



## FLSA Policy and Instructions

Instructions covering compliance actions under the Fair Labor Standards Act for study, travel, and training have been sent to each Region, District, and Management Sectional Center. These instructions, grouped together as interim Publication 118, *FLSA Policy and Instructions*, are effective immediately and no exceptions will be authorized.

These instructions require re-examination and restructuring of many of the traditional approaches to schemes and scheme training. Also, changes are required in application of paid time in travel and training situations, including MPLSM operator training.

Application of these instructions as concerns schemes and scheme assignments requires prompt and thorough review of these subjects at each installation by field managers. Until this review has been completed and action taken to assure compliance with the instructions, each installation head will defer any action with regard to scheme assignment, scheme study, or scheme examination. As soon as the Sectional Center Manager is assured that the necessary action has been taken to be in compliance, the installation head may proceed with any necessary actions regarding scheme assignments.

Action with regard to other training and travel situations is to be taken immediately as necessary to assure compliance with these instructions.

WILLIAM F. BOLGER  
Postmaster General

## Labels on Coils of 100 Postage Stamps

The Bureau of Engraving and Printing is experiencing difficulties in obtaining labels for coils of 100 postage stamps. As a result, the initial quantities of coils of 100 15-cent stamps will not have the individual label on them. Postmasters should advise retail sales personnel to relay this information to postal customers if questions arise. Also, postmasters should deplete their stock of these coils prior to selling the new 15-cent coils of 100 with labels.—*Customer Services Dept.*, 6-1-78.

## Revised Form 61

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

Form 61, Jan 1978, *Appointment Affidavits*.

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 appropriate area supply center on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles. When the revised form is received, destroy stock of the previous edition.—*Employee Relations Dept.*, 6-1-78.

## International Mail—Cyprus

Effective immediately, the maximum indemnity limit applicable to insured parcel post exchanged between the United States and Cyprus is increased to \$200.00. Pending a permanent revision to Publication 42, *International Mail*, Appendix B, Individual Country Information, make a write-in entry on the Parcel Post-Special Services Table for Cyprus, changing the Appendix A Fee Table Reference for Insurance to Cyprus from Table 6-2, Col. K to Table 6-2, Col. E.—*Rates & Classification Dept.*, 6-1-78.

All USPS Employees

## Collective Bargaining

There have been reports in the news media recently of rumors of a possible strike by postal workers this summer.

All postal employees should know that it is against the law (5 U.S.C. 7311) for postal employees to strike. Any employee who participates in a strike against the Postal Service is subject to disciplinary action and to criminal prosecution. If convicted, he or she could be fined as much as \$1,000 or imprisoned for up to one year and a day, or both (18 U.S.C. 1918).

In addition, in Article XVIII of the 1975-1978 National Agreement, the various postal unions agreed not to call or sanction any strike or slowdown. They further agreed to take reasonable steps to avoid such occurrences and to inform any employee involved in such action that they are in violation of the National Agreement and should return to work.

It is my belief that talk of a strike is not conducive to successful collective bargaining. For its part, management remains determined and committed to reach agreement on a new contract before expiration of the current National Agreement on July 20.

WILLIAM F. BOLGER  
Postmaster General

## 15-Cent Photography Commemorative Stamp

**Description.** The 15-cent Photography commemorative stamp will be first placed on sale at Las Vegas, NV 89114, on June 26, 1978. The design depicts a camera and the various elements used in photography: lens, color filters, adapter ring for lens, flash bulb, and a reference book on photography.

**Do Not Sell Before June 27, 1978.**



### Copyright U.S. Postal Service 1978

Size: 1.105 x 1.44 inches.

Issued in sheets of 40.

Color: Red, blue, gray yellow, and black tone and line.

Marginal markings: Six plate numbers, © United States Postal Service 1978.

Use correct ZIP Code, and Mr. ZIP. ® Designer: Bradbury Thompson.

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

*a. Customers Affixing Stamps.* Customers are encouraged to purchase their own stamps at their local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by July 11, 1978, and should be addressed to: First Day Cancellations, Postmaster, Las Vegas, NV 89114. No remittance is required.

*b. Postal Service Affixing Stamps.* Request first-day cancellations from: Photography Stamp, Postmaster, Las Vegas, NV 89114 (see PSM 257.2). Requests must be postmarked no later than July 11, 1978. Remittance is required for the face value of each stamp.

## Safe Driver Award Rules

The National Safety Council Safe Driver Award is the recognized trademark of professional drivers. This award is given to drivers who have proven their skill in avoiding accidents. This is the highest award for professional safe driving. Every postal employee whose regular daily assignment includes the driving of a government, contract, or privately owned motor vehicle, and who drives without being involved in a preventable motor vehicle accident, is eligible for this award.

All postal installations using one or more government contract, or private motor vehicle(s), operated by postal personnel on official business, are to take part in the safe driver award program. This includes all rural carriers.

A revised edition of the Safe Driver Award Rules booklet has been provided to the Regional Occupational Safety and Health Program Managers for distribution. Once received, the 1972 edition should be destroyed.—*Employee Relations Dept., 6-1-78.*

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning June 27, 1978.

**Supply.** All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (item 457), consider that the stock should be depleted prior to August 26, 1978, at all post office outlets—except designated philatelic windows and postal stores.

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

*All post offices requiring additional stamps in less than bulk quantities:* requisition on separate Form 17, *Stamp Requisition*, from stamp distribution office.

**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., 6-1-78.*

## Lockbox/Caller Service Change in Rates

Postmasters are reminded of the requirements of PSM 169.211, concerning the application of the new lockbox and caller service fees.

The new fees are effective for customers whose semiannual lockbox or caller service rental period begins after May 29, 1978. Since the new fees were not known when June payment customers were advised that their payment was due on May 11, the old fee may have been collected. It will be necessary to advise these customers of the increase and collect the additional amount as quickly as possible.

In addition, any customers who have paid beyond their current semiannual period must also be advised of the increase and the additional amount collected.

Your immediate attention to this will avert the possibility of future misunderstandings.—*Rates & Classification Dept., 6-1-78.*

## CONTENTS

	Page	Col.
10-Cent Cincinnati Music Hall Commemorative Postal Card	6	1
15-Cent Photography Commemorative Stamp	2	1
Bulletin Board Stamp Poster	11	3
Collective Bargaining	1	3
FLSA Policy and Instructions	1	1
FLSA Workweek	10	1
Government Agencies' Requests for Address Information	24	1
International First Flight Cachet	7	1
International Mail—Cyprus	1	2
International Mail—Vietnam	9	1
International Parcel Post—Egypt	7	3
Labels on Coils of 100 Postage Stamps	1	2
Lobby Display Schedule and Priorities	8	1
Lockbox/Caller Service Change in Rates	2	3
Management Associate Program	12	1
Money Orders—U.S. Missing or Stolen	23	1
New Rates and Fees	14	1
Post Office Changes No. 10	13	1
Postage Stamps and Postal Stationery	3	1
Presorted Irregular Parcels	12	1
Publication 51	11	3
Rescheduled First Flight	6	2
Revised Form 61	1	2
Safe Driver Award Rules	2	2
Second Jimmie Rodgers Stamp Distribution Canceled	13	3
Stamps-by-Mail Reprint	8	3
Vehicle Repair and Maintenance	11	1
Wanted Circular Canceled	13	2

**POSTAGE STAMPS AND POSTAL STATIONERY**

This information pertains to the availability of stamps to be used in connection with postage rate changes, which became effective May 29, 1978.

**15-CENT OLIVER WENDELL HOLMES REGULAR POSTAGE STAMP**

*Description.* 15-cent Oliver Wendell Holmes postage stamp in coil and book form will be placed on sale June 14, 1978, at Boston, MA 02109. The Holmes book and coil stamp is the same design that is presently on the 15-cent Holmes sheet regular stamp.

**Do Not Sell Before June 15, 1978.**



Copyright U.S. Postal Service 1978

Size: 0.75 x 0.87 inches.  
Color: Maroon.  
Coils of 100, 500, 3,000.  
Books—3 panes of 8 15-cent stamps.  
Designer: Richard Hurd.

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

a. *Customer Affixing Stamps.* Customers are encouraged to purchase their own coil stamps or panes of stamps at their local post offices and affix them to their own envelopes. A size 10 (4 1/8 x 9 1/2 inches) envelope is required for the affixing of the pane stamps. 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 July 14, 1978, and should be addressed to: First Day Cancellations, Postmaster, Boston, MA 02109. No remittance is required.

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

Holmes Stamp, Postmaster, Boston, MA 02109 (see PMS 257.2). Request must be postmarked not later than July 14, 1978. Indicate on cover whether coil stamp or pane is desired. Only full panes removed from books will be serviced and affixed at customer request. A size 10 envelope (4 1/8 x 9 1/2 inches) is required for the affixing of the pane stamps. Remittance is required for the face value of each stamp.

Select United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning June 30, 1978.

**15-CENT FT. MCHENRY FLAG REGULAR STAMP**

*Description.* The 15-cent Ft. McHenry Flag postage stamp in sheet, coil, and book form will be placed on sale at Baltimore, MD 21233 on June 29, 1978. The book is for use only in vending machines.

**Do Not Sell Before June 30, 1978.**



Copyright U.S. Postal Service 1978.

Size: 0.75 x 0.87 inches.  
Color: Red, blue, and gray.  
Issued in sheets of 100.  
Coils of 100, 500 and 3,000.  
Books: One pane of 8 15-cent stamps.  
Marginal Markings: One plate number,  
© United States Postal Service 1978,  
and Use Correct ZIP Code ®.  
Designer: V. Jack Ruther.

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

a. *Customers Affixing Stamps.* Customers are encouraged to purchase their own sheet and coil stamps at their local post offices and affix them to their own envelopes. Post offices with stamp vending machines

may not have the books prior to July 14, 1978. 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 July 28, 1978, and should be addressed to: First Day Cancellations, Postmaster, Baltimore, MD 21233. No remittance is required.

b. *Postal Service Affixing Stamps.* Request first day cancellations from Ft. McHenry Stamp, Postmaster, Baltimore, MD 21233 (see PMS, Section 257.2). Request must be postmarked not later than July 28, 1978. Indicate on cover the type of stamp desired. A size 10 (4 1/8 by 9 1/2 inches) envelope is required for the affixing of the pane stamps. Only full panes removed from books will be serviced and affixed at customer request. Remittance is required for the face value of each stamp.

Select United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning June 30, 1978.

**15-CENT UNCLE SAM EMBOSSED STAMPED ENVELOPE**

*Description.* The 15-cent Uncle Sam embossed stamped envelope will be first placed on sale at Williamsburg, PA 16693 on June 3, 1978. The design, Uncle Sam's hat, and lettering are in white with red background. The stars and lettering, USA 15¢, are embossed.

The envelopes will be available in sizes 6 3/4 and 10 regular and window.

**Do Not Sell Before June 4, 1978.**



Copyright U.S. Postal Service 1978.

Sizes: 6 3/4—3 5/8 x 6 1/2 inches; 10—4 1/8 x 9 1/2 inches.  
Color: Red.  
Designer: George Mercer.

**Collectors.** Request first day cancellations from Uncle Sam Envelope, Postmaster, Williamsburg, PA 16693. Plainly indicate full name and address including ZIP Code and enclose a remittance to cover the cost, which is 18 cents per envelope. Both sizes of regular envelopes will be serviced, but unless the No. 10 is stipulated in the request, the cancellation will be a size 6¾. Request must be postmarked not later than July 10, 1978. Collectors are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders to eliminate the requirement for Postal Service personnel to apply return addresses.

For the benefit of collectors, the 15-Cent Uncle Sam embossed stamped envelopes will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning June 4, 1978, at 18 cents each or minimum box lots of 500 plus postage and a handling charge of 50 cents. In addition to handling charge, there is also a \$5 minimum purchase in effect at the Philatelic Sales Branch. The box lot prices for 500 15-cent Uncle Sam embossed stamped envelopes are as follows:

6¾ Regular	-----	\$79.50
6¾ Window	-----	80.00
10 Regular	-----	80.50
10 Window	-----	81.00

### 10-CENT JOHN HANCOCK SINGLE AND REPLY POSTAL CARDS

**Description.** The 10-cent John Hancock single and double (reply) postal cards will be first placed on sale at Quincy, MA 02169 on June 20, 1978. This card has the same Hancock design, size, and color of the non-denominated postal card and it bears the new postage rate.

**Do Not Sell the Cards Before June 21, 1978.**

**Collectors.** Requests first day cancellations from John Hancock Card, Postmaster, Quincy, MA 02169. Enclose 10 cents for each single card and 20 cents for each double card. Requests for first day cancellations on the non-denominated Hancock card will also be accepted. Orders must specify whether non-denominated or denominated cards or both are desired. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed en-

velopes of an appropriate size or return address labels with their orders.

The deadline for ordering first day cancellations on non-denominated and denominated versions of the card has been extended to July 21, 1978. Orders must be postmarked by that date.

### ITEMS TO BE FURNISHED AUTOMATICALLY

Only Stamp Distribution Offices designated to distribute accountable paper and those post offices with over 949 revenue units that receive new issue commemorative stamps directly from the Bureau of Engraving and Printing will be automatically furnished supplies of the following items:

- 15-Cent Holmes Books of 24 15 cent.
- 15-Cent Holmes Coils of 100.
- 15-Cent Fort McHenry Flag sheet stamps.
- 15-Cent Fort McHenry Flag coil stamps.

There will be no automatic distribution by SCF's.

### HOW TO REQUISITION

The requisitioning procedures below must be followed precisely to assure an equitable supply of the new items for all offices.

**Bulk Quantities.** A maximum stock level on bulk quantities applies to both initial and supplemental requisitions as follows:

- Postage stamps—8 weeks.
- Stamped envelopes—6 weeks.
- Postal cards—12 weeks.

