



postal bulletin

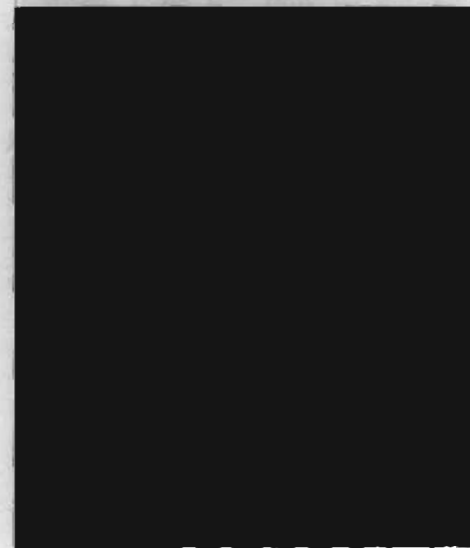
Directives and Forms Division, Washington, DC 20260

PB 21160—Oct. 19, 1978—24 Pages

\$2.00 Kerosene Lamp Regular Stamp

Description. The \$2.00 Kerosene Lamp regular stamp in sheet form will be placed on sale at New York City, NY 10001 on November 16, 1978. The vignette of the stamp features a kerosene table lamp manufactured shortly after the Civil War.

Do Not Sell Before Nov. 17, 1978



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Size: 0.75x0.87 inches.

Color: Brown, orange, yellow and green.
Issued: In sheets of 100.

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

Designer: James Schleyer.

Collectors. In New York only on November 16 and at offices throughout the country after November 16, hand-cancellation service is authorized for the \$2.00 stamps when affixed to or adjacent to currency or other memorabilia that cannot be inserted into the mailstream without cover. Such cancellations may be obtained on a hand-back basis only and are not available by mail order. The number of cancellations on currency is limited to 100 per customer.

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

a. *Customer Affixing Stamps.* Customers are encouraged to purchase stamps at their local post offices and affix them to their own envelopes. All

Continued on p. 2

Express Mail Insurance

POSTAL SERVICE MANUAL 189.43 and 189.44 are restated to correct errors in Transmittal Letter 44, 8-21-78, Issue 20, and in POSTAL BULLETIN 21155, 9-14-78, page 2.

.43 Merchandise Insurance

.431 Parcels are insured against loss or damage; coverage is limited to \$500.

.432 The mailer must declare the value of the article at the time of mailing.

.433 Subject to 189.434, indemnity will be paid on the basis of the value at the time of mailing, provided the declared value is equal to or more than the indemnity claimed. If the value at the time of mailing exceeds the declared value, the indemnity will be the declared value. The mailer must submit evidence establishing the value, in accordance with PSM 164.142.

.434 For mailings of value of \$15.00 or less, or those for which no value was declared, or negotiable items or currency or bullion, the indemnity will be \$15.00.

.44 Limitations of Coverage.

Indemnity will not be paid for:

a. Negotiable items (except as provided in 189.434).

b. Currency or bullion (except as provided in 189.434).

c. Consequential loss (except as provided in 189.422c).

d. Nonmailable items (as defined in PSM 123), or items packaged in such a manner that they could not have reached their destination undamaged in the normal course of the mail.

e. Articles of sentimental value (except as provided in 189.434).

f. Acts of employees or agents of the sender or addressee.

g. Radioactive injury, or electrical or magnetic injury, or erasure of electrical recordings, except by lightning.

h. War, insurrection, or civil disturbance, or seizure by any agency of government.

—Customer Services Dept.,
10-19-78.

All CAG A-J Banking Post Offices

NDC Deposit Report Phone Calls

Section 344.3 of Fiscal Handbook F-1, *Financial Handbook for Post Offices*, directs all CAG A through J post offices to make daily deposit reporting phone calls to the National Data Corporation (NDC) before 11:30 a.m. local time. This requirement insures prompt transfer of funds.

Various offices are not following this minimum time requirement. Officials in banking post offices responsible for this function are to insure that all deposit report phone calls are made before 11:30 a.m. local time.—Finance Dept., 10-19-78.

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Restriction on Purchase of Postal Service Property

No postal employee may purchase surplus U.S. Postal Service property, including surplus motor vehicles, under any circumstances, or have anyone purchase or act as his or her agent in the purchase of surplus Postal Service property.—*Procurement & Supply Dept., 10-19-78.*

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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 December 1, 1978, and should be addressed to: First Day Cancellations, Postmaster, New York, NY 10001. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: \$2.00 Stamp, Postmaster, New York, NY 10001, (see PSM 257.2). Requests must be postmarked not later than December 1, 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 November 17, 1978.

Supply. There will be an automatic distribution made only to post offices with philatelic centers as published in POSTAL BULLETIN 21148 dated 6-15-78. Each philatelic center will be provided with a distribution list of the quantities to be shipped automatically. Post offices with over 950 revenue units requiring the \$2.00 regular stamp in lots of 10,000; 20,000; 30,000; 40,000; 50,000; 100,000; 150,000; 200,000; 250,000; and multiples of 250,000 to maximum of 2,500,000 should immediately submit a requisition, Form 3356, *Stamp Requisition-Bulk Quantities*, using item 092, to the Bureau of Engraving and Printing. Initial orders should be limited to the quantity needed to meet philatelic demand. Post offices with over 950 revenue units and all other post offices requiring 7,000 or fewer \$2.00 regular stamps may requisition the stamp from their designated stamp distribution center using a separate Form 17, *Stamp Requisition*.—*Customer Services Dept., 10-19-78.*

All Postmasters/Installation Heads

Randolph-Sheppard Vending Facility Report

An annual report is due from every postal installation that has even a single coin-operated vending machine of the snack-beverage—food—tobacco product variety. Postmasters are requested to submit consolidated reports to appropriate MSC managers, including the proceeds from vending machines at the branches and stations under their control. **This report must be forwarded through channels immediately.**

This report is required by Regional Instruction 1023-P-210, filing No. 782, Implementation of the Randolph-Sheppard Act Amendments of 1974, dated December 29, 1977, section IX. The Regional Instruction was distributed by the MSCs at the time of issuance.

Submit reports in the format shown below.

Date: _____

Subject: Annual Report of Randolph-Sheppard Activity
Facility Name _____

To: _____

For the fiscal year _____ through _____, vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 at this facility are summarized below. This report is submitted in compliance with Regional Instructions 1023-P-210, dated December 29, 1977, Section IX.

Applications from State Licensing Agency for Permits or Contracts to Operate Vending Facilities

Total Number Received _____

Number Awarded _____

*Number Denied _____

Number Still Pending _____

Vending Machine Income (Commissions received or profit if locally operated)

Income Received _____

Percentage Due State Licensing Agency _____

Amount Disbursed to State Licensing Agency _____

The above data is taken from records on file in the office of _____

Signature _____

Title _____

Installation _____

* Attach explanation of each denial.

—*Employee Relations Dept., 10-19-78.*

Supplies and Equipment for Bulk Mailings

Many mailers are evidently experiencing difficulty in securing the materials necessary to prepare bulk mailings properly. Particularly troublesome is the shortage of rubber bands. All sectional center managers and postmasters are reminded that USPS is responsible for making the materials and equipment necessary to meet bulk mailing/presort requirements available to mailers. Customer

Services Representatives are specifically responsible for identifying and providing the equipment and supplies customers need. This should be covered on all service calls to existing customers. Postal managers must ensure that a sufficient supply of rubber bands is on hand to adequately meet the internal needs of their offices and customers.—*Mail Processing Dept., 10-19-78.*

HEALTH BENEFITS OPEN SEASON

This article supplements the information in POSTAL BULLETIN 21153, 8-24-78, pages 2-4, on the *Health Benefits Program* open season to be held from November 13 through December 8, 1978.

A. Permissible Changes

During the open season, eligible employees not enrolled in a Federal health plan may enroll. Employees such as casuals and substitute rural carriers are not eligible to enroll. (See 521.2, EMPLOYEE & LABOR RELATIONS MANUAL (ELM). Employees already enrolled may change plans, options, from self only to self and family, or any combination of these changes.

New enrollments (new hires) and changes in enrollment permitted at times other than during an open season may also be made in the usual manner between November 13 and December 8, 1978. However, make sure these new enrollments or enrollment changes are not identified as open season changes. Instead, show the event permitting the change in Part D of Standard Form 2809, *Health Benefits Registration Form*. The *Table of Permissible Changes* on the reverse side of page 2, carrier copy of Standard Form 2809, lists the events which permit enrollment changes. The classification of the event determines the effective date of the enrollment or change in enrollment.

B. Distribution of Material to Employees

1. To All Eligible Employees

Installation heads must give each eligible employee the following open season material as soon as it is received from the supply centers. (Comprehensive medical plan brochures, item c below, must be requested directly from the plan):

a. BRI 41-117, *Open Season Instructions*. This pamphlet must be issued to all eligible employees to inform them of the open season opportunity to enroll or change enrollment.

b. BRI 41-212 (PS), *1979 Federal Employee Biweekly Health Benefits Rates*.

c. 1979 brochure of the comprehensive plan, if any, serving the particular geographic area in which the employee lives.

d. BRI 41-25, 1979 brochure of the Government-wide Service Benefit Plan (Blue Cross-Blue Shield).

e. BRI 41-24, 1979 brochure of the Government-wide Indemnity Benefit Plan (Aetna).

