



postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21152—Aug. 10, 1978—24 Pages

21-Cent International Airmail Postal Card

Description. The 21-cent International Airmail postal card will be first placed on sale at San Diego, CA 92199 on September 16, 1978. The design features the Curtiss Jenny airplane, used in the airmail service which was established May 15, 1918.

Do Not Sell Before Sept. 18, 1978



USAirmail 21c

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Colors: Red, blue, brown, and black.
Size: 3½ x 5½ inches.
Designer: Keith Ferris.

Collectors. Request first day cancellations from: International Airmail Card, Postmaster, San Diego, CA 92199. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Requests must be postmarked no later than October 2, 1978. Remittance is required for the face value of each card.

The International Airmail postal card will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning September 18, 1978.

Supply. There will not be an automatic distribution of the 21-cent International Airmail postal card. Requisitions for the 21-cent postal card should be limited to the quantity needed to meet philatelic demand. Requisitions received after September 16 will be filled with the current 21-cent International Airmail postal card until stock is depleted. All post offices may requisition the International Airmail postal card in quantities of 500, 1,000, 2,000, and 5,000, and multiples of 5,000 by immediately submitting Form 3216, *Requisi-*

All Employees

Employees' Current Mailing Address

If your address on the label for Postal Life is incorrect, please complete Form 1216, *Employees' Current Mailing Address*. This form is available from your personnel office. Make certain that you include your Social Security Number and the office finance number on the form and *return it to your personnel office*. Your personnel office will forward it to the proper Postal Data Center for processing. *Do not send change of address to Postal Life*. However, if you have correctly filed a Form 1216 and 3 months have passed and there is still a problem with your mailing address, write to General Manager, Publications Division, Room 10992, U.S. Postal Service, Washington, DC 20260.—*Public & Employee Communications Dept., 8-10-78.*

Initial Setting of Postage Meters

The postmaster's copy of the meter manufacturer's installation report is no longer required for initial settings of postage meters. This copy is not required since other records (Form 3601-A, *Application for Postage Meter License*, Form 3603, *Receipt for Postage Meter Setting*, and Form 3610, *Record of Postage Meter Settings*) are generated by the licensing post office. Meter manufacturer's report forms concerning the withdrawal of a meter or lost, stolen, recovered or found meters will continue to be provided to the post office. **POSTAL SERVICE MANUAL, 144.321i**, will be amended accordingly.—*Rates & Classification Dept., 8-10-78.*

tion for Postal Cards—Bulk Quantities, (using item no. 223) to Postal Card Unit, Room 332A, Government Printing Office, Washington, DC 20401. Requisitions for quantities of less than 500 may only be submitted to your stamp distribution office.—*Customer Services Dept., 8-10-78.*

Shortage Of Mail Equipment

There is now a critical shortage of #2 brown and canvas sacks, #3 brown and canvas sacks, and USPS pallets. Supplying our mailers with this type of equipment is becoming a major problem. The current inventory of these items represents a capital investment in excess of \$90 million. Therefore, it is imperative that all mail equipment presently in the postal system be utilized efficiently.

All postal installations must make a concentrated effort to keep empty mailbag processing current. All supervisors and managers must make a daily assessment of the status of their empty equipment. All excess mail equipment must be expeditiously dispatched to the designated SCF, MSC, Mailbag Depository, or concentration point.—*Mail Processing Dept., 8-10-78.*

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31-Cent International Airmail Postage Stamp

Description. A 31-cent International Airmail pair of stamps featuring the Wright Brothers will be placed on sale at Dayton, OH 45401 on September 23, 1978.

Do Not Sell Before Sept. 25, 1978.



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Size: 0.75 x 0.87 inches each.

Color: Yellow, red, brown, blue black, and blue.

Issued in sheets of 100.

Marginal Markings: One plate number, © United States Postal Service 1978, and Use Correct ZIP Code ®.
Designer: Ken Dallison.

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 own envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by October 9, 1978, and should be addressed to: First Day Cancellations, Postmaster, Dayton, OH 45401. No remittance is required.

Domestic First Flight Cachet

Official cachets and philatelic treatment for the first flight services described in A and B 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 15 cents for the first ounce; 13 cents for each additional ounce up to 12 ounces.

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

7. 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.

A. Hughes Airwest Airlines

On or after September 6, 1978, Hughes Airwest Airlines will begin new service from Phoenix, Arizona to Des Moines, Iowa and Milwaukee, Wisconsin.

b. *Postal Service Affixing Stamps.* Request first-day cancellations from: Wright Brothers Stamps, Postmaster, Dayton, OH 45401 (see PSM. 257.2). Requests must be postmarked not later than October 9, 1978. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning September 25, 1978.

Supply. There will be no automatic distribution of the 31-cent International Airmail stamp. All post offices are encouraged to order enough to meet philatelic demand.

Bulk Quantities. Post offices with 950 or more revenue units requiring more than 7,000 stamps should immediately order from the Bureau of

Enclose the prepared covers in another envelope, indicate segment desired, and address as follows:

<i>Cachets to be applied by</i>	<i>Send covers to</i>
Phoenix City Post Office	Philatelic Clerk U.S. Post Office 3905 North Seventh Avenue Phoenix, AZ 85013 Attn: Carl Washington
Milwaukee City Post Office	Mr. James Gaulke Main Post Office 345 W. Saint Paul Avenue Milwaukee, WI 53203
Milwaukee Airport Mail Facility	Superintendent Air Terminal Office Billy Mitchell Field Milwaukee, WI 53207 Attn: Fred Driessen
Des Moines City Post Office	Postmaster Main Post Office 1145 Second Avenue Des Moines, IA 50318

B. Allegheny Airlines

On or after September 15, 1978 Allegheny Airlines will begin non-stop service between Houston, Texas and Louisville, Kentucky.

Enclose the prepared covers in another envelope, and address as follows:

<i>Cachets to be applied by</i>	<i>Send covers to</i>
Houston City Post Office	Postmaster Main Post Office Houston, TX 77201
Houston Airport Mail Facility	Manager Airport Mail Facility Houston, TX 77205
Louisville City Post Office	First Flight Cancels c/o Postmaster U.S. Post Office Louisville, KY 40231

Covers bearing previous postmarks and those not properly prepared according to these instructions will not receive cachets or cancellations.—*Customer Services Dept., 8-10-78.*

Engraving and Printing, using Form 3356, *Stamp Requisition—Bulk Quantities*, in the following manner: 10,000, 20,000, 30,000, 40,000, 50,000, 100,000, 150,000, 200,000, 250,000 and multiples of 250,000 to a maximum of 2,500,000, using item number 192. Orders will be filled as fast as production and distribution facilities permit.

Less-than-Bulk-Quantities. Post offices with over 950 revenue units requiring less than the above minimum and all other post offices may submit a separate requisition (Form 17, *Stamp Requisition*), to their designated stamp distribution office. Requisition should be submitted immediately—*Customer Service Dept., 8-10-78.*

ANNUAL COUNT OF MAIL ON RURAL ROUTES

I. INTRODUCTION

These instructions provide standardized and uniform procedures in conducting the count of mail on rural routes. A careful reading and complete understanding of this material and the instructions on the reverse of mail count and route evaluation forms—Forms 4241, *Rural Delivery Statistics Report*, and Form 4239, *Count of Mail (Rural Route)*—by postmasters, supervisors, and rural carriers will ensure the accuracy of the count data, the prompt evaluation, and correct classification of rural routes. Postmasters, supervisors, and rural carriers must ensure that mail counts are properly conducted and that data reported is accurate.

II. PURPOSE AND DEFINITION OF COUNT

A. The count of mail is physical counting and recording at specific times of the number of pieces of mail delivered, collected, or handled on rural routes. The count of mail is used to assemble data which provide the basis for the evaluation of the individual route. These route statistics will indicate:

1. Volume of mail handled.
2. Amount of office and route time used by the carrier.
3. Adequacy of service to the rural public.
4. Efficiency and performance of the carrier.

B. The evaluation of a rural route is determined by the mail volume, daily miles traveled, and the number of boxes served. (See part X, columns 14-17.)

C. These instructions will be followed throughout the year for all special mail counts.

III. COVERAGE AND COUNT PERIOD

A. The 2-week period September 18-30, 1978, both dates inclusive, has been designated for the annual rural mail count.

B. All rural routes (heavy duty, RCS Mileage, special and auxiliary) will be counted during this period. At those offices where the central markup was instituted and no mutually agreed rural mail count period was possible, the special count may

coincide with the annual count. (See XII-A.)

C. Disregard the provisions in section 353.341, *POSTAL SERVICE MANUAL*, that counts on nonheavy duty (M mileage routes) may be waived.

IV. RESPONSIBILITY

A. Local Conferences

At least 15 days before the start of the count, postmasters shall schedule joint conferences of supervisors and rural carriers to discuss these procedures and instructions. Postmasters must advise the management sectional center as soon as possible, but no later than 10 days before the start of the count, of any major points of disagreement concerning these instructions so they can be resolved before the count period. Enter in the Remarks section of Form 4241, "Date of Local Conference-", and include the date(s) of such conference(s).

B. Accuracy of Count

1. Postmasters or supervisors will be held responsible for the completeness of all mail count information and accuracy of *Total* columns entered on the report forms, as well as the manner in which the count of mail is conducted. *Afford the carrier adequate time to review the completed Form 4241 before signing. Signatures of the postmaster and carrier are considered verification of the validity of the count data.*

2. Where the carrier disagrees with the count data, he need not sign the form. He shall, however, submit written comments explaining in detail his reasons for objecting and the exact nature of the supposed errors or omissions. The postmaster also shall include his comments in writing concerning any questions raised by the carrier. Form 4241 together with letters from the postmaster and carrier shall be forwarded to the management sectional center office.

3. A prompt written reply to the postmaster will be furnished by management sectional center offices advising of the decision. *The carrier will be promptly informed in writing by local management of the decision and the reasons therefor.*

4. Where there is a disagreement on the actual number of pieces counted, every effort should be made to resolve the matter immediately at the local level.

V. CONDUCTING THE COUNT

A. All classes of mail handled by each rural carrier will be counted daily during the official count period. Mail must be counted at the facility where the carrier will case the mail, and before it is cased.