Supplemental requisitions shall be placed when stocks on hand are reduced to one-half.

Consideration should be given to the quantity of 15-cent A Series stamps and stamped embossed envelopes and the Domestic Rate postal cards currently in inventory before requisitioning additional bulk quantities.

*Except for meeting philatelic demand, postmasters shall deplete their inventory of A Series stamps before placing new 15-cent Flag and Holmes stamps on sale.*

Post offices with over 949 revenue units shall requisition bulk quantities of postage stamps from the Bureau of Engraving and Printing in the usual manner. All postmasters shall requisition bulk quantity embossed stamped envelopes from the U.S. Stamped Envelope Agency, Williams-

burg, PA, and requisition bulk quantity postal cards from the Government Printing Office.

**Less-Than-Bulk Quantities.** Offices requiring less-than-bulk quantities of stamps may requisition these items from their designated stamp distribution office using a separate Form 17, *Stamp Requisition*, for each new item. The quantity requisitioned may not exceed a 6-week supply.

**Supplies for Self-Service Post Offices.** The items listed below are available only to post offices with multi-commodity vending machines. These special items are for sale only in self-service post office vending machines and are not to be sold over-the-counter:

Banded postal cards are packaged in units of ten 10-cent cards, item 280 B, and sell for \$1. Order in multiples of 2,000.

Banded stamped envelopes, size 6¾ 15-cent envelopes, item 640, are banded in units of 5 envelopes and sell for 90 cents. Order in minimum lots of 1,000 to 5,000 envelopes and thereafter in multiples of 5,000.

The book of eight 15-cent stamps, item 615, sells for \$1.20 is for vending machines only.

The new 50 cent domestic parcel post booklet for postal vending machines will be announced in a future POSTAL BULLETIN. Revalue the 40-cent booklet using a 10-cent stamp rather than a 20-cent stamp as stated in POSTAL BULLETIN 21144, 5-4-78.

Each of the above new items which are required for postage rate increase effective May 29, 1978, will be shipped to post offices as fast as production and distribution facilities permit.

### SPECIAL NOTICE TO POSTMASTERS

All unfilled requisitions for bulk quantities of the 3-cent American sheet stamps, item 023, are canceled and will be returned to post offices.

All unfilled automatic bulk requisitions for the 16-cent Statue of Liberty sheet and coil stamps, items 061 and 764 are canceled. Unfilled supplemental requisitions for all 16-cent Statue of Liberty stamps will be automatically changed to the appropriate 15-cent Holmes stamps.

All requisitions submitted for regular first class rate stamped embossed envelopes as required by PB 21141, dated 3-23-78, will be filled. Shipment date will be announced in a future POSTAL BULLETIN.

**ESTIMATED QUANTITIES TO BE FURNISHED AUTOMATICALLY**

	Stamp Distribution Offices	Post Offices With Over 949 Revenue Units
15-cent Holmes Books of 24: —1st shipment.....	300 books (1 box) for each package of 5,000 commemoratives.	300 books (1 box) for each package of 5,000 commemoratives.
—2nd shipment....	600 books (2 boxes) for each package of 5,000 commemoratives.	300 books (1 box) for each package of 5,000 commemoratives.
Coils of 100.....	200 coils for each package of 5,000 commemoratives.	100 coils for each package of 5,000 commemoratives.

15-cent Fort McHenry Flag Stamps Sheets of 100.....	2 times the quantity of stamps furnished on a 50-subject of commemorative stamps.	
Coils of 100.....	200 coils for each package of 5,000 commemoratives.	100 coils for each package of 5,000 commemoratives.

**BULK REQUISITIONING SCHEDULE  
100 Stamps per Sheet <sup>1</sup>**

Order 10,000, 20,000, 30,000, 40,000, 50,000, 100,000, 150,000, 200,000, 250,000 and multiples of 250,000 to the maximum shown.

Type	Denomination	Item No.	Maximum per Requisition
Holmes	15-cent	063	10,000,000
Fort McHenry Flag <sup>2</sup>	15-cent	055	25,000,000

**Books of Stamps <sup>1</sup>**

Order 300, 600, 900, 1,200, 1,500, 3,000, 4,500, and multiples of 4,500 to the maximum shown.

Type	Denomination	Item No.	Maximum per Requisition
Fort McHenry Flag book 8 15-cent vending machine only. <sup>3</sup>	15-cent	615	45,000
Holmes Book of 24 15-cent over-the-counter. <sup>2</sup>	15-cent	635	135,000

**Coils of 100 Stamps Each <sup>1</sup>**

Order of 50, 100, 200, 300, 400, 800, and multiples of 800 coils to maximum shown.

Type	Denomination	Item No.	Maximum Coils per Requisition
Holmes <sup>2</sup>	15-cent	751	24,000
Fort McHenry <sup>2</sup>	15-cent	746	24,000

**Coils of 500 Stamps Each <sup>1</sup>**

Order 50, 100, 150, 200, 400, and multiples of 400 coils to the maximum shown.

Type	Denomination	Item No.	Maximum Coils per Requisition
Holmes	15-cent	752	10,000
Fort McHenry Flag	15-cent	747	10,000

**Coils of 3,000 Stamps Each <sup>1</sup>**

Order 8, 16, 24, 32, 64, and multiples of 64 coils to the maximum shown.

Type	Denomination	Item No.	Maximum Coils per Requisition
Holmes	15-cent	753	768
Fort McHenry Flag	15-cent	748	768

<sup>1</sup> Limit stamp requisitions to an 8-week supply.

<sup>2</sup> Initial quantity being furnished automatically to stamp distribution offices and post offices having over 949 revenue units.

<sup>3</sup> Available only to post offices having self-service vending machines.

**DOMESTIC POSTAL CARDS, CUT SINGLE AND SHEET AND REPLY <sup>4</sup>**

Type	Denomination	Item No.	Ordering Level	Maximum per requisition
Regular, cut .....	10-cent.....	280	500, 1,000, 2,000, 3,000, 5,000, 10,000, and multiples of 10,000 to maximum.	5,000,000
Regular, sheets of 40 .....	10-cent.....	281	Multiples of 10,000.....	2,500,000
Reply.....	20-cent.....	262	250, 500, 1,000, 2,000, 5,000, and multiples of 5,000 to maximum.	500,000

<sup>4</sup> Limit initial requisitions to a 12-week supply.

**SELLING PRICE OF PLAIN STAMPED ENVELOPES <sup>5</sup>**

Kind	Size	Denomination	Item No.	Prices		
				Less than 500 each	500	1000
Regular.....	6 1/2	15-cents.....	641	\$0.18	\$79.50	\$159.00
	10	15-cents.....	141	0.18	80.50	161.00
Window.....	6 1/2	15-cents.....	642	.....	80.00	160.00
	10	15-cents.....	142	.....	81.00	162.00

<sup>5</sup> Limit initial requisitions to a 6-week supply. Consideration should be given to the quantity of the 15-cent A Series embossed stamped envelope in inventory before requisitioning additional bulk quantities. A minimum quantity of 500 plain stamped envelopes must be ordered even though this may cause some post offices to exceed the 6-week stock level.

**SELLING PRICE OF PRINTED STAMPED ENVELOPES <sup>6</sup>**

Kind	Size	Denomination	Item No.	Prices	
				500	1000
Regular.....	6 1/2	15-cents.....	641	\$82.00	\$164.00
	10	15-cents.....	141	83.00	166.00
Window.....	6 1/2	15-cents.....	642	82.50	165.00
	10	15-cents.....	142	83.50	167.00

<sup>6</sup> Printed stamped envelopes will be furnished within the usual 6 weeks after placing order.

—Customer Services Dept., 6-1-78.

**10-cent Cincinnati Music Hall Commemorative Postal Card**

All post offices may now order the 10-cent Cincinnati Music Hall commemorative postal card. Submit Form 3216, *Requisition for Postal Cards—Bulk Quantities* (using item 250) to Postal Card Unit, Room 332A, Government Printing Office, Washington, DC 20401. Order in quantities of 500; 1,000; 2,000; 5,000; and multiples of 5,000. Requisitions for quantities of less than 500 may only be submitted to your stamp distribution office.— *Customer Services Dept., 6-1-78.*



**Rescheduled First Flight**

This is a change to the International First Flight Cachet article in POSTAL BULLETIN 21145 dated May 18, 1978.

Because of the Northwest Airlines strike, the following flights have been canceled and rescheduled for August 1, 1978:

- June 8—New York (JFK) to Copenhagen and Stockholm
- June 8—Boston to Glasgow and Copenhagen

—Customer Services Dept., 6-1-78.

## International First Flight Cachet

Official cachets and philatelic treatment for the first flight services described in A, B, and C are authorized as outlined in **POSTAL SERVICE MANUAL 257.33**.

To prepare and send covers for official philatelic treatment for the listed services, observe the following procedures.

1. All covers must be self-addressed.

2. Applicable rate of postage per cover is 31 cents per half ounce for the international segments and 15 cents per ounce for the domestic segments.

3. A clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, must be allowed for the cachet.

4. An additional clear space of 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark.

5. Include in each envelope a uniform enclosure of the approximate weight of a postal card to assure a good impression.

6. The covers should be mailed to reach the office applying the cachet no later than three days prior to the scheduled date of the flight.

7. Aerogrammes and postal cards will not be accepted.

### A. Pan American World Airways

Pan American World Airways, Inc., has announced the addition of two stop points to its round-the-world flights. The following cachet service is offered:

	<i>Applicable Postage Rate</i>
June 28, 1978—	
*Los Angeles to Houston.....	31¢
*Los Angeles to Mexico.....	31¢
*Honolulu to Houston.....	31¢
*Honolulu to Mexico.....	31¢
New York to Mexico.....	15¢
Houston to Mexico.....	15¢

\* For these flights, please indicate the destination desired for backstamping.

	<i>Applicable Postage Rate</i>
July 1, 1978—	
Houston to: London .....	31¢
Frankfurt .....	31¢
Teheran .....	31¢
Bangkok .....	31¢
Hong Kong.....	31¢
Tokyo .....	31¢
Los Angeles.....	31¢
San Francisco.....	31¢

*Note:* The British Postal Administration will not provide backstamping to philatelic covers. However, special arrangements have been made with the air carrier to apply a receiving date stamp to the back of the envelope upon arrival of the flight.

To send covers by this service, prepare them in the usual manner, indicate segment desired, and enclose them in another envelope addressed as follows:

<i>Cachets to be applied by</i>	<i>Send covers to</i>
<b>Worldway Postal Center</b>	<b>Operations Manager Worldway Postal Center U.S. Postal Service Los Angeles, CA 90009</b>
<b>Los Angeles City Post Office</b>	<b>Postmaster Attn: Manager Terminal Annex U.S. Postal Service Los Angeles, CA 90052</b>
<b>Honolulu City Post Office</b>	<b>Postmaster Main Post Office Honolulu, HI 96820</b>
<b>Kennedy International Airport Mail Facility</b>	<b>Philatelic Mail Clerk Airport Mail Facility Building 179 Kennedy International Airport Jamaica, NY 11430</b>
<b>New York City Post Office</b>	<b>Postmaster General Post Office New York, NY 10001</b>
<b>United Nations Post Office</b>	<b>Superintendent United Nations Post Office Room 1-B-6 United Nations Headquarters New York, NY 10017</b>
<b>Houston Airport Mail Facility</b>	<b>Manager Airport Mail Facility Houston, TX 77205</b>
<b>Houston City Post Office</b>	<b>Postmaster Main Post Office Houston, TX 77201</b>

Covers sent through the United Nations Post Office must bear U.N. (not United States) postage.

For the July 1 flight, please indicate the destination desired for backstamping.

### B. Western Airlines

On or after June 30, 1978, Western Airlines will begin new daily flight service between Los Angeles, CA and Guadalajara, Mexico.

Applicable rate of postage per cover is 15 cents per ounce.

To send covers by this service, prepare them in the usual manner and enclose them in another envelope, addressed as follows:

## International Parcel Post—Egypt

Effective immediately, all parcel post packages to Egypt must bear two customs declarations (Form 2966-A, *Parcel Post Customs Declaration*, and 2966, *Customs Declaration*), as well as Form 2972, *Parcel Post Dispatch Note*.

Pending revision of Publication 42, *International Mail*, change the entry in Appendix B for Egypt, Parcel Post Forms Required, to read: 2966-A, 2966, 2972: one copy each required.—*Rates & Classification Dept., 6-1-78.*

<i>Cachets to be applied by</i>	<i>Send covers to</i>
<b>Worldway Postal Center</b>	<b>Operations Manager Worldway Postal Center U.S. Postal Service Los Angeles, CA 90009</b>
<b>Los Angeles City Post Office</b>	<b>Postmaster Attn: Manager, Terminal Annex U.S. Postal Service Los Angeles, CA 90052</b>

### C. National Airlines

On or after July 2, 1978, National Airlines will begin first flight service from New Orleans, LA to Amsterdam, Netherlands and Frankfurt, Germany.

Applicable rate of postage per cover is 31 cents per half ounce.

To send covers by this service, prepare them in the usual manner, indicate segment desired, and enclose them in another envelope addressed as follows:

<i>Cachets to be applied by</i>	<i>Send covers to</i>
<b>New Orleans Airport Mail Facility</b>	<b>Superintendent Airport Mail Facility U.S. Postal Service New Orleans, LA 70141</b>
<b>New Orleans City Post Office</b>	<b>Postmaster Main Post Office 701 Loyola Avenue New Orleans, LA 70113</b>

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.