2. To Employees Upon Request

a. Employee Organization Brochures. Do not make a general distribution of employee organization plan brochures. *However, such a brochure must be furnished if an employee asks for it.* The Civil Service Commission, with assistance from employee organizations, is responsible for mailing employee organization plan brochures to each employee who is already a member of an employee organization that sponsors a health plan, whether or not the employee is enrolled in the particular plan.

b. Standard Forms 2809 and 2809-A.

(1) SF 2809, *Health Benefits Registration Form*, should be given to an eligible employee who asks for it to enroll or change enrollment.

(2) SF 2809-A, *The Federal Employees Health Benefits Program*, provides information about the program and should be given to employees who request it.

c. BRI 41-210, *Information to Consider in Choosing a Health Plan*, contains information to assist an employee in selecting a health plan. It should be available to employees upon request.

C. Open Season Procedures

1. Timely Registration

An open season enrollment or change in enrollment (SF 2809, *Health Benefits Registration Form*) must be received in the employing installation no later than December 8, 1978.

2. Late Registration

Installation heads have authority to accept and process a late registration if they determine, under ELM 523.2, that the employee was unable to enroll or change enrollment in time, for cause beyond control. Failure to receive the open season material during the open season is cause beyond control if the employee applies to change registration within a reasonable time after the material becomes available.

Belated open season changes accepted by installation heads should be

so identified under *Remarks* on SF 2809 and properly documented in a memorandum attached to the official personnel folder copy of the SF 2809.

3. Effective Date of Open Season Changes

a. A new open season enrollment (from *not enrolled* to *enrolled*) is effective January 13, 1979, if the employee was in a pay status in any part of the preceding pay period. If the employee was not in a pay status during the pay period before January 13, 1979, the enrollment becomes effective on the first day of the first pay period which follows one in which he or she was in a pay status. The enrollment of a new or newly eligible employee (such as a substitute rural carrier who is appointed as a regular rural carrier) who happens to register during the open season is effective the same as for all new employees.

b. An open season change in enrollment is effective January 13, 1979, regardless of whether or not the employee was in pay status during the preceding pay period.

c. An open season change belatedly filed and accepted is effective on the first day of the first pay period which begins after January 1, 1979, and after the SF 2809 is received in the employing postal installation. The requirement of having been in pay status during the preceding pay period also applies to belatedly filed changes from *not enrolled* to *enrolled*.

4. Separating Employees

a. If it is known that an employee will transfer, retire, or separate before the effective date of the open season change, do not process the open season SF 2809. Rather, the installation head (or designee) should write his/her initials and the date the SF 2809 was received in part F of the form to show that it was filed in time.

(1) In retirement cases, attach the unprocessed SF 2809 to other health benefits documents and process in the usual manner.

(2) In transfer cases, return the form to the employee and instruct him/her to give it to the new agency promptly when he/she enters on duty there.

(3) In both retirement and transfer cases, the losing and gaining installations must prepare transfer-out and transfer-in SF 2810's as usual, transferring the old enrollment in ef-

fect at the time of the employee's transfer or retirement.

b. If an open season change has been processed but the employee unexpectedly transfers or retires before the effective date of that change, the losing installation should—

(1) Void all open season forms and transfer the existing enrollment (if any) to the gaining office.

(2) Tell the employee that the open season change has been voided, and, if possible, have the employee complete a new SF 2809 and handle it as stated in paragraph 4a above.

(3) If it is impossible to take this action quickly, notify the gaining office that the employee's open season change which was filed in time, has been voided, and that a new open season SF 2809 must be accepted by the gaining agency.

c. If an open season change has been processed, but the employee separates (including separation because of death) before the effective date of the change:

(1) Note in *Remarks*, if the change in plans and the enrollment must be terminated, on all copies of the SF 2810 terminating the enrollment, "Separated (or died)—Open Season SF 2809 void." In the case of separation by death where the family enrollment must be transferred to the retirement system because of a survivor entitled to annuity, void the open season SF 2809 and transfer the old enrollment in effect at the time of the employee's death.

(2) Void the open season SF 2809 if the change involved a change in plans. If the enrollment must be terminated, prepare SF 2810 terminating the old enrollment, and note in *Remarks* on all copies of the SF 2810 terminating the enrollment, "Termination supersedes 'Change in Plan' SF 2810 (give date)." If the family enrollment is transferred to the retirement system because of survivors entitled to annuity, note in *Remarks* on all copies of the SF 2810 transferring the enrollment, "Transfer supersedes 'Change in Plan' SF 2810 (give date)." Also, on the carrier's copy of termination or transfer SF 2810, give the SF 2811 report number by which the "Change in Plan" SF 2810 was sent.

5. Processing Open Season Forms

Employees who wish to make an open season change should do so as

soon as they have the informational literature. Installations should quickly and accurately process open season changes on a daily basis to appropriate postal data centers so the data centers may send the changes to the insurance carriers. The carriers can then issue identification cards and verify their liability to doctors and hospitals.

Open season SFs 2809 generally should be processed the same as registrations handled at other times. However, observance of the following will eliminate many of the mistakes that usually take place during the open season.

a. Show 1 (one) as the number of the event permitting the open season change in Part D of SF 2809. Enter Nov./Dec. 78 as the date of event which permits change.

b. If there is a change from one plan or option to another, show the old enrollment code number in the appropriate section of Part D.

c. If the employee changes options or from self only to family, but remains within the same plan, the employing office should *strike through* the carrier's control number preprinted in the upper-right corner of SF 2809 and insert, in the space below that number, the old carrier's control number. This number may be obtained from the most recent health benefits form in the employee's official personnel folder. No SF 2810, *Notice of Change in Health Benefits Enrollment*, should be prepared in these cases.

d. If the employee changes to a different plan during the open season, he/she acquires a new carrier's control number. The preprinted number in the upper-right corner of the newly submitted SF 2809 becomes the new carrier's control number, and the old number should *not* be inserted in the space below the preprinted carrier's control number. *In such cases, SF 2810 must be prepared by the employing office to notify the losing carrier that the employee has changed to another plan. In completing the SF 2810, the old carrier's control number must be used. Also, give the effective date of the action (Part A, Item 8) as the day before the one on which the new enrollment becomes effective, and check Part C on the SF 2810. Do not send the original of this SF 2810 to the employee.*

D. Publicity

1. Installation heads are urged to give the open season wide publicity so all eligible employees will be aware of their health benefits rights during this period.

2. It is the Postal Service's policy to permit representatives of the Federal Employees Health Benefits carriers to use postal facilities to address employees, but only on the employees' *off-the-clock* time.

E. Advice to Employees

1. Postal installations are responsible for giving information to employees who ask for help on health benefits matters. Advice should be limited to answering questions about the health benefits program and the application of health benefits law and regulations to particular circumstances. The employee should be told to contact the local office or representative of the health plan on technical questions relative to benefits or conversion (individual) contracts. (See part F-2.)

2. If an employee submits SF 2809 to cancel an enrollment, the installation should contact the individual to make sure that he/she is sure of this decision. The opportunity to enroll again and the requirements for continuing an enrollment after retirement should be pointed out to the employees before the cancellation is processed.

3. An employee who does not want to change plans or enrollment does not have to take any action during the open season and the current enrollment will continue. If the employee is enrolled and does not change enrollment, any rate changes made by the plan automatically apply effective January 13, 1979 for postal employees.

F. New Health Benefits Rates

A table showing biweekly employee withholdings and U.S. Postal Service contributions for 1979, is printed on pages 5-7 of this BULLETIN. The last column, *annuitant pays*, indicates the share of the enrollment cost deducted from a retired employee's monthly annuity check.

Changes in Headquarters and field employees' biweekly withholding for health benefits effective January 13, 1979, will be reflected in pay checks dated February 1 and 2, respectively. —Office of Compensation, 10-19-78.

U.S. POSTAL SERVICE HEALTH BENEFITS SCHEDULE (Effective January 13, 1979)