1. On M routes (nonheavy duty), the carrier will count the mail 8 days and the postmaster or supervisor will count 4 days (picked at random). The carrier will observe and may also count if he desires on the days he is not responsible for making the count. Persons other than the carrier will write their initials on Form 4241 next to the days they make the count.

2. Where in the judgment of management, the route borderlines a heavy-duty status, the supervisor or postmaster will make the full 12-day count.

3. On presently classified heavy-duty, special, and auxiliary routes, the postmaster or supervisor will make the count on all days during the 12-day count period. The rural carrier will observe and may also count the mail. However, mail delivered and collected must be counted by the postmaster or supervisor and entered on the daily count form, Form 4239. Carriers serving J or K routes may, if they wish, observe the mail count on their relief days.

B. Care must be exercised by the postmaster or supervisors in controlling mail count forms in order to assure that all entries are proper.

C. For rural routes participating in test using USPS owned or leased vehicles, see Section IX-B, Column R.

VI. DEFINITION AND EXPLANATION OF HEAVY-DUTY AND SPECIAL ROUTES

A. Definition

1. A heavy-duty rural route is one on which the evaluated weekly hours of service, as determined by the official time standards, provide higher salary under the heavy-duty compensation schedule than would be provided under the mileage salary of the RCS schedule.

2. A special route is one evaluating to less than 35 hours weekly, and to which a newly appointed regular rural carrier is assigned. See National Agreement.

B. Explanation of Heavy Duty Routes

There are three distinct types of heavy-duty routes:

1. H route—regular carrier works 6 days a week.
2. J route—regular carrier has a day off every other week.
3. K route—regular carrier has a day off every week.

To determine whether or not a particular route is classified heavy duty, examine the current Form 1303, *Salary Change Notice*. If the route is presently heavy duty, then H, J, or K will appear before the route number under the heading *Pay Loc. (Route)*. Also, the evaluated hours for the route will be shown in the *Rural Data* block under *HD Hrs.*

VII. CASING OF MAIL BY CARRIER

A. *The principle underlying the count is that the same mail flow conditions prevail during the count period that are normally in effect the rest of the year.* Postmasters and supervisors must see that all mail available up to the normal cutoff time for distribution on the day preceding the count is delivered, and that all mail available up to the normal cutoff time on the last day of the count is delivered.

B. *Available mail is that mail distributed and placed on carrier case ledges, in hampers, trays, or on the floor beneath the carrier desk, and that which is in distribution cases up to the cutoff or final withdrawal time prior to departure time to serve the route. It does not include mail distributed after the scheduled cutoff or final withdrawal time, or mail received too late for distribution, as long as the requirements in section 333.243, POSTAL SERVICE MANUAL, are met.*

C. Mail will be distributed to ensure a normal flow on the day preceding the count period and the last day of the count. All simplified address mail available at delivery units will be distributed to rural carriers during the count period; except that where a commitment has been made to a mailer to deliver on a specific date later than the count period the mailer's request must be honored.

D. During the count period, mail may be cased after the carrier returns to the office upon completion of the trip—provided the validity of the count can be protected.

E. Mail cased on the Saturday preceding the count period will not be included in the count. Mail cased after the carrier returns from serving the route on the last day of the count will be credited on the same Form 4239 used earlier in the day and will be included in the annual count.

VIII. MAIL COUNT FORMS

A. Requisitions

1. Forms 4239 and 4241 are available at supply centers, and will be ordered by management sectional center post offices only, using Form 4750, *Special Requisition for Supplies*. Both Forms 4239 and 4241 have been revised and are now in two- and three-part sets, respectively, with carbon. On-hand supplies of the most recent previous editions of Form 4239 (August 1973) and Form 4241 (July 1977) should be exhausted before using the new forms.

a. Each management sectional center office will requisition quantities sufficient for the number of rural routes under its jurisdiction and for each intermediate office served by these routes.

b. Distribution will be made automatically by management sectional centers to those post offices having rural routes.

2. Additional requirements will be ordered on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.

3. *Management sectional centers are cautioned not to overorder Forms 4239 and 4241.* Submit requisitions for only the amount of forms that will be required during this annual mail count period.

B. Use

Form 4239 will be completed at intermediate offices having rural delivery by postmasters or supervisors and forwarded daily to the headout office postmaster for consolidation on Form 4241. Form 4241 will not be completed by intermediate offices.

IX. HOW TO USE FORM 4239, COUNT OF MAIL (RURAL ROUTE)

A. Description

1. Form 4239 is designed to function as a combination daily worksheet and mail count record. This important daily record provides the basic source of mail volume and time data which are transferred to Form 4241 and consolidated for the 2-week

operation. (A separate form is used to record each day's mail count.)

2. The postmaster, supervisor, or mileage route carrier responsible for making the count will prepare two copies daily (use carbon paper). After completion of the Form 4239 daily, the original will be retained by the postmaster and the copy will be given to the carrier. Complete the worksheets in rough form as they are prepared daily; do not type them later from the forms used as worksheets.

Note: Upon request, the Form 4239 will be shown to the carrier before strapping out, to allow verification of the count data.

3. The postmaster, supervisor, or carrier who makes the daily count must sign Form 4239 each day.

4. Heavy duty, special, and auxiliary rural carriers will at no time make any entries on Form 4239.

B. Worksheet for Counting

Column A. Letter-Size Mail—All letter size ordinary letters, cards, newsletter type mail, and circulars 5 inches or less in width which can be cased in the separations of the standard carrier case. Include detached address labels for sample merchandise and catalogs, and special delivery letter-size mail. (A fee is also paid when delivered in accordance with PSM 354.126.)

Does not include newspapers, catalogs, boxholders, flats, rolls, and magazines, even though they may be cased with letter mail.

Each direct bundle distributed and tied out at the distribution cases is counted as one parcel; enter each bundle of letter mail tied out, for delivery to one family or firm as one parcel in column C.

Column B. Papers, Magazines, Catalogs—Newspapers, magazines, flats, catalogs, and rolls and other small pieces which can be conveniently cased and strapped out.

Column C. Parcels—Enter the number of parcels of all classes, catalogs, rolls, and other pieces which because of their size and/or shape cannot be conveniently cased and would not normally be cased with other mail in the letter or flat separations (where flat separations are used) and strapped out.

Only specifically addressed samples too large to be cased will be included in the parcel count. Include special delivery parcels.

Column D. Boxholders—Simplified address mail including samples with simplified address (PSM 122.4).

When samples are received with detached address labels, enter the total number of samples. (See column A for label count.) The number of pieces of boxholder mail must not exceed the number of families on the route for each mailing. Include in this column all boxholders whether cased or not.

Column E. Boxholders Strapped Out—Enter the number of pieces of boxholder mail (counted in Column D) which the carrier has cased in either the letter size or flat separations, if the case has flat separations, and strapped out. Carriers must handle boxholder mail during the count period as they do throughout the year. If a particular carrier does not normally case boxholder mail the rest of the year, he should not case it during the count.

Column F. Registered, Certified, and Special Delivery (see note) Articles, and Numbered Insured Parcels—Enter the number of such articles, including express mail, received daily for delivery. *Note: All special delivery articles for delivery where the carrier leaves the line of travel or dismounts to effect delivery, are to be included in this column for this count of mail and all subsequent annual and special counts.*

Column G. COD's and Customs Due Received for Delivery—Enter the number of articles received daily for delivery.

Column H. Change of Address—Show the number of orders to change address—Form 3575, *Change of Address Order* or Form 3546, *Notice to Change Forwarding Order*—received and entered during the count period in route directory or Form 4232-A, *Customer's Name and Address*, and/or Form 3982, *Changes of Address*. Form 3546 initiated by the carrier is creditable as a forwarding order, provided it is not a duplication of previous action taken.

Note: The entry of a new or additional customer's name on Forms 1564, *Address Change Sheet*, or Form 4232-A, is not to be recorded as a change of address order. There must be no accumulation of change of address orders at the start of the count period.

Column J. Marked Up—Enter the number of pieces of all classes of mail marked up. Markups are mail unde-

liverable as addressed which requires the carrier to endorse the mail with the new address or with the reason for nondelivery specified in PSM 159 (including pieces of no obvious value in section 159.116 and indefinitely addressed mail referred to in section 159.543).

This includes mail deliverable from the same local delivery unit or other delivery unit.

Do not include pieces for which Forms 3579, *Undeliverable 2d, 3d, 4th or Controlled Circulation Matter*, were prepared.

Mail missorted to a route must not be recorded as a markup except when it is deliverable from another local delivery unit, if known, in which case it must be endorsed with carrier initials and route number. *Missorted and missent* mail is included in the original count of mail. This also applies where routes have been adjusted, territory changed, and the mail is routed to the wrong carrier.

Where mailing addresses have been changed from rural route and box number to street name and number, credit must not be given for a markup whether on the same route or where the territory has been transferred to another route. In instances where territory has been transferred to another route this is considered a handoff and credit is given in the original count of mail.

At post offices where the Central Markup System is in effect, markup credits will be given for the following categories of undeliverable mail:

1. Mail sorted in the A-Z separations (one markup is allowed for each bundle—usually only one bundle is required).
2. Deceased
3. No mail receptacle
4. Refused
5. Temporarily away
6. Vacant (obvious value third class mail addressed to *Occupant*—applies only to those rural routes where street and house numbers are used).
7. Indefinitely addressed mail as provided in PSM 159.543
8. Undeliverable parcel post
9. Excess boxholders—carrier will: (a) place all excess boxholder mail into an appropriate container (sack, hamper, tray, etc.); (b) endorse a facing slip *In excess of requirements*, initial the slip, and attach it to the container with the excess boxholder

mail; and (c) be given credit for one markup.

Column K. Forms 3579 and 3868 Completed—Enter the number of Forms 3579 completed and the number of Forms 3868, *Carrier's Clearance Receipt*. Forms 3579 must be kept current so there are none on hand on the first day of the count. No duplicate Forms 3579 will be completed or counted during the count period. Where the Central Markup System is implemented, enter only the number of Forms 3868 completed.

Where the Central Markup System has not been implemented, postmasters or supervisors must verify each Form 3579 claimed to ensure compliance with the 30 or 90 day provisions in 159.22 PSM and 232.12, *Handbook M-37, Rural Carrier's Instruction Handbook*, are being followed.

