage. If recovery will exceed 90 days, request instructions from the Regional Director, Finance Department.

i. At CAG H-L post offices—rejected printed stamped envelopes pending receipt of Form 3238 from the MSC. (See 226.313 and 226.32.)

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AIC Removed	Reason
006 and 007.....	All postage stock received is entered to AIC 005.
011.....	All bird stamps received are entered to AIC 010.
020, 021, 022, 504, and 808.....	Retail products are no longer an inventory item.
026.....	All food coupons received are entered to AIC 025.
148.....	U.S. Savings Bonds are no longer sold in post offices.
508.....	All postage stock shipped is entered to AIC 501.
520.....	Not common: Used for physical loss of bird stamps only.
615 and 617.....	FTS expense is paid at the PDC, not at post offices.
619 and 620.....	Local purchase of these items should be entered to AIC 550 and 584.
626.....	Not paid locally. Form 1804-B <i>Postmaster's Certification of Vehicle Hire Service</i> , sent to St. Louis PDC.
676.....	Not common: Relief of employees entered only at the direction of regional authority.
677.....	Relief of postmasters is through the claim for loss procedure.

## Outstanding Handicapped Postal Employees of the Year

### Awards

A Service-wide Award is presented annually to the outstanding handicapped employee of the Postal Service. Appropriate awards will also be presented to the outstanding handicapped employee at Postal Service Headquarters and to the outstanding handicapped employee in each region.

### Nature of Award

The Service-wide Award for the outstanding Postal Service handicapped employee is a (walnut) plaque bearing the seals of the U.S. Postal Service and the President's Committee on Employment of the Handicapped; and the signatures of the Postmaster General and the Chairman of the President's Committee on Employment of the Handicapped. Finalists will receive a distinctive 10 by 12-inch certificate bearing the same inscription.

### Eligibility

Eligibility is extended to all severely physically handicapped and mentally retarded postal employees who have held positions at least two years. The awards are intended to recognize excellence. Nominees must have demonstrated outstanding achievement in their job performance that clearly exceeds requirements for their respective postal occupations.

### Categories of Award

- A. Headquarters Award
- B. Regional Awards
- C. Service-wide Award

### Action Required

A. Each post office employing a physically handicapped or mentally retarded person may submit a recommendation to the Regional Director, Employee and Labor Relations, not later than March 3, 1978. Headquarters Groups and/or Departments will submit recommendations to the General Manager, Headquarters Personnel Division, not later than March 3, 1978. Nominations will be based on individual effort only and must contain the following information:

1. A narrative of justification covering job performance, and examples of courage and initiative demonstrated which served as an inspiration to others.

2. Identification details (preferably in the following format to assist the screening committee in reviewing

nominations):

- a. Name of post office, organizational unit, and location where employee works;
  - b. Name, grade (level and step), and job title of employee;
  - c. Home address;
  - d. Date of birth;
  - e. Social security number;
  - f. Veterans' preference, if applicable;
  - g. Date entered on duty—Postal Service;
  - h. Total years of Postal Service;
  - i. Total years of other Federal service;
  - j. Educational background;
  - k. Description of handicap (use handicap codes, old Postal Manual 781.149c) if not fully covered in narrative;
  - l. Agency recognition (awards, etc.) if not fully covered in narrative;
  - m. Community service, if not fully covered in narrative;
  - n. Community recognition (professional associations, organizations, etc.), if not fully covered in narrative;
  - o. Other biographical data; e.g., family, hobbies, military service, place of birth.
3. *One 8- by 10-inch glossy print (black and white) of the nominee at work.*
4. *A signed release authorizing use of the picture for program promotion.*

B. The Regional Postmaster General and the Regional Coordinator of the Handicapped, or their designees, will evaluate the nominations, select a winner, and forward the regional nominations of the year to the Special Employment Programs Administrator, Employee Relations Department, U.S. Postal Service, Washington, DC 20260, *not later than March 24, 1978*, for final selection for the service-wide award.

C. The General Manager, Headquarters Personnel Division, and the Headquarters Handicapped Coordinator will evaluate the nominations, select the winner, and forward the Headquarters nomination of the year to the Special Employment Programs Administrator, Employee Relations Department, Headquarters, not later than March 24, 1978, for final selection for the service-wide award.

### Presentations of Awards and Certificates

The plaque and certificates will be presented in Washington, DC, as soon

## FLSA Retroactive Pay Adjustment

The seventh retroactive overtime pay adjustment payment to eligible employees will be made by separate check on December 16, 1977. The period covered by this payment is June 18, 1977 through September 23, 1977; pay periods 14-77 through 20-77.

Each employee receiving a check will be given a copy of the December 1977 edition of Notice 144 (VII), *Pay Adjustment Detail Listing*. Employees will also receive a listing showing how the adjustments were calculated and the pay periods affected, as was done for the first retroactive payment.

For detailed information concerning the methods of computation, refer to SPECIAL POSTAL BULLETIN 21086, 7-7-76.—*Finance Dept.*, 12-15-77.

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j. Food Coupon shortages, when demand has been made upon employee.

k. Food Coupon transaction fee, upon billing of the agency.

l. Debit memoranda from the bank for deposit shortages, returned checks, etc.

Account Identifier Codes which have been removed from the listing are shown in the Exhibit, with reasons for their removal.

Section 275 of Handbook F-1 will be amended.—*Finance Dept.*, 12-15-77.

as possible after the nominations have been evaluated. In keeping with the importance of this recognition, the presentations will be made at an appropriate ceremony and will reflect the Postal Service's appreciation of special achievements and contributions by the finalists which have increased service, economy, productivity, and efficiency.

### Logistics

Travel costs and per diem for the finalist and authorized official accompanying the finalist (and other escorts when required; e.g., when the finalist is blind, or confined to a wheelchair, or similarly handicapped as to require assistance in travel) will be paid by the regional headquarters sponsoring the nominee.—*Employee Relations Dept.*, 12-15-77.



## SPECIAL SURVEY—CITY DELIVERY STATISTICS

### I. INTRODUCTION

This survey is being made to obtain current information on special characteristics of motorized city delivery letter routes. The requested information will be submitted by **each city delivery unit** having motorized routes. Form 4028, *Delivery Statistics*, will be used for the data entry.

### II. REQUISITION OR REPRODUCTION OF FORM 4028

Submitting offices have the option of either reproducing Form 4028 or obtaining blank forms as follows:

a. *Reproduction of Form 4028.* The required copies may be obtained by reproducing the Form 4028 (overprinted) exhibited in this BULLETIN. (See page 13.) This is the recommended option.

b. *Requisition of Form 4028.* Copies of Form 4028 are available at the area supply centers. Management Sectional Center (MSC's) will order sufficient quantities of this form for each city delivery office under their jurisdiction on Form 7380, *Requisition for Supplies*. MSC's will distribute forms only to offices with city delivery service.

### III. PREPARATION OF FORM 4028

All city delivery offices **MUST** complete a Form 4028 for **each unit** under its jurisdiction having motorized routes. In accordance with the instructions on the form, forward the Form 4028 with a post office summary (see section VI) so that it reaches the MSC by **January 13, 1978**. MSC postmasters will insure that all offices required to report meet this deadline. Since the data to be entered on the form will be computer-processed, it is **essential** that all reporting offices comply with the following:

a. Enter only whole numbers in the designated blocks. Do not show decimals.

b. Leave the item blank only if the information does not apply.

c. Enter only the data required and do not make notations outside the designated blocks.

d. Fill in the *required numbers*, insuring that each number **ENDS** in the **RIGHT HAND BLOCK**.

### IV. FORM ENTRIES

The items of information to be supplied are shown on the illustrated Form 4028 and are defined below. To

insure that the data reported is valid, it is **imperative to follow only these standard definitions**. Other definitions which may be used locally are not acceptable. On Form 4028, under the Description Column, write in the category titles exactly as shown; and under the Required Information Column, enter the required data in the specified block numbers.

**Item 1. Finance No.** In blocks 1-6, enter the 6-digit post office number. This item must be filled in with the correct 6 digits; otherwise the form will be rejected during computer processing. If the proper finance number is in doubt, please verify with your district or MSC.

**Item 2. Enter ZIP Code.** In blocks 12-16, record the station ZIP Code. **This is the ZIP Code of the station from which the routes are served.** For locations housing multi-ZIP units, prepare only one Form 4028. Motorized routes are *city delivery letter routes* on which a vehicle is used to deliver and collect all classes of mail, (e.g., curb line, dismount-door, or combination thereof). Blocks 7 through 11 will be left blank.

**Item 3. Enter Total Motorized Letter Routes.** In blocks 21-23, record the total number of city delivery letter routes, regular and auxiliary, that are classed as motorized. Blocks 17-20 will be left blank.

**Item 4. Enter Routes covered by RHD Vehicles (USPS-owned).** In blocks 28-30, record the total number of motorized letter routes, regular and auxiliary, that are routinely serviced by use of a USPS-owned right hand drive vehicle. Blocks 24-27 will be left blank.

**Item 5. Enter Routes covered by LHD Vehicles (USPS-owned).** In blocks 35-37, record the total number of motorized letter routes, regular and auxiliary, that are routinely serviced by use of a USPS owned left hand drive vehicle. Blocks 31-34 will be left blank.

**Item 6. Enter Routes covered by Leased Vehicles.** In blocks 40-42, record the total number of motorized letter routes, regular and auxiliary, that are routinely serviced by use of a leased vehicle whether right hand drive or left hand drive. Blocks 38-39 will be left blank.

**Item 7. Enter Park and Loop Letter Routes.** In blocks 45-47, record the total number of regular and auxiliary letter routes classified as park and

loop. Park and loop routes are those routes served by carriers who use a motor vehicle for transporting all classes of mail to the route, using a vehicle as a moveable container as the carrier loops segments of the route on foot. Include routes with less than 50% of the possible deliveries at the curblane. Blocks 43-44 will be left blank.

**Item 8. Enter Curblane Letter Routes.** In blocks 49-51, record the total number of regular and auxiliary letter routes classified as curblane. Curblane routes are motorized routes on which 50% or more of the possible deliveries are made to customer mailboxes at the curb. A curb delivery must be served by the carrier without dismounting from his vehicle. Block 48 will be left blank.

**Item 9. Enter P&L Routes with 1-10 P&L Stops.** In blocks 53-55, record the *number of park and loop routes* (of those identified in item 7) which have from 1 to 10 park and loop stops. Park and loop stops are defined as predetermined locations where the delivery vehicle is parked while the carrier loops segments of his route on foot. Block 52 will be left blank.

**Item 10. Enter P&L Routes with 11-20 P&L Stops.** In blocks 56-58, record the *number of park and loop routes* (of those identified in item 7) which have from 11 to 20 park and loop stops.

**SPECIAL NOTE.** Questions 11 through 15 pertain **only** to city delivery letter routes previously classified as park and loop in item 7. Normally, park and loop routes have 6 to 10 regular stops (at predetermined locations) plus a random number of stops for the delivery of parcels. Aside from this basic characteristic, questions 11-15 are designed to determine other secondary characteristics of park and loop routes. The requested information is concerned with the *number of possible vehicle stops on a route and not the number of possible deliveries*. Stops are defined as the number of times a vehicle is halted for the purpose of making a curblane delivery from the vehicle or halted for the purpose of dismounting from the vehicle to make delivery. *Stops normally associated with the regular park and loop portion of the route and stops made for the delivery of parcels are not to be included in the count.*

**Item 11.** Enter *P&L Routes with 1-24 Curblines/Dismount Stops*. In blocks 59-61, record the number of park and loop routes that have from 1 to 24 curblines and/or dismount stops associated with them. Do not include regular stops for the looping segments of the routes and random stops for parcel delivery.

**Item 12.** Enter *P&L Routes with 25-40 Curblines/Dismount Stops*. In blocks 62-64, record the number of park and loop routes that have from 25 to 40 curblines and/or dismount stops associated with them. Regular stops for the looping segments of routes and random stops for parcel delivery are to be excluded.