Covers bearing previous postmarks and those not properly prepared in accordance with the above listed instructions will not receive cachets or cancellations.—*Customer Services Dept., 6-1-78.*

## Lobby Display Schedule and Priorities

### Displays in All Post Office Lobbies

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

Title	Issued
Poster 103, <i>Postage Rates, Fees and Information</i> -----	June 1978.
Poster 7, <i>Rules and Regulations Governing Conduct on Postal Property.</i>	August 1977.
Notice 96, <i>Notice of Reward</i> -----	Do.
Poster 32, <i>"There's a Sucker Born Every Minute"</i> -----	March 1978.
Poster 31-B, <i>Mail Problem? (Counter Card to hold Consumer Service Cards).</i>	February 1977.
Wanted Posters, (post as directed by the Postal Inspection Department)	
Official Signs Indicating:	
—Service and/or lockbox lobby hours of service	
—Letter drops (local, etc.) and dispatch times	
—Window and counter positions providing all services or specialized services, plus stamps. (See PSM 113.214 for rules on consolidation or windows and services.)	

### Rotating Displays—CAG A-G Offices

The schedule of lobby poster displays for post offices with 950 revenue units and above, covering dates in June, is listed in priority order below: A=First Priority, following mandatory displays; B=Second Priority.

Priority	Title	Poster	From	Through
A	French Alliance.....	392	Apr. 27.....	June 1.
A	Dr. Pap.....	394	May 6.....	June 10.
A	Jimmie Rodgers.....	395	May 15.....	June 19.
A	Photography.....	396	June 19.....	July 24.
A	George M. Cohan.....	397	June 28.....	Aug. 1.
B	1977 Mint Set.....	382	Continuous	
B	Stamps & Stories.....	11	Continuous	

### Specialized Programs Displays

Using the same priority system, post offices designated to offer specific services or participate in specialized programs will display the following items until notice is given to replace or remove them:

Priority	Item
A	Point-of-Sale Clear Plastic Easel Displays. (Schedule on reverse side of inserts.)
A	Poster 31-A, <i>Mail Problem?</i> (Feb. 1977) or 31-E, (May 1978)—Spanish language editions of Posters 31-A&B are available as 31-C&D, respectively, to offices with substantial Spanish-speaking customer populations.
A	Poster 84 and Counter Card 84-A, <i>Express Mail Next Day Service</i> (Sept. 1977). For lobbies in the Express Mail Next Day Service network only.
B	<i>Packaging You Can Bank On.</i> (Poster/one-time distribution.)
B	<i>New Pocket-Size Passport.</i> (Counter card/one-time distribution for Passport Acceptance Offices only.)

## Stamps-by-Mail Reprint

The recently approved increase in postal rates will render the present Form 3227, *Stamps-By-Mail*, Aug. 77, (red in color) obsolete. The form is being revised and printed, and distribution is anticipated in early June.

The revised Form 3227 (May 1978, blue in color) will be distributed in two phases. A portion of the forms will be sent directly to all city delivery offices. This initial shipment is designed to provide offices with a supply of revised forms as soon as possible, to simplify order processing and minimize customer inconvenience. Even so, it is likely that the obsolete forms will be received for some time after the new rates are in effect. Every effort should be made to accommodate customers during the period of the changeover. Obsolete Forms 3227 should be disposed of as soon as the revised forms are received.

The remainder of the forms will be stocked in both supply centers and can be ordered in accordance with established requisitioning procedures. To prevent offices from stockpiling unnecessary quantities of the order forms, the supply centers will fill order requests in accordance with a schedule which proportionately limits by CAG the quantity an office may receive. (See chart below.) Orders received in excess of the maximum quantity will automatically be adjusted.

Offices with a demonstrated need for more forms than the schedule allows may contact Retail Operations Division, USPS Headquarters, Washington, DC 20260.

CAG	Maximum Forms per Cycle
A -----	6000
B -----	3000
C -----	1000
D -----	500
E -----	200
F -----	100
G -----	100
H -----	100
J -----	50
K -----	0
L -----	0

A limited number of take-one easel racks (Sign 1) for Stamps-By-Mail order forms are also available from the supply centers.—*Delivery Services Dept., 6-1-78.*

**INTERNATIONAL MAIL—VIETNAM**

Notices in POSTAL BULLETINS 21105, 2-10-77, 21109, 4-7-77, and 21132, 12-15-77, advised postal employees that:

—All classes of postal union mail (letters, letter packages, post cards, printed matter, matter for the blind, and small packets) may be accepted for mailing by surface or air to the Socialist Republic of Vietnam;

—Registry service is available for mail to Vietnam;

—No parcel post service is available to Vietnam; and

—U.S. Department of Commerce regulations authorize customers to send to Vietnam only letters, printed material, sound recordings, and film.

This restriction on items that may be exported to Vietnam has been relaxed. The Office of Export Administration, U.S. Department of Commerce, Washington, DC 20230 has begun to issue a limited number of licenses to individuals for exporting consumer goods to Vietnam. If a customer presents, with his or her package, a license from the Department of Commerce to export goods to Vietnam and a Shipper's Export Declaration on Commerce Form 7525-V, accept the package for mailing to Vietnam if it otherwise meets the requirements for postal union mail. Refer to Parts 533 and 520, Publication 42, *International Mail*, for procedures to follow in accepting mail covered by a validated export license and in handling Commerce Forms 7525-V.

Mail service to Vietnam remains limited to postal union mail classes.

The Department of Commerce advises that the following items may be mailed to Vietnam without a validated export license:

“Letters, printed books, pamphlets, and miscellaneous publications, including bound newspapers and periodicals; children's picture and painting books; newspapers and periodicals, unbound, excluding waste; music books; sheet music; calendar blocks, paper; and advertising printed matter exclusively related to developed motion picture film, books, miscellaneous publications, newspapers, and periodicals;

Commercial phonograph records, recorded; and prerecorded phonograph records reproducing, in whole or in part, the content of printed books, pamphlets, and miscellaneous publications, including newspapers and periodicals;

Motion picture films and sound tracks, exposed and developed; and

Exposed and developed microfilms reproducing, in whole or in part, the content of printed books, pamphlets, and miscellaneous publications including news-

papers and periodicals; children's picture and painting books, music books; sheet music, and calendars.”

The postal administration of Vietnam has advised that the following items are prohibited import by mail into Vietnam:

“Invisible ink, codes, cyphers, symbols or other types of secret correspondence, shorthand notes;

Documents, printed papers, books, brochures, newspapers, magazines, posters, drawings, cards, pictures, paintings, manuscripts, films, photographic plates, film, celluloid reproductions of any kind, which are contrary to good character or morals or likely to prejudice the public, political, cultural, and economic security of the Socialist Republic of Vietnam;

Medicaments, pharmaceutical products or medicinal preparations likely to endanger human or animal life;

Chicken and duck eggs (fresh or salted);

Fish or crab spawn;

Crabs of all kinds (salted or dried);

Onions, dried garlic;

Fresh and dried vegetables, including bamboo shoots and mushrooms of all kinds;

Watermelon seeds, hazelnuts;

Pickled fish, crabs, shrimp, aquatic worms;

Manioc, tubers, sesame, ground-nuts;

Tomato, pimento, salted apricots;

Oranges, lemons;

Vinegar sugarcane molasses golden syrup, honey from bees;

Pure or mixed coffee;

Betel, betel husk, fresh or dried betel nut;

Cinnamon of all kinds, traditional medicaments derived from animal and vegetable products;

Aniseed (fruit), oleagenous seeds (of castor-oil plant, etc.);

Straw, grass for stuffing;

Dye tubers, products for paper manufacture, resinous trees for making sampans, brooms of all kinds;

Latania leaves, straw, bamboo, lianas, rattan;

Latex, fresh lac, etc.;

Fir resin, pine resin, turpentine;

Beeswax;

Leaves, cortex of plants, seeds for dyeing, tree cotton;

Pharmaceutical products derived from animals and vegetables;

Plant fibers, hammocks of plant fiber, cotton, cotton coverlets;

Objects of gold, silver, platinum, jewels and other precious objects, precious stones;

Coins, currency notes, banknotes, bearer securities, checks, bills of exchange;

Apparatus, matrices and other tools for the clandestine manufacture of banknotes or coins of any kind, any kind of apparatus used for coining or the identical reproduction of banknotes;

Radio transmitters and receivers and radio set accessories of any kind;

Unused postage stamp;

Arms of all kinds, munitions, war material and accessories;

Explosive, inflammable or dangerous substances, radioactive materials;

Disease-carrying microbes and viruses; substances prejudicial to public health; substances or products containing or likely to contain disease germs (except for microbes exchanged for scientific purposes between medical research institutions); and

Bones, human and animal tissue; fetid substances causing disgust or repugnance, infected substances harmful to public health.”

Inclusion of any of these items in letters, letter packages, printed matter or small packets to Vietnam may result in their confiscation by Vietnamese authorities.

A validated export license is required for most of the following items, which Vietnam has advised that it will admit subject to the indicated restrictions:

“Used garments and footwear, used bed linen, only on submission of a certificate of disinfection duly attested by the Health Service of the country of origin;

Postage stamps sent to book and newspaper import and export bodies or other competent bodies;

Any kind of merchandise of commercial value sent for trade, only on the authorization of the Ministry of External Trade of the Socialist Republic of Vietnam; and

Paintings, pictures, books, newspapers, cinema films, photographic films, records, miscellaneous articles for the stage, all other literary and artistic productions, objects of art and of sculpture, all kinds of children's toys, only on the authorization of the Ministry of Culture of the Socialist Republic of Vietnam.”

The following quantity limits are imposed by Vietnam on the indicated items:

Commodity	Quantity Limit
Raw or manufactured tobacco, tobacco products (cigarettes, cigars)	500 g
Tobacco for hookahs, chewing tobacco, snuff	500 g
Coffee	200 g
Tea	500 g
Paddy	1000 g
Rice	1000 g
Beans (all kinds)	1000 g
Dried manioc	1000 g
Dried sweet potatoes	1000 g
Ground-nuts	1000 g
Cooked fat	1000 g
Dried meat	1000 g
Salted meat	1000 g
Dried fish	1000 g
Dried cuttlefish	1000 g

Please insert this information under *Vietnam* in Appendix B, Individual Country Information, of Publication 42, pending its revision. Individuals mailing to Vietnam should be advised of these prohibitions and restrictions.—*Rates & Classification Dept., 6-1-78.*

## FLSA WORKWEEK

Instructions to establish an FLSA workweek were forwarded to all postal installations in a TWX dated 5-16-78. They are reissued here for the information of all employees.

I. These instructions must be in effect at all postal installations not later than Saturday, May 20, 1978. MSC managers, Regional managers, and Headquarters Department heads must insure that all subordinate units under their control are provided a copy of these instructions. They are being issued for the purpose of identifying the Fair Labor Standards Act (FLSA) workweek and making it mandatory that managers establish and retain the FLSA workweek for each non-exempt employee. This information is to be made available to employees upon request.

II. The Fair Labor Standards Act requires the establishment of a workweek which is a fixed and regularly recurring period of 168 consecutive hours for each employee for purpose of calculating FLSA overtime for work in excess of 40 hours per week. The application of the definitions below will result in the establishment of an FLSA workweek for each employee which will commence at a specific time on either Friday or Saturday. The USPS service week, as defined in the National Agreement and other applicable rules and regulations, remains unchanged and should not be confused with the FLSA workweek.

III. In the new payroll system, the FLSA workweek has been defined as follows:

**A. FLSA Workweek For Full-Time Employees.** This is 168 consecutive hours established as follows:

1. For an employee whose regular schedule includes Saturday as a service day, the FLSA workweek shall begin 8 hours prior to the beginning of the employee's regular scheduled starting time for that service day.

*Example 1:* Full-Time employee A has a regular schedule starting time of 11 p.m. Friday night. By definition, the employee's USPS service day is Saturday. Based on the FLSA workweek definition above, the employee's FLSA workweek will begin at 3 p.m., Friday.

*Example 2:* Full-Time employee B has a regular starting time of 1 a.m., Saturday. By definition, the employee's USPS service day is Satur-

day. Based on the FLSA workweek definition above, the employee's FLSA workweek in this situation will begin at 5 p.m., Friday.

2. For an employee whose regular schedule does not include Saturday as a service day, the employee's FLSA workweek will be established by considering Saturday as if it were a service day and the starting time would be the same as the regularly scheduled starting time on his first scheduled service day in the service week. Such employee's FLSA workweek begins eight hours prior to this Saturday service day starting time.

*Example:* Full-Time employee C has Saturdays and Sundays off and his first scheduled workday is Monday at 6 a.m. For purposes of establishing the FLSA workweek, the 6 a.m. will be considered a Saturday service day starting time. Based on the FLSA workweek definition set forth above, the employee's FLSA workweek will begin at 10 p.m. Friday.

**B. FLSA Workweek For Part-Time Employees.** This is 168 consecutive hours established as follows. The employee's normal starting time as established by the installation head (in the case of a part-time regular this will be his regular scheduled starting time), will be used as the basis for establishing the FLSA workweek by considering such starting time as if it were a Saturday service day starting time. The beginning of the FLSA workweek will be 8 hours prior to this Saturday service day starting time, but in no case will it begin prior to 8 p.m. Friday.

*Example 1:* Part-time flexible employee E normally reports to his pay location at 11 p.m. For purposes of establishing the FLSA workweek, the 11 p.m. starting time will be considered a Saturday service day starting time, i.e., 11 p.m. Friday night. Applying the above FLSA workweek definition, the employee's FLSA workweek will begin at 8 p.m. Friday.

*Example 2:* Part-time flexible employee F normally reports to his pay location at 3 p.m. For purposes of establishing the FLSA workweek, the 3 p.m. starting time will be considered a Saturday service day starting time. Applying the above FLSA workweek definition, the employee's FLSA workweek will begin at 7 a.m. Saturday.

*Example 3:* Part-time regular employee G is regularly scheduled to report to his pay location at 6 p.m. For purposes of establishing the FLSA workweek, the 6 p.m. starting time will be considered a Saturday service day starting time. Applying the above FLSA workweek definition, the employee's FLSA workweek will begin at 10 a.m. Saturday.