Column L. Money Order Applications—Enter the number of money order applications received on the route. If the rural carrier resides on the route he/she serves and regularly purchases money orders throughout the year, credit will be allowed. Postmasters or supervisors will review each application daily.

Column M. Letters and Flats Collected—Enter the number of letters and flats collected on the route. If mail is received in bundles, each bundle should be counted as one piece. Do not count each letter in the bundle. Do not include mail picked up from a collection box. Actual time required to pick up mail from a collection box should be entered under Column R—*Other Suitable Allowance*.

Column N. Ordinary and Insured Parcels Collected—Enter the number of ordinary and insured parcels accepted on the route. Presacked parcels on which postage has been computed are to be counted as one parcel for each sack.

Column O. Registers and Certified Collected—Enter the number of registered and certified articles accepted on the route. Do not include in the count those articles returned where Form 3849 has been left for the customer. Time credit for *No Response*—*Left Notice* items is included in the time factor for delivery.

Column P. Postage Due—Enter the number of postage due articles taken out for delivery.

Column Q. Loading Vehicle—The time actually used to transfer mail from the carrier's work area to the vehicle, including placing in the vehicle. This includes the time to take

mail from the work area to the vehicle, and the time necessary to return the conveyance to a designated location. *Postmasters or supervisors must observe the loading operation daily to assure that efficient practices are followed.* The time required to place mail in gurneys or hampers shall be included in loading time. This allowance is not to be interpreted as a minimum 15 minutes daily. However, loading in excess of 15 minutes must be fully explained in the *Remarks* section of Form 4241.

The actual time shown for loading the vehicle must not include time for arranging parcels in delivery sequence as this is included in the time allowance for those items in Column C.

Column R. Other Suitable Allowance—A reasonable time allowance may be claimed for unusual conditions or for other services rendered on a daily or weekly basis not accounted for under the normal work functions. This does not include time for vehicle breakdowns. Items for which time is claimed under this heading must be of a recurring, daily or weekly nature.

Where weekly recurring safety talks are conducted, actual time will be recorded in Column R.

At those offices where the Central Markup System is installed, actual time will be allowed (Column R) for time required to place the mail in the designated receptacle.

Where no office personnel is on duty when the carrier returns from servicing the route on Saturday, the carrier will receive actual time allowance for duties performed over and above normal functions on this day and the following work day.

Where a carrier serves an apartment building with approved apartment boxes in the lobby, the standard box time allowance is given for each box served, plus the actual time required to travel from the vehicle to the boxes and return to the vehicle.

Where a carrier is authorized to dismount to deliver mail to other places (nursing homes, schools, etc.) the dismount time is determined by the same method as for apartment buildings. Time spent at any authorized dismount must not include time securing signatures for accountable mail or collecting postage due.

Note: The dismount time is not the total elapsed time, only the actual travel time to and from the box loca-

tion. The dismount time is the time it takes to walk from the vehicle to the box location and the time it takes to return from the box location to the vehicle.

Those carriers who serve a non-personnel rural station receive an allowance of 15 minutes daily for each station served. Any additional time claimed must be adequately justified in the *Remarks* section. See instructions on reverse of Form 4241.

Actual time shall be granted the rural carrier for dismount time to serve an intermediate office in the same manner as defined above for serving an apartment house if lock pouch service is not provided.

Where a carrier is required to dismount to serve a business, school, hospital or other institution, the actual time required will be reported under Column R, other suitable allowances.

Do not include personal time or time used for purchasing and checking stamp stock at office from which route emanates; these are automatically granted by mechanical means.

For those rural routes participating in Test Using USPS Owned or Leased Vehicles, actual time allowance shall be granted for those test-related, recurring functions such as servicing test vehicle, where required to do so, and for vehicle inspection. Actual time shall also be given for time required by the carrier to complete test related forms. The postmaster or supervisor must record time under Column R—Other Suitable Allowance. Time spent waiting for vehicle repair or tow while on the route is not a recurring function and shall not be granted. A separate record must be kept of the time allowed for test related functions. At the conclusion of the test, this time will be deducted and the test routes adjusted to reflect the new evaluation.

Column S. Counting Time—The number of minutes actually used in counting the mail. Include only time used by carrier.

Column T. Waiting Time—The number of minutes carrier spent waiting for mail after the official starting time.

Column X. Intermediate Offices Served Daily—Services Performed at Intermediate Offices—Show the number of intermediate post offices served daily. Carriers who perform functions or services at intermediate offices for which time allowances are

provided will receive appropriate time credit for these services.

All functions performed or services provided at intermediate offices will be recorded daily by that postmaster on Form 4239 and forwarded to the postmaster at the carrier's originating office in a sealed envelope.

Where a carrier purchases and checks stamp stock at an intermediate office, the actual time required to perform this function, *not to exceed 5 minutes daily*, should be shown in the *Other Suitable Allowance* column and explained under *Remarks*. The normal frequency of stamp purchases at the intermediate office shall be maintained during the mail count period.

The postmaster at the office from which the route emanates, in completing Form 4241 for the week, will include in the proper *Total* columns the items applicable to the intermediate office, and will write in above *Date* line (lower right of form) the words *includes services performed at intermediate office*. On the form under *Remarks* indicate the functions or services performed.

Column Y. Weight of Locked Pouch Service Carried Daily—Show the weight in pounds (rounded to the nearest whole pound) of all mail to and/or from intermediate offices. Carriers serving nonpersonnel rural stations do not receive credit for a locked pouch.

X. HOW TO USE FORM 4241—RURAL DELIVERY STATISTICS REPORT

A. At end of each day during the count period, transfer the totals of Columns A-X on Form 4239 to the proper lines on Form 4241. This information may be made available to the carrier. Draw a circle around the day of the week when a substitute serves the route. **Complete Form 4241 in triplicate.**

B. At the top of the form show the name of the post office, State, and ZIP Code; the name of the carrier and social security number of the carrier; and inclusive dates of the count period. Designate with a *C* in appropriate block if route is under Central Markup System. Designate tri-weekly routes with an *M*. (Mon-Wed-Fri) or a *T* (Tues-Thurs-Sat) in the block provided. Designate auxiliary routes with an *A* in the space provided, whether the Form 4241 is for an Annual (*A*), or Special (*S*)

count, or is an amended Form 4241, (C).

Identify special routes (see section VI-A-2) by marking in bold letters, with a red pencil or marker, the words **Special Route**, in the upper right hand corner.

C. At the bottom of the form in the *Comments* section, enter the total number of families served on the route. Enter the number of apartment buildings served in the blocks provided. **Also indicate, in the blocks provided, if the carrier chooses to elect the Higher Option, if eligible, and if the necessary leave commitment has been made.** See *Note of Instruction* on reverse of Form 4241. Make no entries in the blocks provided for *E, New Route, or Discontinued Route*. This information will be required at a future date.

Columns 1-6. Read instructions on form.

Columns 7-8. Show the route number in two digits, i.e. route number 1 would be shown as 01. Enter a zero in the first box for all routes from 1 to 9.

Columns 9-13. The official length of the routes as of the last day of the count, Form 4003, *Official Rural Route Descriptions*, must be shown to **two decimal places**. However, do not use the decimal point on the form. For example: A route 61.38 miles in length would be shown as 06138 on the form; 45.5 miles as 04550; 101.28 miles as 10128.

Note: All route adjustments (deletions and/or extensions) which are justified and requested shall be submitted at an appropriate date so such changes shall be effective prior to the start of the mail count. However, if approved extensions or deletions are received during the count weeks, they must be processed effective the last day of the count.

Columns 14-17. Show the number of mailboxes on the route as of the last day of the count; 187 boxes would be shown as 0187. Count as a box temporarily vacant dwellings and places of business with or without a box erected which has not been vacant more than 90 days. But do not include abandoned boxes, permanently vacant buildings, or buildings under construction or dwellings and business receiving delivery solely through general delivery or a post office box. In resort areas, transient trailer parks, and transient mobile

home parks, only the boxes being served during the mail count period shall be counted.

Columns 18-20. Show number of vehicle stops necessary to serve all boxes on the route. Where a group of boxes can be served without moving the vehicle, the stop will be counted as one stop.

C. Before totaling the entries for the days of the count period on the *Total* line, verify all figures transferred from Forms 4239 for each day and for each item.

Columns 40-100. Enter the totals for the two weeks on the *Total* line under each column. **Do not average these items.**

Columns 59-63. (Important.) Be sure to include only those boxholders cased and strapped out.

Columns 98-100. See instructions on form. *Other Suitable Allowances* will not be approved unless fully justified under *Remarks* at the bottom of Form 4241; See section IX-B, Column R.

D. Carrier's Daily Time Record—Show the exact time (not the scheduled time) the carrier reported, left, returned, ended, and the actual lunchtime, if any, in minutes for each day of the count period. The column *Total Daily Time (Less Lunch)* must be totaled in hours and minutes of the line *Total Hours and Minutes*; 38 hours, 47 minutes must be shown: 38:47.

Columns 24-27. Important: Convert the *Total Hours and Minutes* to a *Total in Minutes* only by multiplying the hours by 60 and adding to this the minutes; 38 hours, 47 minutes would be shown as 2,327 (38 hours \times 60 = 2,280, plus 47 minutes = 2,327).

Columns 28-31. Read instructions on form.

Columns 32-34. Actual time spent daily by the carrier waiting for mail and/or counting mail must be shown under the *Waiting and Counting Time* column, totaled in minutes for the week; 90 minutes would be shown as 090. Include only the time used by the carrier in counting mail.

Columns 35-37. In the space provided above the blocks designated for Cols. 35-37, show the *Total Weight in Pounds*. (rounded to the nearest whole pound) of all classes including outside pieces transported to intermediate offices. Compute the *Average Daily Weight* (total \div 12) and enter this figure in these blocks.

Column 38. Where a carrier normally and regularly withdraws his own mail from clerical distribution cases, sacks, hampers, or trays, enter the figure 1 on the *Total* line for that column. If an employee other than the carrier regularly withdraws mail and places it on the carrier's case, enter a zero on the *Total* line for that column.

Column 39. Where a carrier is required to deliver or collect pouch mail at intermediate offices, and does not receive a regular locked pouch allowance, enter the figure 1 on the *Total* line for this column. Otherwise, show a zero.