**Item 13.** Enter *P&L Routes with 41-60 Curblines/Dismount Stops*. In blocks 65-67, record the number of park and loop routes that have from 41 to 60 curblines and/or dismount stops associated with them. Regular stops for the looping segments of routes and random stops for parcel delivery are to be excluded.

**Item 14.** Enter *P&L Routes with 61-80 Curblines/Dismount Stops*. In blocks 68-70, record the number of park and loop routes that have from 61 to 80 curblines and/or dismount stops associated with them. Regular stops for the looping segments of the routes and random stops for parcel delivery are to be excluded.

**Item 15.** Enter *P&L Routes with 81-up Curblines/Dismount Stops*. In blocks 71-72, record the number of park and loop routes that have 80 or more curblines and/or dismount stops associated with them. Regular stops for the looping segments of the routes and random stops for parcel delivery are to be excluded.

**Item 16.** Enter *P&L Routes in 25-40 Range with 25 or more Curblines Deliveries*. In blocks 73-74, record the number of routes (of those identified in item 12) that have 25 or more curblines deliveries.

**Item 17.** Enter *P&L Routes in 41-60 Range with 25 or more Curblines Deliveries*. In blocks 75-76, record the number of routes (of those identified in item 13) that have 25 or more curblines deliveries.

Items 18-20 require no entry.

**Item 21.** *Update Code*. Enter the letter X in block 80 for forms dealing with a single ZIP Code or station in multi ZIP Code cities.

It is extremely important that these instructions be followed exactly.

#### V. SPECIAL REVIEW INSTRUCTIONS

The postmaster or his/her designee will consolidate the Forms 4028 and review them for completeness and accuracy. All errors and/or omissions should be corrected. Pay particular attention to the following:

- Accuracy of the finance numbers.
- Accuracy of the ZIP Codes.
- Insuring that numbers of routes are being reported and not numbers of vehicles or stops.
- Insuring that parcel post, collection routes, and special delivery messenger routes are not included with the information requested on motorized routes.
- Checking to see that the sum of items 4, 5 and 6 equals item 3.
- Checking to see that the sum of items 7 and 8 equals item 3.
- A checklist should be maintained to insure that all city delivery offices have actually prepared the Form 4028 as required.

#### VI. SPECIAL SUMMARY INSTRUCTIONS

The data collected will be processed and analyzed in two phases. Phase I will be a manual summary analysis on a post office/MSO level. Phase II will be a computer aided in-depth analysis on a delivery unit level. As a consequence, a separate summary is required for the post office and MSO levels.

*Each post office will prepare a summary for all of the reporting units under its jurisdiction.*

*Prepare the summary on plain bond paper with the heading clearly showing the name of the post office, address, ZIP Code, and date. Summarize the Forms 4028 by item number except for items 1 and 21. For example:*

**Item 2.** *ZIP Code*. (List all station ZIP Codes).

**Item 3.** *Total Motorized Routes*. (Show the sum total of all motorized routes under the postmaster's jurisdiction).

**Item 4.** *Routes covered by RHD Vehicles (USPS-owned)*. (List the sum total of all routes routinely covered by using a right hand drive USPS-owned vehicle).

Etc.

#### Revised Form

The following recently revised form is now available for distribution at the Eastern and Western Area Supply Centers:

Form 3132, August 1977, *United States Postal Service Correspondence Course Application*

This form has been modified to comply with the provisions of the Privacy Act of 1974.

Requisitions for the form should be directed to your area supply center according to established procedures. When the requisitioned form is received, destroy stock of the previous edition.—*Employee Relations Dept., 12-15-77.*

#### Application for Employment

Form 2591, *Application for Employment*, has been revised to make necessary changes in format and information. The revised edition is dated June 1977 and limited stocks are now available for requisitioning at area supply centers. All postal facilities which do not have the June 1977 edition on hand should requisition initial stocks on Form 4750, *Special Requisition for Supplies*. When the June 1977 edition is received, all previous stocks of Form 2591 should be destroyed.—*Employee Relations Dept., 12-15-77.*

Consolidate all Forms 4028, attach the post office summary, and forward to the appropriate MSO.

*MSO postmaster/managers will prepare a summary for all the post offices under their jurisdiction. To do this, follow instructions for preparing the summary at the post office level, except: include in the heading the ZIP Codes of all reporting post offices, and drop item 2, ZIP Code, from the body of the summary. Consolidate all the Forms 4028 and post office summaries; attach the MSO summary and forward to Headquarters.*

The original forms should be forwarded in one package for receipt at Headquarters by COB **January 27, 1978**. Address the package to:

Delivery Services Department  
U.S. Postal Service  
Attn: Motorized Route Survey  
475 L'Enfant Plaza W., S.W.  
Washington, DC 20260

—*Delivery Services Dept., 12-15-77.*



**U.S. POSTAL SERVICE  
DELIVERY STATISTICS**

PQ

PFY

**POSTMASTER:** Prepare original and two copies. Send original and one copy to your SCF Postmaster and retain one copy. SCF Postmaster will review the forms for accuracy and completeness and retain one copy. Forward the original from each office in accordance with Postal Bulletin Instructions.

When completing this form write the brief description for each item in the description column beside the appropriate item number. Fill in the "Required Information" column the appropriate numbers or letters insuring each number ENDS in the RIGHT HAND BLOCK. Where there are no entries, items shall be left blank.

EXAMPLE:

:	:	:	2	3
---	---	---	---	---

POST OFFICE, STATE AND ZIP CODE

POSTMASTER (Signature)

DATE

ITEM	DESCRIPTION	REQUIRED INFORMATION															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	FINANCE NO.																
2	ZIP Code																
3	Total Motorized Letter Routes																
4	Routes covered by RHD Vehicles (USPS-Owned)																
5	Routes covered by LHD Vehicles (USPS-Owned)																
6	Routes covered by Leased Vehicles																
7	Park and Loop Letter Routes																
8	Curblin Letter Routes																
9	P&L Routes with 1-10 P&L Stops																
10	P&L Routes with 11-20 P&L Stops																
11	P&L Routes with 1-24 Curblin/Dismount Stops																
12	P&L Routes with 25-40 Curblin/Dismount Stops																
13	P&L Routes with 41-60 Curblin/Dismount Stops																
14	P&L Routes with 61-80 Curblin/Dismount Stops																
15	P&L Routes with 81-up Curblin/Dismount Stops																
16	P&L Routes in 25-40 Range with 25 or more Curblin Deliveries																
17	P&L Routes in 41-60 Range with 25 or more Curblin Deliveries																
18																	
19																	
20																	
21	UPDATE CODE																X





## Alien Address Report Program

Section 265 of the Immigration and Nationality Act requires aliens residing in the United States and U.S. territories to report their addresses to the Commissioner of Immigration and Naturalization each January. All post offices throughout the United States, Guam, Puerto Rico, and the Virgin Islands will participate in the annual Alien Address Report Program by making *Alien Address Report Cards*, Forms I-53, available to aliens from January 1 through January 31, 1978. The responsibility for completing and signing a card, placing a stamp on the address side, and dropping it in any mail box rests with the alien. Form AR-11, *Change of Address Card*, cannot be used to comply with the requirements of section 265 of the Act.

**1. Distribution of Forms.** The Immigration and Naturalization Service will mail each postmaster a supply of cards based on the alien population of the area served by the post office. If some postmasters fail to receive a supply of cards by December 20, 1977, or if their supplies become exhausted during the reporting period, they should request the number needed by their offices from the postmaster in the nearest large city or the nearest office of Immigration and Naturalization Service. The cards must not be handed out to aliens prior to January 1, 1978.

**2. Forms to be Called for at Post Offices.** The reporting cards, Forms I-53, will be made available at counters of main post offices and classified stations or branches.

**3. Delayed Registration.** The official reporting period is January 1 through January 31, 1978. Direct any alien who attempts to file a report after January 31, 1978, to the nearest office of the Immigration and Naturalization Service. On February 1, 1978, dispose of all unused cards as waste.

**4. Lobby Display.** The Immigration and Naturalization Service is having posters distributed for lobby display in connection with the Alien Address Program. Postmasters must display these posters in lobbies during the period January 1 through January 31, 1978.

The following are the addresses of Immigration and Naturalization Service regional and district offices:

### Regional Offices

Federal Building  
Burlington, VT 05401

Federal Building  
Fort Snelling  
Twin Cities, MN 55111

23rd Floor  
First International Bldg.  
1201 Elm Street  
Dallas, TX 75250

Terminal Island  
San Pedro, CA 90731

### District Offices

Room 401  
632 W. 6th Avenue  
Anchorage, AK 99501

Rm. 406, 1430 W. Peachtree St., NW  
Atlanta, GA 30309

Room 124, Federal Bldg.  
31 Hopkins Plaza  
Baltimore, MD 21201

John Fitzgerald Kennedy Federal Bldg.  
Government Center  
Boston, MA 02203

68 Court Street  
Buffalo, NY 14202

Dirksen Federal Office Bldg.  
219 South Dearborn Street  
Chicago, IL 60604

Room 1917, Anthony J. Celebrezze  
Federal Building  
1240 East 9th Street  
Cleveland, OH 44199

17027 Federal Office Building  
Denver, CO 80202

Federal Building  
333 Mt. Elliott Street  
Detroit, MI 48207

P.O. Box 9398  
El Paso, TX 79984

P.O. Box 1530  
Hartford, CT 06101

P.O. Box 1724  
Helena, MT 59601

P.O. Box 461  
Honolulu, HI 96809

P.O. Box 61630  
Houston, TX 77208

819 U.S. Courthouse  
811 Grand Avenue  
Kansas City, MO 64106

300 North Los Angeles Street  
Los Angeles, CA 90012

Room 1402 Federal Building  
51 S.W. First Avenue  
Miami, FL 33130

Federal Building  
970 Broad Street  
Newark, NJ 07102

New Federal Building  
701 Loyola Avenue  
New Orleans, LA 70113

20 West Broadway  
New York, NY 10007

## Copyright Material Mailed Under Post Office Penalty Cover

Section 137.22f, POSTAL SERVICE MANUAL, provides that when copyright material is received by postmasters from persons seeking copyright registration, the postmaster may use post office penalty envelopes or labels to transmit the copyright material to the Register of Copyrights, Washington, DC 20540.

Effective January 1, 1978, section 137.22f will be rescinded in its entirety because section 105(e) of Public Law 94-553 repeals the authorization to use penalty envelopes for copyright material.

On and after January 1, 1978, persons seeking copyright registration must fully prepay applicable postage and fees on copyright material mailed to the Register of Copyrights.

The POSTAL SERVICE MANUAL will be amended accordingly.—*Rates & Classification Dept.*, 12-1-77.

Room 8411  
New Federal Building  
215 North 17th Street  
Omaha, NE 68102

Rm. 1321, U.S. Courthouse  
Independence Mall West  
601 Market Street  
Philadelphia, PA 19106

Federal Building  
230 North First Avenue  
Phoenix, AZ 85025

P.O. Box 578  
Portland, ME 04112

333 U.S. Courthouse  
S.W. Broadway and Main Streets  
Portland, OR 97205

P.O. Box 591  
St. Albans, VT 05478

932 New Post Office Bldg.  
180 E. Kellogg Blvd.  
St. Paul, MN 55101

Suite A301  
U.S. Federal Building  
727 East Durango  
San Antonio, TX 78206

Appraisers Building  
630 Sansome Street  
San Francisco, CA 94111

Pan Am Building  
255 Ponce de Leon Corner  
Bolivia Street  
San Juan, PR 00917

815 Airport Way, South  
Seattle, WA 98134

1025 Vermont Ave., NW  
Washington, DC 20538

—*Rates & Classification Dept.*,  
12-15-77.

## PRIVACY ACT IMPLEMENTATION INSTRUCTIONS

These instructions supersede those in POSTAL BULLETIN 21088, 7-15-76. (The following sections have been changed or added: II-C; III-B-1-a, -1-e, -3-b, -3-d, -5-g, -5-i, -6-a, -7, -11, -12, -13; IV-G-1, -H-1; and list of Privacy Act Systems of Records.)