IV. Field installation managers and Headquarters Department heads should take immediate action to establish and maintain appropriate records of the FLSA workweek for each non-exempt employee as follows:

A. All full-time employees (including those who are unassigned or on pool and relief assignments) and part-time employees on a regular schedule must have a regular weekly schedule.

B. Since part-time, flexible, casual, temporary, and certain other employees do not have a regular weekly schedule, a normal starting time for each individual employee must be established as a basis for determining the FLSA workweek. While employees need not always be scheduled to start at the same time, the normal starting time must bear some resemblance to the hours usually worked by the employee, and may not be changed solely for the purpose of avoiding payment of overtime.

C. The FLSA workweek for all employees in IV-A and B must then be established in accordance with the definitions in III-A and B above. A roster indicating each employee's name, pay location, and the starting time of his/her FLSA workweek must be established and retained indefinitely. Changes in an employee's FLSA workweek resulting from a permanent change in schedule or normal starting time must be similarly retained.

V. **Note:** Part-time employees whose FLSA workweeks begin at 8 p.m. or later on Friday should not be called in prior to 8 p.m. on Friday since such action might result in overtime.—Office of Compensation, 6-1-78.

Postmasters, PSO Managers, Perimeter Offices and VMF's

## Vehicle Repair and Maintenance

PDC's will no longer accept Forms 4541, *Contract Work Order-Invoice for Vehicle Repair*, that are dated subsequent to June 10, 1978.

To the maximum extent possible, vehicle repair and maintenance which cannot be accomplished by or obtained from a Vehicle Maintenance Facility (VMF) shall be obtained through the establishment of Vehicle Repair and Maintenance Agreements. (See Regional Instruction 1003-PO-183, Filing No. 356, dated 9-14-77, distributed down to MSC level.) Multiple agreements should be established, if possible. This not only encourages competition, but also assures service availability. The agreement may cover all repair and service listed on Form 7394, *Vehicle Pricing Proposal*, or be for specific items such as vehicle washing, road service and towing, etc.

There may be instances when a Procurement Service Office (PSO) is unable to establish Vehicle Repair and Maintenance Agreements for a particular installation. The PSO manager must determine why no garage or station within the trade area is willing to enter into the agreement. Deviations to certain provisions can be granted by the Head of Procuring Activity for an individual agreement if justified, so long as the request is not contrary to law or regulation. If resolution cannot be reached, the PSO manager and the requiring installation head or his designee must review the requirement and determine how it can best be met. Requirements for small dollar amounts can be obtained by using the postmaster's local payment authority. Requirements involving larger dollar amounts may be met by issuing individual Purchase Orders if the required service is infrequent or on an emergency basis.

VMF's and Perimeter Offices are reminded that local payments (cash) will not be used to purchase (1) bulk gasoline; (2) bulk diesel fuel; (3) bulk motor oil; (4) items that can be obtained on oil company credit card; and (5) four or more gallons of gasoline for emergency use.

When services are made by local payment (cash), three copies of the paid invoice must be obtained. The accountbook entry will be a write-in

entry to AIC 604, Vehicle Service and Maintenance. The original of the paid invoice will support the entry, one copy will be for the vehicle jacket, and one copy for the VMF or Perimeter Office record file. The following information must be provided on the invoice:

1. Date
2. Vehicle Number
3. Mileage—if a scheduled service (a or c)
4. Separate totals for labor, parts, engine oil
5. AIC Code 604

When Form 7334, *Order-Invoice-Voucher*, is used, record in the *Schedule* portion of the form, the vehicle number, mileage (if a scheduled service a or c) and separate totals for labor, parts and engine oil. Record Account 54543 in the block labelled *Acct* (48-52) and the appropriate line item (01, 02) and make/model code in the block labelled *F/Act* (56-59).

Offices on the new data collection system will be required to prepare Form 4578, *Vehicle Accounting Data Input*, for services obtained using the postmaster's local payment authority or on Form 7334, for input to the vehicle accounting system. The information will be imprinted as transaction 7 and the first lever on the right keyboard will be set to position:

- 4 To record engine oil (cash)
- 5 To record parts (cash)
- 6 To record labor (cash)
- 7 To record engine oil (7334)
- 8 To record parts (7334)
- 9 To record labor (7334)

The above is primarily directed toward meeting the needs of Perimeter Offices.

### VMF Repair and Maintenance Agreements

VMF service requirements will normally be provided by use of Forms 7394 and 7395, *Vehicle Repair and Maintenance Agreement*. The servicing PSO manager can establish service contracts to meet recurring requirements, i.e., glass installation, upholstery repair, vehicle painting, towing, machine shop work, etc. For VMF's that have service requirements beyond those which can be met by the Vehicle Repair and Maintenance Agreements, the servicing

## Publication 51

A new edition of Publication 51, *International Postage Rates and Fees*, has been printed. Automatic distribution is being made to all post offices. The two ounce rate in the Canada and Mexico column on page 7 in section 3e, Printed Matter, surface rates, is incorrect; the correct rate is \$0.20. Please correct this printer's error in all copies before distribution. Post offices requiring additional copies for distribution to customers should requisition from their respective area supply center in accordance with established requisitioning procedures. Editions of Publication 51 prior to June 1978 are obsolete and should be destroyed.—*Rates & Classification Dept.*, 5-26-78.

## Bulletin Board Stamp Poster

The USPS bulletin board Poster 78-14, *CAPEX '78 Souvenir Sheet*, consists of two pages, numbered 78-14A and 78-14B. Display the two pages side by side in post office lobbies so customers can read full instructions.—*Customer Services Dept.*, 6-1-78.

PSO manager can establish BPA's to meet certain recurring requirements, i.e., seat repairs, transmission repairs, etc. Enter code 1192 on the BPA Form 7334 in the block labeled *F/ACT* (56-59), pending a review of the present system.

Requirements of a nonroutine or nonrecurring nature can be obtained by individual Purchase Order (unpriced purchase order in the case of certain accessory rebuilding) or the postmaster's local payment authority.

*Note:* Form 4541 signature block (copy 2, 3, 4, and 5) must be signed by the postmaster, or a supervisor. Supervisors will have titles such as SPO, Director or Manager, Customer Services, OIC, SCF Manager, Fleet Manager, General Foreman, Foreman, etc. If no title is shown, Form 4541 will be returned for signature by a supervisor. VOMA's cannot sign in the signature block.—*Finance, Procurement & Supply, and Delivery Services Depts.*, 6-1-78.

## PRESORTED IRREGULAR PARCELS

Postal regulations require that mailings at the various bulk rates be sorted to all possible five-digit, mixed-city, sectional center, and state ZIP Code destinations; and made up into bundles and sacks. There are several situations in which the bundling of irregular parcels does not appear to provide a savings in Postal Service processing costs. There are also situations where significant savings can be achieved by commingling or combining several mailings during presorting to achieve a finer level of presort.

A notice was published in *POSTAL BULLETIN* 21108, 3-24-77, waving bundling requirements for small parcels and rolls, now called irregular parcels, under certain conditions. These procedures were implemented on a one-year trial basis to determine their practicality and cost effectiveness. Due to the success realized in the trial period, the following procedures are effective immediately. Appropriate amendments will be made to the *POSTAL SERVICE MANUAL* as soon as possible.

### Sacks in Lieu of Bundles

Irregular parcels 1/2 inch or more in thickness need not be bundled when bundles would be made up to the same destination as the sacks in which they would be placed. For example, 10 or more such irregular parcels which are addressed to the same five-digit destination need not be bundled if placed in a five-digit sack, but must be bundled if placed in a mixed city, SCF, state, or mixed state sack. Likewise, if there are ten pieces for the same SCF, but not to the same five-digit or mixed city, they need not be bundled if placed in an SCF sack but must be bundled if placed in a state or mixed state sack. Each separate bulk mailing which is commingled must meet the minimum piece or minimum weight requirements for bulk rates.

Items which are so large that 10 or less pieces fill a sack need not be bundled.

### Commingled Irregular Parcels

Regional Directors of Finance may authorize the commingling of several

permit mailings of irregular parcels in order to achieve a finer presort, provided adequate means are available for ensuring proper postage is paid. This normally will require the mailings to be made under the provisions of sections 145.8 or 145.9 of the *POSTAL SERVICE MANUAL*.

When authorizing commingling, regions may waive the requirements for bundling to five-digit, mixed city, and SCF destinations, when doing so results in a finer makeup of at least 50% of the mail.

Sack labels for commingled irregular parcels shall be identified by the words *commingled irregular parcels* on the second line as illustrated in the following example.

PHILADELPHIA PA 19118 COMMINGLED IRREGULAR PARCELS FR JC COMPANY BOSTON MA
---

—Rates & Classification Dept., 6-1-78.

## MANAGEMENT ASSOCIATE PROGRAM

### Recruiting for Central Region Openings

The Management Associate Program is designed to recruit and develop a select group of college-trained individuals for placement in mid-level management positions in management sectional centers, post offices or other mail processing facilities. Development occurs through a series of work assignments, supplemented by appropriate management or technical training.

This recruitment is for four positions in the Central Region. Postal applicants may be from any Region. Qualified nonpostal applicants will also be considered. For this recruitment, the *minimum* requirement for consideration is a Master of Business Administration degree (or a Master's degree in a closely related business or administration discipline). Applicants who do not meet this basic minimum requirement will have their applications returned.

Candidates are screened based on the quality and suitability of their education and experience, appraisals by professors and supervisors, and one

or more interviews. Those selected for the program must agree to travel frequently, to relocate during the program, and to accept assignments on any tour of duty or on any days of the week.

**Equal Opportunity.** Selections for the program are made without regard to race, color, religion, age, sex, national origin, political affiliation or other nonmeritorious factors or considerations.

**Reporting Relationships.** Selectees are placed on the rolls of the Senior Assistant Postmaster General, Employee and Labor Relations. Assignments and training are in any Management Sectional Center where a suitable and developmental training position is available. Securing of suitable assignments is the responsibility of the Manager, Manpower Development Branch, in the Region to which the Associate is assigned.

**Career Progression.** Selectees enter the program at the PES-17 level. During the first year of the program, the employee will be laterally reassigned at the same salary and under the same program commitments to a

new salary schedule designated the "PMA" pay schedule. The employee will be initially assigned to level PMA-1, and advance to PMA-2 and PMA-3 based on satisfactory performance in the program.

**Compensation.** Selectees will receive a starting salary of \$15,500 or their present salary, whichever is greater. However, no one will be brought into the program at a salary higher than the mid-point of the PES-17 pay scale (presently \$19,500). Selectees with pay grades higher than PES-17 must be willing to accept the lower grade. Management Associates do not earn step increases, merit increases, overtime, or night or Sunday differentials. Instead, the Management Associate's performance is reviewed at the end of each 12 months in the program. If warranted; an 8- to 10-percent increase in salary will be approved.

Territorial cost of living allowances currently in effect are paid. Salary upon placement out of the program is directly related to the level of the position offered.

Continued on p. 13

POST OFFICE CHANGES NO. 10

(Supplemental to 1978 Directory of Post Offices Publication 26.)

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, CPO=Community Post Office, Dis.=Discontinued, DOPO=Directory of Post Offices, Estab.=Established, F=Finance, Fac.=Facility, I=Independent Post Office, 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	Montgomery	Montgomery	Downtown	Sx	36104	Add	4-1-77	Sx estab.
CA	San Jose	Santa Clara	Parkmoor	S	95126	Delete	8-17-77	Amend PB 21127 to change ZIP Code of Fac. only.
CA	do	do	do	Sx	95128	Add	8-17-77	
CA	do	do	Westgate	S	95129	Delete	8-17-77	
CA	do	do	do	Sx	95117	Add	8-17-77	
CA	South Lake Tahoe	El Dorado	Tahoe Paradise	CPO	95705	Delete	1-17-78	CPO ZIP Code changed. Newly assigned ZIP Code.
CA	do	do	do	CPO	95708	Add	1-17-78	
CA	San Francisco	San Francisco	APO 96274	B	96274	Change	10-11-77	Change MR from F-K to F-K-B <sup>1</sup> .
CA	do	do	APO 96311	B	96311	Change	10-11-77	
CA	do	do	APO 96286	B	96286	Change	10-11-77	Change MR from F-K-L to F-K-L-B <sup>1</sup> .
CA	do	do	APO 96432	B	96432	Change	10-11-77	Change MR from F-K to F-K-B <sup>1</sup> .
CA	do	do	APO 96528	B	96528	Change	10-11-77	Change MR from F-K to F-K-B <sup>1</sup> .
CA	do	do	APO 96277	B	96277	Change	10-11-77	Change MR from F-K to F-K-B <sup>1</sup> .
CA	do	do	APO 96298	B	96298	Change	10-11-77	Change MR from F-K to F-K-B <sup>1</sup> .
MD	Silver Spring	Montgomery	Aspen Hill	Bx	20905	Delete	5-17-78	Amend PB 21137 to correct ZIP Code of Bx estab.
MD	do	do	do	Bx	20905	Add	5-17-78	
NY	New York	New York	APO 09139	B	09139	Add	4-17-78	To correct PSM 126.2-Footnotes B-C-D apply.
NY	do	do	APO 09205	B	09205	Change	4-12-78	Change MR from A-B to A-B-F <sup>1</sup> .
NY	do	do	APO 09230	B	09230	Change	4-12-78	Change MR from A-B to A-B-F <sup>1</sup> .
NY	do	do	APO 09676	B	09676	Change	5-30-78	Change MR from B-C-M to B-C-M-N.
NY	do	do	APO 09691	B	09691	Add	1-18-78	APO estab. MR B-E <sup>1</sup> -F-H-R apply.
NY	do	do	APO 09881	B	09881	Change	5-30-78	Change MR from I-M to I-M-N.
NY	do	do	APO 09885	B	09885	Change	5-30-78	Change MR from M to M-N.
NY	do	do	APO 09895	B	09895	Change	5-30-78	Change MR from B-I-M to B-I-M-N.
NY	do	do	APO 09161	B	09161	Add	4-15-78	APO estab. MR B-C-I apply.
NY	do	do	FPO 06514	B	06514	Change	8-18-77	Change MR from B <sup>1</sup> -C-J to B <sup>1</sup> -C.
NY	do	do	APO 09899	B	09899	Change	10-11-77	Change MR from B-I-M to B-I-M-N.
NC	Jacksonville	Onslow	Naval Hospital	Bx	28542	Add	5-15-78	Bx estab. to correct DOPO and NZCD.
ND	Wahpeton	Richland	Great Bend	CPO	58309	Add	10-1-75	CPO estab. to correct DOPO and NZCD.
TX	Brownsville	Cameron	Boca Chica (Mail to Brownsville)	CPO I	78520	Delete	3-13-78	CPO Fac. disc. ZIP Code retained.
TX	do	do	Palm Village	S	78520	Delete	3-13-78	
VA	Chesapeake	IC	Northwest Radio Station	MOU	23322	Add	5-8-78	MOU estab. to correct DOPO and NZCD.