Plan (option-type enrollment)	Code No.	1978 total premium	1979 premium rates			Plan (option-type enrollment)	Code No.	1978 total premium	1979 premium rates				
			Total premium	Biweekly					Monthly annuitant pays	Total premium	Biweekly		Monthly annuitant pays
				USPS pays	Emp. pays						USPS pays	Emp. pays	
Blue Cross-Blue Shield:													
High Self.....	101	22.15	22.15	14.23	7.92	23.32							
High Family.....	102	51.55	51.55	34.40	17.15	52.07							
Low Self.....	104	5.81	6.92	6.49	0.43	3.75							
Low Family.....	105	16.87	20.07	18.82	1.25	10.87							
Aetna Life Insurance Co.:													
High Self.....	201	18.47	19.02	14.23	4.79	16.54							
High Family.....	202	40.41	40.12	34.40	5.72	27.31							
Low Self.....	204	9.26	9.72	9.11	0.61	5.26							
Low Family.....	205	21.90	22.99	21.55	1.44	12.45							
AFGE Health Benefit Plan:													
High Self.....	301	15.24	17.50	14.23	3.27	13.25							
High Family.....	302	34.99	40.02	34.40	5.62	27.09							
Government Employees Hospital Association Benefit Plan:													
High Self.....	311	16.39	16.39	14.23	2.16	10.84							
High Family.....	312	32.31	34.51	32.35	2.16	18.69							
NALC Health Benefit Plan:													
High Self.....	321	17.56	18.96	14.23	4.73	16.41							
High Family.....	322	43.74	47.24	34.40	12.84	42.73							
Postmasters Benefit Plan:													
High Self.....	361	21.27	23.61	14.23	9.38	26.49							
High Family.....	362	45.67	50.75	34.40	16.35	50.34							
Low Self.....	364	5.42	5.82	5.46	0.36	3.15							
Low Family.....	365	13.12	14.12	13.24	0.88	7.65							
Rural Carrier Benefit Plan:													
High Self.....	381	16.42	18.89	14.23	4.66	16.26							
High Family.....	382	39.25	43.40	34.40	9.00	34.41							
Foreign Service Benefit Plan:													
High Self.....	401	12.14	15.28	14.23	1.05	8.44							
High Family.....	402	39.68	49.87	34.40	15.47	48.43							
GEBA Health Benefit Plan:													
High Self.....	411	18.09	16.76	14.23	2.53	11.64							
High Family.....	412	48.72	45.15	34.40	10.75	38.21							
Canal Zone Benefit Plan:													
High Self.....	431	19.88	19.39	14.23	5.16	17.34							
High Family.....	432	49.40	48.08	34.40	13.68	44.55							
Samba Health Benefit Plan:													
High Self.....	441	18.87	18.87	14.23	4.64	16.22							
High Family.....	442	47.87	47.87	34.40	13.47	44.10							
Mail Handlers Benefit Plan:													
High Self.....	451	15.51	15.56	14.23	1.33	9.04							
High Family.....	452	42.78	42.87	34.40	8.47	33.27							
Low Self.....	454	10.21	10.26	9.62	0.64	5.56							
Low Family.....	455	28.75	28.84	27.04	1.80	15.62							
Alliance Health Benefit Plan:													
High Self.....	461	16.46	17.42	14.23	3.19	13.07							
High Family.....	462	40.31	42.73	34.40	8.33	32.96							
American Postal Workers Union Plan:													
High Self.....	471	18.03	19.30	14.23	5.07	17.15							
High Family.....	472	44.77	47.95	34.40	13.55	44.27							
Arizona-ABC-HMO:													
High Self.....	161	16.94	18.11	14.23	3.88	14.57							
High Family.....	162	45.08	50.97	34.40	16.57	50.82							
Arizona-Arizona Health Plan:													
High Self.....	721	16.86	18.00	14.23	3.77	14.33							
High Family.....	722	49.86	51.69	34.40	17.29	52.38							
Arizona-Pimacarc:													
High Self.....	231	20.08	21.62	14.23	7.39	22.17							
High Family.....	232	48.41	52.29	34.40	17.89	53.68							
California-AAFMC:													
High Self.....	861	23.63	22.20	14.23	7.97	23.43							
High Family.....	862	60.96	47.75	34.40	13.35	43.84							
California-California Medical Group Health Plan:													
High Self.....	BW1	0	22.70	14.23	8.47	24.51							
High Family.....	BW2	0	55.72	34.40	21.32	61.11							
California-Family Health Program:													
High Self.....	661	18.18	18.28	14.23	4.05	14.94							
High Family.....	662	53.38	65.08	34.40	30.68	81.39							
California-General Medical Centers Health Plan:													
High Self.....	C71	20.17	22.42	14.23	8.19	23.91							
High Family.....	C72	51.37	56.83	34.40	22.43	23.51							
California-Kaiser Foundation Health Plan, Northern CA Region:													
High Self.....	591	15.56	16.36	14.23	2.13	10.78							
High Family.....	592	39.76	41.68	34.40	7.28	10.69							
California-Kaiser Foundation Health Plan, Southern CA Region:													
High Self.....	621	18.06	18.06	14.23	3.83	14.46							
High Family.....	622	46.63	46.63	34.40	12.23	41.41							
California-Maxi-Care:													
High Self.....	CM1	23.59	22.28	14.23	8.05	23.60							
High Family.....	CM2	62.03	57.97	34.40	23.57	65.98							
California-Rockridge Health Care Plan:													
High Self.....	CP1	0	18.01	14.23	3.78	14.35							
High Family.....	CP2	0	46.86	34.40	12.46	41.91							
California-Ross-Loos Health Maintenance Organization:													
High Self.....	611	21.42	27.62	14.23	13.39	35.17							
High Family.....	612	49.97	63.92	34.40	29.52	78.87							

Plan (option-type enrollment)	Code No.	1978 total premium	1979 premium rates				Monthly annuitant pays	Plan (option-type enrollment)	Code No.	1978 total premium	1979 premium rates			
			Total premium	Biweekly		Monthly annuitant pays					Total premium	Biweekly		Monthly annuitant pays
				USPS pays	Emp. pays							USPS pays	Emp. pays	
Colorado-Choicecare:														
High Self.....	251	17.73	18.76	14.23	4.53	15.98								
High Family.....	252	47.70	51.91	34.40	17.51	52.85								
Colorado-Comprecare Health Plan:														
High Self.....	D61	19.26	21.31	14.23	7.08	21.50								
High Family.....	D62	50.69	56.08	34.40	21.68	61.89								
Colorado-Kaiser Foundation Health Plan of Colorado:														
High Self.....	651	16.75	18.46	14.23	4.23	15.33								
High Family.....	652	44.60	49.02	34.40	14.62	46.59								
Colorado-Rocky Mountain Health Maintenance Organization:														
High Self.....	881	19.84	22.02	14.23	7.79	23.04								
High Family.....	882	50.53	55.29	34.40	20.89	60.18								
Connecticut-Community Health Care Center Plan:														
High Self.....	711	19.53	19.05	14.23	4.82	16.61								
High Family.....	712	54.51	53.18	34.40	18.78	55.60								
DC-George Washington University Health Plan:														
High Self.....	E51	23.00	24.62	14.23	10.39	28.67								
High Family.....	E52	55.40	59.36	34.40	24.96	68.99								
DC-Georgetown University Community Health Plan:														
High Self.....	E31	21.94	24.69	14.23	10.46	28.83								
High Family.....	E32	55.34	62.36	34.40	27.96	75.49								
DC-Group Health Association:														
High Self.....	501	22.30	24.61	14.23	10.38	28.65								
High Family.....	502	56.38	62.18	34.40	27.78	75.10								
Low Self.....	504	15.56	17.09	14.23	2.86	12.36								
Low Family.....	505	40.21	44.17	34.40	9.77	36.08								
Hawaii-HMSA Plan:														
High Self.....	871	16.72	16.72	14.23	2.49	11.56								
High Family.....	872	44.63	44.63	34.40	10.23	37.08								
Hawaii-HMSA's Community Health Program:														
High Self.....	F61	0	15.41	14.23	1.18	8.72								
High Family.....	F62	0	43.08	34.40	10.68	38.05								
Hawaii-Kaiser Foundation Health Plan, Hawaii Region:														
High Self.....	631	14.40	15.78	14.23	1.55	9.52								
High Family.....	632	39.86	43.65	34.40	9.25	34.96								
Idaho-Medical Service Bureau of Idaho Plan:														
High Self.....	811	22.45	22.45	14.23	8.22	23.97								
High Family.....	812	52.79	52.79	34.40	18.39	54.76								
Illinois-Anchor Organization for Health Maintenance:														
High Self.....	171	18.37	20.35	14.23	6.12	19.42								
High Family.....	172	53.25	59.02	34.40	24.62	66.28								
New York-Capital Area Community Health Plan:														
High Self.....	PW1	14.50	16.04	14.23	1.81	10.08								
High Family.....	PW2	39.06	43.08	34.40	8.68	33.72								
New York-Community Health Plan of Greater New York:														
High Self.....	151	23.30	21.98	14.23	7.75	22.95								
High Family.....	152	53.00	50.34	34.40	15.94	49.45								
New York-Genesee Valley Group Health Association:														
High Self.....	211	16.19	16.80	14.23	2.57	11.73								
High Family.....	212	41.60	43.15	34.40	8.75	33.87								
New York-GHI New York-New Jersey Health Plan:														
High Self.....	801	13.20	12.66	11.87	0.79	6.86								
High Family.....	802	42.35	38.95	34.40	4.55	24.77								
New York-Health Insurance Plan:														
High Self.....	511	11.55	14.57	13.66	0.91	7.89								
High Family.....	512	37.33	41.79	34.40	7.39	30.93								
New York-Westchester Community Health Plan:														
High Self.....	QH1	14.35	14.57	13.66	0.91	7.89								
High Family.....	QH2	40.29	43.54	34.40	9.14	34.72								
Ohio-Health Maintenance Plan/Cincinnati:														
High Self.....	141	20.52	20.65	14.23	6.42	20.07								
High Family.....	142	55.98	56.30	34.40	21.90	62.36								
Ohio-Kaiser Community Health Foundation Plan:														
High Self.....	641	18.35	20.31	14.23	6.08	19.34								
High Family.....	642	50.04	55.29	34.40	20.89	60.18								
Ohio-Marion Health Maintenance Organization:														
High Self.....	RF1	13.85	14.73	13.81	0.92	7.98								
High Family.....	RF2	43.99	47.23	34.40	12.83	42.71								
Oregon-Kaiser Foundation Health Plan of Oregon:														
High Self.....	571	15.51	16.89	14.23	2.66	11.93								
High Family.....	572	41.08	44.63	34.40	10.23	37.08								
Oregon-National Hospital Association:														
High Self.....	841	12.78	16.89	14.23	2.66	11.93								
High Family.....	842	33.13	43.80	34.40	9.40	35.28								
Oregon-Portland Metro Health Plan:														
High Self.....	SA1	19.14	23.63	14.23	9.40	26.53								
High Family.....	SA2	50.43	59.71	34.40	25.31	69.75								
Pennsylvania-Central Medical Health Services, Inc.:														
High Self.....	241	16.94	18.45	14.23	4.22	15.31								
High Family.....	242	41.52	45.20	34.40	10.80	38.31								