*Retain this article until the privacy instructions are incorporated in the Postal Service Manual.*

### I. PRIVACY ACT

#### A. Requirements

Under the Privacy Act of 1974, the Postal Service must:

1. Publish in the *Federal Register* and forward to Congress and the Office of Management and Budget adequate advance notice of any proposal to establish, or modify, or alter the uses of, any system of records containing information about individuals.

2. Comply with certain requirements regarding the collection, use, disclosure, and safeguarding of information about individuals.

3. Permit an individual to determine what records the Postal Service has filed or cross-indexed under his or her name; gain access to and have a copy made of the information pertaining to him or her in those records; amend or correct the records; and determine the use and disclosures made of the records.

#### B. Definition

A system of records that contains information about individuals means any group of records under the control of the Postal Service, including mailing lists, from which information is retrieved by the name of an individual or by some identifying number or symbol assigned to the individual, such as a social security number. *Individual* in this context does not include proprietorships, businesses, or corporations, which are not covered by the Privacy Act.

#### C. Penalties

1. The Privacy Act provides criminal penalties, including fines up to \$5,000, for any officer or employee of a Federal agency, including the Postal Service, who:

- a. Knowing that disclosure of specific material is prohibited, willfully discloses information about an individual to any person or agency not entitled to receive it.

- b. Willfully maintains a system of records containing information about individuals without giving appropriate notice in the *Federal Register*.

2. The Privacy Act also provides criminal penalties, including fines up to \$5,000, for any person who knowingly and willfully requests or obtains any record concerning another individual under false pretenses.

#### D. Responsibilities of the Records Custodian

The head of a postal installation in the field or of a group or department at Headquarters is the official custodian of all the records in the custody of the installation, group, or department. The Records Custodian is responsible for insuring compliance with all laws and regulations pertaining to such records, including the Privacy Act.

### II. NOTICE, COLLECTION, AND USE OF INFORMATION ABOUT INDIVIDUALS

A. Required notice has been published in the *Federal Register* regarding all the systems of records authorized in the POSTAL SERVICE MANUAL, POSTAL BULLETINS, handbooks, publications, and other official directives that call for the maintenance of information of any kind about individuals. These systems of records are listed in Part VIII.

B. No Postal Service officer or employee may collect or maintain information about individuals except as a part of one of the listed systems of records and then only in an authorized manner and for an authorized purpose.

### III. DISCLOSURE OF INFORMATION ABOUT INDIVIDUALS

#### A. Accounting Requirements

1. Custodians must keep an accurate accounting of every disclosure of information from a system of records containing information about an individual, except for:

- a. Certain public information (see III-B-1-a and b).

C. Supervisors may continue to maintain personal notes and papers on employees. However, if such documents are ever circulated to another individual, or their contents are witnessed by another individual (including other supervisors or managers), they must also be shown to the sub-

ject employee upon that employee's request.

D. Any regional organization or any field organization subordinate to a region that wishes to establish a new system of records containing information about individuals, change the uses of an existing system, or introduce new forms to collect personal information from an individual, must first obtain permission from the regional Records Control Officer. Any Headquarters organization or any field organization reporting to Headquarters that wishes to establish or change a system or to introduce new forms must first obtain permission from the U.S. Postal Service Records Officer at Headquarters. Seventy-five days is needed to give notice in the *Federal Register* and review comments.

- b. Information disclosed to a Postal Service employee for use in the performance of his or her duties (see III-B-2).

- c. Information disclosed to the individual to whom the information pertains (see III-B-5).

2. The accounting of the disclosure may be in the form of a memo to the file, a copy of correspondence transmitting the disclosed information, a log, or other listing and must indicate:

- a. The date of the disclosure, its nature such as, *personnel folder review*, and its purpose, such as *background investigation*.

- b. The name and address of the agency or person to whom the disclosure was made.

3. The accounting of the disclosure must be filed, cross-indexed, or otherwise associated with the record that was disclosed, so that a complete accounting of disclosures can be constructed. The accounting must be retained for five years or for the life of the record disclosed, whichever is longer.

#### B. Rules of Disclosure

1. *Information Available to the Public.* The following information is available to the public and may be disclosed to any person:

- a. The name, job title, grade, salary, duty status, and dates of postal employment of any current or former Postal employee.

- b. The business name and address of a post office boxholder, when the box is being used for the purpose of doing or soliciting business with the



public, and the business name and address of any person applying for a box in behalf of the holder. (No fee is charged for this information.) A postmaster may furnish this information when satisfied from the entries appearing on Form 1093, *Application for Post Office Box*, or from evidence such as an advertising circular furnished by the requester that a box is being used for a business purpose. When a postmaster is unable to determine whether a business use is involved, he or she will refer the request to the Regional Counsel.

c. The new address of any person who has filed a change of address notice. A fee of \$1.00 is charged for each address requested. An accounting must be kept for each disclosure made to a requester except for those made in response to an *Address Correction Request*. (PSM 159.12.)

d. The recorded post office box address of a customer whose mail is redirected to a post office box. A fee of \$1.00 will be charged for this information. An accounting must be kept for each disclosure.

e. The name and address of the holder of a particular bulk mail permit, permit imprint or similar permit, or postage meter permit, and the name of any person applying for a permit in behalf of a holder. *Lists of permit holders* may not be furnished to members of the public. Fees will be charged in accordance with Release of Information Instructions (PSM 265.8). An accounting must be kept for each disclosure.

2. *Postal Uses*. Information pertaining to an individual may be given any postal employee, or employee of a contractor operating a Postal Service system of records, who needs the information in the performance of postal duties. Although such uses are considered disclosures, no accounting is required.

3. *Restricted Disclosures*. Information pertaining to an individual may be disclosed from any pertinent system of records under the following conditions: (An accounting must be kept of each disclosure.)

a. In response to a court order. (The Regional Counsel must be notified before the information is released.)

b. To a Federal, state, or local government agency for civil, criminal, or other law enforcement purposes. (The Inspection Service must be consulted before information other

than boxholder or address information is released.)

c. To either House of Congress, to a Congressional Committee, subcommittee, or joint committee, or to representatives of the Comptroller General or the General Accounting Office.

d. To the Civil Service Commission, Department of Agriculture, Department of State, Department of Health, Education, and Welfare (Public Health Service and Social Security Administration), Department of Labor (Office of Workers' Compensation), Treasury Department (Internal Revenue Service), Veterans Administration, General Services Administration, state unemployment offices, and agencies attempting to locate missing parents, in accordance with official Postal Service regulatory issuances and directives that provide for the release of specific personal information. (Disclosures for other purposes or to other Federal, state, and local government agencies will not be made without prior approval of the Regional Counsel.)

e. To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity.

f. To a court official, such as a judge, court clerk, or jury commissioner, upon written request and at no cost, for a customer's address, if known, and if it is sought in connection with jury service.

4. *Statistical Disclosures*. Information pertaining to an individual may be disclosed to a requester who has given the Postal Service written assurance that the information will be used solely for statistical research or reporting purposes. Information disclosed under this provision must be transferred in a form that is not individually identifiable and an accounting must be kept of each disclosure.

5. *Disclosures to Individuals*. An individual may review and have copies of any information pertaining to himself/herself that is contained in a record filed or cross-indexed under his or her name or other identifier, *except the following*:

a. The name or information identifying an individual who has requested and has been expressly promised anonymity in providing information to the Postal Service. This exception applies only to Postal Inspection Service Records; Pre-employment Investigation Records;

Recruiting, Examining, Training, and Placement Records, and Postmaster Selection Records. (The information must be excised from a copy of the record before it can be reviewed or copied by the individual.)

b. Records compiled in reasonable anticipation of a civil action or proceeding.

c. Records of the disclosure of information to law enforcement agencies under III-B-3-b.

d. Information within records that might compromise testing or examination materials.

e. Registers for positions to be filled. (Upon written request an individual may be told whether prospects for appointment are good, fair, or unfavorable.)

f. Medical or psychological records, including those received from the Veterans Administration, Public Health Service, or Office of Workers' Compensation, which in the opinion of a medical doctor should not be made directly available to the individual. Such records may be made available to a physician designated in writing by the individual, in which case a disclosure accounting must be filed.

g. Information pertaining to individuals in the form of *uncirculated* personal notes kept by Postal Service employees, supervisors, counselors, investigators, etc. (Official evaluations, appraisals, estimates of potential, etc., must be made available to the employee to whom they pertain.)

h. Results of national agency check and written inquiry investigations (NACI) conducted by the Civil Service Commission. Individuals requesting NACI records should be advised to send their requests to the Director, Bureau of Personnel Investigations, U.S. Civil Service Commission, NACI Center, Boyers, PA 16018.

i. Bargaining unit grievance case files. (These files are to be maintained or indexed *only* by case number.)

6. *Third Party Disclosures*. Information which may be made available to an individual about the individual's own records may only be made available to another person, including a spouse:

a. Who has a signed statement of permission from the individual to obtain the information.

b. Invited by an individual to be present when the individual is reviewing his own records providing

the requester submits a written statement authorizing the disclosure of information in that person's presence.

c. Upon a showing of compelling circumstances affecting the health or safety of an individual, if, upon such disclosure, notification is transmitted to the last known address of the individual to whom the record pertains. An accounting must be kept of all such disclosures.

7. *Credit References.* Credit Bureaus, banks, federal credit unions, and other commercial firms from which an employee is seeking credit may be given public information about the salary, employment dates, and job titles of a present or former employee, with no accounting of the disclosure. However, if a firm requests additional information, it must submit a release form signed by the individual, and an accounting of the disclosure must be kept.

8. *Job References.* Prospective employers may be furnished public information listed in III-B-7. In addition, a former employee's reason for leaving as shown on SF 50 may be given if the identity of the requester is verified and a record of the disclosure is filed. If additional information is desired, the requester must submit a release form signed by the employee and an accounting of the disclosure must be kept.

9. *Collective Bargaining.* Information about individual employees is released to certified collective bargaining agents, consistent with appropriate provisions of applicable collective bargaining agreements and other statutory obligations. An accounting of each disclosure must be kept.

10. *Congressional Requests.* All inquiries from an individual member of Congress, not acting on behalf of a committee or subcommittee, requesting records or information pertaining to an individual, other than public information, must be forwarded to the Assistant Postmaster General, Government Relations Department, USPS, Washington, DC 20260.

11. *Lists of Names OR Addresses.* Mailing lists or other lists of names and addresses, past or present, of postal customers, employees, and others, are not generally made available to the public. Regional Counsel must approve the release of name or address lists (this does not include actions involved in providing mailing

list services under PSM 122.5). No accounting is required.

12. *Boxholder Information.* In addition to the disclosures permitted under III-B-3, the name or address of an individual post office boxholder is furnished to a person empowered by law to serve legal process, upon written certification that the information is required to effect service in a currently pending proceeding. An accounting must be kept of the disclosure.

13. *Boxholder and Change of Address Information Through Postal Inspectors.* Law enforcement agencies routinely request postal inspectors to obtain boxholder and change of address information from the post office of record. In such cases, the inspector is acting as a liaison with that agency and, except for information obtained on boxes being used for business purposes (the release of which does not require a disclosure accounting—see III-B-1-b), must inform the post office official that the information is to be disclosed outside the Postal Service. The inspector will verbally furnish the information required for the disclosure accounting to be maintained by the post office official.

#### IV. PROCESSING REQUESTS

##### A. Information Supplied in Request

Inquiries for notification as to whether the Postal Service has a record about a particular individual, and requests for the disclosure or amendment of a record, or for an accounting of the disclosures made from a record, must:

a. Specify by name or number as shown in VIII or otherwise reasonably identify the system of records involved, and

b. Provide sufficient information to clearly identify the individual and identify and locate the record.

If insufficient information is supplied to locate and identify the record, the individual should be advised of the information needed to locate the requested records.