<sup>1</sup> Add footnote B<sup>1</sup> to PSM 126.2. Footnote B<sup>1</sup> should read:

Form 2966, *Customs Declaration*, required except on official mail which does not require customs declaration or exemption endorsement. Army and Air Force Exchange Service (AAFES) will furnish computer listings on all items mailed from their activities to Philippine APO's indicated. Other major mail order companies will either use Form 2966 on each item or provide computer listings. These listings should include description of item, dollar value of item, complete address including PSC box number and APO of addressee, date of mailing, insurance or registry number if applicable, and serial number of any item over \$25.00 in value and any electrical item with a plug over \$15.00 in value.

The Postal Service Manual will be amended.

<sup>2</sup> Add footnote F<sup>1</sup> to PSM 126.2. Footnote F<sup>1</sup> should read:

Importation of firearms is restricted to one shotgun and one single shot 22 caliber rifle per individual.

The Postal Service Manual will be amended.

—Delivery Services Dept., 6-1-78.

Continued from p. 12

**How To Apply.** Submit a completed Form 2591, *Application for Employment* (including references) and a Form 2577, *Estimate of Potential* (postal applicants only) to:

Manager, Manpower Development Branch  
U.S. Postal Service  
Central Region Headquarters, Rm. 1122  
Chicago, Illinois 60699  
Attn: Special Management Programs

Applications must be accompanied by two self-addressed stamped or penalty envelopes. One of these will be used to notify applicants of the receipt of their application, or to return

**Wanted Circular Canceled**

Destroy the wanted circular issued for the following postal offender:

Name	Date of Issuance
Uma Jean Willis	9-9-77

—Inspection Service, 6-1-78.

applications which do not meet minimum selection requirements. Applications must be received before July 7, 1978.

**Beginning Date.** Those candidates selected will enter the program on or about July 29, 1978.—Employee Relations Dept., 6-1-78.

**Second Jimmie Rodgers Stamp Distribution Canceled**

The second automatic distribution of the 13-cent Jimmie Rodgers commemorative postage stamps has been canceled because of the postage rate change.

Stamp distribution offices that have received their second automatic distribution listing and related Forms 3309, *Advice of Shipment—Stamp Invoice*, from their postal data center shall now destroy them.—Customer Services Dept., 6-1-78.

### NEW RATES AND FEES

The Postal Service Governors have ordered the following new postage rates and fees implemented effective 12:01 a.m., (local time) May 29, 1978. It should be noted that SPECIAL POSTAL BULLETIN 21146, dated May 19, 1978, contained errors in sections 132.11 (In-County Rates), 136.1 (Priority Rates, Zone 4) and in items 9-b and c of the Form 3541, *Statement of Mailing Second Class Publications*, which was illustrated on page 15. These errors have been corrected in this notice. Form 3541 is reprinted on page 22 of this BULLETIN.

#### 122.55 Zip Coding of Mailing Lists

**.552 Multi-ZIP-Coded Post Offices.** Post offices will sort mailing lists consisting of addresses for the multi-ZIP Coded post offices described in section 122.633 (see also 122.634) according to five-digit ZIP Code delivery units at a charge of \$23.00 per thousand addresses or fraction thereof, payable to the local postmaster upon submission of the list.

#### Part 126 PARCEL AIRLIFT MAIL

**126.153** Any parcel other than a parcel mailed as priority mail not exceeding 30 pounds in weight or 60 inches in length and girth combined which is mailed at or addressed to any overseas military post office outside the 48 contiguous States will be transported by air on a space available basis, upon payment of a PAL (parcel air lift) fee in addition to the regular surface rate of postage. The PAL fee is 25 cents for parcels weighing 2 pounds or less, 50 cents for parcels weighing over 2 pounds and not exceeding 3 pounds, 75 cents for parcels weighing over 3 pounds and not exceeding 4 pounds and \$1.00 for parcels weighing over 4 pounds.

#### Part 131 FIRST CLASS

##### 131.1 RATES

**.11 Single Piece Rates.** The single piece rates are applied to each letter or piece of first-class mail according to its weight.

Kind of Mail	Rate
All first-class mail weighing 12 ounces or less except postal and post cards. See 136.1 for rates on first-class mail weighing more than 12 ounces.	15¢ for the first ounce or fraction of an ounce, 13¢ for each additional ounce or fraction of an ounce.
Single postal cards sold by the post office (see 141.13)	10¢ each.
Double postal cards sold by the post office (see 141.13)	20¢ (10¢ each portion).
Single post cards (see 131.222)	10¢ each.
Double post cards (see 131.222) (Reply portion of double post card does not have to bear postage when originally mailed.)	20¢ (10¢ each portion)
Presort rate (see 131.12)	The applicable first-class rate, less 2¢ per piece for letters and less 1¢ for cards.
<b>Business Reply:</b>	
When the advance deposit trust account option is <i>not</i> used	The appropriate first-class postage; plus a surcharge of 12¢ per piece.
When the advance deposit trust account option is used.	The appropriate first-class postage; plus a surcharge of 3.5¢ per piece.

#### Part 132 SECOND-CLASS

##### 132.1 RATES

**.11 In-County Rates.** In-county rates apply to copies

of publications which are to be delivered to addressees within the county of publication, if such copies are:

- 1) Mailed at the office of original entry; or
- 2) Mailed at an office of additional entry within the county of publication.

If the postmaster of an office of entry directs a publisher to deposit copies of the publication at a postal facility serving that office of entry, those copies shall be considered mailed at that office of entry. The rates include a per-piece rate which must be paid in addition to a per-pound rate. These rates are:

Per Piece.....	0.8 cents
Per Pound.....	2.1 cents

**.12 Out-of-County Rates.** Rates charged on copies for delivery outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered.

**.121 All Publications, Except Those Accepted at the Special Rate (132.122), Classroom Rate (132.123), or Science of Agriculture Rate (132.124)**

All publications are subject to the charges in both a and b.

a. Rates in cents per pound or fraction of a pound:

Nonadvertising portion: .....	9.0
Advertising portion:	
Zones 1 and 2 .....	12.0
Zone 3 .....	12.9
Zone 4 .....	14.4
Zone 5 .....	16.6
Zone 6 .....	19.1
Zone 7 .....	21.4
Zone 8 .....	23.7

b. Per piece charge

- (1) For mailings of 5,000 or more copies per issue outside the county:
  - (a) Level A; pieces not qualifying for Level B or C..... 3.7
  - (b) Level B; unique 3-digit city and 5-digit ZIP Code destinations .....
  - (c) Level C; Carrier route or finer sort..... 2.8
- (2) For mailings of less than 5,000 copies per issue outside the county:
  - (a) Level D; material not qualifying for presort level E .....
  - (b) Level E; unique 3-digit city and 5-digit ZIP Code destinations .....

Publishers must continue to presort second-class publications to the finest extent possible in accordance with the requirements in POSTAL SERVICE MANUAL 125.

**.122 Special Rate Publications.** All publications are subject to the charges in both a and b.

a. Rates in cents per pound or fraction of a pound:

Nonadvertising portion .....	4.4
Advertising portion:	
Zones 1 and 2 .....	6.9
Zone 3 .....	7.5
Zone 4 .....	9.1
Zone 5 .....	10.8
Zone 6 .....	12.0

- Zone 7 ..... 13.0
- Zone 8 ..... 13.9
- b. Per piece charge ..... 1.3
- c. The zone rates in 132.122a are applicable to issues in which the advertising portion exceeds ten percent. Issues containing ten percent or less advertising shall be computed at the nonadvertising rate in 132.122a.

**.123 Classroom Publications.** (Religious, educational, or scientific publications designed specifically for use in school classrooms or in religious instruction classes.) All publications are subject to the charges in both a and b.

- a. Rates in cents per pound or fraction of a pound:
  - Nonadvertising portion ..... 3.3
  - Advertising portion:
    - Zones 1 and 2 ..... 4.3
    - Zone 3 ..... 5.0
    - Zone 4 ..... 6.2
    - Zone 5 ..... 8.0
    - Zone 6 ..... 10.0
    - Zone 7 ..... 11.4
    - Zone 8 ..... 13.1
- b. Per piece charge ..... 0.8

**.124 Science of Agriculture Publications.** The rates in 132.121 a and b apply to publications devoted to promoting the science of agriculture. Exception: When the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70 percent of the total number of copies distributed by any means for any purpose, the rate for zones 1 and 2, for the advertising portion, is 7.0 cents per pound.

**.13 Rates for Nonsubscriber Copies**

**.131 Commingled and Presorted with Subscribers' Copies**

Sample copies in excess of 10 percent allowance. } 15.3¢ per pound or fraction of a pound, plus 5.8¢ per piece.\*  
 Copies to persons not included in the list of subscribers. }

**.132 Transient Rate for Noncommingled Copies**

Mailed by persons other than the publishers or registered news agents. } 10¢ for the first 2 ounces, 6¢ for each additional ounce or fraction thereof; or the fourth-class rate, whichever is lower.  
 Mailed by publishers or registered news agents and not commingled and presorted as a part of the regular mailing of subscriber copies. } The rates are computed on each individually addressed copy or package of un-addressed copies.

\*Note that the Form 3541, *Statement of Mailing—Second Class Publications*, printed in SPECIAL POSTAL BULLETIN 21146, bore incorrect rates for item 9.

**132.33 Fees.** The fees to accompany applications for second-class original entry, reentry, or additional entry, or for registration as a news agent, are:

Kind	Amount
Original entry .....	\$120
News-agent registry .....	30
Reentry because of change in title, frequency of issue, office of publication, or other reasons .....	30
Additional entry (Only one fee is collectible for an application for additional entry even though the additional entry being applied for modifies one or more additional entries previously approved.) .....	50

If an application is not approved, no part of the fee is returned to the applicant.

**Part 133 CONTROLLED CIRCULATION PUBLICATIONS**

**133.1 RATES**

Per pound or fraction of a pound ..... 12.3 cents

Per piece charge ..... 4.1 cents  
 The per piece charge is in addition to the pound rate.

The rates on Form 3541-A, *Statement of Mailing-Controlled Circulation Publications*, are to be corrected manually, until further notice.

**Part 134 THIRD CLASS**

**134.1 RATES**

**.11 Single Piece Rate**

**.111** All matter not in the first- or second-class (see 134.31 for weight limit) except mailings made under 134.12 and 134.13:

0 to 2 ozs. ....	20¢	Over 8 to 10 ozs. ....	79¢
Over 2 to 4 ozs. ....	40¢	Over 10 to 12 ozs. ....	92¢
Over 4 to 6 ozs. ....	53¢	Over 12 to 14 ozs. ....	\$1.05
Over 6 to 8 ozs. ....	66¢	Over 14 but less than 16 ozs. ....	\$1.18

**.112** The following exception applies to single-piece rate third-class mail: When the postage rate computed at the single-piece third-class rate is higher than the rate prescribed in the corresponding fourth-class category for which the piece qualifies, the applicable lower fourth-class rate will be charged.

**.12 Bulk Rates<sup>1</sup>**

(See 134.222 and 134.42.)

	Special rates for authorized organizations only (see 134.5)	Regular rates
<b>.121</b> Books and catalogs having 24 or more bound pages with at least 22 printed, seeds, cuttings, bulbs, roots, scions, and plants (see 134.31 for weight limit).  Minimum rate per piece:	12.0¢ per pound or fraction.  2.4¢ [Applies when a piece weighs not more than 3.2 oz. or 90.7184 grams or 0.2 pound]	36¢ per pound or fraction.  8.4¢ [Applies when a piece weighs not more than 3.73333 oz. or 105.83803 grams or 0.23333 pound]
<b>.122</b> All matter, except the items in 134.121, not included in the first- or second-class (see 134.31 for weight limit).  Minimum rate per piece:	15.0¢ per pound or fraction.  2.4¢ [Applies when a piece weighs not more than 2.56 oz. or 72.57472 grams or 0.16 pound]	41¢ per pound or fraction.  8.4¢ [Applies when a piece weighs not more than 3.27804 oz. or 92.93079 grams or 0.204878 pound]

<sup>1</sup> The annual bulk mailing fee is \$40.

**.13 Keys, Identification Cards, Identification Tags, or Similar Identification Devices**

Keys, identification cards, identification tags, or similar identification devices that are without cover and that bear, contain, or have securely attached the name and complete post office address of a person, organization, or concern with instructions to return to such address and a statement guaranteeing the payment of postage due on delivery: 32 cents for the first 2 ounces, 18 cents for each additional 2 ounces or fraction thereof.