Illinois-Intergroup Prepaid Health Services, Inc.:						
High Self.....	FV1	17.53	17.53	14.23	3.30	13.31
High Family.....	FV2	50.48	50.48	34.40	16.08	49.75
Illinois-Michael Reese Health Plan:						
High Self.....	751	21.39	21.67	14.23	7.44	22.28
High Family.....	752	57.13	58.44	34.40	24.04	67.00
Illinois-Northcare:						
High Self.....	G41	19.51	20.13	14.23	5.90	18.95
High Family.....	G42	46.84	53.72	34.40	19.32	56.77
Illinois-Union Health Service Plan:						
High Self.....	761	16.64	19.47	14.23	5.24	17.52
High Family.....	762	49.10	57.92	34.40	23.52	65.87
Indiana-Metro-Health Plan, Indianapolis:						
High Self.....	GK1	16.34	18.53	14.23	4.30	15.48
High Family.....	GK2	43.97	49.83	34.40	15.43	48.35
Kentucky-Healthcare of Louisville, Inc.:						
High Self.....	181	17.60	18.78	14.23	4.55	16.02
High Family.....	182	50.16	47.55	34.40	13.15	43.41
Kentucky-Hunter Foundation for Health Care:						
High Self.....	191	18.67	17.05	14.23	2.82	12.27
High Family.....	192	44.23	39.96	34.40	5.56	26.96
Maryland-Columbia Medical Plan:						
High Self.....	671	18.91	20.90	14.23	6.67	20.61
High Family.....	672	58.98	62.76	34.40	28.36	76.36
Massachusetts-Harvard Community Health Plan:						
High Self.....	681	19.36	22.38	14.23	8.15	23.82
High Family.....	682	50.19	56.32	34.40	21.92	62.41
Michigan-Metro Health Plan:						
High Self.....	521	25.79	28.06	14.23	13.83	36.13
High Family.....	522	61.15	65.29	34.40	30.89	81.84
Minnesota-Group Health Plan:						
High Self.....	531	16.29	17.10	14.23	2.87	12.38
High Family.....	532	45.93	49.91	34.40	15.51	48.52
Minnesota-Share Health Plan:						
High Self.....	111	15.87	17.14	14.23	2.91	12.47
High Family.....	112	45.28	48.91	34.40	14.51	46.33
Missouri-Medical Care Group:						
High Self.....	121	16.54	22.39	14.23	8.16	23.84
High Family.....	122	49.42	57.54	34.40	23.14	65.05
Missouri-Prime Health:						
High Self.....	MS1	18.24	20.43	14.23	6.20	19.60
High Family.....	MS2	44.72	50.56	34.40	16.16	49.93
New Jersey-Central Essex Health Plan:						
High Self.....	P51	14.27	15.00	14.06	0.94	8.12
High Family.....	P52	36.44	39.90	34.40	5.50	26.83
New Jersey-Group Health Plan of New Jersey, Inc.:						
High Self.....	P71	13.08	14.57	13.66	0.91	7.89
High Family.....	P72	36.16	39.58	34.40	5.18	26.14
New Jersey-Rutgers Community Health Plan:						
High Self.....	PA1	12.65	15.34	14.23	1.11	8.57
High Family.....	PA2	34.91	36.97	34.40	2.57	20.48
New Mexico-Mastercare:						
High Self.....	781	20.91	23.71	14.23	9.48	26.70
High Family.....	782	54.08	61.09	34.40	26.69	72.74

Pennsylvania-Health Service Plan of Pennsylvania:						
High Self.....	491	15.97	20.20	14.23	5.97	19.10
High Family.....	492	38.45	48.18	34.40	13.78	44.77
Pennsylvania-Health Maintenance Organization of Pennsylvania:						
High Self.....	SV1	15.16	17.82	14.23	3.59	13.94
High Family.....	SV2	40.63	43.78	34.40	9.38	35.24
Pennsylvania-Penn Group Health Plan:						
High Self.....	261	20.95	17.21	14.23	2.98	12.62
High Family.....	262	47.02	49.32	34.40	14.92	47.24
Pennsylvania-Philadelphia Health Plan:						
High Self.....	271	16.37	19.34	14.23	5.11	17.23
High Family.....	272	44.94	53.72	34.40	19.32	56.77
Rhode Island-Rhode Island Group Health Association:						
High Self.....	701	21.43	21.75	14.23	7.52	22.46
High Family.....	702	51.97	52.81	34.40	18.41	54.80
Texas-Group Health of El Paso, Inc.:						
High Self.....	UJ1	0	19.74	14.23	5.51	18.10
High Family.....	UJ2	0	44.61	34.40	10.21	37.04
Texas-Prucare:						
High Self.....	UP1	16.55	18.16	14.23	3.93	14.68
High Family.....	UP2	48.26	52.97	34.40	18.57	55.15
Washington-Group Health Cooperative of Puget Sound:						
High Self.....	541	17.78	19.21	14.23	4.98	16.95
High Family.....	542	44.64	48.41	34.40	14.01	45.27
Washington-Kitsap Physicians Service:						
High Self.....	VT1	19.67	21.15	14.23	6.92	21.16
High Family.....	VT2	56.00	58.42	34.40	24.02	66.96
Washington-Sound Health Plan:						
High Self.....	221	21.51	18.79	14.23	4.56	16.04
High Family.....	222	57.91	53.68	34.40	19.28	56.69
Washington-Washington Physicians Service:						
High Self.....	831	17.91	17.91	14.23	3.68	14.14
High Family.....	832	51.13	51.13	34.40	16.73	51.16
Wisconsin-Compcare Health Plan:						
High Self.....	691	23.05	23.55	14.23	9.32	26.36
High Family.....	692	57.70	59.04	34.40	24.64	68.30
Wisconsin-Group Health Cooperative of South Central Wisconsin:						
High Self.....	WJ1	0	17.30	14.23	3.07	12.81
High Family.....	WJ2	0	49.92	34.40	15.52	48.54
Guam-Health Maintenance Life Insurance Company:						
High Self.....	281	18.98	23.60	14.23	9.37	26.46
High Family.....	282	55.93	69.44	34.40	35.04	90.83
Puerto Rico-SSS Plan:						
High Self.....	891	13.66	13.66	12.81	0.85	7.40
High Family.....	892	43.17	43.17	34.40	8.77	33.92
Blue Cross-Blue Shield Comprehensive Medical Plans Network:						
High Self.....	A11	0	21.20	14.23	6.97	21.26
High Family.....	A12	0	55.73	34.40	21.33	61.13

—Office of Compensation, 10-19-78.

MONEY ORDERS—NEW LIMITATION PLATES AND ADJUSTMENT TO IMPRINTERS

New limitation plates of \$350 and \$400 will be issued in October to each office for every money order imprinter.

On November 4, the first day of A/P 2, PFY 1979, each office is to start using the two new limitation plates (\$350 and \$400) to issue single money orders up to \$400. The current procedure described in SPECIAL POSTAL BULLETIN 21146, for collection of a single fee from the customer

for money orders exceeding \$300, is not to be used after November 3.

On November 4, offices will adjust their imprinters. It takes about 5 minutes using the following instructions to remove the white plastic plug and reassemble the imprinter.

INSTRUCTIONS FOR ADJUSTING A MONEY ORDER IMPRINTER— MAXIMUM VALUE \$300 TO \$400

1. Remove the limitation plates. Destroy the \$225 and \$275 plates.

2. Set money amount keys to the asterisk (*) positions at the bottom.

NOTE: Do not turn the imprinter upside down. Do not set any part of the brown movable printing mechanism down on the surface—damage to the imprinter may result.

3. Lift up the two rubber suction cups beneath the white plastic base and tip the imprinter so that the four screws can be seen under the white base.

4. Beside the top right rubber suction cup is a wide rectangular opening in the brown base. Look through this opening and see a channel with circular holes. There should be a plastic plug in one of the circular holes.

If the flat head of the plug is visible and accessible, take a screw driver and pry the plug out. Tape the plug beneath the brown base and follow steps 11 and 12. If the flat head of the plastic plug is not visible when you look through the opening, follow steps 5 through 12.

5. Remove the four screws under the white base. Pick up and slide the white base toward you until all five money amount keys are in the five rectangular holes. Lift up and free the white base.

6. Pry out the plastic plug in the channel of the metal base below the first brown money amount key. Tape the plug to the inside bottom of the imprinter.