Note: If a carrier serves more than one intermediate office, show the total number of offices served daily in this column.

E. Important: Each box or square at the top of the form and on the *Total* line must be filled in with a number or a zero. Be sure the last digit of each number appears in the box farthest to the right in each column. Where you have a three-digit number such as 982, and there are five blank boxes on the *Total* line or elsewhere on the form, use zeros in the boxes in front of the 982. Thus, 982 would be shown as 00982 in such a case. Be sure to:

1. Enter numbers as far to the right of each column as possible.
2. Enter only one number in each box.
3. Beside the signatures, show the date the form was completed.

Note: Be sure to circle the day of the week the route was served by a substitute, including J and K days on heavy duty routes.

XI. REVIEW OF FORMS 4239 AND 4241

A. Errors—Each year errors are detected on Forms 4239 and 4241 which reflect careless preparation of the forms. These errors result in processing delays at the MSC or PDC, and/or improper classification of rural carriers.

Particular attention should be given that the entries for Cols. 24-34 have been converted from *Hours and Minutes* (space above blocks) to a *Total in Minutes* only in the blocks provided; and also, that entries in blocks provided for Cols. 35-37 reflect the *Average Daily Weight* based on

the 2-week total weight entered in the space above these blocks.

Postmasters must review and double check all data recorded on these forms before submission to management sectional centers.

B. Central Markup System—At offices where Central Mark-up System is installed, be especially alert in reviewing Forms 4239. (Columns J & K) and 4241 (Columns 72-75, and 76-78) to assure that entries only reflect mark-up work actually performed by carriers. Continue to record Forms 3868 in column K.

C. Use Care—Remember the importance of the data submitted.

XII. SUBMISSION AND DISPOSITION OF FORMS 4241

A. Submit to Management Sectional Center Office

1. Mail the original and first carbon copy of Forms 4241 so they are received at the *Management Sectional Center* not later than October 3, 1978. Retain the second carbon copy.

2. In all cases where a *special count* coincides with the *annual count*, enter an *S* under *Report Type* in the top right portion of the form.

3. After review, the first copy will be returned with needed corrections clearly marked. Compare it with your copy, make necessary corrections and promptly give one copy to the rural carrier and retain the other in your files.

B. Signature of Postmaster

In order not to delay the scheduled submission of Forms 4241 to the sectional center office any postmaster who will be absent on leave (annual, sick, convention) will designate an employee to sign the forms for him. See PSM 244.33 for the format to be used when signing for the postmaster.

C. Sectional Center Offices

1. Review all Forms 4241 and submit to PDC by close of business October 12, 1978. Forward reviewed Forms 4241 daily to the PDC, beginning October 2, 1978; forms must not be accumulated over several days.

2. Verify and separate Forms 4241 which represent special counts coincident with the annual count, and forward to PDC in *separate envelopes*, clearly marked *Special count—adjust; effective not later than October 21, 1978. IMPORTANT: The special count forms*

All CAG A-J Offices Participating in the Revenue, Pieces and Weight (RPW) System

Supplemental ODIS Survey

A Supplemental ODIS Survey will be conducted in conjunction with all normal ODIS tests at the above offices scheduled for the period *August 26 through October 6, 1978*. The Supplemental ODIS Survey tests will require that special data forms be used to record additional information about subclasses of mail that are not recorded on ODIS Forms 1300, *Origin-Destination Information System*. It is estimated that the Supplemental Survey will require approximately one-half hour additional time per ODIS test. This survey will be similar to the Special ODIS Survey of February 1977, except that additional information on weight and size will be collected.

The Supplemental ODIS Survey is being conducted to provide information about characteristics of all mail subclasses. The information to be collected for each subclass include origin, special services, mail type, indicia, address type, postmark date, weight, and size. This information will enable us to more accurately determine costs associated with each mail subclass.

This study is designed to provide vitally needed information for U.S. Postal Service submissions to the Postal Rate Commission. Therefore, it is essential that all involved post offices ensure that all data collection employees conducting ODIS tests during the Supplemental ODIS Survey period have reviewed the instructional materials and understand the Supplemental ODIS Survey procedures. Both will be provided to participating offices in early August. It will be most important to schedule the start of ODIS tests to allow sufficient time to complete both the normal ODIS tests and the Supplemental ODIS Survey test without causing any significant delay in the delivery of mail to customers.—*Rates & Classification Dept., 8-10-78.*

must reach the PDC not later than October 6, 1978.

3. Upon forwarding the original Forms 4241 to the PDC, the MSC must promptly return the first copy of Form 4241 to the originating office.—*Delivery Services Dept., 8-10-78.*

International Express Mail—Rate Change

Pursuant to its authority under 39 U.S.C. 407, the Postal Service announces changes to rates for International Express Mail effective August 12, 1978.

International Express Mail rates now vary with zones measured by great circle air miles between the airport serving the origin facility and the airport serving the international exchange office as follows:

Zone	Miles	
	Greater than	Up to and including
3.....	0	300
4.....	300	600
5.....	600	1,000
6.....	1,000	1,400
7.....	1,400	1,800
8.....	1,800	2,400
9.....	2,400

Two basic service offerings are available for International Express Mail: *Custom Designed Service* and *On Demand Service*.

International Express Mail *Custom Designed Service* is available to Australia, Belgium, Brazil, France, Hong Kong, Japan, Netherlands, and the United Kingdom of Great Britain and Northern Ireland. See Exhibits A, B, C, D, and E (pages 9-13) for Custom Designed Service rates effective August 12, 1978 to these countries.

International Express Mail *On Demand Service* is available to Australia, Hong Kong, Netherlands, and the United Kingdom of Great Britain and Northern Ireland. See Exhibits F, G, and H (pages 14-16) for On Demand Service rates effective August 12, 1978 to these countries.

Accepting employees are reminded that restrictions, prohibitions, and International Express Mail service offerings, do vary by country of destination. Accordingly, employees should refer to subchapter 660, Handbook M-68, *Express Mail Service*, for specific conditions of service to each country.—*Rates & Classification Dept., 8-10-78.*

AUSTRALIA

INTERNATIONAL EXPRESS MAIL CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	\$29.15	\$29.18	\$29.22	\$29.26	\$29.30	\$29.35	\$29.40
2	32.52	32.58	32.66	32.74	32.82	32.92	33.02
3	35.89	35.98	36.10	36.22	36.34	36.49	36.64
4	39.26	39.38	39.54	39.70	39.86	40.06	40.26
5	42.63	42.78	42.98	43.18	43.38	43.63	43.88
6	46.00	46.18	46.42	46.66	46.90	47.20	47.50
7	49.37	49.58	49.86	50.14	50.42	50.77	51.12
8	52.74	52.98	53.30	53.62	53.94	54.34	54.74
9	56.11	56.38	56.74	57.10	57.46	57.91	58.36
10	59.48	59.78	60.18	60.58	60.98	61.48	61.98
11	62.85	63.18	63.62	64.06	64.50	65.05	65.60
12	66.22	66.58	67.06	67.54	68.02	68.62	69.22
13	69.59	69.98	70.50	71.02	71.54	72.19	72.84
14	72.96	73.38	73.94	74.50	75.06	75.76	76.46
15	76.33	76.78	77.38	77.98	78.58	79.33	80.08
16	79.70	80.18	80.82	81.46	82.10	82.90	83.70
17	83.07	83.58	84.26	84.94	85.62	86.47	87.32
18	86.44	86.98	87.70	88.42	89.14	90.04	90.94
19	89.81	90.38	91.14	91.90	92.66	93.61	94.56
20	93.18	93.78	94.58	95.38	96.18	97.18	98.18
21	96.55	97.18	98.02	98.86	99.70	100.75	101.80
22	99.92	100.58	101.46	102.34	103.22	104.32	105.42
23	103.29	103.98	104.90	105.82	106.74	107.89	109.04
24	106.66	107.38	108.34	109.30	110.26	111.46	112.66
25	110.03	110.78	111.78	112.78	113.78	115.03	116.28
26	113.40	114.18	115.22	116.26	117.30	118.60	119.90
27	116.77	117.58	118.66	119.74	120.82	122.17	123.52
28	120.14	120.98	122.10	123.22	124.34	125.74	127.14
29	123.51	124.38	125.54	126.70	127.86	129.31	130.76
30	126.88	127.78	128.98	130.18	131.38	132.88	134.38
31	130.25	131.18	132.42	133.66	134.90	136.45	138.00
32	133.62	134.58	135.86	137.14	138.42	140.02	141.62
33	136.99	137.98	139.30	140.62	141.94	143.59	145.24

- NOTES:**
- 1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.
 - 2) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.
 - 3) If tendered at origin airport mail facility, deduct \$3.00 from these rates.

BELGIUM, FRANCE, NETHERLANDS, & UNITED KINGDOM

INTERNATIONAL EXPRESS MAIL CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	\$27.85	\$27.88	\$27.92	\$27.96	\$28.00	\$28.05	\$28.10
2	29.92	29.98	30.06	30.14	30.22	30.32	30.42
3	31.99	32.08	32.20	32.32	32.44	32.59	32.74
4	34.06	34.18	34.34	34.50	34.66	34.86	35.06
5	36.13	36.28	36.48	36.68	36.88	37.13	37.38
6	38.20	38.38	38.62	38.86	39.10	39.40	39.70
7	40.27	40.48	40.76	41.04	41.32	41.67	42.02
8	42.34	42.58	42.90	43.22	43.54	43.94	44.34
9	44.41	44.68	45.04	45.40	45.76	46.21	46.66
10	46.48	46.78	47.18	47.58	47.98	48.48	48.98
11	48.55	48.88	49.32	49.76	50.20	50.75	51.30
12	50.62	50.98	51.46	51.94	52.42	53.02	53.62
13	52.69	53.08	53.60	54.12	54.64	55.29	55.94
14	54.76	55.18	55.74	56.30	56.86	57.56	58.26
15	56.83	57.28	57.88	58.48	59.08	59.83	60.58
16	58.90	59.38	60.02	60.66	61.30	62.10	62.90
17	60.97	61.48	62.16	62.84	63.52	64.37	65.22
18	63.04	63.58	64.30	65.02	65.74	66.64	67.54
19	65.11	65.68	66.44	67.20	67.96	68.91	69.86
20	67.18	67.78	68.58	69.38	70.18	71.18	72.18
21	69.25	69.88	70.72	71.56	72.40	73.45	74.50
22	71.32	71.98	72.86	73.74	74.62	75.72	76.82
23	73.39	74.08	75.00	75.92	76.84	77.99	79.14
24	75.46	76.18	77.14	78.10	79.06	80.26	81.46
25	77.53	78.28	79.28	80.28	81.28	82.53	83.78
26	79.60	80.38	81.42	82.46	83.50	84.80	86.10
27	81.67	82.48	83.56	84.64	85.72	87.07	88.42
28	83.74	84.58	85.70	86.82	87.94	89.34	90.74
29	85.81	86.68	87.84	89.00	90.16	91.61	93.06
30	87.88	88.78	89.98	91.18	92.38	93.88	95.38
31	89.95	90.88	92.12	93.36	94.60	96.15	97.70
32	92.02	92.98	94.26	95.54	96.82	98.42	100.02
33	94.09	95.08	96.40	97.72	99.04	100.69	102.34

- NOTES:**
- 1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.
 - 2) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.
 - 3) If tendered at origin airport mail facility, deduct \$3.00 from these rates.