Part 135 FOURTH-CLASS

135.1 RATES

.11 Fourth-Class (Parcel Post) Zone Rates

.111 Single Piece Zone Rates

Not Exceeding (Pounds)	Local	Zones 1, 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
2	\$1.15	\$1.35	\$1.39	\$1.56	\$1.72	\$1.84	\$1.98	\$2.22
3	1.23	1.45	1.53	1.73	1.86	2.04	2.24	2.61
4	1.29	1.56	1.65	1.82	2.00	2.23	2.50	3.00
5	1.36	1.66	1.77	1.92	2.14	2.43	2.77	3.39
6	1.42	1.71	1.84	2.01	2.28	2.62	3.03	3.78
7	1.47	1.76	1.90	2.11	2.41	2.82	3.29	4.17
8	1.51	1.80	1.97	2.20	2.55	3.02	3.56	4.56
9	1.54	1.85	2.03	2.29	2.69	3.21	3.82	4.95
10	1.57	1.89	2.10	2.39	2.83	3.41	4.08	5.34
11	1.60	1.94	2.17	2.50	3.00	3.65	4.42	5.73
12	1.64	1.98	2.22	2.56	3.09	3.77	4.57	6.12
13	1.67	2.02	2.27	2.63	3.17	3.89	4.72	6.41
14	1.70	2.05	2.32	2.69	3.25	3.99	4.86	6.62
15	1.73	2.09	2.36	2.74	3.33	4.09	4.99	6.80
16	1.76	2.13	2.41	2.80	3.40	4.19	5.11	6.98
17	1.79	2.16	2.45	2.85	3.47	4.28	5.23	7.15
18	1.82	2.20	2.49	2.91	3.54	4.37	5.34	7.31
19	1.86	2.23	2.53	2.96	3.61	4.46	5.45	7.47
20	1.89	2.27	2.58	3.01	3.67	4.54	5.55	7.62
21	1.92	2.30	2.62	3.06	3.74	4.62	5.66	7.76
22	1.95	2.34	2.66	3.14	3.85	4.78	5.80	7.90
23	1.98	2.37	2.72	3.25	3.99	4.96	6.02	8.03
24	2.01	2.44	2.80	3.35	4.12	5.13	6.24	8.16
25	2.04	2.51	2.89	3.46	4.26	5.31	6.46	8.28
26	2.07	2.58	2.97	3.56	4.39	5.48	6.68	8.40
27	2.11	2.65	3.06	3.67	4.53	5.66	6.90	8.52
28	2.14	2.72	3.14	3.77	4.66	5.83	7.12	8.63
29	2.17	2.79	3.23	3.88	4.80	6.01	7.34	8.75
30	2.20	2.86	3.31	3.98	4.93	6.18	7.56	8.85
31	2.68	3.09	3.46	4.09	5.07	6.36	7.78	9.41
32	2.71	3.12	3.49	4.19	5.20	6.53	8.00	9.51
33	2.74	3.16	3.57	4.30	5.34	6.71	8.22	9.61
34	2.77	3.19	3.65	4.40	5.47	6.88	8.44	9.80
35	2.80	3.22	3.74	4.51	5.61	7.06	8.66	10.06
36	2.83	3.28	3.82	4.61	5.74	7.23	8.89	10.32
37	2.86	3.35	3.91	4.72	5.88	7.41	9.10	10.58
38	2.89	3.42	3.99	4.82	6.01	7.58	9.32	10.84
39	2.93	3.49	4.08	4.93	6.15	7.76	9.54	11.10
40	2.96	3.56	4.16	5.03	6.28	7.93	9.76	11.36
41	2.99	3.63	4.25	5.14	6.42	8.11	9.98	11.62
42	3.02	3.70	4.33	5.24	6.55	8.28	10.20	11.88
43	3.05	3.77	4.42	5.35	6.69	8.46	10.42	12.14
44	3.08	3.84	4.50	5.45	6.82	8.63	10.64	12.40
45	3.11	3.91	4.59	5.56	6.96	8.81	10.86	12.66
46	3.14	3.98	4.67	5.66	7.09	8.98	11.08	12.92
47	3.17	4.05	4.76	5.77	7.23	9.16	11.30	13.18
48	3.20	4.12	4.84	5.87	7.36	9.33	11.52	13.44
49	3.23	4.19	4.93	5.98	7.50	9.51	11.74	13.70
50	3.27	4.26	5.01	6.08	7.63	9.68	11.96	13.96
51	3.30	4.33	5.10	6.19	7.77	9.86	12.18	14.22
52	3.33	4.40	5.18	6.29	7.90	10.03	12.40	14.48
53	3.36	4.47	5.27	6.40	8.04	10.21	12.62	14.74
54	3.39	4.54	5.35	6.50	8.17	10.38	12.84	15.00
55	3.42	4.61	5.44	6.61	8.31	10.56	13.06	15.26
56	3.45	4.68	5.52	6.71	8.44	10.73	13.28	15.52
57	3.48	4.75	5.61	6.82	8.58	10.91	13.50	15.78
58	3.51	4.82	5.69	6.92	8.71	11.08	13.72	16.04
59	3.54	4.89	5.78	7.03	8.85	11.26	13.94	16.30
60	3.57	4.96	5.86	7.13	8.98	11.43	14.16	16.56
61	3.60	5.03	5.95	7.24	9.12	11.61	14.38	16.82
62	3.64	5.10	6.03	7.34	9.25	11.78	14.60	17.08
63	3.67	5.17	6.12	7.45	9.39	11.96	14.82	17.34
64	3.70	5.24	6.20	7.55	9.52	12.13	15.04	17.60
65	3.73	5.31	6.29	7.66	9.66	12.31	15.26	17.86
66	3.76	5.38	6.37	7.76	9.79	12.48	15.48	18.12
67	3.79	5.45	6.46	7.87	9.93	12.66	15.70	18.38
68	3.82	5.52	6.54	7.97	10.06	12.83	15.92	18.64
69	3.85	5.59	6.63	8.08	10.20	13.01	16.14	18.90
70	3.88	5.66	6.71	8.18	10.33	13.18	16.36	19.16

Exception: Parcels weighing less than 15 pounds, and measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 15 pound parcel for the zone to which addressed. See 135.3 for size and weight restrictions.

**135.12 Bound Printed Matter Rates**

**.121 Single Piece Zone Rate**

Pieces weighing up to— (pounds)	Zones							
	Local	1 & 2	3	4	5	6	7	8
1.5	\$0.69	\$0.92	\$0.94	\$0.97	\$1.02	\$1.08	\$1.16	\$1.19
2	.69	.93	.95	.99	1.06	1.14	1.25	1.28
2.5	.69	.93	.96	1.01	1.10	1.20	1.33	1.38
3	.69	.94	.97	1.03	1.14	1.25	1.41	1.47
3.5	.69	.94	.98	1.05	1.17	1.31	1.50	1.56
4	.69	.95	.99	1.07	1.21	1.37	1.58	1.66
4.5	.69	.95	1.00	1.09	1.25	1.42	1.67	1.75
5	.70	.96	1.02	1.12	1.29	1.48	1.75	1.85
6	.70	.96	1.04	1.16	1.36	1.59	1.92	2.03
7	.70	.97	1.06	1.20	1.44	1.71	2.09	2.22
8	.70	.98	1.08	1.24	1.51	1.82	2.25	2.41
9	.70	.99	1.10	1.28	1.59	1.94	2.42	2.59
10	.70	1.00	1.12	1.32	1.66	2.05	2.59	2.78

**.122 Bulk Rates for Bulk Mailings of Separately Addressed Identical Pieces in Quantities of Not Less Than 300 Mailed at One Time**

Zone	Piece rate (cents)	Bulk pound rate (cents)
Local	35	.1
1 & 2	46	.9
3	46	2.1
4	46	4.1
5	46	7.5
6	46	11.4
7	46	16.8
8	46	18.7

NOTE: The total charge for each bulk mailing shall be the sum of the charges derived by applying the applicable pound rate to the total number of pounds and by applying the applicable piece rate to the total number of pieces.

(Correct the rates on Form 3605, Statement of Mailing—Bulk Zone Rate, manually until further notice.)

**.13 Special Fourth-Class Rate**

**.131 Rates**

Kind of mail (Rate restricted to items specifically named)	Rate (without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; 16-millimeter or narrower width films and catalogs of such films (rate applies for films and catalogs except when mailed to or from commercial theaters); printed music, printed objective test materials, sound recordings, playscripts and manuscripts for books, periodicals and music; printed educational reference charts permanently processed for preservation; looseleaf pages, and binders therefor, consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students. (See 135.214)			
Single piece rate, presort rates:			
Presort rates:			
Level A	36¢	14¢	10¢
Level B	33.3¢	14¢	10¢
	34.4¢	14¢	10¢

<sup>1</sup> Mailings of 500 or more pieces properly prepared and presorted to five-digit destination ZIP Codes. (See 135.25)

<sup>2</sup> Mailings of 2,000 or more pieces properly prepared and presorted to five digit and three-digit destination ZIP Codes. (See 135.25)

**.14 Library Rate**

Kind of mail (Rate restricted to items specifically named mailed by or to organizations mentioned in 135.261)	Rate (Without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms; scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 135.261	11¢	5¢	4¢

**Part 136 PRIORITY MAIL**

**136.1 RATES**

Weight over 12 ounces and not exceeding— pound (s)	Rate					
	Local zones 1, 2, and 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1.0	\$1.71	\$1.81	\$1.88	\$1.97	\$2.06	\$2.25
1.5	1.88	1.96	2.07	2.21	2.34	2.50
2.0	1.99	2.12	2.27	2.44	2.61	2.83
2.5	2.11	2.27	2.46	2.68	2.89	3.16
3.0	2.23	2.42	2.65	2.91	3.17	3.50
3.5	2.35	2.58	2.84	3.15	3.45	3.83
4.0	2.47	2.73	3.03	3.38	3.73	4.16
4.5	2.59	2.89	3.22	3.62	4.01	4.50
5	2.72	3.04	3.42	3.85	4.29	4.83
6	2.96	3.35	3.80	4.32	4.84	5.50
7	3.20	3.66	4.18	4.79	5.40	6.16
8	3.44	3.96	4.56	5.26	5.96	6.83
9	3.69	4.27	4.95	5.73	6.51	7.49
10	3.93	4.58	5.33	6.20	7.07	8.16
11	4.17	4.89	5.71	6.67	7.63	8.83
12	4.42	5.20	6.10	7.14	8.18	9.49
13	4.66	5.50	6.48	7.61	8.74	10.16
14	4.90	5.81	6.86	8.06	9.30	10.82
15	5.15	6.12	7.25	8.55	9.86	11.49
16	5.39	6.43	7.63	9.02	10.41	12.16
17	5.63	6.74	8.01	9.49	10.97	12.82
18	5.87	7.04	8.39	9.96	11.53	13.49
19	6.12	7.35	8.78	10.43	12.08	14.15
20	6.36	7.66	9.16	10.90	12.64	14.82
21	6.60	7.97	9.54	11.37	13.20	15.49
22	6.85	8.28	9.93	11.84	13.75	16.15
23	7.09	8.58	10.31	12.31	14.31	16.82
24	7.33	8.89	10.69	12.78	14.87	17.48
25	7.58	9.20	11.06	13.25	15.43	18.15
26	7.82	9.51	11.46	13.72	15.98	18.82
27	8.06	9.82	11.84	14.19	16.54	19.48
28	8.30	10.12	12.22	14.66	17.10	20.15
29	8.55	10.43	12.61	15.13	17.65	20.81
30	8.79	10.74	12.99	15.60	18.21	21.48
31	9.03	11.05	13.37	16.07	18.77	22.15
32	9.28	11.36	13.76	16.54	19.32	22.81
33	9.52	11.66	14.14	17.01	19.88	23.48
34	9.76	11.97	14.52	17.48	20.44	24.14
35	10.01	12.28	14.91	17.95	21.00	24.81

**136.1 RATES (Continued)**

Weight over 12 ounces and not exceeding—pound (s)	Rate					
	Local zones 1, 2, and 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
36.....	10.25	12.59	15.29	18.42	21.55	25.48
37.....	10.49	12.90	15.67	18.89	22.11	26.14
38.....	10.73	13.20	16.05	19.36	22.67	26.81
39.....	10.98	13.51	16.44	19.83	23.22	27.47
40.....	11.22	13.82	16.82	20.30	23.78	28.14
41.....	11.48	14.13	17.20	20.77	24.34	28.81
42.....	11.71	14.44	17.59	21.24	24.89	29.47
43.....	11.95	14.74	17.97	21.71	25.45	30.14
44.....	12.19	15.05	18.35	22.18	26.01	30.80
45.....	12.44	15.36	18.74	22.65	26.57	31.47
46.....	12.68	15.67	19.12	23.12	27.12	32.14
47.....	12.92	15.98	19.50	23.59	27.68	32.80
48.....	13.16	16.28	19.88	24.06	28.24	33.47
49.....	13.41	16.59	20.27	24.53	28.79	34.13
50.....	13.65	16.90	20.65	25.00	29.35	34.80
51.....	13.89	17.21	21.03	25.47	29.91	35.47
52.....	14.14	17.52	21.42	25.94	30.46	36.13
53.....	14.38	17.82	21.80	26.41	31.02	36.80
54.....	14.62	18.13	22.18	26.88	31.58	37.46
55.....	14.87	18.44	22.57	27.35	32.14	38.13
56.....	15.11	18.75	22.95	27.82	32.69	38.80
57.....	15.35	19.06	23.33	28.29	33.25	39.46
58.....	15.59	19.36	23.71	28.76	33.81	40.13
59.....	15.84	19.67	24.10	29.23	34.36	40.79
60.....	16.08	19.98	24.48	29.70	34.92	41.46
61.....	16.32	20.29	24.86	30.17	35.48	42.13
62.....	16.57	20.60	25.25	30.64	36.03	42.79
63.....	16.81	20.90	25.63	31.11	36.59	43.46
64.....	17.05	21.21	26.01	31.58	37.15	44.12
65.....	17.30	21.52	26.40	32.05	37.71	44.79
66.....	17.54	21.83	26.78	32.52	38.26	45.46
67.....	17.78	22.14	27.16	32.99	38.82	46.12
68.....	18.02	22.44	27.54	33.46	39.38	46.79
69.....	18.27	22.75	27.93	33.93	39.93	47.45
70.....	18.51	23.06	28.31	34.40	40.49	48.12

Exception: Parcels weighing less than 15 pounds, measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 15-pound parcel for the zone to which addressed.