7. Align the rectangular holes and fit the white base on the five money amount keys.

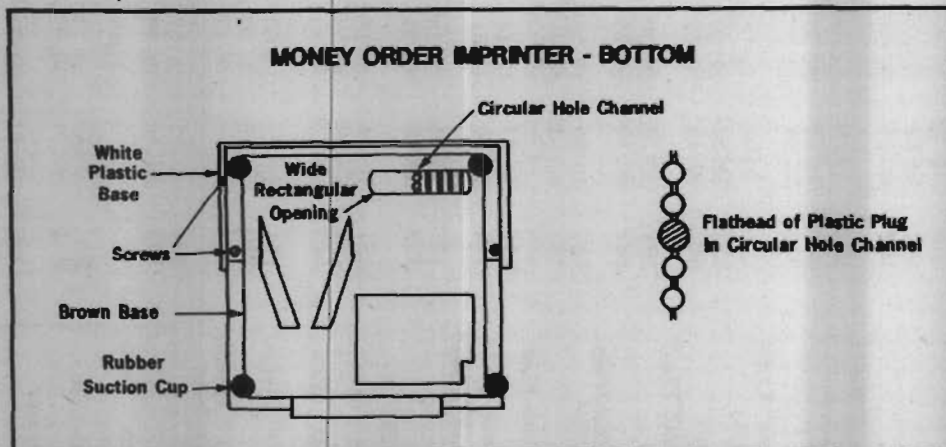
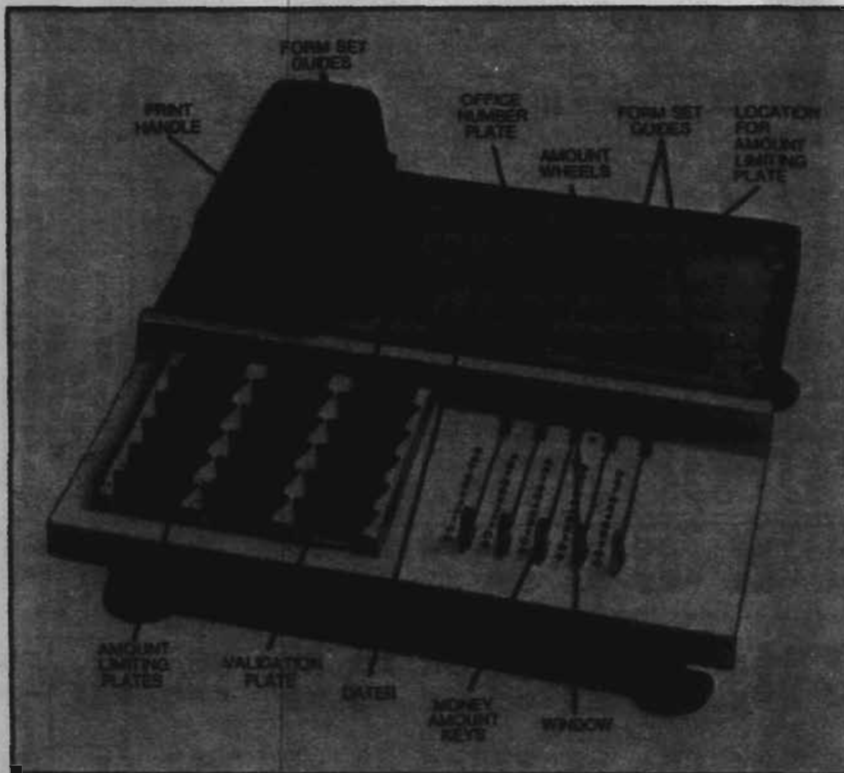
8. Slide the white base along the slots until it is back in position.

9. Replace the four screws. Do not tighten until the numbers in the money amount wheels are *all* aligned.

10. Set the money amount keys back at the bottom.

11. Put a piece of filament tape over the hundreds channel covering the numbers 5 through 9. This acts as a safeguard, like the plug, to remind the clerk not to issue a single money order over \$400.

12. Replace the limitation plates including the new \$350 and \$400 values, in proper sequence.—*Rates & Classification Dept., 10-19-78.*



TURN DIALS ON PROTECTIVE EQUIPMENT FOUR COMPLETE TURNS.

POSTAL BULLETIN INDEX

This is a complete index for POSTAL BULLETINS 21150 through 21157, covering July 1 through September 30, 1978. The index is printed quarterly.

Only POSTAL BULLETIN articles are listed; TWXs, memos, or other issuances are not included. Lists of stolen money orders are not indexed.

Articles are cited by issue number, date and page, and are listed by key word or major category. Some articles are listed twice if they fall into more than one major category.

For example, the article *National Delivery/Unit Operations Analysis System*, describing a new management information system, is listed under both DELIVERY SERVICES and INFORMATION SYSTEMS.

Cross references are also given as needed.

If the material in a PB article has been placed in a permanent directive, the index cites only the permanent directive, which is the best current source for that particular information.

When it is planned that the information in an article will appear in a permanent directive, the index cites both the BULLETIN reference and the intended location. For example, the listing *Special Cancellations; 21152; 8-10-78; 17; To be in PSM 258.32*, indicates that this information appeared in PB 21152, and will be incorporated in a revision of the POSTAL SERVICE MANUAL.

Extra copies of this BULLETIN may be ordered on Form 1286-A, *Publication Order Blank*, from the Eastern Area Supply Center.

When the material in a POSTAL BULLETIN article has been placed in a permanent issuance, the index cites only the permanent issuance, which is the best current source for that particular information.

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Back Issue Commemoratives.....	21154	9- 7-78	7	
Domestic First Flight Cachet.....	21150	7-13-78	2	
Domestic First Flight Cachet.....	21152	8-10-78	2	
Domestic First Flight Cachet.....	21154	9- 7-78	5	
Domestic First Flight Cachet.....	21157	9-28-78	7	
Extension of Philatelic Deadlines.....	21152	8-10-78	20	
International First Flight Cachet.....	21154	9- 7-78	3	
International First Flight Cachet.....	21156	9-21-78	4	
New Philatelic Products.....	21154	9- 7-78	6	
Philatelic Item Removed from Retail Sale.....	21157	9-28-78	4	
Philatelic Order List Delayed.....	21152	8-10-78	17	
Philatelic—Qtr 4 Sales/Inventory Report.....	21156	9-21 78	1	
Stamps/Stamped Paper to Be Removed from Sale	21154	9- 7-78	7	
POLITICAL MAIL				
Political Campaign Mail.....	21153	8-24-78	1	
Political Mailings by Nonprofit Organizations.....	21157	9-28-78	3	
POST OFFICE CHANGES				
No. 12.....	21150	7-13-78	19	
No. 13.....	21152	8-10-78	19	
No. 14.....	21153	8-24-78	11	
No. 15.....	21154	9- 7-78	10	
No. 16.....	21156	9-21-78	13	
No. 17.....	21157	9-28-78	8	
Scheduled Advancements and Regulations.....	21151	7-27-78	4	To be in Pub. 65.
POST OFFICE/POSTMASTER				
Post Office Outside Business.....	21154	9- 7-78	7	To be in PSM 243.652.
POSTAGE METERS				
Initial Setting of Postage Meters.....	21152	8-10-78	1	
Postage Meter Repair.....	21152	8-10-78	18	
Postage Meter Repair (clarification of PB 21152).....	21157	9-28-78	15	
POSTAGE RATES				
International Express Mail—Rate Change.....	21152	8-10-78	8	
Second-Class Rate Correction.....	21154	9- 7-78	7	To be in PSM 132.124 & 132.223.

Article Title	PB Number	Date	Page	Permanent Directive Reference
PRESORTED MAIL				
Bulk Rate Third-Class Presort.....	21154	9- 7-78	11	To be in PSM 134.437.
First-Class Presort.....	21154	9- 7-78	7	To be in PSM.
PRIVACY ACT				
Releasing Health Benefits Coverage Information...	21151	7-27-78	9	
PROCUREMENT & SUPPLY				
Discontinued Nonmachineable Supply Items.....	21157	9-28-78	1	
GSA Shipments to FEDSTRIP Ordering Offices.....	21153	8-24-78	1	
Items 0-813-B & 0-813-P, Plastic Seals.....	21154	9- 7-78	5	
Rubber Line Stamps.....	21155	9-14-78	1	
Supply Item Changes.....	21151	7-27-78	5	To be in Pub. 24.
Supply Item Discontinued.....	21153	8-24-78	10	
RURAL DELIVERY SERVICE				
Annual Count of Mail on Rural Routes.....	21152	8-10-78	3	
Annual Count of Mail on Rural Routes—Special Delivery Articles—Fee Payment.....	21153	8-24-78	10	To be in PSM.
Measurement of Rural Routes.....	21152	8-10-78	21	
Rural Carrier's Annual Leave Commitment.....	21155	9-14-78	10	
SAFETY				
Fire Prevention Week.....	21155	9-14-78	1	
SECOND-CLASS MAIL				
Annual Ownership, Management & Circulation Statement.....	21153	8-24-78	8	
Firm Holdouts.....	21154	9- 7-78	5	To be in PSM 351.121.
Identification Statements and Wrappers for Second- Class and Controlled Circulation Publications.....	21150	7-13-78	4	To be in PSM 125, 132 & 133.
Second-Class & Controlled Circulation Permits.....	21154	9- 7-78	5	
Second-Class Preparation Requirements.....	21154	9- 7-78	12	To be in PSM 125.329.
Second-Class Rate Correction.....	21154	9- 7-78	7	To be in PSM 132.124 & 132.223.
SPECIAL SERVICES				
Certified Mail Receipts.....	21155	9-14-78	2	
STAMPS/STAMPED PAPER (See also <i>Philately</i>)				
\$3 Stamp Booklet.....	21153	8-24-78	10	
\$3.60 Holmes Stamp Booklet.....	21153	8-24-78	9	
Stamps and Stamped Paper Stock Level.....	21151	7-27-78	8	
Stamps/Stamped Paper To Be Removed from Sale..	21154	9- 7-78	7	
Unfilled Postage Stamp Requisitions.....	21151	7-27-78	2	
SUPPLIES (See <i>Procurement & Supply</i>)				
THIRD-CLASS MAIL				
Bulk Third-Class Permit Imprint Postage.....	21156	9-21-78	2	To be in 622.2, F-1.
Mailing Statements by Qualified Nonprofit Mailers.	21152	8-10-78	18	
Non-Identical Bulk Rate Third-Class Mailings.....	21151	7-27-78	3	To be in PSM 134.
TRADEMARKS & SERVICE MARKS.....				
	21153	8-24-78	7	
TRAINING				
Training Activity Reporting System.....	21151	7-27-78	6	
Training Form 1782 Revised.....	21154	9- 7-78	9	