HONG KONG

INTERNATIONAL EXPRESS MAIL

CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	\$28.85	\$28.88	\$28.92	\$28.96	\$29.00	\$29.05	\$29.10
2	31.92	31.98	32.06	32.14	32.22	32.32	32.42
3	34.99	35.08	35.20	35.32	35.44	35.59	35.74
4	38.06	38.18	38.34	38.50	38.66	38.86	39.06
5	41.13	41.28	41.48	41.68	41.88	42.13	42.38
6	44.20	44.38	44.62	44.86	45.10	45.40	45.70
7	47.27	47.48	47.76	48.04	48.32	48.67	49.02
8	50.34	50.58	50.90	51.22	51.54	51.94	52.34
9	53.41	53.68	54.04	54.40	54.76	55.21	55.66
10	56.48	56.78	57.18	57.58	57.98	58.48	58.98
11	59.55	59.88	60.32	60.76	61.20	61.75	62.30
12	62.62	62.98	63.46	63.94	64.42	65.02	65.62
13	65.69	66.08	66.60	67.12	67.64	68.29	68.94
14	68.76	69.18	69.74	70.30	70.86	71.56	72.26
15	71.83	72.28	72.88	73.48	74.08	74.83	75.58
16	74.90	75.38	76.02	76.66	77.30	78.10	78.90
17	77.97	78.48	79.16	79.84	80.52	81.37	82.22
18	81.04	81.58	82.30	83.02	83.74	84.64	85.54
19	84.11	84.68	85.44	86.20	86.96	87.91	88.86
20	87.18	87.78	88.58	89.38	90.18	91.18	92.18
21	90.25	90.88	91.72	92.56	93.40	94.45	95.50
22	93.32	93.98	94.86	95.74	96.62	97.72	98.82
23	96.39	97.08	98.00	98.92	99.84	100.99	102.14
24	99.46	100.18	101.14	102.10	103.06	104.26	105.46
25	102.53	103.28	104.28	105.28	106.28	107.53	108.78
26	105.60	106.38	107.42	108.46	109.50	110.80	112.10
27	108.67	109.48	110.56	111.64	112.72	114.07	115.42
28	111.74	112.58	113.70	114.82	115.94	117.34	118.74
29	114.81	115.68	116.84	118.00	119.16	120.61	122.06
30	117.88	118.78	119.98	121.18	122.38	123.88	125.38
31	120.95	121.88	123.12	124.36	125.60	127.15	128.70
32	124.02	124.98	126.26	127.54	128.82	130.42	132.02
33	127.09	128.08	129.40	130.72	132.04	133.69	135.34

- NOTES:**
- 1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.
 - 2) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.
 - 3) If tendered at origin airport mail facility, deduct \$3.00 from these rates.

BRAZIL INTERNATIONAL EXPRESS MAIL CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	\$29.23	\$29.26	\$29.30	\$29.34	\$29.38	\$29.43	\$29.48
2	32.68	32.74	32.82	32.90	32.98	33.08	33.18
3	36.13	36.22	36.34	36.46	36.58	36.73	36.88
4	39.58	39.70	39.86	40.02	40.18	40.38	40.58
5	43.03	43.18	43.38	43.58	43.78	44.03	44.28
6	46.48	46.66	46.90	47.14	47.38	47.68	47.98
7	49.93	50.14	50.42	50.70	50.98	51.33	51.68
8	53.38	53.62	53.94	54.26	54.58	54.98	55.38
9	56.83	57.10	57.46	57.82	58.18	58.63	59.08
10	60.28	60.58	60.98	61.38	61.78	62.28	62.78
11	63.73	64.06	64.50	64.94	65.38	65.93	66.48
12	67.18	67.54	68.02	68.50	68.98	69.58	70.18
13	70.63	71.02	71.54	72.06	72.58	73.23	73.88
14	74.08	74.50	75.06	75.62	76.18	76.88	77.58
15	77.53	77.98	78.58	79.18	79.78	80.53	81.28
16	80.98	81.46	82.10	82.74	83.38	84.18	84.98
17	84.43	84.94	85.62	86.30	86.98	87.83	88.68
18	87.88	88.42	89.14	89.86	90.58	91.48	92.38
19	91.33	91.90	92.66	93.42	94.18	95.13	96.08
20	94.78	95.38	96.18	96.98	97.78	98.78	99.78
21	98.23	98.86	99.70	100.54	101.38	102.43	103.48
22	101.68	102.34	103.22	104.10	104.98	106.08	107.18
23	105.13	105.82	106.74	107.66	108.58	109.73	110.88
24	108.58	109.30	110.26	111.22	112.18	113.38	114.58
25	112.03	112.78	113.78	114.78	115.78	117.03	118.28
26	115.48	116.26	117.30	118.34	119.38	120.68	121.98
27	118.93	119.74	120.82	121.90	122.98	124.33	125.68
28	122.38	123.22	124.34	125.46	126.58	127.98	129.38
29	125.83	126.70	127.86	129.02	130.18	131.63	133.08
30	129.28	130.18	131.38	132.58	133.78	135.28	136.78

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
31	132.73	133.66	134.90	136.14	137.38	138.93	140.48
32	136.18	137.14	138.42	139.70	140.98	142.58	144.18
33	139.63	140.62	141.94	143.26	144.58	146.23	147.88
34	143.08	144.10	145.46	146.82	148.18	149.88	151.58
35	146.53	147.58	148.98	150.38	151.78	153.53	155.28
36	149.98	151.06	152.50	153.94	155.38	157.18	158.98
37	153.43	154.54	156.02	157.50	158.98	160.83	162.68
38	156.88	158.02	159.54	161.06	162.58	164.48	166.38
39	160.33	161.50	163.06	164.62	166.18	168.13	170.08
40	163.78	164.98	166.58	168.18	169.78	171.78	173.78
41	167.23	168.46	170.10	171.74	173.38	175.43	177.48
42	170.68	171.94	173.62	175.30	176.98	179.80	181.18
43	174.13	175.42	177.14	178.86	180.58	182.73	184.88
44	177.58	178.90	180.66	182.42	184.18	186.38	188.58
45	181.03	182.38	184.18	185.98	187.78	190.03	192.28
46	184.48	185.86	187.70	189.54	191.38	193.68	195.98
47	187.93	189.34	191.22	193.10	194.98	197.33	199.68
48	191.38	192.82	194.74	196.66	198.58	200.98	203.38
49	194.83	196.30	198.26	200.22	202.18	204.63	207.08
50	198.28	199.78	201.78	203.78	205.78	208.28	210.78

- NOTES:** 1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.
 2) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.
 3) If tendered at origin airport mail facility, deduct \$3.00 from these rates.

Exhibit D

JAPAN

INTERNATIONAL EXPRESS MAIL CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	\$23.62	\$23.65	\$23.69	\$23.73	\$23.77	\$23.82	\$23.87
2	26.71	26.77	26.85	26.93	27.01	27.11	27.21
3	29.80	29.89	30.10	30.13	30.25	30.40	30.55
4	32.89	33.01	33.17	33.33	33.49	33.69	33.89
5	35.98	36.13	36.33	36.53	36.73	36.98	37.23
6	39.07	39.25	39.49	39.73	39.97	40.27	40.57
7	42.16	42.37	42.65	42.93	43.21	43.56	43.91
8	45.25	45.49	45.81	46.13	46.45	46.85	47.25
9	48.34	48.61	48.97	49.33	49.69	50.14	50.59
10	51.43	51.73	52.13	52.53	52.93	53.43	53.93

- NOTES:**
- 1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.
 - 2) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.
 - 3) If tendered at origin airport mail facility, deduct \$3.00 from these rates.

Exhibit E

AUSTRALIA

INTERNATIONAL EXPRESS MAIL ON DEMAND SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	\$18.87	\$18.90	\$18.94	\$18.98	\$19.02	\$19.07	\$19.12
2	22.24	22.30	22.38	22.46	22.54	22.64	22.74
3	25.61	25.70	25.82	25.94	26.06	26.21	26.36
4	28.98	29.10	29.26	29.42	29.58	29.78	29.98
5	32.35	32.50	32.70	32.90	33.10	33.35	33.60
6	35.72	35.90	36.14	36.38	36.62	36.92	37.22
7	39.09	39.30	39.58	39.86	40.14	40.49	40.84
8	42.46	42.70	43.02	43.34	43.66	44.06	44.46
9	45.83	46.10	46.46	46.82	47.18	47.63	48.08
10	49.20	49.50	49.90	50.30	50.70	51.20	51.70
11	52.57	52.90	53.34	53.78	54.22	54.77	55.32
12	55.94	56.30	56.78	57.26	57.74	58.34	58.94
13	59.31	59.70	60.22	60.74	61.26	61.91	62.56
14	62.68	63.10	63.66	64.22	64.78	65.48	66.18
15	66.05	66.50	67.10	67.70	68.30	69.05	69.80
16	69.42	69.90	70.54	71.18	71.82	72.62	73.42
17	72.79	73.30	73.98	74.66	75.34	76.19	77.04
18	76.16	76.70	77.42	78.14	78.86	79.76	80.66
19	79.53	80.10	80.86	81.62	82.38	83.33	84.28
20	82.90	83.50	84.30	85.10	85.90	86.90	87.90
21	86.27	86.90	87.74	88.58	89.42	90.47	91.52
22	89.64	90.30	91.18	92.06	92.94	94.04	95.14
23	93.01	93.70	94.62	95.54	96.46	97.61	98.76
24	96.38	97.10	98.06	99.02	99.98	101.18	102.38
25	99.75	100.50	101.50	102.50	103.50	104.75	106.00
26	103.12	103.90	104.94	105.98	107.02	108.32	109.62
27	106.49	107.30	108.38	109.46	110.54	111.89	113.24
28	109.86	110.70	111.82	112.94	114.06	115.46	116.86
29	113.23	114.10	115.26	116.42	117.58	119.03	120.48
30	116.60	117.50	118.70	119.90	121.10	122.60	124.10
31	119.97	120.90	122.14	123.38	124.62	126.17	127.72
32	123.34	124.30	125.58	126.86	128.14	129.74	131.34
33	126.71	127.70	129.02	130.34	131.66	133.31	134.96

NOTES: 1) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incur only one pick-up charge.