##### B. Right To Know

Before any information is released about an individual's record, including whether a record exists, the requester's identity and right to have the information must first be established (III-B and IV-E through G).

##### C. Fees

No fee is charged an individual for searching for or for reviewing a record pertaining to him/her. A fee of

ten cents a page may be charged for copying a record, but fees totaling less than a dollar must be waived. Copying fees collected as a result of Privacy Requests are deposited in Account Identifier Code (AIC) 127.

##### D. Availability

1. Requests to review or copy a record must be made to the installation where the record is kept, except in the case of retired Official Personnel Records (see IV-H-1).

2. Records are made available for inspection and copying during normal business hours at the installation where the record is to be reviewed.

3. Postal employees who wish to review or copy any of their own records must do so on their own time, except as provided for under current collective bargaining agreements.

##### E. Requests by Telephone

Requests for information available to the public about an individual (III-B-1) or for credit or job reference information which may be given without a release statement (III-B-7 and 8) may be accepted and answered by telephone, unless there is a charge for the information. Other requests for information about individuals must be made in person or in writing.

##### F. Requests Made in Person

1. Before any information about an individual other than information listed in IV-E may be released to a requester who applies in person, the custodian or delegate custodian must:

a. Establish the requester's identity by means of official credentials, driver's license, medicare card, or similar means of identification;

b. Establish that the request meets the criteria listed under III-B.

2. The custodian may permit the requester to copy the record manually or with a copying machine, but must retain control over the official record.

3. The requester must sign a statement that he or she has reviewed a specific record or records.

##### G. Requests by Mail

1. An individual who applies in writing for information about himself/herself or about some other individual must send a signed request to the appropriate postal installation. An organization that wishes such information must request it on letterhead stationery.



2. As soon as any required fees or statements of release are received, the custodian may send the requested information or copies of records to the requester. A copy of the transmittal may be used as an accounting of the disclosure. Copies of requested records must be sent by certified mail.

3. If a request is received that should have been sent to some other location, the request must be forwarded to the appropriate location, with a copy of the transmittal to the requester.

#### **H. Review of Nonlocal Records**

1. A request to review an Official Personnel Folder which has been retired to the National Personnel Records Center may be made at any postal installation. The requester should specify the installation at which review is desired. The request must be immediately forwarded to that installation for processing, if other than the installation initially receiving the request. If the requester meets the criteria in III-B, the installation where review is to take place sends an SF 127, *Request for Official Personnel Folder*, to the National Personnel Records Center, St. Louis, MO 63118. Upon receiving the folder, the installation notifies the requester that it is available for review. After the review, the installation will retain the folder for 30 days and then, if there is no further need for its retention, returns it by registered mail to the National Personnel Records Center.

2. A requester who wishes to review a record which is not available locally must send the request directly to the custodian of the records, with full particulars, and state at which postal installation the requester wishes to review the record. If the request meets the criteria in III-B, the custodian duplicates the requested record and sends the copies in a sealed envelope with covering instructions to the selected postal installation. The installation notifies the requester when the envelope is available for review. The installation opens the envelope in the requester's presence after establishing the reviewer's identity. After the review, the installation destroys the copies or provides the copies to the requester after payment of the required fees, and sends an accounting of the disclosure to the custodian.

#### **I. Freedom of Information Act Requests**

If a request made under the Freedom of Information Act includes a request for information about an individual, the custodian must follow all of the rules on record-keeping and disclosure that are stated above in III. If information requested under the Freedom of Information Act is denied, the denial letter must state the requester's right to appeal to the USPS General Counsel.

#### **J. Questionable Requests**

If the custodian questions the correctness of releasing requested information or the procedure to be followed, he or she should contact the Regional Records Control Officer or the USPS Records Officer at Headquarters before releasing the information.

#### **K. Responding to Requests**

Custodians will acknowledge Privacy Act requests within ten days (excluding Saturdays, Sundays, and legal public holidays). When the record requested has been identified and will be disclosed, the custodian should notify the requester when and where the record will be available for inspection and copying. If the record requested is not immediately available, the custodian should tell the requester when it will be. If no record can be found or if the record has been destroyed, the custodian should advise the requester.

#### **L. Denial of a Request**

1. Except as provided in III-B-5 and IV-B, individuals may not be denied permission to review a record pertaining to themselves. Additionally, the custodian must consult with the Regional Counsel prior to issuing a denial.

2. A denial of a written request for notification as to whether the Postal Service has a record pertaining to an individual, or for the review, copying, or amendment of a record, or for an accounting of disclosures, must be in writing. Also, the denial must be signed by the custodian or designee, must state the reasons for the denial, and must advise that the requester has the right to submit an appeal to the Privacy Appeals Officer at Postal Service Headquarters. The custodian must send a copy of the denial to the U.S. Postal Service Records Officer at Headquarters.

#### **V. REQUESTS TO AMEND A RECORD**

A. An individual may request the correction or amendment of a Postal Service record pertaining to himself/herself. The individual must send the request to the installation responsible for the record, clearly identify the record, state the change desired (such as the wording or data to be added, changed or deleted), and, where appropriate, supply a justification for the change.

B. If the change requested is undisputed (for example correcting a misspelling, misprint, mistake in computation, or other obvious error), the individual may make the request informally and the custodian may have the record changed without formally notifying the requester that the change has been made. However, if the request may result in a dispute, then the custodian should require that the request be made in writing.

C. Within 10 days (excluding Saturdays, Sundays, and legal public holidays) of any written request to change or amend a record, the custodian of the record must acknowledge the request in writing and request any additional information necessary for action on the request. Within 30 days (excluding Saturdays, Sundays, and legal public holidays) the custodian:

1. Must correct or eliminate any information found incomplete, inaccurate, not relevant to the purpose of the system of records, or not timely. The custodian must advise the requester of the change, supplying a courtesy copy of the revised record where practicable, and send a revised record to any person or agency to which the accounted disclosure of the record has been made.

2. Must advise the requester in writing (with a copy to the USPS Records Officer) if any requested changes are refused in whole or in part, give the reasons, and advise that the requester may appeal or submit a statement of disagreement to be filed with the disputed record. The requester should file a written appeal within 30 days (excluding Saturdays, Sundays, and legal public holidays) with the Privacy Appeals Officer, U.S. Postal Service, Washington, DC 20260, giving full particulars. The Privacy Appeals Officer must give the appellant any necessary guidance on the appeal process and give a final decision within 30

*Continued on p. 20*

## Out-of-Stock Directives

The directives listed below are out-of-stock. *Do not order* these directives at this time. When copies become available, you will be informed by a POSTAL BULLETIN notice.

<i>Pubs.</i>	<i>Titles</i>	<i>Handbooks</i>	<i>Titles</i>
2	Packaging for Mailing	F-1	Financial and Costs Controls, (T/L2B, Chapter 4)
3	Domestic Postage Rates and Fees	F-7	RCA Studies and Tests at First and Second-Class Post Offices
5	Refunds of Postage and Special Service Fees	F-21	Timekeepers Instructions (Chapters 1-8, TL-23)
17	Apartment House Mail Receptacles	F-26	Property Accounting
18	Neighborhood Delivery and Collection Boxes—Regulations and Manufacturing Standards	F-29	General Accounting Procedures
28	How to Address Mail	F-33	Accounts Payable
45	International Express Mail	F-39	Personnel Service Center Coding and Procedures
46	We Deliver	F-44	System for Estimating RPW of Mail to Foreign Destinations
54	Presorting—The First Class Way	M-9	Travel
61	Information Guide on Presorted First-Class Mail	M-37	Rural Carrier's Instruction Handbook
74	Laws Relating to Ethical Conduct and Conflict of Interest	M-53	International Indemnity Claims
95	Repair Parts Catalog Facer-Canceler, Model Mark II	M-55	PSDS Manual
128	You Can Write Plain English	M-56	Input Devices, Postal Source Data System
135	Floor Wardens' Instructions, Headquarters Civil Defense Program	M-62	International Mail Inquiries
136	Licensed Vendor Listing—Uniform Allowance Program	M-66	OCR Model I Handbook
162	Conditions of Service for Air Transportation of Intra-Alaska Mail	M-75	Manual Letter Mail Distribution
165	Design Control Guidelines	P-14	Health and Medical Services
182	The Job Evaluation Program	P-15	Instructor's Guide for Training Mechanics—Basic Mechanical Equipment
195	ODIS—What It Is—What It Does	P-20	Processing and Documenting Personnel Actions Using PSDMS
201	A Consumer's Guide to Postal Services and Products	P-22	Instructor's Training Manual for Edger Stacker-Facer Canceler System
209	Parcel Post—We're Out to Deliver Something Better	P-24	Operator's Training Manual for MPLSM's
213	Postal Customer Councils—Your Pipeline to the Postal Service	P-25	Supervisor's Training Manual for MPLSM's
		P-29	Food Service Operation and Employee Social and Recreational Funds
		RS-1	Guide to Selling Postal Products
		SD-1	Pouch/Sack Sorting and Bulk Mail Conveyor Systems
		T-1	International Air Mail—Exchange Office Procedures

—Office of Management Services, 12-15-77.

## Correction

### Management Sectional Centers

On page 4 of POSTAL BULLETIN 21131, 12-1-77, please correct the box number in the address for the Delaware Valley District. The box number should be 1000 instead of 2111.—*Operations Group, 12-5-77.*

*Continued from p. 19*

days (excluding Saturdays, Sundays, and legal public holidays).

### VI. ACCOUNTING FOR DISCLOSURES

A. An individual may request that the Postal Service notify him or her of any disclosure of a specific personal record to any person, organization, or agency outside of the Postal Service. Such a request must be made to the facility where the record is located and must clearly identify the system of records.

B. The custodian should notify the requester within 30 days (excluding Saturdays, Sundays, and legal public holidays) that a disclosure record exists. If such a record does exist, the custodian must give the requester the disclosure information except as provided in III-B-5-c.

### VII. SAFEGUARDING INFORMATION

A. Appropriate safeguards, such as record controls restrictions on access, and lockable cabinets or lockable rooms, must be provided to insure the security and confidentiality of records that contain information about individuals which, if disclosed, could cause substantial harm, embarrassment, inconvenience, or unfairness. Such records must also be burned or shredded when their retention is no longer required.

B. Employees who have access to records containing information about individuals must be instructed in the local procedures for safeguarding such information and advised of the penalties provided by the Privacy Act.

### VIII. APPROVED SYSTEMS OF RECORDS

The Postal Service systems of records containing information about individuals are listed below. A person who wants a complete description of these systems and their uses should contact a public library and ask for the *Federal Register*.