Article Title	PB Number	Date	Page	Permanent Directive Reference
TRAVEL				
Airline Discount Fares.....	21155	9-14-78	1	
Foreign Travel—Additional Vehicle Insurance.....	21151	7-27-78	8	To be in 253.3, M-9.
Relocation—Management Associate Program.....	21151	7-27-78	7	To be in M-9.
Travel—Compensation for “Bumped” Airline Passengers.....	21151	7-27-78	8	
Travel—Per Diem.....	21157	9-28-78	5	To be in M-9.
UNIFORM PROGRAM				
Licensed Vendor Listing.....	21150	7-13-78	7	To be in Pub. 136.
Licensed Vendor Listing.....	21151	7-27-78	6	Do.
Licensed Vendor Listing.....	21153	8-24-78	9	Do.
Licensed Vendor Listing.....	21157	9-28-78	9	Do.
Work Clothes and Contract Uniforms.....	21150	7-13-78	2	
VEHICLES				
Form 4586 (Accident Information).....	21154	9- 7-78	11	
Vehicle Maintenance Publications.....	21151	7-27-78	5	
Vehicle Warranty Repairs.....	21154	9- 7-78	6	
WANTED CIRCULARS				
Wanted Circular Canceled.....	21153	8-24-78	10	
Wanted Circular Canceled.....	21157	9-28-78	5	
ZIP CODE				
Purchase of ZIP Code Directory.....	21154	9- 7-78	4	
ZONE CHARTS				
Zone Charts—Miami APO/FPO.....	21155	9-14-78	2	

—Office of Management Services, 10-19-78.

CITY DELIVERY STATISTICS—PQ 4 FY 78 UPDATE

I. INTRODUCTION

All city delivery offices will prepare updated Forms 4028, *Delivery Statistics*, reporting the required city delivery statistics. Report all data as of the end of Postal Quarter 4, FY 78 (October 6, 1978). Follow these instructions carefully to insure accurate reporting. Each office will submit both the S data version and the M data version of the form.

II. REPRODUCTION OR REQUISITION OF FORMS 4028

Reporting offices may either reproduce Forms 4028 or obtain blank forms as follows:

a. *Reproduction.* The required copies may be obtained by reproducing the forms (overprinted) exhibited in this BULLETIN on pages 19 and 20.

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

III. PREPARATION OF FORMS 4028

All city delivery offices must complete the forms and forward to the MSC in accordance with instructions on the form. Show all information as of COB October 6, 1978. Since the data to be entered on the form will be computer processed, it is essential that all reporting offices comply with the following:

a. Enter only whole numbers (or letters) in the designated blocks. Do not show decimals.

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

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

d. Note that the form illustrated on page 19 bears a bold letter S over the date block of the form. The form illustrated on page 20 bears a bold letter M over the date block on the form. When using blank Form 4028, enter the letter S or M with the appropriate items described to identify the data version.

IV. FORM ENTRIES

The statistical items to be updated this quarter are shown on the forms illustrated in this BULLETIN and are defined below. To ensure the validity and uniformity of the data to be reported, it is imperative that only these standard definitions be followed. For the purpose of this update, other definitions, including those which may be used locally, are not acceptable. Under the *Description* column, write in the titles exactly as shown; and under the *Required Information* column, enter the required data in the specified block numbers.

V. COMPLETING DATA VERSION S

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

Item 2. Enter Business Places Served. In blocks 7-16, record the total number of business places served, including firm window callers and those served through post office boxes. Business places that received more than one delivery per day will be counted only once.

Item 3. Enter Possible Central Deliveries. In blocks 17-23, record the total number of possible centralized deliveries; e.g., approved apartment house mail receptacles, including rear loading mail boxes installed at the inside entrance to buildings (apartment houses, family hotels, flats, etc.) or in exterior walls of buildings, neighborhood delivery and collection boxes (pedestal mounted), delivery centers, boxes under sheltered covering in other areas and other boxes in clusters (*two or more*). Door, behind the sidewalk, or curb deliveries meeting the above definition must be counted in this item and not be included in items 4 (possible door deliveries), 5 (possible curbside deliveries), and 6 (receptacles behind the sidewalk).

Note: For the definition of possible deliveries, see section 128.22 of Methods Handbook M-39, *Management of Delivery Services*.

Item 4. Enter Possible Door Deliveries. In blocks 24-30, record total number of door deliveries; e.g., business door service, door mail slots,

boxes attached to the houses or garages or the other locations on the premises, excluding those boxes immediately behind the sidewalks described in item 6, etc.

Item 5. Enter Possible Curb Deliveries. In blocks 31-37, record the total number of possible deliveries to curbside delivery receptacles.

Item 6. Enter Receptacles Located Inside (Behind) the Sidewalk. In blocks 38-42, record the number of receptacles located inside (behind) the sidewalk where a carrier makes delivery from the sidewalk.

Note: The total of items 3, 4, 5, and 6 must equal the Total Possible Deliveries on Form 3997-B, *Delivery Service Unit Operations Analysis*, as reported at the end of FY 78 13th accounting period.

Item 7. Enter Residential Collection Boxes. In blocks 43-47, record the total number of residential boxes having no time decals displayed.

Item 8. Enter Time Decal Collection Boxes (Last Collection 5 p.m. and later). In blocks 48-51, record the total number of boxes displaying time decals showing last collection scheduled 5 p.m. or later.

Item 9. No data required.

Item 10. Enter Local Mail Collection Boxes. In blocks 56-58, record the total number of collection boxes identified as local mail only.

Item 11. Enter Mail Chutes and Receiving Boxes. In blocks 59-61, record the number of mail chutes and receiving boxes used for mail collection.

Item 12. Enter Cooperative Mailing Racks. In blocks 62-64, record the number of cooperative mailing racks used for mail collection.

Item 13. Enter Firm Holdout Service. In blocks 65-67, record the number of those customers receiving Firm Holdout Service (no charge) as defined in POSTAL SERVICE MANUAL 351.12.

Item 14. Enter Relay Boxes in Use. In blocks 68-70, record the number of relay boxes in use.

Item 15. Enter VIM Mechanical (Conveyer) Systems. In blocks 71-72, record the number of VIM (Vertical, Improved Mail) installations using a conveyer.

Item 16. Enter *VIM Call Window Service Installations*. In blocks 73-74, record the number of VIM installations using call windows.

Item 17. Enter *VIM Lock Box Installations*. In blocks 75-76, record the number of VIM installations using lockboxes.

Item 18. Enter *Is Expedited Preferential Mail Delivery System Implemented?* In block 77, if answer is yes, enter Y, if no, enter N.

Item 19. No data required.

Item 20. *Data Version Code*. In block 79, enter S.

Item 21. *Update Code*. In block 80, enter 8.

VI. COMPLETING DATA VERSION M

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

Item 2. Enter *Motorized Routes*. In blocks 7-16 record the total number of city delivery routes on which a vehicle is used to deliver and collect all classes of mail (e.g., curbside, dismount-door or park and loop) (see Handbook M-39, 113.2).

Item 3. Enter *Curbside Delivery Routes*. Enter in blocks 17-23 the total number of routes that utilize a motor vehicle to deliver mail to a curbside mail box.

Item 4. *Park and Loop Routes*. Enter in blocks 24-30 the total number of routes that use a motor vehicle for transporting all classes of mail to the route, using a vehicle as a movable container as the carrier loops segments of the route on foot (see Handbook M-39, 113.4).

Item 5. Enter *Foot Routes*. In blocks 31-37 enter the total number of city delivery routes served by a carrier on foot. A bicycle or automotive vehicle used solely as transportation to and from the route does not affect the status as a foot route (see Handbook M-39, 113.1).

VII. SPECIAL INSTRUCTIONS

In a few large offices, Forms 4028 may not provide enough boxes for a particular item. In this case, call Headquarters *Delivery Services Department*, (FTS) 245-5784, for special instructions.

VIII. CORRECTIONS

If it is necessary to amend or correct the forms after they have been submitted, send corrected forms according to the general instructions as before; except only the following items should be entered:

a. The correct 6-digit finance number.

b. The item(s) to be amended or corrected (leave all unchanged items blank).

c. Item 21, *Update Code*, in block 80 enter the letter R, indicating a revision.

IX. MSC RESPONSIBILITY FOR REVIEW AND TRANSMITTAL

In the review and verification process, the sectional center manager or designee must:

a. Review the forms for accuracy and completeness, correcting all errors and/or omissions. Pay particular attention to item 1, *Finance Number*, and correct as required.

b. Whenever any errors are detected, a new Form 4028 must be completed showing the corrected figures. Forms containing crossed-out numbers preclude efficient key punching and will not be accepted.

c. Each MSC will receive a computerized printout to verify that all city delivery offices assigned to the MSC have submitted Form 4028 as required. If the computerized check list of city delivery offices reflects any discrepancies relative to city delivery status, submit Form 1362, *Report of Change In Post Office Status*, through channels.

d. Accumulate all original forms on hand and forward in one package for receipt at Headquarters by November 13, 1978. However, if unusual circumstances preclude the submission of a complete report, include a list of offices for which the forms are missing and advise when these forms will be submitted.—*Delivery Services Dept., 10-19-78.*

Undeliverable Due to USPS Adjustments

Form 3577, *Correction of Error in Address Because of Postal Service Adjustments*, is used to notify mailers of certain types of changes in the mailing address of their customers. They are:

- a. Rural route adjustments
- b. Conversion from rural to city delivery
- c. Renumbering of houses
- d. Renaming of streets
- e. Consolidation of routes
- f. Consolidation of post offices
- g. Reassignment of ZIP Codes

When Form 3577 is used, there is no charge for the service. There is also no charge if a publisher submits a galley list for corrections needed because of Postal Service adjustments.