Exhibit F

HONG KONG

INTERNATIONAL EXPRESS MAIL ON DEMAND SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	\$18.57	\$18.60	\$18.64	\$18.68	\$18.72	\$18.77	\$18.82
2	21.64	21.70	21.78	21.86	21.94	22.04	22.14
3	24.71	24.80	24.92	25.04	25.16	25.31	25.46
4	27.78	27.90	28.06	28.22	28.38	28.58	28.78
5	30.85	31.00	31.20	31.40	31.60	31.85	32.10
6	33.92	34.10	34.34	34.58	34.82	35.12	35.42
7	36.99	37.20	37.48	37.76	38.04	38.39	38.74
8	40.06	40.30	40.62	40.94	41.26	41.66	42.06
9	43.13	43.40	43.76	44.12	44.48	44.93	45.38
10	46.20	46.50	46.90	47.30	47.70	48.20	48.70
11	49.27	49.60	50.04	50.48	50.92	51.47	52.02
12	52.34	52.70	53.18	53.66	54.14	54.74	55.34
13	55.41	55.80	56.32	56.84	57.36	58.01	58.66
14	58.48	58.90	59.46	60.02	60.58	61.28	61.98
15	61.55	62.00	62.60	63.20	63.80	64.55	65.30
16	64.62	65.10	65.74	66.38	67.02	67.82	68.62
17	67.69	68.20	68.88	69.56	70.24	71.09	71.94
18	70.76	71.30	72.02	72.74	73.46	74.36	75.26
19	73.83	74.40	75.16	75.92	76.68	77.63	78.58
20	76.90	77.50	78.30	79.10	79.90	80.90	81.90
21	79.97	80.60	81.44	82.28	83.12	84.17	85.22
22	83.04	83.70	84.58	85.46	86.34	87.44	88.54
23	86.11	86.80	87.72	88.64	89.56	90.71	91.86
24	89.18	89.90	90.86	91.82	92.78	93.98	95.18
25	92.25	93.00	94.00	95.00	96.00	97.25	98.50
26	95.32	96.10	97.14	98.18	99.22	100.52	101.82
27	98.39	99.20	100.28	101.36	102.44	103.79	105.14
28	101.46	102.30	103.42	104.54	105.66	107.06	108.46
29	104.53	105.40	106.56	107.72	108.88	110.33	111.78
30	107.60	108.50	109.70	110.90	112.10	113.60	115.10
31	110.67	111.60	112.84	114.08	115.32	116.87	118.42
32	113.74	114.70	115.98	117.26	118.54	120.14	121.74
33	116.81	117.80	119.12	120.44	121.76	123.41	125.06

NOTES: 1) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.

**NETHERLANDS
AND
UNITED KINGDOM
INTERNATIONAL EXPRESS MAIL
ON DEMAND SERVICE**

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	\$17.57	\$17.60	\$17.64	\$17.68	\$17.72	\$17.77	\$17.82
2	19.64	19.70	19.78	19.86	19.94	20.04	20.14
3	21.71	21.80	21.92	22.04	22.16	22.31	22.46
4	23.78	23.90	24.06	24.22	24.38	24.58	24.78
5	25.85	26.00	26.20	26.40	26.60	26.85	27.10
6	27.92	28.10	28.34	28.58	28.82	29.12	29.42
7	29.99	30.20	30.48	30.76	31.04	31.39	31.74
8	32.06	32.30	32.62	32.94	33.26	33.66	34.06
9	34.13	34.40	34.76	35.12	35.48	35.93	36.38
10	36.20	36.50	36.90	37.30	37.70	38.20	38.70
11	38.27	38.60	39.04	39.48	39.92	40.47	41.02
12	40.34	40.70	41.18	41.66	42.14	42.74	43.34
13	42.41	42.80	43.32	43.84	44.36	45.01	45.66
14	44.48	44.90	45.46	46.02	46.58	47.28	47.98
15	46.55	47.00	47.60	48.20	48.80	49.55	50.30
16	48.62	49.10	49.74	50.38	51.02	51.82	52.62
17	50.69	51.20	51.88	52.56	53.24	54.09	54.94
18	52.76	53.30	54.02	54.74	55.46	56.36	57.26
19	54.83	55.40	56.16	56.92	57.68	58.63	59.58
20	56.90	57.50	58.30	59.10	59.90	60.90	61.90
21	58.97	59.60	60.44	61.28	62.12	63.17	64.22
22	61.04	61.70	62.58	63.46	64.34	65.44	66.54
23	63.11	63.80	64.72	65.64	66.56	67.71	68.86
24	65.18	65.90	66.86	67.82	68.78	69.98	71.18
25	67.25	68.00	69.00	70.00	71.00	72.25	73.50
26	69.32	70.10	71.14	72.18	73.22	74.52	75.82
27	71.39	72.20	73.28	74.36	75.44	76.79	78.14
28	73.46	74.30	75.42	76.54	77.66	79.06	80.46
29	75.53	76.40	77.56	78.72	79.88	81.33	82.78
30	77.60	78.50	79.70	80.90	82.10	83.60	85.10
31	79.67	80.60	81.84	83.08	84.32	85.87	87.42
32	81.74	82.70	83.98	85.26	86.54	88.14	89.74
33	83.81	84.80	86.12	87.44	88.76	90.41	92.06

NOTES: 1) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.

Exhibit H

Customs Declarations— International and Canal Zone

This notice is to remind employees of the requirements for customs declarations to be used on Canal Zone and international mail.

Canal Zone

Any package of merchandise weighing 16 ounces or more, addressed to an individual in the Canal Zone, must have customs declaration Form 2966-A, *Parcel Post Customs Declaration* (label), and Form 2966, *Customs Declaration* (tie-on-tag), attached. Parcels addressed to a U.S. Government agency, including the Panama Canal Company, and the Canal Zone Government are exempt from this requirement. See *POSTAL SERVICE MANUAL* 124.155.

Canada And Mexico

Letter packages containing merchandise and all small packets must bear custom declaration Form 2976, *Authority for Customs to Open International Mail* (label). Requirements for the use of Form 2976 and Form 2976-A, *Customs Declaration*, are described in 221.42 and 221.43, Publication 42, *International Mail*. These customs declarations (Forms 2976 and 2976-A) are not—under any circumstances—to be used on parcel post packages.

Parcel post items require one copy of Form 2966-A, *Parcel Post Declaration*.

All Other Countries

Postal Union Mail. A green Form 2976, *Customs—Douane* (C1), must be completed and affixed by the sender on the address side of: each letter or letter package containing dutiable merchandise; each package of dutiable printed matter; and each small packet.

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

Parcel Post. All international parcel post must bear Form 2966-A. In ad-

Combination Classes of Mail

Part 139 of the *POSTAL SERVICE MANUAL* is being revised to reflect the following change.

41 Second-class, controlled circulation, third-, or fourth-class mail prepared as a combination mailing will be given the service appropriate for the principal mailing piece, regardless of the class of the mail enclosed. This applies even if the enclosure is first-class mail.

Service Provided Combination Mailings

Principal Mailing Piece	Enclosure	Treatment
2nd-Class Publication	1st-Class	As 2nd-Class
	3rd-Class	As 2nd-Class
Controlled Circulation Publication	1st-Class	As Controlled Circulation
	3rd-Class	As Controlled Circulation
3rd-Class Piece	1st-Class	As 3rd-Class
	2nd-Class	As 3rd-Class
4th-Class Piece	1st-Class	As 4th-Class
	3rd-Class	As 4th-Class

—Rates & Classification Dept., 8-10-78.

Philatelic Order List Delayed

The August-September edition of Form 3300, *Stamps Available and Philatelic Order List*, will be distributed after August 15.—*Customer Services Dept.*, 8-10-78.

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

It is necessary to use the proper customs forms and to complete them correctly. Under no circumstances are customs Forms 2976 and 2976-A to be used on parcel post items. These forms are for use on postal union mail only. Parcel post customs Forms 2966, 2966-A, and 2972 are not to be used on postal union mail. Failure to use forms appropriate for the class of mail to which they are attached may cause delays in the dispatch and delivery of mail. Employees should advise senders to accurately state the contents on the customs forms. Proper completion of the customs forms also includes recording the correct weights of articles.—*Rates & Classification Dept.*, 8-10-78.

Special Cancellations

Effective immediately, requests for special cancellations will be processed by Mail Classification Centers. Postmasters should forward applications, and appropriate back-up material, to their designated Mail Classification Center.

POSTAL SERVICE MANUAL 258.32 will be revised as follows:

.32 Referral by Postmaster

Forward applications to the Mail Classification Center serving the applicant's post office 3 months prior to the date the cancellation is to be used. With the application, furnish the name of the manufacturer and the model of the cancellation machine on which the special die hub will be used, and state whether the machine is new or old.

If the cancelling machine is a Model Flier, M, or G, state the correct die hub part number (1207, 1207-G, 1535, or 1535-G, for Flier and M machines, and 218 or 218-E for G machines). The die hub is *completely* round for parts 218 and 1207. No die hub part number is required for Models D, K, H.D. 2, and Mark II. State also the effect the approval would have on the use of special die hub cancellations already approved for your office.—*Rates & Classification Dept.*, 8-10-78.