*Continued on p. 21*

**BUY U.S. SAVINGS BONDS**



Continued from p. 20

POSTAL SERVICE SYSTEMS OF RECORDS CONTAINING PERSONAL INFORMATION ABOUT INDIVIDUALS

**010 COLLECTION AND DELIVERY RECORDS**

- .010 Address Change and Mail Forwarding Records—L
- .020 Boxholder's Records—L
- .030 Carrier Drive-Out Agreements—L
- .040 City Carrier Route Records—L
- .050 Delivery of Mail Through Agents—L
- .070 Mailbox Irregularities—L
- .080 Rural Carrier Routes Records—L

**020 COMMUNICATIONS (PUBLIC RELATIONS)**

- .010 Biographical Summaries of Management Personnel for Press Release—L
- .030 School Mailing Lists—H

**030 EQUAL EMPLOYMENT OPPORTUNITY**

- .010 EEO Discrimination Complaint Investigations—L
- .020 EEO Staff Selection Records—H, R
- .030 EEO Administrative Litigation Case Files, H

**040 CUSTOMER PROGRAMS**

- .010 Memo to Mailers Address File—H
- .020 Sexually-Oriented Advertisements—H

**050 FINANCE**

- .005 Accounts Receivable—File Maintenance—H
- .010 Employee Travel Records (Accounts Payable)—L
- .020 Payroll System—L
- .040 Uniform Allowance Program—L

**060 FRAUD AND FALSE REPRESENTATION RECORDS**

- .010 Consumer Protection Case Records—H
- .020 Prohibitory Order—H

**070 INQUIRIES AND COMPLAINTS**

- .010 Correspondence Files of the Postmaster General—H
- .020 Government Official's Inquiry System—H
- .040 Customer Complaint Records—L

**080 INSPECTION SERVICE REQUIREMENTS**

- .010 Investigative File System—H
- .020 Mail Cover Program Records—H
- .030 Vehicular Violations Record System—H

**090 NONMAIL SERVICES**

- .020 Passport Application Records—L
- .030 U.S. Savings Bonds Application Records—L

**100 OFFICE ADMINISTRATION**

- .010 Carpool Coordination/Parking Records System—L
- .020 Marketing Memo—L

**110 PERSONAL PROPERTY MANAGEMENT**

- .010 Accountable Property Records—L

**120 PERSONNEL RECORDS**

- .010 Architect/Engineers Selection Records—H
- .020 Blood Donor Records System—L
- .030 Contract Employee Assignment Records—L
- .033 Contract Employee Fingerprint Records—L
- .035 Employee Accident Records—L
- .036 Grievance and Appeals Records for Non-Bargaining Unit Employees—L
- .038 Employee Bicentennial Award List—H
- .040 Employee Job Bidding System—L
- .050 Employee Suggestion Control—L
- .060 Employment and Financial Interest Records—L
- .070 General Personnel Folders (Official Personnel Folder and Records Related Thereto)—L
- .080 Master Minority File Records—H
- .090 Medical Records—L
- .098 Office of Workers' Compensation Program (OWCP) Record Copies—L
- .100 Performance Awards System Records—L
- .110 Preemployment Investigation Records—L
- .120 Personnel Research and Test Validation Records—L
- .130 Postmaster Selection Program Records—R
- .140 Program for Alcoholic Recovery (PAR)—L
- .150 Recruiting, Examining, Training and Placement Records—L
- .170 Safe Driver Awards Records—L
- .180 Skills Bank (Human Resources Records)—L
- .190 Supervisor's Personnel Records—L
- .210 Vehicle Maintenance and Operators Records—L
- .220 Arbitration Case Files—H

- .230 Adverse Action Appeals (Administrative Litigation Case Files)—H
- .240 Garnishment Case Files—H

**130 PHILATELY**

- .010 Ben Franklin Stamp Club Direct Mail Responders List—H
- .020 Educators Stamp Fun Mailing List—H
- .040 Philatelic Product Sales and Distribution—H

**140 POSTAGE**

- .020 Postal Meter Records—L

**150 RECORDS AND INFORMATION MANAGEMENT RECORDS**

- .010 Information Disclosure Accounting Records (Freedom of Information)—H
- .015 Freedom of Information Appeals System—H
- .020 Information Disclosure Accounting Records (Privacy Act)—H
- .025 Privacy Act Appeals System—H

**160 SPECIAL MAIL SERVICES**

- .010 Insured and Registered Domestic Mail Inquiry and Application for Indemnity Records—L
- .020 Insured and Registered International Mail Inquiry and Application for Indemnity Records—L
- .030 Express Mail Service Insurance Claims for Loss, Delay and Damage—L

**170 STATISTICAL (COST) SYSTEMS**

- .010 Work Load Reporting Records—H

**180 TORT CLAIMS**

- .010 Tort Claims Case Records—L

**190 LABOR LAW CIVIL ACTION**

- .010 Civil Action Case Files—H

**200 NON-MAIL MONETARY CLAIMS**

- .010 Relocation Assistance Claims—R
- .020 Monetary Claims Involving Present or Former Employees (Case Files)—H

**SUBMISSION OF REQUESTS:**

- L—Local Post Office, Postal Installation involved, or where employed.
- H—USPS Records Officer, Headquarters.
- R—Regional Records Control Officer.

## POST OFFICE CHANGES NO. 28

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

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Dis.=Discontinued. DPO=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
AL	Bessemer	Jefferson	Eastern Valley	B	35020	Delete	1-31-75	B disc.
AL	Birmingham	do	Rutledge	B	35228	Delete	6-30-76	B disc.
AL	Jasper	Walker	Parkland	S	35501	Delete	4-30-74	S disc.
AL	Mobile	Mobile	Plateau	B	36610	Delete	6-30-71	B disc.
AL	do	do	Tillmans Corner	B	36619	Delete	8-13-71	B disc.
AL	do	do	Caroline Avenue	Sx	36604	Delete	6-30-76	Sx disc.
AL	do	do	Overlook	B	36608	Delete	11-1-75	B disc.
AL	Pelham	Shelby		I	35124	Add	12-4-78	C estab.
AL	Pine Hill	Wilcox	Pope	CPO	36770	Delete	8-19-77	CPO disc.
AL	Theodore	Mobile		I	36582	Add	9-10-77	C estab.
AR	Conway	Faulkner	Central Baptist College	S	72082	Delete	8-19-77	S disc.
AR	Eureka Springs	Carroll	Holiday Island	CPO	72632	Delete	6-20-77	CPO disc.
AR	Harrison	Boone	Denver	CPO	72660	Delete	8-30-74	CPO disc.
AR	Hot Springs National Park	Garland	Central City	B	71901	Delete	8-22-77	B conv. to S
AR	do	do	do	S	71901	Add	8-22-77	S estab.
AR	do	do	Oaklawn	S	71901	Add	8-22-77	S estab.
AR	do	do	Indiandale	S	71901	Add	8-22-77	S estab.
AR	Mountain View	Stone	Allison	CPO	72511	Delete	2-28-77	CPO disc.
AR	Paragould	Greene	Center Hill	CPO	72450	Delete	8-24-77	CPO conv. to S.
AR	do	do	do	S	72450	Add	8-24-77	CPO disc.
AR	Royal	Garland	Crystal Springs	CPO	71938	Delete	4-24-74	CPO disc.
AR	Russellville	Pope	Tech	B	72801	Delete	8-22-77	B conv. to S.
AR	do	do	do	S	72801	Add	8-22-77	B conv. to S.
AR	do	do	Scottsville	CPO	72862	Delete	3-14-74	CPO disc.
AR	do	do	(Mail to Hector)	I	72843	Add	3-14-74	CPO disc.
FL	Bradenton	Manatee	Fifty Seventh Avenue	B	33507	Delete	8-17-77	B conv. to Bx.
FL	do	do	do	Bx	33507	Add	8-17-77	B conv. to Bx.
FL	do	do	Samoset	Bx	33505	Delete	8-17-77	Bx conv. to B and ZIP Code changed.
FL	do	do	do	B	33508	Add	8-17-77	B conv. to B and ZIP Code changed.
FL	do	do	Braden Castle	CPO	33505	Delete	8-17-77	CPO ZIP Code changed.
FL	do	do	do	CPO	33508	Add	8-17-77	CPO ZIP Code changed.
FL	do	do	Manatee	S	33505	Delete	8-17-77	S ZIP Code changed.
FL	do	do	do	S	33508	Add	8-17-77	S ZIP Code changed.
FL	Brooksville	Hernando	Weeki Wachee	CPO	33512	Delete	8-18-77	CPO disc.
FL	Clearwater	Pinellas	Shell Land	B	33516	Delete	6-30-73	B disc.
FL	Crestview	Okaloosa	Lakewood	CPO	32566	Delete	7-1-77	CPO disc.
FL	Destin	do	Miramar Beach	CPO	32541	Delete	11-14-75	CPO disc.
FL	Eglin AFB	do	Bens Lake	S	32542	Delete	6-30-74	S disc.
FL	Fort Pierce	Saint Lucie	Indrio-Saint Lucie	B	33452	Delete	8-11-77	B disc.
FL	do	do	Country Club	B	33452	Delete	9-1-77	Amend PB 21127 to correct ZIP Code.
FL	do	do	Port Saint Lucie	B	33452	Add	8-11-77	B estab.
FL	Gainesville	Alachua	University	Sx	32601	Delete	7-1-76	Sx ZIP Code changed.
FL	do	do	do	Sx	32603	Add	7-1-76	Sx ZIP Code changed.
FL	Hallandale	Broward	Diplomat Mall	S	33009	Add	8-17-77	S estab.
FL	Jacksonville	Duval	Jacksonville AMF	Sx	32229	Delete	6-19-76	Sx name changed.
FL	do	do	Jacksonville ATO	Sx	32229	Add	6-19-76	Sx name changed.
FL	do	do	Naval Hospital	S	32214	Delete	6-30-76	S disc.
FL	Key West	Monroe	Naval Hospital	S	33040	Add	8-17-77	S estab.
FL	do	do	Naval Air Station Unit 2	S	33040	Add	8-17-77	S estab.
FL	Lake Worth	Palm Beach	West Lake Worth Road	B	33463	Add	8-11-77	B estab.
FL	Miami	Dade	International Airport	Bx	33148	Delete	11-1-77	Bx disc.
FL	do	do	Golden Beach	B	33160	Delete	8-17-77	B disc.
FL	do	do	Quail Heights	Bx	33197	Add	10-15-77	Bx estab.
FL	do	do	Snapper Creek	Bx	33116	Add	5-1-78	Bx estab.
FL	Ocala	Marion	Oakcrest	B	32670	Add	2-3-73	B estab.
FL	Orlando	Orange	Recruit Training Command	Sx	32813	Add	8-18-77	Sx estab.
FL	do	do	do	Sx	32814	Delete	8-18-77	Sx ZIP Code changed.
FL	do	do	do	Sx	32803	Add	8-18-77	Sx ZIP Code changed.
FL	Panama City	Bay	Hiland Park	B	32401	Delete	8-15-77	B ZIP Code changed.
FL	do	do	do	B	32405	Add	8-15-77	B ZIP Code changed.
FL	do	do	Holiday Plaza	B	32401	Delete	8-15-77	B ZIP Code changed.
FL	do	do	do	B	32407	Add	8-15-77	B ZIP Code changed.
FL	do	do	Laguna Beach	CPO	32401	Delete	8-15-77	CPO ZIP Code changed.
FL	do	do	do	CPO	32407	Add	9-15-77	CPO ZIP Code changed.
FL	do	do	US Navy Mine Defense Lab.	B	32401	Delete	8-15-77	B name and ZIP Code changed.
FL	do	do	Naval Coastal System Lab.	B	32407	Add	8-15-77	B name and ZIP Code changed.
FL	do	do	West Bay	CPO	32401	Delete	8-15-77	CPO ZIP Code changed.
FL	do	do	do	CPO	32407	Add	8-15-77	CPO ZIP Code changed.
FL	do	do	West Panama City Beach	B	32401	Delete	8-15-77	B ZIP Code changed.
FL	do	do	do	B	32407	Add	8-15-77	B ZIP Code changed.
FL	Pensacola	Escambia	Ferry Pass	B	32503	Delete	4-1-75	B ZIP Code changed.
FL	do	do	do	B	32504	Add	4-1-75	B ZIP Code changed.
FL	do	do	Naval Air Medical Center	B	32512	Delete	2-28-75	B disc.
FL	do	do	Shackleford	S	32501	Delete	6-30-75	S disc.
FL	St. Petersburg	Pinellas	Clearview	S	33714	Delete	8-16-77	S disc.
FL	do	do	Dimston Plaza	S	33710	Delete	8-16-77	S disc.
FL	Sarasota	Sarasota	Bee Ridge	B	33578	Delete	8-16-77	B disc.
FL	South Bay	Palm Beach	Okeelanta	CPO	33493	Delete	8-11-77	CPO disc.
FL	Tampa	Hillsborough	Carrollwood	Bx	33618	Add	11-21-77	Bx estab.
FL	Winter Park	Orange	Eastgate	S	32789	Delete	8-18-77	S ZIP Code changed.
FL	do	do	do	S	32792	Add	8-18-77	S ZIP Code changed.
FL	do	do	Towers	S	32789	Delete	8-18-77	S ZIP Code changed.
FL	do	do	do	S	32792	Add	8-18-77	S ZIP Code changed.