The form must include the city, state and ZIP Code of the post office, the date, the name of the postmaster, and the name and title of the manager completing the form.

Space is provided for entering the publisher key numbers found across the top of a customer's address label. If these numbers are available, include them. If they are not available, the city, state and ZIP Code of the delivery unit helps the publisher correct his lists.

No postage is charged for redirecting or forwarding mail as a result of Postal Service adjustments. All managers are requested to review *POSTAL SERVICE MANUAL 159.16* before signing and submitting Form 3577.—*Rates & Classification and Delivery Services Depts., 10-19-78.*

**PARCEL POST
PACKAGES FOR
CANADA AND
MEXICO, AS WELL
AS OTHER COUN-
TRIES, MUST BEAR
CUSTOMS
DECLARATIONS**

U.S. POSTAL SERVICE
DELIVERY STATISTICS

PO 4 PFY 78

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

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

EXAMPLE:

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

S

POST OFFICE, STATE AND ZIP CODE	POSTMASTER (Signature)	DATE
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ITEM	DESCRIPTION	REQUIRED INFORMATION					
		1	2	3	4	5	6
1	FINANCE NO.	:	:	:	:	:	:
2	BUSINESS PLACES SERVED	7	8	9	10	11	12
3	POSSIBLE CENTRAL DELIVERIES	17	18	19	20	21	22
4	POSSIBLE DOOR DELIVERIES	24	25	26	27	28	29
5	POSSIBLE CURB DELIVERIES	31	32	33	34	35	36
6	RECEPTACLES LOCATED INSIDE (Behind) THE SIDEWALK	38	39	40	41	42	
7	RESIDENTIAL COLLECTION BOXES	43	44	45	46	47	
8	TIME DECAL COLLECTION BOXES (Last collection 5 PM & later)	48	49	50	51		
9		52	53	54	55		
10	LOCAL MAIL COLLECTION BOXES	56	57	58			
11	MAIL CHUTE AND RECEIVING BOXES	59	60	61			
12	COOPERATIVE MAILING RACKS	62	63	64			
13	FIRM HOLDOUT SERVICE	65	66	67			
14	RELAY BOXES IN USE	68	69	70			
15	VIM MECHANICAL (Conveyer) SYSTEMS	71	72				
16	VIM CALL WINDOW SERVICE INSTALLATIONS	73	74				
17	VIM LOCK BOX INSTALLATIONS	75	76				
18	IS EXPEDITED PREFERENTIAL MAIL DELIVERY SYSTEM IMPLEMENTED?						77
19							78
20	DATA VERSION CODE						79
21	UPDATE CODE						80

U.S. POSTAL SERVICE DELIVERY STATISTICS	PQ 4	PFY 78
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POSTMASTER: Prepare original and two copies. Send original and one copy to your SCF Postmaster and retain one copy. SCF Postmaster will review the forms for accuracy and completeness and retain one copy. Forward the original from each office in accordance with Postal Bulletin Instructions.

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

EXAMPLE:

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

M

POST OFFICE, STATE AND ZIP CODE	POSTMASTER (Signature)	DATE
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ITEM	DESCRIPTION	REQUIRED INFORMATION																				
		1	2	3	4	5	6	7	8	9	10	11	12									
1	FINANCE NO.																					
2	MOTORIZED ROUTES																					
3	CURBSIDE DELIVERY ROUTES																					
4	PARK AND LOOP ROUTES																					
5	FOOT ROUTES																					
6																						
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						
18																						
19																						
20	DATA VERSION CODE																					M
21	UPDATE CODE																					8

Controlled Circulation Publication Annual Report

Each fiscal year, beginning October 7 for PFY 1979, the publishers of controlled circulation publications must complete a Form 8-C, *Pieces by Destination—Controlled Circulation Publication*, for submission with the first mailing of the publication. Form 8-C is available from area supply centers. Do not use editions prior to March 1975. Postmaster will:

1. Complete the top section of the forms, including the publication name and number. Enter the finance number. Enter the area finance office number if the reporting office is a new concept office (NCO) for accounting purposes.

2. Mail the forms to the publishers and instruct them to:

a. Record in Part I, *Domestic*, the number of pieces by state of destination, mailed at domestic rates for the publication's first full regular issue.

b. Record in Part II, *Foreign*, the number of pieces by ports of exit or foreign destinations mailed at international rates.

c. Return the completed form(s) with their first Form(s) 3541-A, *Statement of Mailing—Controlled Circulation Publications*, showing number of copies to the post office and not to the address printed on the reverse of Form 8-C.

3. Scan the returned Forms 8-C for completeness and legibility. Verify that total pieces have been entered on Line 058, 078, 079, and that the addition is correct.

4. It is anticipated that the majority of Forms 8-C will be received during Postal Quarter I. As soon as the forms for Postal Quarter I are received, but not later than January 5, mail them in one batch to the Revenue Statistics Branch, Statistical Operations Division, Office of Operations, Headquarters, USPS, Washington, D.C. 20260. Include a list of those publications that had mailings in Postal Quarter I and failed to furnish the required Form 8-C. Enter the total time required to prepare and process the forms in the box in the lower right corner of the form on top of the batch. Subsequent reports of first mailings should be submitted immediately.

5. See POSTAL SERVICE MANUAL, 133.7.—*Management Information Systems Dept., 10-19-78.*

Souvenir Card and Stamps To Be Removed From Sale

The following items will be withdrawn from sale at the Philatelic Sales Branch at the close of business November 30, 1978:

\$1.25	Rocpex Souvenir Card
1¢	Thomas Jefferson (sheet)
3¢	Francis Parkman (sheet)
4¢	Abraham Lincoln
16¢	Ernie Pyle
13¢	Lafayette
13¢	Skilled Hands
13¢	Peace Bridge
13¢	Herkimer at Oriskany
13¢	Alta California
13¢	Articles of Confederation
13¢	Talking Pictures
13¢	Surrender at Saratoga

Any stock of these items on hand after November 30, 1978, must immediately be withdrawn from all philatelic outlets and handled in accordance with section 553, Handbook F-1, *Financial Handbook for Post Offices*.

As of October 2, 1978, the Philatelic Sales Branch discontinued the sale of \$3.60 A booklets. All philatelic outlets should immediately withdraw the \$3.60 A booklets from sale and handle in accordance with above procedures.

The Inspection Service will give attention in this area during audit reviews.—*Customer Services Dept., 10-19-78.*

Submission Frequency of Travel Vouchers

All employees placed on temporary travel status are reminded of the frequency requirements regarding submission of travel vouchers. Methods Handbook M-9, *Travel*, section 822.1, specifies that all travelers are required to submit *one voucher only* during each accounting period for all regular travel (including travel in territories and possessions) performed within the period. At the end of a trip, when no other trip is anticipated, the traveler will submit a voucher to the approving officer of the organizational unit concerned for approval and submission to the Postal Data Center.

According to section 822.1 one trip that covers two accounting periods may be reported on one voucher.

Following these regulations will reduce paper flow through the various organizations. All managers are expected to discourage frequent travel voucher preparation which conflicts with the preceding.

Employees on extended duty assignments or training of seven (7) days or more are excluded from the above policy when extra voucher preparation may be needed to meet their daily/weekly expense requirements. (M-9 will be amended to reflect this latter item.)—*Finance Dept., 10-19-78.*

Veterans' Day Holiday

This year the Veterans' Day Holiday (November 11, 1978) falls on Saturday. In accordance with POSTAL SERVICE MANUAL 113.262, Postal operations will be on holiday levels of service on Saturday and *normal levels of service will be maintained on Friday, November 10, 1978.* Veterans' Day is no longer observed as a Monday holiday and therefore, PSM 113.263 is no longer applicable.

Eligible employees are to be paid in accordance with 434.4, Holiday Leave Pay, and 434.5, Holiday Worked Pay, of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM). Accordingly, Saturday, November 11, will be the holiday for eligible employees regularly scheduled to work that day. The designated holiday for eligible employees whose scheduled non-workday falls on Saturday will be the employee's first scheduled day preceding Saturday, November 11, 1978.

POSTMASTERS

The June 13, 1978, issue of the *Postal Leader* announced a new Saturday holiday leave policy for postmasters, starting with the November 11, 1978, Veterans' Day Holiday. Under this new procedure, when a holiday falls on a Saturday, the non-scheduled workday, the holiday for NCD-12, 15, and 17, and certain EAS-18 postmasters will be observed on the preceding Friday for leave purposes. Where necessary, additional work hour allowances will be authorized to cover the absence of eligible postmasters for the Friday designated as their holiday. Eligible postmasters will observe Friday, November 10, 1978, as their designated Veterans' Day Holiday. Eligible postmasters under the new policy include *only* those who do not have a senior supervisor whose regular duties, as de-

Continued on p. 22

UNIFORM PROGRAM—LICENSED VENDOR LISTING

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

Benardi's Formal Wear	179 Highland Street	Worcester	MA 01609	Larry's Shoe Co.	Fremont Mall	Fremont	NE 68025
Bova's Shoe Tree	121 E. Main	Carmi	IL 62821	Montana Clothing Co.	131 E. Olive	Bridgeport	IL 62417
Clinton's Shoes, Inc.	Ala Moana Shopping Center	Honolulu	HI 96814	Red Wing Shoe Store	8224 Highway 7—Knollwood Plaza	St. Louis Park MN	55426
Cop Shop, The	3707 Woodland Drive	Anchorage	AK 99503	Red Wing Shoe Store	1211 Ellis Avenue	Jackson	MS 39209
Houston Uniform Concept, Inc.	9307 D. Harwin	Houston	TX 77036	Rust Shoe Service		Le Mars	IA 51081
Knapp Retail Shoe Store	2410 Calder Avenue	Beaumont	TX 77702	Solon Fire Control	13405 Folsom Blvd.	Folsom	CA 95630

—Labor Relations Dept., 10-19-78.