**144.38 On-Site Meter Setting Program**

**.381 General**

C. The schedule of fees for on-site meter setting follows.

Private Businesses:	Meter Company Offices:
\$ 7.00 First meter on scheduled basis	\$5.00 Each meter on a scheduled basis
\$12.00 First meter on emergency basis	
\$ 3.50 Each additional meter	

**Part 145 PERMIT IMPRINTS**

**145.1 PERMIT**

**.11 Application**

A permit to use permit imprints and pay postage in cash at the time of mailing may be obtained by submitting Form 3601, *Application to Mail Without Affixing Postage Stamps*, with a fee of \$30, to the post office where mailings will be made. The postmaster will give the applicant a receipt for the fee on Form 3544. No other fee for use of permit imprints has to be paid so long as the permit is active. However, the applicant must also pay an annual bulk mailing fee if he mails third-class matter at bulk rates. See 134.421.

**Dead Letter Fee**

**159.73b**

A fee of 40 cents is charged for delivery to sender or addressee of each letter and first-class parcel opened in the dead mail office.

**141.121 SELLING PRICE OF A-SERIES PLAIN STAMPED ENVELOPES**

Kind	Size	Denomina-tion	Item No.	Prices		
				Less than 500 each	500	1000
Regular	6¾	15 cents	6A1	\$0.18	\$79.50	\$159.00
	10	15 cents	1A1	0.18	80.50	161.00
Window	6¾	15 cents	6A2	—	80.00	160.00
	10	15 cents	1A2	—	81.00	162.00

**141.21 SELLING PRICE OF PRINTED STAMPED ENVELOPES**

Kind	Size	Denomination	Item No.	Prices	
				500	1000
Regular	6¾	15 cents	641	\$82.00	\$164.00
	10	15 cents	141	83.00	166.00
Window	6¾	15 cents	642	82.50	165.00
	10	15 cents	142	83.50	167.00

**Registered Mail Fees**

**161.21 Fees**

Value	Fees (in addition to postage)	
	For articles not covered by commercial or other insurance	For articles also covered by commercial or other insurance
\$ 0.00 to \$ 100	\$ 3.00	\$ 3.00
100.01 to 200	3.30	3.30
200.01 to 400	3.70	3.70
400.01 to 600	4.10	4.10
600.01 to 800	4.50	4.50
800.01 to 1,000	4.90	4.90
1,000.01 to 2,000	5.30	\$4.90 plus handling charge of 35 cents per \$1,000 or fraction over first \$1,000
2,000.01 to 3,000	5.70	
3,000.01 to 4,000	6.10	
4,000.01 to 5,000	6.50	
5,000.01 to 6,000	6.90	
6,000.01 to 7,000	7.30	
7,000.01 to 8,000	7.70	
8,000.01 to 9,000	8.10	
9,000.01 to 10,000	8.50	
10,000.01 to 11,000	8.90	
11,000.01 to 12,000	9.30	
12,000.01 to 13,000	9.70	
13,000.01 to 14,000	10.10	
14,000.01 to 15,000	10.50	
15,000.01 to 16,000	10.90	
16,000.01 to 17,000	11.30	
17,000.01 to 18,000	11.70	
18,000.01 to 19,000	12.10	
19,000.01 to 20,000	12.50	
20,000.01 to 21,000	12.90	
21,000.01 to 22,000	13.30	
22,000.01 to 23,000	13.70	
23,000.01 to 24,000	14.10	
24,000.01 to 25,000	14.50	
\$25,000 to \$1,000,000	\$14.50 plus handling charge of 35 cents per \$1,000 or fraction over first \$25,000	
\$1,000,000 to \$15,000,000	\$355.75 plus handling charge of 30 cents per \$1,000 or fraction over first \$1,000,000	\$354.55 plus handling charge of 30 cents per \$1,000 or fraction over first \$1,000,000
Over \$15,000,000	Additional charges may be made based on considerations of weight, space and value	

**ADDITIONAL SERVICES**

Extra fee

COD COLLECTION CHARGE (Maximum amount collectible is \$400)	\$1.40
RESTRICTED DELIVERY	0.80
RETURN RECEIPTS:	
Requested at time of mailing:	
Showing to whom and when delivered	0.45
Showing to whom, when and address where delivered	0.55
Requested after mailing:	
Showing to whom and when delivered	2.10

**Insured Mail Fees**

**162.21 Fees (In Addition to Postage)**

Liability	Fee
\$0.01 to \$15	\$0.50
\$15.01 to \$50	0.85
\$50.01 to \$100	1.10
\$100.01 to \$150	1.40
\$150.01 to \$200	1.75
\$200.01 to \$300	2.25
\$300.01 to \$400	2.75

Liability for insured mail is limited to \$400

**COD Mail Fees**

**163.21 In Addition to Postage**

Amounts to be collected or insurance coverage desired	COD fees
\$0.01 to \$10	\$1.10
\$10.01 to \$25	1.35
\$25.01 to \$50	1.65
\$50.01 to \$100	1.95
\$100.01 to \$200	2.30
\$200.01 to \$300	2.75
\$300.01 to \$400	3.25
Restricted delivery	0.80
Notice of nondelivery	1.00
Alteration of COD charges or designation of new addressee	1.00
Registered COD	1.40

**Certificates of Mailing Fees**

**165.121 Individual Pieces.**

Original certificate of mailing for individually listed pieces of all classes of ordinary mail.	15¢ for each piece of mail described.
Each additional copy of original certificate of mailing or original mailing receipt for registered, insured, certified and COD mail.	15¢ for each piece of mail described.

**165.122 Bulk Pieces.** Identical pieces of first- and third-class mail paid with ordinary stamps, precanceled stamps, or meter stamps are subject to the following fees:

Up to 1,000 pieces (1 certificate for total number)	75¢
For each additional 1,000 pieces, or fraction	15¢
Duplicate copy	15¢

**Return Receipt Fees**

**165.22 Fees (In Addition to Postage and Other Fees)**

Requested at Time of Mailing:	
Showing to whom (signature) and date delivered	\$0.45
Showing to whom (signature) and date and address where delivered	0.55
Requested After Mailing:	
Showing to whom and date delivered	2.10

**165.242c.** Form 3811-A shall be postmarked and the \$2.10 postage for receipt after mailing shall be canceled. A line is to be drawn through the address of the delivery post office on the front of Forms 3811-A (1973 and later printings) and the form mailed back to the mailer.

**Restricted Delivery Fee**

**165.32 Fee (In Addition to Postage and Other Fees)**

Restricted delivery, \$0.80.

**Special Delivery Fees**

**166.21 Special Delivery Fees**

Class of mail	Weight		
	Not more than 2 pounds	More than 2 pounds but not more than 10 pounds	More than 10 pounds
First-class and priority mail .....	\$2.00	\$2.25	\$2.85
All other classes .....	\$2.25	\$2.85	\$3.25

**Special Handling Fees**

**167.2 FEES**

Weight	Fee
Not more than 10 pounds .....	\$0.70
More than 10 pounds .....	\$1.25

**Certified Mail Fees**

**168.3 FEES**

.31 Fee in Addition to Postage .....	\$0.80
.32 Restricted Delivery .....	\$0.80
<b>.33 Return Receipts</b>	
Requested at time of mailing:	
Showing to whom and date delivered .....	\$0.45
Showing to whom, date, and address where delivered .....	\$0.55
Requested after mailing:	
Showing to whom and date delivered .....	\$2.10

**169.2 LOCKBOX SERVICE RENTAL RATES AND FEES**

**.27 Rental Rates for Lockboxes (See 169.211, PSM)**

Cubic inch capacity of lockboxes	Rate or fee per semiannual period				
	To 265	266 to	500 to	1,000 to	2,000 & over
Box Size	1	2	3	4	5
<b>Group 1</b>					
Subgroup A .....	\$14.00	\$20.00	\$28.00	\$40.00	\$55.00
Subgroup B .....	14.00	20.00	28.00	40.00	55.00
Subgroup C .....	10.00	14.00	20.00	30.00	40.00
Subgroup D .....	8.00	11.00	15.00	24.00	30.00
Subgroup E .....	8.00	11.00	15.00	24.00	30.00
<b>Group 2</b>					
Subgroup F .....	2.50	4.00	5.00	7.50	10.00
Subgroup G .....	2.50	4.00	5.00	7.50	10.00
Subgroup H .....	2.00	3.00	4.00	6.00	8.00
Group 3 .....	1.50	1.50	1.50	1.50	1.50

**169.3 CALLER SERVICE RATES AND FEES**

**.31 Reserved Number Fee**  
\$10.00 annual

**.322 Basic Caller Service Fee.** \$60.00 semi-annual

**Domestic Money Order Fees**

**171.122 Money Order Fees**

a. The fee for a postal money order issued to authorized civilian military personnel and/or their dependents by an Armed Forces postal clerk on board any ship or at any Military Post Office (APO or NPO) located outside the 50 States, Puerto Rico, and Guam is 20¢, regardless of the amount of the money order. Postal money orders issued to others shall be charged at the fees indicated below.

b. Fees for domestic money orders issued at other post offices including those with branches or stations on military installations are as follows:

Amount of money order	Amount of fee Domestic
\$0.01 to \$10 .....	\$0.55
\$10.01 to \$50 .....	0.80
\$50.01 to \$400 .....	1.10

**II. INTERNATIONAL POSTAL RATES AND FEES**

Pursuant to its authority under 39 U.S.C. 407, the Postal Service announces the increases to international postal rates and fees for special mail services indicated below.

**A. NEW RATES (Regular Surface Rates)**

**1. Postage Rates to Canada and Mexico**

a. *Letter mail.* 15 cents first ounce; 13 cents each additional ounce through 12 ounces; eighth zone priority mail rates for heavier weights.

b. *Post and postal cards.* 10 cents each. Letter class mail to Canada and Mexico receives first-class service in the United States and airmail service in Canada and Mexico.

c. *Printed matter and small packets.*

Ounces	Printed matter	Small packets
2 .....	\$0.20	\$0.20
4 .....	0.40	0.40
6 .....	0.53	0.53
8 .....	0.66	0.66
10 .....	0.79	0.79
12 .....	0.92	0.92
14 .....	1.05	1.05
16 .....	1.18	1.18
32 .....	1.26	1.26
64 .....	1.68	—
Each additional 32 .....	0.84	—

d. *Surface Parcel Post.* \$2.19 for the first 2 pounds and 52 cents for each additional pound or fraction.

**2. Postage Rates to Countries other than Canada and Mexico**

a. *Letter mail, printed matter, and small packets.*

Ounces	Letter mail	Printed matter	Small packets
1 .....	\$0.20	\$0.20	\$0.20
2 .....	0.36	0.20	0.20
4 .....	0.48	0.40	0.40
8 .....	0.96	0.66	0.66
16 .....	1.84	1.05	1.05
32 .....	3.20	1.26	1.26
64 .....	5.20	1.68	—
Each additional 32 ounces ..	—	0.84	—

b. *Post and postal cards.* 14 cents each.

c. *Parcel Post*

(i) Central America, the Caribbean Islands, Bahamas, Bermuda and St. Pierre and Miquelon: \$2.19 for the first 2 pounds and 52 cents for each additional pound or fraction.

(ii) Other countries: \$2.34 for the first 2 pounds and 59 cents for each additional pound or fraction.

**3. Exceptional Rates for Printed Matter to All Countries<sup>2</sup>**

a. Books and sheet music, publishers' second class, publishers controlled circulation.

Ounces	Books and sheet music	Publishers' second class	Publishers' controlled circulation
2	\$0.48	\$0.08	\$0.09
4	0.48	0.11	0.12
8	0.48	0.20	0.23
16	0.48	0.36	0.41
32	0.66	0.60	0.68
64	0.84	0.84	0.95
Each additional 32	0.42	0.42	0.47

<sup>2</sup> PUAS rates have been discontinued. These rates apply to all countries.

**B. NEW FEES**

**1. Registration.** The fees for registered mail will be increased as follows:

Limit of indemnity	Fee
<b>1. Canada</b>	
\$10.01 to \$100	\$3.00
\$100.01 to \$200	\$3.30
<b>2. All other countries</b>	
\$15.76	\$3.00

**2. Insurance.** Since the limit of indemnity varies from one country to another, check the Appendix, *Individual Country Information*, in Publication 42, *International Mail*, to determine the maximum indemnity applicable for a specific country; then use this chart to determine the new fee.