POST OFFICE CHANGES NO. 28—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
GA	Albany	Dougherty	USMC Supply Center	Bx	31704	Delete	6-13-77	Amend PB 21120 to correct Bx name, ZIP Code, and eff. date.
GA	do	do	USMC Logistic Support Base	Bx	31707	Add	6-13-77	
GA	do	do	Bridgeboro	CPO	31701	Delete	8-19-77	CPO ZIP Code changed.
GA	do	do	do	CPO	31705	Add	8-19-77	
GA	Athens	Clarke	Gaines Community	B	30601	Delete	8-18-77	B conv. to S and ZIP Code changed.
GA	do	do	do	S	30605	Add	8-18-77	
GA	Atlanta	Fulton	Cumberland	B	30330	Delete	8-18-77	B disc.
GA	do	do	Executive Park	B	30347	Delete	8-18-77	
GA	do	do	do	Bx	30347	Add	8-18-77	B conv. to Bx.
GA	do	do	De Lowe	B	30344	Delete	8-18-77	
GA	do	do	Gresham	B	30316	Delete	8-18-77	B disc.
GA	do	do	Northlake	B	30245	Delete	8-18-77	
GA	do	do	do	Bx	30345	Add	8-18-77	B conv. to Bx.
GA	do	do	Old National	Bx	30349	Add	8-18-77	
GA	do	do	USPS Bulk Mail Center	B	30369	Add	8-18-77	B estab.
GA	Augusta	Richmond	Medical Center Eisenhower Hosp.	B	30906	Add	8-12-77	B estab.
GA	Austell	Cobb	South Cobb	B	30001	Delete	8-18-77	B disc.
GA	Brunswick	Glynn	Arcs	B	31520	Delete	11-15-74	B disc.
GA	do	do	Lanier Plaza	S	31520	Delete	4-18-74	S disc.
GA	Conyers	Rockdale	Lakeview Estates	CPO	30207	Delete	8-18-77	CPO disc.
GA	Decatur	DeKalb	North Druid Hills	B	30033	Delete	6-18-77	B disc.
GA	do	do	Snaphinger	B	30035	Add	8-18-77	B estab.
GA	Forest Park	Clayton	Plaza	S	30050	Delete	8-18-77	S disc.
GA	Gainesville	Hall	Park Hill	S	30501	Delete	9-30-74	S disc.
GA	Jonesboro	Clayton	Arrowhead	B	30236	Delete	8-18-77	B disc.
GA	Marietta	Cobb	Canton Plaza	B	30062	Delete	8-18-77	B ZIP Code changed.
GA	do	do	do	B	30068	Add	8-18-77	
GA	Morganton	Fannin	Hurst	CPO	30561	Delete	6-30-73	CPO disc.
GA	Savannah	Chatham	Bacon Park	S	31406	Delete	6-30-76	S disc.
GA	do	do	Bingville	Sx	31403	Add	8-13-77	Sx estab.
GA	do	do	Isle of Hope	B	31406	Delete	3-31-72	B disc.
GA	do	do	Thunderbolt	B	31404	Delete	6-30-72	B disc.
GA	Smyrna	Cobb	Oakdale	B	30080	Delete	8-18-77	B disc.
GA	do	do	Vinings	CPO	30080	Delete	8-18-77	CPO disc.
GA	Thomaston	Upson	Silvertown	B	30286	Delete	8-18-77	B disc.
GA	Tifton	Tift	Fender	CPO	31794	Delete	8-19-77	CPO name changed.
GA	do	do	Eldorado	CPO	31794	Add	8-19-77	
GA	Townsend	McIntosh	Ridgeville	CPO	31331	Delete	1-22-71	CPO disc.
LA	Alexandria	Rapides	Downtown	Sx	71301	Add	11-17-72	Sx estab.
LA	Baton Rouge	East Baton Rouge	Merrydale	S	70805	Delete	12-24-73	S disc.
LA	do	do	Twin Cedars	S	70809	Delete	3-27-77	S disc.
LA	Belle Rose	Assumption	Klotzville	CPO	70370	Delete	6-30-76	CPO disc.
LA	Convent	Saint James	Union	CPO	70723	Delete	10-24-75	CPO disc.
LA	Golden Meadow	Lafourche	South Lafourche	CPO	70338	Delete	6-30-76	CPO disc.
LA	Labadieville	Assumption	Supreme	CPO	70896	Delete	6-30-76	CPO disc.
LA	Lafayette	Lafayette	Southwestern University	S	70501	Delete	8-17-77	S ZIP code changed.
LA	do	do	do	S	70504	Add	8-17-77	
LA	Lake Charles	Calcasieu	McNeese University	S	70609	Add	8-17-77	S estab.
LA	Lecompte	Rapides	Meeker	CPO	71346	Delete	8-17-77	CPO disc.
LA	Leesville	Vernon	Post Trailer Park	B	71446	Delete	8-18-77	B disc.
LA	do	do	South Park Trailer Court	B	71446	Delete	8-18-77	B disc.
LA	do	do	North Fort Polk	MOU	71450	Add	8-18-77	MOU estab.
LA	Livonia	Pointe Coupee	Frisco	CPO	70755	Delete	6-28-76	CPO disc.
LA	Monroe	Ouachita	Louisville	Sx	71201	Delete	8-15-77	Sx ZIP code changed.
LA	do	do	do	Sx	71207	Add	8-15-77	
LA	do	do	Northeast	S	71201	Delete	8-15-77	S name and ZIP code changed.
LA	do	do	Northeast Louisiana University	S	71209	Add	8-15-77	
LA	Morgan City	Saint Mary	Bayou Vista	CPO	70380	Delete	11-30-74	CPO disc.
LA	Plaquemine	Iberville	Bayou Sorrel	CPO	70764	Delete	8-28-75	CPO disc.
LA	Port Sulphur	Plaquemine	Nairn	CPO	70077	Delete	6-30-76	CPO disc.
LA	Thibodaux	Lafourche	Chackbay	CPO	70301	Delete	6-30-76	CPO disc.
MS	Amory	Monroe	Hatley	CPO	38821	Delete	8-31-76	CPO disc.
MS	Bay Saint Louis	Hancock	NASA	B	39529	Delete	8-21-77	B name changed.
MS	do	do	NSTL	B	39529	Add	8-21-77	
MS	Cleveland	Belivar	Delta State University	S	38732	Delete	7-12-76	S ZIP code changed.
MS	do	do	do	S	38733	Add	7-12-76	
MS	Clinton	Hinds	Mississippi College	B	39058	Delete	8-18-77	B conv. to S.
MS	do	do	do	S	39058	Add	8-18-77	
MS	Corinth	Alcorn	Farmington	CPO	38834	Delete	11-11-74	CPO disc.
MS	Itta Bene	Leflore	Miss Valley State College	CPO	38941	Delete	3-15-74	CPO name changed.
MS	do	do	Miss Valley State University	CPO	38941	Add	3-15-74	
MS	Jackson	Hinds	Queens Mall	S	39209	Delete	8-18-77	S disc.
MS	do	do	University Medical Center	S	39216	Add	8-18-77	S estab.
MS	do	do	West Jackson	Sx	39203	Delete	8-18-77	Sx ZIP Code changed.
MS	do	do	do	Sx	39207	Add	8-18-77	
MS	Tupelo	Lee	East Heights	S	38801	Add	8-10-77	S estab.
NC	Fayetteville	Cumberland	Eutaw Carrier Annex	Sx	28304	Delete	11-1-77	Sx conv. to Bx and name changed.
NC	do	do	Lafayette	Bx	28304	Add	11-1-77	
NC	Pantego	Beaufort	Pike Road	CPO	27860	Delete	8-11-77	CPO disc.
NC	Raleigh	Wake	New Hope	B	27604	Delete	11-18-77	B disc.
OK	Ardmore	Carter	Broadlawn Village	S	73401	Delete	8-17-77	S disc.
OK	Hartshorne	Pittsburg	Adamson	CPO	74520	Delete	8-31-76	CPO disc.
OK	Haworth	McCurtain	Harris	CPO	74739	Delete	6-3-77	CPO disc.
OK	do	do	Tom	B	74762	Delete	4-23-76	B disc.
OK	Lawton	Comanche	Cameron College	S	73501	Delete	8-17-77	S ZIP Code and named changed.
OK	do	do	Cameron University	S	73505	Add	8-17-77	