PROCEDURES FOR APPOINTING AND TERMINATING CHRISTMAS CASUALS

The following procedures are applicable for appointing and terminating Christmas casuals:

A. Accessions

All casuals appointed December 2, 1978, or later in December will be hired NTE 12-29-78 and will be automatically considered as being hired for the Christmas mailing period for manpower and statistical reporting purposes. Those casuals hired on or after December 2 who already had two 90-day terms of casual employment in 1978 may only be utilized for a 21-consecutive-day period and therefore may have a last workday earlier than December 29, 1978. All casuals appointed December 2, 1978, or later in December will be hired as Casual, Occupation Code 5201-1001, EAS Level 7 at the rate of \$4.76 per hour.

A minimal amount of data will be

necessary to effect the appointment of Christmas casuals. Only those items indicated by an "X" in the exhibit Form 50-B, *Request for Personnel Action*, must be completed (see sample worksheet on page 23). Use casual Designation/Activity code 61-0 or 63-0.

All accession Forms 50-B for Christmas casuals must be batched separately and submitted to the appropriate E&LR Information Center not later than November 18, 1978.

Critical information concerning the nature of the personnel action, remarks, etc., will be automatically included in the final Form 50 processed by the E&LR Information Center.

B. Changes

Christmas casuals *cannot* be extended, or converted to career appointment. They must be separated from their Christmas casual position

by Form 50 before any other personnel action can be processed for them.

C. Terminations

Except as provided below, all Christmas casuals will be terminated effective December 29, 1978, and a Form 50 will be *automatically* produced by the Regional E&LR Information Centers and distributed to the appropriate installations. If the employee's last day worked is other than December 29, 1978, the office should enter the last day worked in the Remarks Section of the processed Form 50 before issuing to the employee and filing in the Official Personnel Folder.

If it is necessary to separate a Christmas casual for cause, the action should be initiated by the employing office utilizing normal procedures.—*Employee & Labor Relations Group, 10-19-78.*

Continued from p. 21

scribed in the standard position description, include leave replacement duties for the postmaster. The new policy states that, where necessary, additional postmaster leave replacement hours will be authorized on the Friday before the Saturday holiday in order for postmasters in the affected offices to be off on the designated holiday for pay and leave purposes.

Postmaster leave replacement will be in accordance with procedures in 425 of Handbook F-21, *Time and Attendance*. Postmaster timecards for holiday leave hours will be recorded in accordance with time and

Wanted Circular Canceled

Destroy the wanted circular issued for the following postal offender:

Name	Date of Issuance
Boyd J. Cohen	November 16, 1977

—*Inspection Service, 10-19-78.*

attendance reporting procedures in 342 of Handbook F-21. Postmasters identified above are entitled to holiday leave pay, but in no case may the total of work hours and paid leave hours exceed 8 hours for the day.

—*Office of Compensation, 10-19-78.*



WORKSHEET FOR CHRISTMAS CASUAL APPOINTMENTS

EFFECTIVE DATE XX-XX-XX		SEQUENCE NO.		REQUEST FOR PERSONNEL ACTION				SOCIAL SECURITY NO. XXX-XX-XXXX		USPS CODE					
TO BE COMPLETED BY REQUESTING OFFICE															
EMPLOYEE INFORMATION															
LAST NAME			FIRST NAME			INIT.		DATE OF BIRTH		VET. PREF.	CITIZEN.	SECURITY CLEAR.	LIFE INS.	R-F	
X			X			X		XX-XX-XX		X					
LEAVE COMP.		SERVICE DATES ENTER ON DUTY		RET. COMP.		RETIREMENT ELIG PP-YR		NEXT STEP PP-YR		NOT TO EXCEED CODE PP-YR		PROBATION EXPR. CODE PP-YR		EMP. STATUS	
		XX-XX-XX													
LEAVE DATA CHANGE PPYR		TYPE	RSC	LEV/STEP		PP - YR		HOURS	MILES	SP CODE	INHERIT USPS	EMP. TYPE	SEX	MINORITY	HANDICAP
													X	X	X
SECURITY DATES			CHG/PT	SEC. NO.		ACADEMIC DATA			POSTAL LIFE	BADGE NO.		C.O.L.A.			
MAILING ADDRESS — STREET/BOX				CITY			ST	ZIP		DUTY STATION NAME					
X				X			X	XX XXXXX							
POSITION INFORMATION															
FINANCE NO.		EMPLOYER'S NAME			LOC. CODE	COST CENTER	PAY LOC.		POSITION CONTROL NUMBER						
XX-XXXX							XXX								
DUTY STATION FINANCE NO.		LABOR DISTR.	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW. CODE	COST CENTER	ROUTE NO.	MIXED SVS.	PAY TYPE	TRF. WKLY.	FLSA	COMMIT	GUARANTEED SALARY
XX-XXXX			XX-X												
NATURE OF PERSONNEL ACTION										RURAL CARRIER DATA					
NOA	NATURE OF ACTION DESCRIPTION							AUTHORITY							
REMARKS	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE
SERVICE HISTORY INFORMATION															
NOA	NOA DESCRIPTION				EFF DATE		OCCUPATION CODE		TITLE				RSC	LEVEL/STEP	SALARY
181															
-6															
-5															
-4															
-3															
-2															
-1															
CUR															
EMERGENCY PHONE NUMBER		AUTHORIZED SIGNATURE				DATE		OFF FINANCE NO.							
		X				XX-XX-XX		XX-XXXX							
PG Form 50-B, Nov. 1977 Exception to Standard Form 80 PROCESSING COPY FOR NEW HIRES ONLY															



FIRST CLASS

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)
The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999.
Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21159 article.

200,400,512 to 0,600	229,083,686 to 3,700	253,094,279 to 4,400	288,349,047 to 9,500
200,467,313 to 7,500	229,428,120 to 8,300	253,181,800 to 1,900	288,657,574 to 7,600
201,328,601 to 9,300	230,004,990 to 5,200	253,641,268 to 1,300	291,853,923 to 3,969
201,963,699 to 3,800	230,143,701 to 4,000	254,680,851 to 0,900	295,946,650 to 6,661
201,980,250 to 0,299	231,387,001 to 7,500	259,412,918 to 2,954	296,077,001 to 7,053
202,545,957 to 6,000	234,067,232 to 7,300	261,707,201 to 7,400	296,077,201 to 7,300
207,218,569 to 8,600	235,833,783 to 3,800	261,766,701 to 6,800	297,173,660 to 3,900
208,872,242 to 2,257	237,386,845 to 7,000	262,740,206 to 0,300	297,213,342 to 3,500
209,190,001 to 5,000	238,758,669 to 8,730	263,414,901 to 5,800	297,444,801 to 5,500
210,301,801 to 2,000	239,162,130 to 2,200	264,474,080 to 4,300	297,700,501 to 0,700
210,835,285 to 5,300	239,863,796 to 3,870	266,472,561 to 2,860	298,072,101 to 2,600
210,935,633 to 5,700	239,864,826 to 4,900	268,746,401 to 6,500	299,902,655 to 2,700
212,900,201 to 0,300	240,362,301 to 2,600	270,677,679 to 7,696	303,834,778 to 4,800
213,345,001 to 5,100	241,535,801 to 6,000	272,291,501 to 1,600	305,253,101 to 3,600
213,504,865 to 5,000	242,545,470 to 5,800	274,450,824 to 0,900	306,165,495 to 5,500
216,823,954 to 4,000	242,917,801 to 8,000	274,873,716 to 4,100	306,698,463 to 8,500
217,621,979 to 2,100	243,920,027 to 0,100	275,288,303 to 8,700	306,933,345 to 3,400
217,622,401 to 2,800	244,343,084 to 3,100	278,286,361 to 6,400	307,200,601 to 1,000
218,660,066 to 0,700	244,583,557 to 3,600	278,846,365 to 6,600	307,806,061 to 6,100
219,494,026 to 4,130	245,740,589 to 0,600	278,846,365 to 6,600	310,917,957 to 8,100
219,692,001 to 2,100	245,767,347 to 7,400	278,737,201 to 7,300	310,956,020 to 6,200
224,126,989 to 7,100	247,636,179 to 6,200	282,204,343 to 4,700	311,577,901 to 8,100
226,781,246 to 1,400	247,649,190 to 9,200	282,909,819 to 9,900	311,994,658 to 4,700
226,073,655 to 3,700	247,760,081 to 0,100	283,461,001 to 1,300	314,162,132 to 2,200
227,129,004 to 9,400	250,442,960 to 3,000	284,943,445 to 3,500	323,294,360 to 4,400
227,564,701 to 4,800	252,160,301 to 0,393	285,397,992 to 8,400	323,296,838 to 6,856
229,000,595 to 0,600	252,494,635 to 4,700	286,837,601 to 7,900	323,997,101 to 7,400