The fees for insurance will be increased as follows:

Limit of indemnity	Fee
<b>1. Canada</b>	
Not over \$15	\$0.50
\$15.01 to \$50	0.85
\$50.01 to \$100	1.10
\$100.01 to \$150	1.40
\$150.01 to \$200	1.75
\$200.01 to \$300	2.25
\$300.01 to \$400	2.75
<b>2. All other countries</b>	
Not over \$15	\$0.90
\$15.01 to \$50	1.20
\$50.01 to \$100	1.50
\$100.01 to \$200	2.10
\$200.01 to \$300	2.70
\$300.01 to \$400	3.30
\$400.01 to \$500	3.60
\$500.01 to \$600	3.90
\$600.01 to \$700	4.20
\$700.01 to \$800	4.50
\$800.01 to \$900	4.80
\$900.01 to \$1,000	5.10
\$1,000.01 to \$1,100	5.40
\$1,100.01 to \$1,200	5.70

**3. Restricted Delivery.** The fee will be increased to 80 cents.

**4. Special Delivery**

Class of mail	More than 2 pounds but not more than 10 pounds		
	Not more than 2 pounds	More than 2 pounds but not more than 10 pounds	More than 10 pounds
Letters, letter packages, post cards, and airmail other articles	\$2.00	\$2.25	\$2.85
Surface other articles	\$2.25	\$2.85	\$3.25

**5. Special Handling.** The fees will be increased as follows:

Weight	Fee
Not more than 10 pounds	\$0.70
More than 10 pounds	1.25

**6. Certificates of Mailing.** The fees will be increased as follows:

- Original certificate for ordinary postal union or parcel post: 15 cents for each piece described.
- Each additional copy of original certificate of mailing or copy of original mailing receipt for registered or insured mail: 15 cents for each piece described.
- Identical pieces of postal union mail with ordinary stamps, precanceled stamps, or meter stamps:
  - Up to 1,000 pieces (1 certificate for total number): 75 cents.
  - For each additional 1,000 pieces or fraction: 15 cents.
  - Duplicate copy: 15 cents.

**7. Return Receipts**

*Requested at the time of mailing.* The fee will be 45 cents. All return receipts will be returned by air.

**8. International Money Order Fees**

Amount of Money Order	Amount of fee
\$0.01 to \$10	\$0.90
\$10.01 to \$50	\$1.10
\$50.01 to \$300	\$1.40

U.S. POSTAL SERVICE  
STATEMENT OF MAILING—SECOND CLASS PUBLICATIONS

PUBLICATION NO.		NAME OF PUBLICATION OR NEWS AGENT						DATE OF MAILING					
								(Mo.)	(Day)	(Yr.)			
POST OFFICE AND STATE				ZIP CODE		FINANCE NUMBER		When this statement is for ALL ISSUES for a calendar month, furnish the following information:					
								NUMBER OF ISSUES:					
DATE OF ISSUE PRINTED IN COPIES		FREQUENCY OF ISSUE		AVERAGE WEIGHT PER COPY FOR THE ISSUE (125.82)			WEIGHT OF ONE SHEET (125.64, PSM) _____ LBS.						
				_____ LBS.			COMBINED WEIGHT OF ONE COPY FROM EACH ISSUE _____ LBS.						
When postage is computed at the key rate, the lines for Zones 1 to 8 need not be completed except for one issue each calendar year at 12-month intervals. The total zone mailings must be entered in item 1 during the 12-month intervals.													
EDITION CODE OR KEY		STATEMENT NO. (In sequence)		FREIGHT BILL NO.		POST OFFICE-COMPUTED AVERAGE OR COMBINED WEIGHT PER COPY _____ LBS.							
POUND RATE	1. Advertising Portion	ZONE	A	B	C	D	E	F. POSTAGE RATE PER POUND OR FRACTION			G		
			SAMPLE COPIES	SUBSCRIBERS' COPIES				TOTAL COPIES	TOTAL (Pounds)	ADVERTISING PORTION (Pounds)		REG-ULAR	SPE-CIAL
	PERCENT-AGE FOR:	1 AND 2							12.0¢	6.9¢	4.3¢		
		ONE ISSUE	3						12.9	7.6	5.0		
	OR ALL ISSUES for a calendar month		4						14.4	9.1	6.2		
			5						16.6	10.8	8.0		
			6						19.1	12.0	10.0		
			7						21.4	13.0	11.4		
			8						23.7	13.9	13.1		
			TOTAL COPIES							Total advertising postage			
OUTSIDE COUNTY	2. TOTAL POUNDS ALL ZONES												
	3. Total advertising portion (Col. F line 2)										▲ Key rate, if used ▲		
	4. Nonadvertising Portion (Col. D line 2 minus line 3)										9.0¢	4.4¢	3.3¢
	5. PER PIECE CHARGE (in addition to the pound rate)												
	<input type="checkbox"/> REGULAR RATE OR <input type="checkbox"/> SCIENCE OF AGRICULTURE												
	For mailings of 5,000 or more copies per issue outside county												
	LEVEL	A (SCF, States & Mixed States)					NO. OF ADDRESSED PIECES		3.7¢				
		B (3-digit City & 5-digit)					NO. OF ADDRESSED PIECES		3.2¢				
		C (Carrier Route or Finer Sort)					NO. OF ADDRESSED PIECES		2.9¢				
		Mailings under 5,000 copies per issue outside county											
D Not presorted to 3-digit City/5-digits					NO. OF ADDRESSED PIECES		1.3¢						
E Presorted to 3 digit City/5 digits					NO. OF ADDRESSED PIECES		1.0¢						
6. <input type="checkbox"/> SPECIAL RATE OR <input type="checkbox"/> QUALIFIED CLASSROOM PUBLICATION					NO. OF ADDRESSED PIECES		1.3¢			0.8¢			
IN-COUNTY	7. POUND RATE	Sample Copies	Subscriber Copies	Total Copies		TOTAL POUNDS		2.1¢					
	PER PIECE CHARGE					NO. OF ADDRESSED PIECES		0.8¢					
This charge is in addition to the pound rate.													
8. FOREIGN		WEIGHT PER COPY (must include the wrapping)			Sample Copies	Subscriber Copies	Total Copies	RATE PER COPY					
9. NONSUBSCRIBER COPIES (Commingled with subscribers' copies)				b. NO. OF COPIES		b. ADDRESSED PIECES @ 5.8¢		c. TOTAL POUNDS @ 15.3¢		ITEM 7b(2) PLUS 7c(2)			
						(1) No.	(2) POSTAGE	(1) No.	(2) POSTAGE				
MAILED BY (Signature required)				COMPUTED BY (Signature required)				TOTAL POSTAGE CHARGE					
TELEPHONE NO.													

**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 21145 article.

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

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

165 705 7000 to 7999	214 077 4465 to 4499	220 580 5206 to 5299	227 611 4000 to 4599
167 061 1632 to 1699	214 121 8800 to 8899	221 371 4600 to 4999	227 873 3571 to 3599
167 982 3712 to 3799	214 158 2955 to 2999	221 373 8000 to 8199	228 001 5231 to 5299
173 960 5125 to 5699	214 159 4800 to 4999	221 626 2100 to 2299	228 143 3800 to 3899
178 429 8576 to 8599	214 257 6669 to 6699	221 630 7624 to 7699	228 447 0318 to 0399
184 342 9002 to 9099	214 369 4808 to 4899	221 661 5318 to 5499	228 607 8449 to 8499
193 127 0723 to 0799	214 938 7653 to 7699	221 853 2291 to 2299	229 117 4866 to 4999
193 273 8600 to 8999	215 043 7926 to 8199	222 224 4200 to 4999	229 134 0500 to 0599
193 991 8310 to 8319	215 136 1978 to 1999	222 224 8100 to 8499	229 531 9700 to 9899
194 253 5329 to 5399	215 222 5157 to 5199	222 247 9305 to 9399	229 545 2571 to 2599
195 263 7000 to 8999	215 532 5100 to 5399	222 415 9200 to 9399	229 563 1918 to 1999
195 322 5400 to 5699	215 538 0200 to 0499	222 510 0300 to 0499	229 576 1732 to 1799
197 427 0113 to 0149	216 033 9107 to 9499	222 536 2000 to 2299	229 585 4570 to 4599
198 354 3000 to 3099	216 186 4279 to 4399	222 852 8193 to 8199	229 871 9500 to 9599
199 567 1359 to 1999	216 568 4600 to 4699	223 007 4225 to 4299	230 035 4759 to 4799
201 906 0176 to 0199	216 571 4651 to 4699	223 519 4912 to 4999	230 297 7542 to 7599
202 230 9900 to 9999	216 678 6072 to 6999	223 675 4966 to 4999	230 826 8683 to 8799
202 230 9769 to 9799	216 929 3359 to 3399	223 731 4200 to 4599	231 147 0883 to 1499
203 297 6000 to 7499	216 936 3900 to 3999	223 744 3156 to 3174	231 507 1423 to 1499
203 619 3700 to 3999	216 989 3174 to 3199	224 047 4845 to 4883	231 525 7893 to 7999
203 619 4350 to 4599	217 210 7100 to 7299	224 057 4061 to 4299	231 686 0010 to 0099
203 977 4500 to 4775	217 241 5400 to 5799	224 206 6395 to 6499	231 725 2789 to 2799
204 108 8000 to 9999	217 268 2574 to 2699	224 373 1235 to 1299	231 873 7928 to 7999
205 285 3276 to 3299	217 286 9517 to 9599	224 505 0119 to 0199	231 875 2000 to 2199
206 493 4600 to 4799	217 371 6964 to 6999	224 554 9830 to 0399	232 242 4070 to 4099
206 793 5600 to 6499	217 510 0002 to 0099	224 765 1900 to 1999	232 295 7249 to 7599
208 280 1500 to 1699	217 667 3400 to 3599	224 945 9188 to 9199	232 319 6535 to 6599
208 287 8700 to 8899	217 672 4200 to 4599	224 946 8500 to 8599	232 426 6620 to 6699
208 385 5000 to 6999	217 902 4181 to 4299	225 164 1500 to 1599	232 634 9020 to 9099
209 724 5600 to 5799	217 904 3600 to 3799	225 227 9900 to 9999	232 665 0292 to 0399
209 728 2600 to 3099	218 544 2020 to 2099	225 268 1655 to 1799	232 921 3079 to 3099
210 176 8200 to 8599	218 599 7272 to 7299	225 534 5100 to 5599	233 516 6100 to 6199
210 868 4500 to 4699	218 724 2970 to 2999	225 534 6300 to 6599	233 638 1200 to 1799
211 238 0459 to 0999	218 724 6087 to 6099	225 711 9700 to 9999	233 845 9000 to 9099
211 436 5608 to 5699	218 755 4435 to 4448	225 712 0000 to 0999	234 031 6456 to 6999
211 526 0515 to 0599	218 839 9463 to 9499	225 745 8700 to 8899	234 261 4500 to 4599
211 527 2600 to 3099	218 876 1959 to 1971	225 767 2000 to 2299	234 500 2944 to 2999
211 682 3100 to 3599	218 880 1700 to 1899	225 813 4218 to 4299	234 659 4000 to 4199
211 736 6276 to 6299	218 964 7844 to 7899	226 580 7337 to 7399	234 659 8700 to 8999
211 795 5979 to 5999	218 976 2200 to 2399	226 904 0500 to 0599	234 997 1000 to 1599
212 569 2381 to 2399	219 576 3572 to 3581	227 173 8536 to 8559	800 502 3000 to 3999
213 123 9827 to 9999	219 973 5900 to 6199	227 173 8581 to 8599	800 941 7900 to 7999
213 165 9000 to 9199	220 256 6712 to 6799	227 254 9800 to 0099	801 278 3600 to 3999
213 578 4229 to 4399	220 350 0600 to 0999	227 388 0481 to 0499	801 597 6056 to 6098
213 819 1300 to 1499	220 443 6530 to 6599	227 576 4050 to 4099	801 629 1900 to 1999
213 822 5800 to 6299			

**NOTICE TO DRIVER: DRIVE COURTEOUSLY;  
OBSERVE TRAFFIC REGULATIONS; PROTECT  
CHILDREN**



**FIRST CLASS**

## GOVERNMENT AGENCIES REQUESTS FOR ADDRESS INFORMATION

This instruction clarifies the disclosure of address information when requested by a Federal, state or local government agency.

### I. SUBMISSION OF REQUEST

Postal regulations do not require the requesting agency to furnish either (a) a request in duplicate or (b) a self-addressed, stamped, or penalty return envelope or post card. A request may not be returned unprocessed to the agency for being deficient in either of these ways. However, because a duplicate can be used as the Privacy Act accounting of the disclosure and both ways reduce our costs, postmasters are encouraged to ask that requests be submitted in these ways.

### II. REQUESTS FOR CHANGE OF ADDRESS INFORMATION

#### A. Responsibility of the Government Agency

In order for the \$1.00 fee to be waived, the request *must* state that the change of address is required for the performance of official duties and all other known sources for obtaining the change of address have been exhausted.

#### B. Responsibility of the Postmaster

If the request does not contain the above statement, the postmaster should return the request, specifying the deficiency. The requester should also be informed of the option to submit either a check or money order for payment, or the required statement. (Fees should be recorded under Account Identifier Code (AIC) 129.)

If the request provides the required statement, but it appears that the agency did not exhaust other known sources, the information should be disclosed; however, the agency must be informed that ready sources should be checked first in the future. If the problem persists with a particular agency, the Records Officer should be informed of the circumstances immediately. Examples of known cases of abuse include those in which the addressee was physically residing at the address listed in the telephone directory or at the address given in the agency's request.

The only information which may be provided by the Postal Service from change of address order files in satisfaction of a request is:

—The new address if a change of address order is on file;

—The fact that no change of address is on file;  
—The fact that there is no such address; or  
—The fact that the request has been sent to the wrong post office.

### III. REQUESTS FOR BOXHOLDER ADDRESS INFORMATION

#### A. Responsibility of the Government Agency

Requests for address information regarding boxes *not* being used for the purpose of doing or soliciting business with the public *must* state that the information is required for the performance of official duties.

#### B. Responsibility of the Postmaster

If such a request does not provide this necessary statement, the postmaster should return it and specify the deficiency.

### IV. ACCOUNTING OF DISCLOSURES

A Privacy Act accounting for each disclosure of address information from either change of address or boxholder records must be maintained.

—Records Officer, 6-1-78.