All Installations with Postage Meters

The following new procedures and cost schedule for repair of Pitney-Bowes (P-B) postage meter heads will be implemented effective A/P 13, September 13, 1978.

1. When a postage meter malfunctions, try to determine whether the head or base is causing the problem. Ask your maintenance personnel for assistance in isolating the malfunction and for repair *only* if the problem is in the meter base. Whenever the problem is in the meter head, remove it from service and follow the procedure described in item 2.

If, in determining whether the problem is in the head or in the base, it is necessary to contact a Pitney-Bowes branch office for assistance, you will be charged for a service call. The rate for service calls is currently \$28 per hour. There is a minimum one hour charge for a service call regardless of the time required.

2. Package defective meter heads in a reusable shipping container and send by registered mail to:

POSTAGE METER REPAIR

Pitney-Bowes, Inc.
Return Goods Section
55 Garden Street
Stamford, CT 06904

Enclose a registered, pre-addressed penalty label for return, a short note requesting the work, and the name and phone number of an individual who can be contacted by Pitney-Bowes, if required.

3. Repair or rebuilding cost will vary depending on the meter head model. Repair or rebuilding of Model 5315 or 5316 meter head will be reduced to \$159. Repair or rebuilding of Model 2286 or 2287 (RT or RF) meter will increase to \$340. You may purchase a new Model 2288 meter head for \$592, including installation cost. If this option is elected, you should instruct Pitney-Bowes to destroy the old meter and furnish written certification of destruction. Only offices with old Models 2286 and 2287 (RT or RF) are authorized to purchase the new Model 2288.

4. Short term replacement meter heads can be obtained from Pitney-Bowes. However, you will be charged the current rental rate of \$35 for the first 30 days or fraction thereof, and \$20 for the next 30 days or fraction thereof. Meter head rentals that extend beyond 60 days will be billed only the 60-day rate of \$55.

5. On receipt of the repaired or rebuilt meter head, you are responsible for returning it to service. However, if you elect to buy a new Model 2288, Pitney-Bowes will install it at no additional cost (see item 3).

6. Payment for service calls, meter head repair or rebuilding, and rental is made only after the repaired or rebuilt meter head is reinstalled. Use Form 7334, *Order-Invoice Voucher*, to prepare a purchase order. Payment will be made directly to the local Pitney-Bowes office. If a new Model 2288 is bought, the payment procedure is the same after the meter head is installed by Pitney-Bowes.—*Delivery Services Dept., 8-10-78.*

**Customs Declarations—
Army Post Offices**

It has come to our attention that many parcels addressed to individuals served by Army Post Offices 96209, 96287, 96369, 96404, and 96405 in Australia are arriving without properly completed customs declarations. Missing or incomplete customs declarations result in delayed delivery, since the parcels involved must be held for physical examination by Australian Customs. Accordingly, parcels addressed to these locations should be carefully checked upon acceptance to insure that they bear the required customs declarations.

All postal employees are also reminded that mail bearing APO addresses must fully comply with the preparation instructions in *POSTAL SERVICE MANUAL* 126.2. See footnotes A, B, and H, at the conclusion of *PSM* 126.2, for the preparation requirements that are applicable to APOs located in Australia.—*Rates & Classification Dept., 8-10-78.*

**Mailing Statements by
Qualified Nonprofit
Mailers**

Form 3602, *Statement of Mailing with Permit Imprints*, and Form 3602-PC, *Statement of Mailing Bulk Rates*, have been revised to require mailers authorized to use the special bulk third-class rates to certify they are complying with requirements of *POSTAL SERVICE MANUAL*, 134.57, which prohibit cooperative mailings. The printings of these forms dated April 1978 and June 1978, respectively, incorporate the required mailer certification.

Special rate bulk third-class mailers will be required to use the new forms beginning September 1, 1978. Postmasters should order sufficient quantities of the forms to serve the needs of special rate bulk third-class mailers. Other mailers should continue to use older editions of the forms until supplies of those editions are exhausted.—*Rates & Classification Dept., 8-10-78.*

*All Express Mail Offices***Express Mail Reporting
Procedure**

Effective with A/P 11, offices using Form 5687, *Accounting Period Sales Report—Originating Office*, should send them directly to Expedited Mail Services Division, Room 5986, USPS Headquarters, Washington, DC 20260. Form 5687 should be sent as soon as completed, but no later than the Friday following the end of each accounting period. Send only one copy to Headquarters by First Class or priority mail. Continue to send one copy to the region. *Handbook M-68, Express Mail Service*, will be revised accordingly.

Preparation and submission of Forms 5689-X, *Consolidated Accounting Period Sales Report*, by reporting offices and regions are no longer required under these revised procedures.—*Customer Services Dept., 8-10-78.*

POST OFFICE CHANGES NO. 13

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

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=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. P=Postal facility discontinued, name retained for address purposes. Rec.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

State	Name of post office	County/parish	Name of station, branch, or unit	Type	ZIP Code	Change action	Effective date	Explanation of change	
AL	Powhatan	Jefferson		I	35128	Delete	9-9-78	} PO disc. Change ZIP Code only. Continue address of Powhatan, AL.	
AL	do	do		P	35128	Add	9-9-78		
AZ	Tucson	Pima	Speedway-University	Sx	85719	Add	6-3-78	} Amend PB 21150 to correct ZIP Code of Sx estab.	
CA	Sloughhouse	Sacramento	Rancho Murietta	CPO	95683	Add	9-9-78	} CPO estab.	
CO	Carbondale	Garfield		I	81623	Add	10-7-78	} C estab.	
CO	Englewood 1	Arapahoe	Denver Technical Center	Sx	80111	Add	9-9-78		} Sx estab.
FL	Fort Myers	Lee	Downtown	Sx	33901	Add	9-9-78	} Sx estab.	
FL	Jacksonville	Duval	Lake Lucina	S	32211	Delete	9-9-78		} S disc.
FL	Lake Worth	Palm Beach	Greenacres City	B	33463	Delete	9-9-78		
FL	Lake Worth	Palm Beach	(mail to Lake Worth)	I	33463	Add	9-9-78		
GA	Macon	Bibb	Cross Keys	S	31201	Delete	9-9-78	} S disc.	
IL	Lamont	Cook	Bolingbrook 1	CPO	60439	Delete	4-27-78	} Amend PB 21150 to conv. CPO to Bx.	
IL	do	do	do	Bx	60439	Add	4-27-78		
MA	Cummington	Hampshire	West Cummington	CPO	01265	Delete	5-31-78	} Amend PB 21150 to correct ZIP Code.	
MA	do	do	(Mail to Cummington)	I	01026	Add	5-31-78		
MN	Baudette	Lake of the Woods	Graceton (Mail to Williams)	CPO I	56645 56686	Delete Add	9-9-78 9-9-78	} CPO and ZIP Code disc.	
MS	Rolling Fork	Sharkey	Onward (Mail to Rolling Fork)	CPO I	39143 39159	Delete Add	9-9-78 9-9-78	} CPO and ZIP Code disc.	
MS	Holcomb	Grenada	La Flore (Mail to Holcomb)	CPO I	38942 38940	Delete Add	9-9-78 9-9-87	} CPO and ZIP Code disc.	
NY	Albany	Albany	Capitol Annex	Sx	12225	Add	9-9-78	} Sx estab.	
NY	Bronx	Bronx	Clason Point	Sx	10473	Add	9-9-78		} Sx estab.
NY	Buffalo	Erle	Market	Sx	14203	Delete	9-9-78	} Sx disc.	
NY	New York	New York	APO 09881	B	09881	Change	8-1-78		} Change MR from I-M to M-N. APO estab. MR B* will apply.
NY	do	do	APO 09163	B	09163	Add	8-15-78	} APO estab. MR B-C-F* will apply.	
NY	do	do	APO 09167	B	09167	Add	8-15-78		
NY	New York	New York	APO 09871	B	09871	Delete	9-1-78	} Amend PB 21150 to correct County location.	
FL	Miami	Dade	APO 34034	B	34034	Add	9-1-78		
NY	New York	New York	APO 09879	B	09879	Delete	9-1-78	} Do.	
FL	Miami	Dade	APO 34035	B	34035	Add	9-1-78		
NY	New York	New York	APO 09881	B	09881	Delete	9-1-78	} Do.	
FL	Miami	Dade	APO 34036	B	34036	Add	9-1-78		
NY	New York	New York	APO 09883	B	09883	Delete	9-1-78	} Do.	
FL	Miami	Dade	APO 34020	B	34020	Add	9-1-78		
NY	New York	New York	APO 09885	B	09885	Delete	9-1-78	} Do.	
FL	Miami	Dade	APO 34021	B	34021	Add	9-1-78		
NY	New York	New York	APO 09887	B	09887	Delete	9-1-78	} Do.	
FL	Miami	Dade	APO 34022	B	34022	Add	9-1-78		
NY	New York	New York	APO 09889	B	09889	Delete	9-1-78	} Do.	
FL	Miami	Dade	APO 34023	B	34023	Add	9-1-78		
NY	New York	New York	APO 09891	B	09891	Delete	9-1-78	} Do.	
FL	Miami	Dade	APO 34024	B	34024	Add	9-1-78		
NY	New York	New York	APO 09893	B	09893	Delete	9-1-78	} Do.	
FL	Miami	Dade	APO 34037	B	34037	Add	9-1-78		
NY	New York	New York	APO 09895	B	09895	Delete	9-1-78	} Do.	
FL	Miami	Dade	APO 34038	B	34038	Add	9-1-78		
NY	New York	New York	APO 09897	B	09897	Delete	9-1-78	} Do.	
FL	Miami	Dade	APO 34039	B	34039	Add	9-1-78		
NY	New York	New York	APO 09899	B	09899	Delete	9-1-78	} Do.	
FL	Miami	Dade	APO 34041	B	34041	Add	9-1-78		
NY	New York	New York	FPO 09551	B	09551	Delete	9-1-78	} Do.	
FL	Miami	Dade	FPO 34051	B	34051	Add	9-1-78		
NY	New York	New York	FPO 09559	B	09559	Delete	9-1-78	} Do.	
FL	Miami	Dade	FPO 34058	B	34058	Add	9-1-78		
NY	New York	New York	FPO 09580	B	09580	Delete	9-1-78	} Do.	
FL	Miami	Dade	FPO 34059	B	34059	Add	9-1-79		
NY	New York	New York	FPO 09584	B	09584	Delete	9-1-78	} Do.	
FL	Miami	Dade	FPO 34060	B	34060	Add	9-1-78		
NY	New York	New York	FPO 09585	B	09585	Delete	9-1-78	} Do.	
FL	Miami	Dade	FPO 34061	B	34061	Add	9-1-78		
OK	Salina	Mayer	Kenwood (Mail to Salina)	CPO I	74348	Delete	9-9-78	} CPO and ZIP Code disc.	
OK	New Lima	Seminole		I	74365	Add	9-9-78		} PO disc. Change in ZIP Code only. Continue address of New Lima, OK.
OK	do	do		P	74828	Delete	9-9-78		
OK	do	do		P	74894	Add	9-9-78		