## POST OFFICE CHANGES NO. 28—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
OK	Okmulgee	Okmulgee	Oklahoma State Tech.	S	74447	Add.....	6- 7-74	S estab.
OK	Salina	Mayes	Kenwood <sup>1</sup>	CPO	74348	Delete.....	8-19-77	CPO disc.
OK	Tulsa	Tulsa	Ranch Acres	Sx	74114	Delete.....	8-19-77	Sx disc.
SC	Beaufort	Beaufort	Laurel Bay	CPO	29902	Delete.....	10-30-75	CPO disc.
SC	Charleston	Charleston	Pepperhill	CPO	29405	Delete.....	8- 1-77	CPO disc.
SC	Columbia	Richland	Market Center	B	29205	Delete.....	8-20-77	} B ZIP Code changed.
SC	do	do	do	B	29201	Add.....	8-20-77	
SC	Dillon	Dillon	Carolina Mills	CPO	29537	Delete.....	8-16-77	CPO disc.
SC	Frogmore	Beaufort	Fripp Island	CPO	29920	Delete.....	8- 6-69	CPO disc.
SC	Greenville	Greenville	North Hills	B	29607	Delete.....	8-12-77	} B ZIP Code changed.
SC	do	do	do	B	29615	Add.....	8-12-77	
SC	Port Royal	Beaufort	do	I	29835	Add.....	8-13-77	C estab.
SC	Spartanburg	Spartanburg	Kennedy Street	Sx	29302	Delete.....	8-12-77	Sx disc.
SC	Sumter	Sumter	Highway Four Fort One	CPO	29150	Delete.....	8-20-77	CPO disc.
TN	Chattanooga	Hamilton	Erlanger	B	37403	Delete.....	8-16-77	} B conv. to S.
TN	do	do	do	S	37403	Add.....	8-16-77	
TN	do	do	Highland Plaza	B	37415	Delete.....	8-16-77	} B conv. to S.
TN	do	do	do	S	37415	Add.....	8-16-77	
TN	do	do	Lookout Valley	B	37419	Delete.....	8-16-77	} B conv. to S.
TN	do	do	do	S	37419	Add.....	8-16-77	
TN	Clarksville	Montgomery	Austin Peay State Univ.	S	37040	Add.....	8-23-77	S estab.
TN	Cleveland	Bradley	Lee College	S	37311	Add.....	8-16-77	S estab.
TN	Flat Woods	Perry	do	I	38458	Delete.....	8-23-77	} To correct name listed in DOPO and NZCD.
TN	do	do	do	I	38458	Add.....	8-23-77	
TN	Gordonsville	Smith	New Middleton	CPO	38563	Delete.....	6-30-72	COP disc.
TN	Harriman	Roane	South Harriman	CPO	37748	Delete.....	8-11-77	CPO disc.
TN	Jackson	Madison	Montgomery Ward	S	38301	Delete.....	5-30-74	S disc.
TN	Knorrville	Knox	Farragut	CPO	37922	Delete.....	2-15-75	CPO disc.
TN	do	do	Uptown	Sx	37901	Delete.....	8-11-77	} Sx ZIP Code changed.
TN	do	do	do	Sx	37902	Add.....	8-11-77	
TN	Nashville	Davidson	Highway One Hundred	B	37205	Delete.....	7-31-68	B disc.
TN	do	do	Airport	Sx	37217	Delete.....	7-15-72	} Sx name changed.
TN	do	do	Airport Mail Facility	Sx	37217	Add.....	7-15-72	
TN	do	do	Teachers College	S	37203	Delete.....	8-23-77	} S name changed.
TN	do	do	George Peabody Teachers College	S	37203	Add.....	8-23-77	
TN	do	do	Baptist	S	37203	Delete.....	8-23-77	} S ZIP Code changed.
TN	do	do	do	S	37234	Add.....	8-23-77	
TN	Pioneer	Campbell	Elk Valley	CPO	37734	Delete.....	2-1-76	CPO disc.
TN	Rogersville	Hawkins	Camelot	CPO	37850	Delete.....	3-29-75	CPO disc.
TX	Athens	Henderson	Cardinal	S	75751	Delete.....	6-30-76	S disc.
TX	Austin	Travis	Lakeway	CPO	78703	Delete.....	8-15-77	} CPO ZIP Code changed.
TX	do	do	do	CPO	78734	Add.....	8-15-77	
TX	Beaumont	Jefferson	Lamar Tech	S	77705	Delete.....	7-1-77	} S name and ZIP Code changed.
TX	do	do	Lamar University	S	77710	Add.....	7-1-77	
TX	do	do	West Side	Sx	77708	Delete.....	2-22-76	Sx disc.
TX	Corpus Christi	Nueces	Clarkwood	Sx	78406	Delete.....	8-17-77	Sx disc.
TX	do	do	Downtown	Sx	78403	Delete.....	8-17-77	} Sx ZIP Code changed.
TX	do	do	do	Sx	78401	Add.....	8-17-77	
TX	do	do	Flour Bluff	CPO	78418	Delete.....	8-17-77	} CPO conv. to S.
TX	do	do	do	S	78418	Add.....	8-17-77	
TX	Dallas	Dallas	Highland Hills	S	85241	Add.....	8-28-77	Sx estab.
TX	do	do	Main Place	Sx	75250	Delete.....	8-28-77	} Sx ZIP Code changed.
TX	do	do	do	Sx	75202	Add.....	8-27-77	
TX	El Paso	El Paso	Ranchland	Sx	79915	Delete.....	8-19-77	} Sx ZIP Code changed.
TX	do	do	do	Sx	79928	Add.....	8-19-77	
TX	Ennis	Ellis	Bristol	CPO	75119	Delete.....	8-26-77	CPO disc.
TX	Houston	Harris	Ellington AFB	Bx	77209	Delete.....	8-23-77	Bx disc.
TX	do	do	Roy Royall	Sx	77016	Delete.....	8-23-77	} Sx ZIP Code changed.
TX	do	do	do	Sx	77093	Add.....	8-23-77	
TX	Jefferson	Marion	Beres	CPO	75657	Delete.....	8-30-77	CPO disc.
TX	Kerrville	Kerr	Legion	B	78028	Delete.....	8-17-77	} B conv. to S.
TX	do	do	do	S	78028	Add.....	8-17-77	
TX	Killeen	Bell	Killeen Army Base	B	76544	Delete.....	1- 8-77	} B name changed.
TX	do	do	West Fort Hood	B	76544	Add.....	1- 8-77	
TX	do	do	Fort Hood	Bx	76544	Add.....	1- 8-77	Bx estab.
TX	Lamesa	Dawson	East Side	S	79331	Delete.....	6-30-77	S disc.
TX	do	do	Sands	CPO	79331	Delete.....	6-16-77	CPO disc.
TX	Lubbock	Lubbock	Tech	S	79409	Delete.....	8-31-77	S disc.
TX	Midland	Midland	Graves	Sx	79701	Delete.....	8-21-77	} Sx ZIP Code changed.
TX	do	do	do	Sx	79703	Add.....	8-21-77	
TX	New Braunfels	Comal	Canyon City	CPO	78130	Delete.....	8-19-77	CPO disc.
TX	Pasadena	Harris	Bob Harris	Sx	77502	Delete.....	8-23-77	} Sx ZIP Code changed.
TX	do	do	do	Sx	77506	Add.....	8-23-77	
TX	Port Arthur	Jefferson	West Port Arthur	Sx	77640	Delete.....	6-30-77	Sx disc.
TX	San Saba	San Saba	Algerita	CPO	78877	Delete.....	1-31-73	CPO disc.
TX	Sequin	Guadalupe	Texas Lutheran	S	78155	Add.....	8-19-77	S estab.
TX	Spring	Harris	Klein	CPO	77373	Add.....	8-19-77	CPO estab.
TX	Texarkana	Bowie	Oaklawn	S	75501	Delete.....	8-23-77	} S conv. to Sx.
TX	do	do	do	Sx	75501	Add.....	8-23-77	
TX	Uvalde	Uvalde	North Uvalde	S	78801	Delete.....	8-19-77	S disc.
TX	Wimberley	Hays	Pioneer Town	CPO	78676	Delete.....	9- 1-71	CPO disc.
TX	Wyle	Collin	Liberty Grove <sup>2</sup>	CPO	75098	Add.....	8-26-77	CPO estab.

<sup>1</sup> CPO located in Marengo County.<sup>2</sup> CPO located in Carroll County.<sup>3</sup> CPO located in Walton County.<sup>4</sup> B located in Cobb County.<sup>5</sup> Bx located in De Kalb County.<sup>6</sup> B located in De Kalb County.<sup>7</sup> Bx located in De Kalb County.<sup>8</sup> CPO located in Delaware County.<sup>9</sup> CPO located in Dallas County.



## New and Replenished Directives

The following directives are now in stock:

Directive	Who can order	Where and how to order
Handbook ADP-7, <i>Software Documentation Standards</i> <sup>1</sup>	Automatic Data Processing Centers and Postal Data Centers. Initial distribution was made.	Use Form 1286, <i>Request for Postal Publications</i> , and order from: Directives and Forms Div. U.S. Postal Service, Washington, DC 20260
Pub. 178J, Part I, <i>Self-Study Course in Retailing Postal Products—Domestic Mail—Registered Mail Service (Study Guide)</i> , Feb. 1972 <sup>2</sup>	All postal installations that require it. No initial distribution was made. Limit requests to 10 copies each.	From both supply centers on Form 1286-A, <i>Publication Order Blank</i> .
Pub. 178J, Part II, <i>Self-Study Course in Retailing Postal Products—Domestic Mail—Registered Mail Service (Workbook)</i> , Feb. 1972 <sup>2</sup>	All postal installations that require it. No initial distribution was made. Limit requests to 10 copies each.	From both supply centers on Form 1286-A.

<sup>1</sup> New directive.

<sup>2</sup> Obsolete in 1976; now reinstated.

Only authorized requisitioners may submit requests for these directives, following the above ordering instructions.—*Office of Management Services*, 12-15-77.

## Check Acceptance Policy

Questions have been raised concerning the Postal Service check acceptance policy for receiving personal checks in payment for services. Effective immediately, Handbook F-1, *Financial and Cost Controls*, is revised as follows:

a. The first sentence of section 142.127 is changed to read:

It is the national policy of the Postal Service to accept personal checks for postal charges and services, except for the purchase of postal money orders and food coupons.

b. After the revised first sentence of section 142.127, add the following:

For any and all postal charges and services, postmasters have the right to refuse to accept personal checks for valid reasons, or to require further identification than the minimum requirements outlined in this section. However, a postmaster's refusal to accept all personal checks must be approved in writing by the Regional Postmaster General prior to instituting a ban on all personal check acceptance, and such a ban must apply equally to all customers of the post office.

c. The remaining part of section 142.127 is unchanged.—*Finance Dept.*, 12-15-77.

## Optional Form 11

The Government Services Administration (GSA) has recently brought to our attention that some offices have been receiving shipments of Optional Form 11, *Reference Request—Federal Records Centers*, which have a paper-weight third copy. The printing specifications for this form provide for a heavy card stock third copy, which is used by the Federal Records Center as a file charge-out.

Any office which has received Optional Forms 11 with paper-weight third copies should contact GSA's Region 3 Customer Service and Support Division in the Washington, DC area (472-1445), or the appropriate regional GSA Customer Service and Support Division for offices outside the Washington, DC area. The Federal Supply Service will arrange credit for the defective forms so that agencies may order a replacement supply.—*Procurement & Supply Dept.*, 12-15-77.

## Correction

### Guide for Assembling a PSM

Make the following corrections to the *Guide for Assembling a Postal Service Manual*, on page 19 of POSTAL BULLETIN 21131, 12-1-77:

Correct 124.29c to **124.293c**.

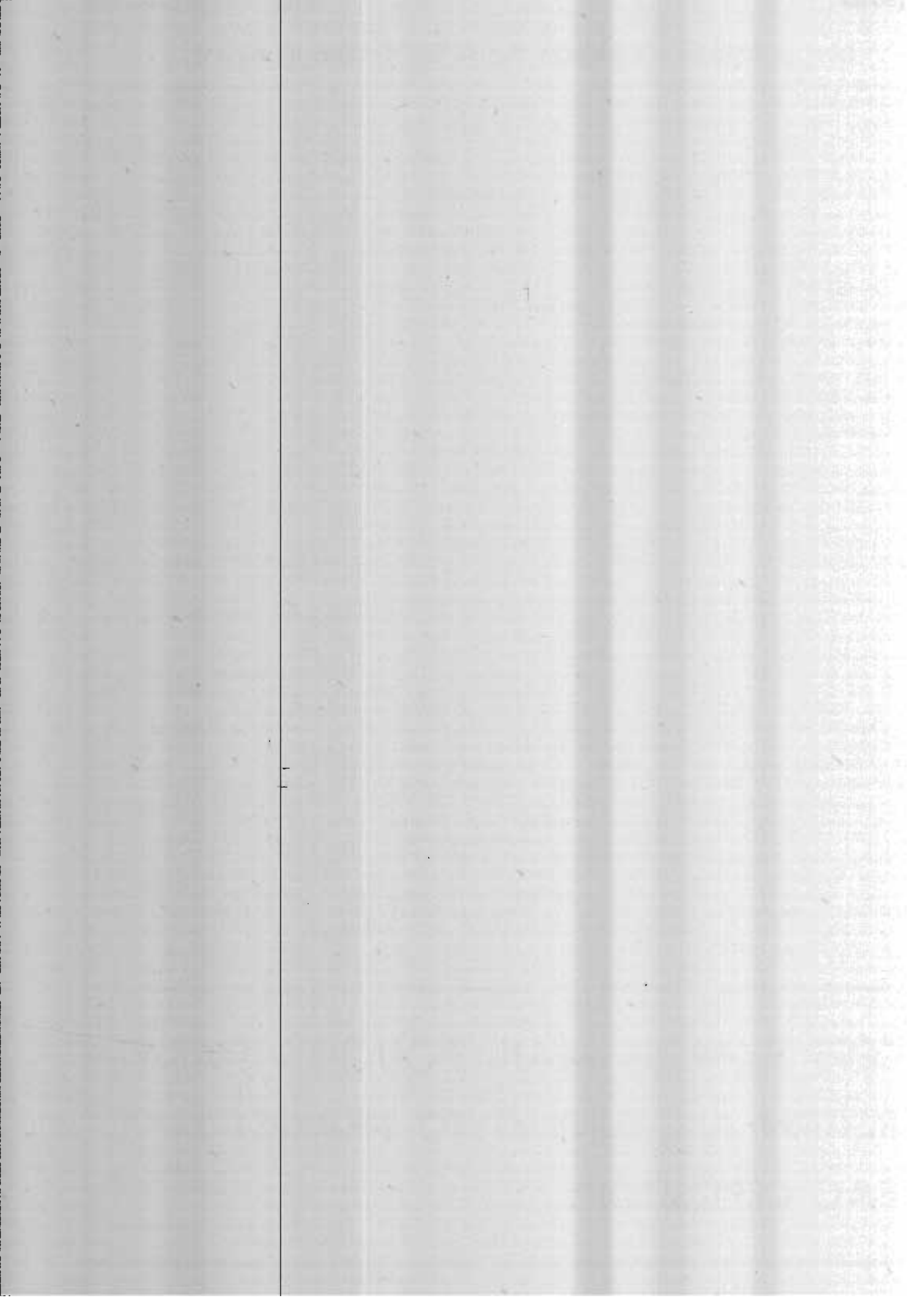
Correct 126.2 (MPO 98779) to **126.2 (MPO 98799)**.