POST OFFICE CHANGES NO. 13—Continued

State	Name of Post Office	County/parish	Name of station, branch, or unit	Type	ZIP Code	Change action	Effective date	Explanation of change
PA	Burgettstown	Washington	Florence (Mail to Burgettstown)	CPO I	15040 15021	Delete Add	9-9-78 9-9-78	} CPO and ZIP Code disc.
SD	Sturgis	Meade	Fairpoint (Mail to Sturgis)	CPO I	57739 57785	Delete Add	9-9-78 9-9-78	
TN	Briceville	Anderson	Devonia (Mail to Briceville)	CPO I	37728 37710	Delete Add	9-9-78 9-9-78	} CPO and ZIP Code disc.
TX	Canyon	Randall	West Texas	S	78015	Delete	9-9-78	} S ZIP Code changed.
TX	do	do	do	S	78016	Add	9-9-78	
TX	Kleberg	Dallas	do	I	75145	Delete	9-9-78	} PO ZIP Code changed.
TX	do	do	do	I	75253	Add	9-9-78	

¹ Newly estab. multi-coded Post Office.
² Bx located in Will County.

—Delivery Services Dept., 8-10-78.

International Express Mail—Merchandise Service

On August 12, 1978, the U.S. Postal Service will begin to exchange International Express Mail items containing merchandise with the United Kingdom.

INBOUND

All International Express Mail shipments from the United Kingdom are subject to prompt customs examination. After such customs examination, Express Mail merchandise articles will bear either (1) an endorsement such as *Passed Free U.S. Customs*, indicating that the mail does not contain dutiable items, or (2) the red adhesive Treasury Department envelope containing Customs Form 3419, *Customs Mail Entry*, indicating that the mail contains dutiable items.

All incoming International Express Mail is to be delivered to the addressee. Postal employees at delivering post offices shall promptly examine all incoming International Express Mail shipments to detect items bearing Customs Form 3419 and shall deliver such items pursuant to the delivery procedures for dutiable mail specified in section 822 of Publication 42, *International Mail*.

In addition to Customs duty, the delivering postal employee shall col-

lect a \$1.00 fee from the addressee for each International Express Mail item on which customs duty is collected.

OUTBOUND

Customers may ship merchandise to the United Kingdom in either the Custom Designed or On-Demand International Express Mail Service. Customers sending merchandise must complete the customs declarations specified in sections 221.4 and 327.2 of Pub. 42. International Express Mail items containing merchandise are insured against loss or damage at no additional charge, in accordance with the merchandise insurance provisions for domestic Express Mail set forth in PSM 189.43.

Acceptance employees shall:

1. Refer to Appendix B, Pub. 42, to ensure that the item does not contain articles which fall within the prohibitions and restrictions listed in the country information entry for Great Britain and Northern Ireland; and

2. Complete appropriate sections of mailing labels and customs declarations.—*Customer Services Dept.*, 8-10-78.

International Mail—Endorsements on Undeliverable Foreign Parcels

Several foreign countries have expressed concern about parcels being returned from the United States without endorsements explaining the reason for nondelivery.

Employees are reminded that section 762.31, Publication 42, *International Mail*, specifies:

At the end of the retention period prescribed in 762.1, mark the parcel and the accompanying dispatch note, if any, to show the reason for nondelivery, and cross out the address of the addressee but do not obliterate it entirely. Unless the sender has given instructions on the wrapper or dispatch note for abandonment, return the parcel to the sender.

Sections 159.111 through 159.116 of the *Postal Service Manual* list the proper endorsements to be used for marking undeliverable mail.—*Rates & Classification Dept.*, 8-10-78.

Extension of Philatelic Deadlines

Deadlines are extended for first day cancellation requests for five issues:

Description	City of Issue	New Deadline
8.4¢ Bulk Rate coil	Interlochen, MI 49643	August 12
15¢ Ft. McHenry	Baltimore, MD 21223	August 15
14¢ Eagle surface rate postal card	Seattle, WA 99109	August 19
15¢ Rose Booklet	Shreveport, LA 71102	August 27
28¢ Remote Outpost	Tacoma, WA 98402	September 11

—Customer Services Dept., 8-10-78.

**LET'S REDUCE COSTS.
DOUBLE CHECK
ITEM NUMBERS
AND QUANTITIES
ON ALL
ACCOUNTABLE
PAPER REQUISITIONS.**

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

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

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

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21151 article.

200,400,512 to 0,600	229,000,595 to 0,600	252,160,301 to 0,393	282,909,819 to 9,900
200,467,313 to 7,500	229,083,686 to 3,700	252,494,635 to 4,700	283,461,001 to 1,300
201,328,601 to 9,300	229,428,120 to 8,300	253,094,279 to 4,400	284,943,445 to 3,500
201,963,699 to 3,800	230,004,990 to 5,200	253,181,800 to 1,900	285,397,992 to 8,400
201,980,250 to 0,299	230,143,701 to 4,000	253,641,268 to 1,300	286,837,601 to 7,900
202,545,957 to 6,000	231,387,001 to 7,500	254,680,851 to 0,900	288,349,047 to 9,500
207,218,569 to 8,600	234,067,232 to 7,300	259,412,918 to 2,954	288,657,574 to 7,600
208,872,242 to 2,257	235,833,783 to 3,800	261,707,201 to 7,400	291,853,923 to 3,969
209,190,001 to 5,000	237,386,845 to 7,000	261,766,701 to 6,800	292,266,201 to 6,500
210,301,801 to 2,000	238,758,669 to 8,730	262,740,206 to 0,300	295,946,650 to 6,661
210,835,285 to 5,300	239,162,130 to 2,200	263,414,901 to 5,800	296,077,001 to 7,053
210,935,633 to 5,700	239,863,796 to 3,870	264,474,080 to 4,300	296,077,201 to 7,300
212,900,201 to 0,300	239,864,826 to 4,900	266,472,561 to 2,860	297,173,660 to 3,900
213,345,001 to 5,100	240,362,301 to 2,600	268,198,254 to 8,275	297,444,801 to 5,500
213,504,865 to 5,000	241,535,801 to 6,000	268,198,301 to 8,600	297,700,501 to 0,700
216,823,954 to 4,000	242,545,470 to 5,800	268,746,401 to 6,500	298,072,101 to 2,600
217,621,979 to 2,100	242,917,801 to 8,000	270,677,679 to 7,696	299,902,655 to 2,700
217,622,401 to 2,800	243,920,027 to 0,100	272,291,501 to 1,600	303,834,778 to 4,800
218,660,066 to 0,700	244,343,084 to 3,100	274,450,824 to 0,900	305,253,101 to 3,600
219,494,026 to 4,130	244,583,557 to 3,600	274,873,716 to 4,100	306,165,495 to 5,500
219,692,001 to 2,100	245,740,589 to 0,600	275,288,303 to 8,700	306,698,463 to 8,500
224,126,989 to 7,100	245,767,347 to 7,400	278,286,361 to 6,400	306,933,345 to 3,400
226,781,246 to 1,400	247,636,179 to 6,200	278,846,365 to 6,600	307,806,061 to 6,100
226,073,655 to 3,700	247,649,190 to 9,200	278,737,201 to 7,300	311,577,901 to 8,100
227,129,004 to 9,400	247,760,081 to 0,100	282,204,343 to 4,700	323,997,101 to 7,400
227,564,701 to 4,800	250,442,960 to 3,000		

MSCs and Post Offices with Rural Delivery

MEASUREMENT OF RURAL ROUTES

Effective immediately, the procedure for the measurement of rural routes is changed. From now on, the official length of all rural routes will begin and end at the assigned or designated loading area instead of in front of the post office.

This change does not necessitate a remeasurement of the entire route, but only that portion of the route affected. The new procedure may result in an increase or decrease in the mileage shown on the first and last line entries, and also in total mileage,

on Form 4003, *Official Rural Route Description*.

Any mileage change should be determined and noted on Form 4003 with pen and ink *before* the end of the September annual mail count. This new total route mileage figure will be entered on the Form 4241, *Rural Delivery Statistics Report*, submitted for the 1978 annual count of mail.

The route description should be officially revised and submitted to the PDC when a new Form 4003 is re-

quired for some other reason (e.g., an extension of delivery or a remeasurement, etc.). To assure that all Forms 4003 are updated in a reasonable period, all routes that experience a mileage change resulting from implementing the new policy must have a new official route description submitted prior to June 1, 1979.

These instructions supersede all previous instructions on this subject. All appropriate handbooks and manuals will be amended accordingly.—*Delivery Services Dept., 8-10-78.*

A MOTORIST SHOULD ALWAYS DRIVE SO THAT HIS LICENSE WILL EXPIRE BEFORE HE DOES!

IS THIS YOUR ZIP CODE DIRECTORY?



- **BE SURE ONLY 1978 ZIP CODE DIRECTORIES ARE USED IN YOUR OFFICE.**
- **BE SURE ONLY 1978 ZIP CODE DIRECTORIES ARE AVAILABLE IN YOUR LOBBY FOR CUSTOMER USE.**
- **DON'T DISTRIBUTE OLD ZIP CODE DIRECTORIES TO CUSTOMERS. DESTROY THEM!**

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20250
OFFICIAL BUSINESS

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



FIRST CLASS