Insert **142.93 (Issue 112)** between 142.51 and 143.286.

Correct 144.34 to **144.534**.

Also, the third page of the Guide was inadvertently printed first.—*Office of Management Services*, 12-15-77.

**PROCESS EXPRESS MAIL POUCHES DAILY—  
RETURN ALL SURPLUS TO NEAREST MAIL-  
BAG DEPOSITORY**





**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 21131 article.

B. Old Style. The listing from PB 21111 is still valid.

C. Counterfeit. The listing from PB 21121 is still valid.

1657057000 to 1657057999	2106951701 to 2106951799	2189647844 to 2189647899
1670611632 to 1670611699	2107740713 to 2107740799	2189762200 to 2189762399
1679823712 to 1679823799	2108619400 to 2108619599	2195763572 to 2195763581
1739605125 to 1739605699	2108684500 to 2108684699	2199735900 to 2199736199
1784298576 to 1784298599	2112380459 to 2112380999	2202566712 to 2202566799
1843429002 to 1843429099	2114365608 to 2114365699	2203500000 to 2203500999
1913077598 to 1913077999	2115139783 to 2115139799	2204436530 to 2204436599
1914787700 to 1914787999	2115260515 to 2115260599	2205805206 to 2205805299
1920282400 to 1920282497	2115272600 to 2115273099	2207322100 to 2207322199
1931270723 to 1931270799	2116823100 to 2116823599	2213714600 to 2213714999
1932738600 to 1932738999	2117366276 to 2117366299	2213738000 to 2213738199
1938921759 to 1938921999	2117955979 to 2117955999	2216262100 to 2216262299
1939918310 to 1939918319	2122159972 to 2122159984	2216307624 to 2216307699
1942535329 to 1942535399	2124202319 to 2124202399	2216615318 to 2216615499
1942580000 to 1942580299	2125692381 to 2125692399	2218532291 to 2218532299
1952637000 to 1952638999	2131239827 to 2131239999	2222244200 to 2222244999
1953225400 to 1953225699	2131513600 to 2131513899	2222248100 to 2222248499
1974270113 to 1974270149	2131659000 to 2131659199	2222479305 to 2222479399
1983543000 to 1983543099	2135784229 to 2135784399	2224159200 to 2224159399
1993108600 to 1993108699	2138191300 to 2138191499	2225100300 to 2225100499
1995671359 to 1995671999	2138225800 to 2138226299	2225362000 to 2225362299
2019060176 to 2019060199	2140774465 to 2140774499	2228528193 to 2228528199
2020057900 to 2020058199	2141218800 to 2141218899	2230074225 to 2230074299
2020617306 to 2020617399	2141293584 to 2141293598	2235194912 to 2235194999
2022309900 to 2022309999	2141582955 to 2141582999	2237314200 to 2237314599
2022309769 to 2022309799	2141594800 to 2141594999	2237443156 to 2237443174
2023458092 to 2023458299	2142576669 to 2142576699	2240474845 to 2240474883
2025217286 to 2025217699	2143694808 to 2143694899	2240574061 to 2240574299
2025609787 to 2025609999	2143694920 to 2143694999	2241475275 to 2241475599
2026636200 to 2026636599	2147970000 to 2147970199	2243731235 to 2243731299
2032976000 to 2032977499	2148839300 to 2148839499	2245549830 to 2245550399
2036193700 to 2036193999	2149387653 to 2149387699	2247651900 to 2247651999
2036194350 to 2036194599	2150437926 to 2150438199	2249459188 to 2249459199
2038516800 to 2038516899	2151361978 to 2151361999	2249468500 to 2249468599
2039774500 to 2039774775	2152225157 to 2152225199	2251641500 to 2251641599
2041088000 to 2041089999	2155325100 to 2155325399	2252279900 to 2252279999
2043875944 to 2043875999	2155380200 to 2155380499	2252681655 to 2252681799
2052853276 to 2052853299	2160339107 to 2160339499	2255345100 to 2255345599
2058070042 to 2058070199	2161864279 to 2161864399	2255346300 to 2255346599
2058071000 to 2058071099	2165684600 to 2165684699	2257119700 to 2257119999
2064110687 to 2064110699	2166786072 to 2166786999	2257120000 to 2257120999
2064865293 to 2064865399	2169293359 to 2169293399	2257458700 to 2257458899
2064920627 to 2064920699	2169363900 to 2169363999	2257672000 to 2257672299
2064934600 to 2064934799	2169893174 to 2169893199	2270707500 to 2270707599
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	2302977542 to 2302977599
2091156500 to 2091156699	2185997272 to 2185997299	2308268683 to 2308268799
2097245600 to 2097245799	2187242970 to 2187242999	2315071423 to 2315071499
2097282600 to 2097283099	2187246087 to 2187246099	2322424070 to 2322424099
2099936003 to 2099936199	2188399463 to 2188399499	8005023000 to 8005023999
2100163166 to 2100163199	2188800511 to 2188800599	8009417900 to 8009417999
2101768200 to 2101768599	2188801700 to 2188801899	8012783600 to 8012783999





# Warning Notice—Unrecovered Stolen Canadian Money Order Forms

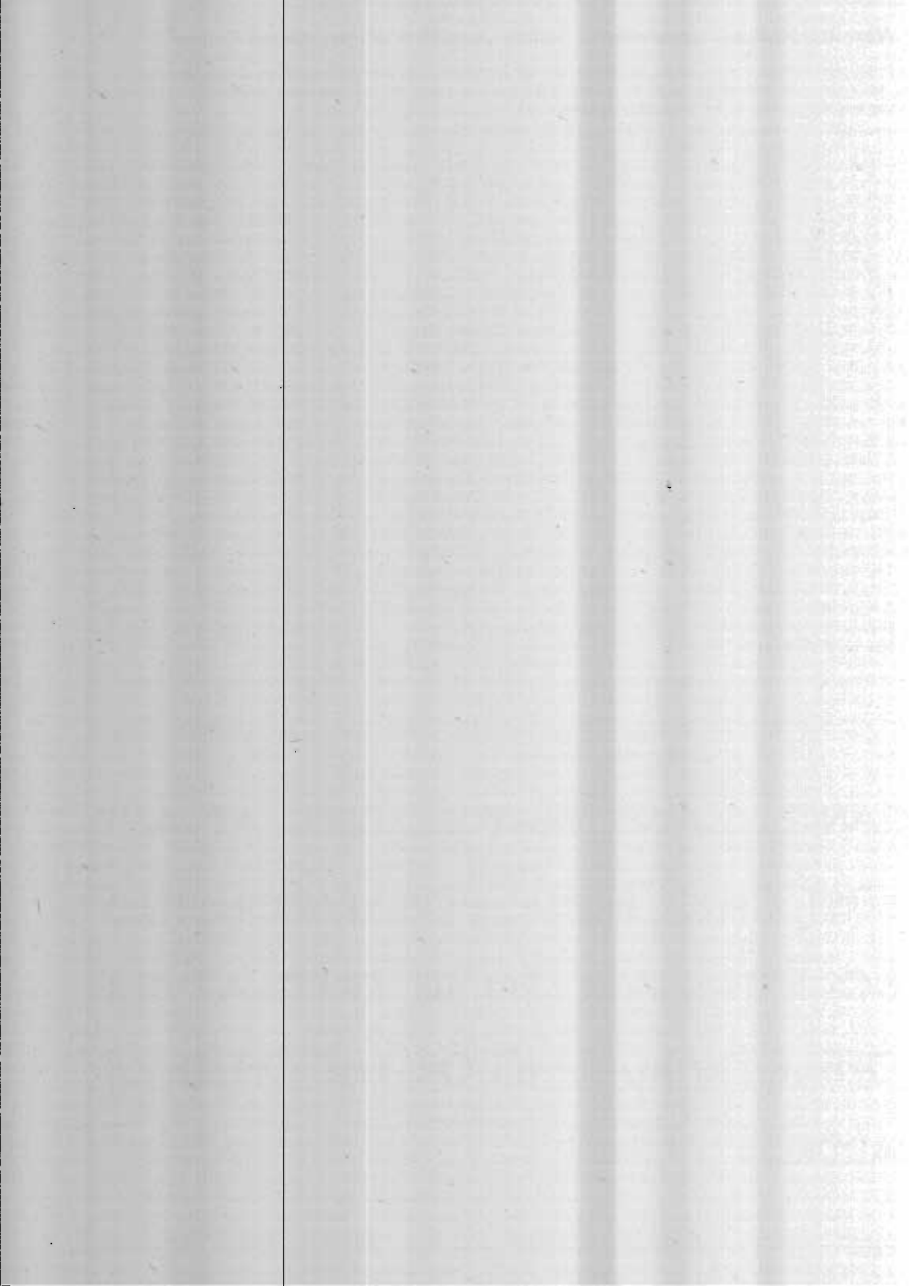
(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

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

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21131 article.

200,400,512 to 200,400,600	229,083,686 to 229,083,700	253,094,279 to 253,094,400
200,467,313 to 200,467,500	229,428,120 to 229,428,300	253,181,800 to 253,181,900
201,328,601 to 201,329,300	230,004,990 to 230,005,200	253,641,268 to 253,641,300
201,963,699 to 201,963,800	230,143,701 to 230,144,000	254,680,851 to 254,680,900
201,980,250 to 201,980,299	231,387,001 to 231,387,500	254,706,319 to 254,706,400
202,545,957 to 202,546,000	234,067,232 to 234,067,300	259,412,918 to 259,412,954
207,218,569 to 207,218,600	235,833,783 to 235,833,800	261,923,801 to 261,924,000
208,872,242 to 208,872,257	237,386,845 to 237,387,000	261,707,201 to 261,707,400
209,190,001 to 209,195,000	238,758,669 to 238,758,730	261,766,701 to 261,766,800
210,301,801 to 210,302,000	239,162,130 to 239,162,200	262,740,206 to 262,740,300
210,835,285 to 210,835,300	239,863,796 to 239,863,870	263,414,901 to 263,415,800
210,935,633 to 210,935,700	239,864,826 to 239,864,900	264,474,080 to 264,474,300
212,900,201 to 212,900,300	240,362,301 to 240,362,600	266,472,561 to 266,472,860
213,345,001 to 213,345,100	241,535,801 to 241,536,000	268,198,254 to 268,198,275
213,504,865 to 213,505,000	242,545,470 to 242,545,800	268,198,301 to 268,198,600
216,823,954 to 216,824,000	242,917,801 to 242,918,000	270,677,679 to 270,677,696
217,621,979 to 217,622,100	243,920,027 to 243,920,100	272,291,501 to 272,291,600
217,622,401 to 217,622,800	244,343,084 to 244,343,100	274,450,824 to 274,450,900
218,660,066 to 218,660,700	244,583,557 to 244,583,600	274,873,716 to 274,874,100
219,494,026 to 219,494,130	245,740,589 to 245,740,600	275,288,303 to 275,288,700
219,692,001 to 219,692,100	245,767,347 to 245,767,400	278,846,365 to 278,846,600
224,126,989 to 224,127,100	247,636,179 to 247,636,200	278,737,201 to 278,737,300
226,781,246 to 226,781,400	247,649,190 to 247,649,200	282,909,819 to 282,909,900
226,073,655 to 226,073,700	247,760,081 to 247,760,100	283,461,001 to 283,461,300
227,129,004 to 227,129,400	250,442,960 to 250,443,000	285,397,992 to 285,398,400
227,564,701 to 227,564,800	252,160,301 to 252,160,393	291,853,923 to 291,853,969
229,000,595 to 229,000,600	252,494,635 to 252,494,700	

**INSURANCE CLAIMS MAY BE FILED AT ANY  
POST OFFICE, BRANCH, OR STATION. THEY  
DO NOT HAVE TO BE FILED AT THE  
OFFICE OF MAILING OR THE OFFICE OF  
ADDRESS**







**UNITED STATES POSTAL SERVICE**

**WASHINGTON, D.C. 20260  
OFFICIAL BUSINESS**

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



**FIRST CLASS**