



postal bulletin

Directives and Forms Division, Washington, DC 20260

PB 21161—Oct. 26, 1978—12 Pages

Revalued 13¢ Liberty Tree Embossed Stamped Envelope

Description. The revalued 13-cent Liberty Tree embossed stamped envelope will be first placed on sale Williamsburg, PA 16693, on November 28 1978. The revalued design depicts a letter S superimposed over a U with the words *Revalued to 15¢*.

The envelopes will be available in sizes 6¾ and 10, regular and window.

Do Not Sell Before Nov. 29, 1978



Sizes: 6¾ 3¾ x 6½ inches.
10 4⅞ x 9½ inches.

Color: Brown—indicia; Black—Revalued design.

Designer: Leonard Everett Fisher (Liberty Tree design). George Mercer (Revalued design).

Collector. Request first day cancellations from Revalued Envelope, Postmaster, Williamsburg, PA 16693. Plainly indicate full name and address including ZIP Code and enclose a remittance to cover the cost, which is 18 cents per envelope. Both sizes of regular envelopes will be serviced, but unless size 10 is stipulated in the request, the cancellation will be on size 6¾. Requests must be post-marked not later than December 13, 1978. Collectors are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders to eliminate the requirement for Postal Service personnel to apply return addresses.

The Revalued 13-cent Liberty Tree embossed stamped envelope will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning November 29, 1978, at 18 cents each (\$5 minimum purchase), or box lots of 500, plus postage, and a handling charge of 50 cents. The box lot prices for 500 Revalued 13-cent

Embargo of Mail to Canada

All mail service to Canada is currently suspended due to a work stoppage of postal employees in that country. Accordingly, mail destined for addressees in Canada should not be accepted until further notice. The embargo encompasses all classes and types of mail, both surface and air.

As announced in Headquarters TWX dated October 17, 1978, First-Class Mail (airmail) must be returned to sender endorsed "Postal Service—Temporarily Suspended—Return to Sender". Hold surface mails already in the system pending instructions on disposition.

In POSTAL SERVICE MANUAL 147.221c, postage refunds are authorized on mail which has been returned to the sender due to this suspension of service. Customers must file applications for a refund in accordance with PSM 147.24.—*Rates & Classification Dept., 10-26-78.*

Liberty Tree envelopes are as follows:

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

Supply. Post offices are encouraged to only order the quantity needed to meet philatelic demand. Post offices should immediately submit a Form 3205, *Requisition for Plain Stamped Envelopes*, to the U.S. Stamped Envelope Agency, Williamsburg, PA 16693, in accordance with the instruction in Handbook F-1, *Financial Handbook for Post Offices* 526.2c(2)(a), using the following item numbers:

1R1—10 Regular
1R2—10 Window
6R1—6¾ Regular
6R2—6¾ Window

Special packing will not be available to those post offices authorized to order this type of packing.

Orders will be filled on first-come basis as fast as distribution allows.—*Customer Services Dept., 10-26-78.*

Movement of Household Goods—Weight Allowance

Handbook M-9, *Travel*, 473.1, is amended as follows:

473.1 Maximum Allowance

The weight of household goods and personal effects which may be transported or stored at Postal Service expense shall not exceed 11,000 pounds net weight for employees with immediate families and 7,500 pounds net weight for employees without immediate families. If, in an individual case, an employee without immediate family possesses household goods and personal effects exceeding the 7,500 pound limit as a result of former status as part of a larger household (as when the employee's spouse has died), the limit may be extended up to 11,000 pounds net weight by the approving official when it is determined that hardship would result from application of the 7,500 pound limit.

This change is effective with all relocations begun October 7, 1978, and subsequently.—*Finance Dept., 10-26-78.*

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Holiday Scheduling

Saturday holidays have been the cause of many holiday scheduling errors in the past because of failure to post the holiday schedule by Wednesday preceding the service week in which the holiday, or the employee's designated holiday, falls. Holiday schedules for Veterans' Day (November 11, 1978) must be posted by Wednesday, November 1 to comply with Article XI, Section 6, of the National Agreement and the provisions of the Holiday Scheduling Agreement.—*Labor Relations Dept., 10-26-78.*

Uniform Allowance Program

Under the 1978 National Agreement Section 2, Article XXVI, Annual Allowances for eligible employees in the reimbursable uniform program will be increased on the employee's next anniversary date beginning July 21, 1978.

a. Employees who formerly received \$154 annual allowance will now receive \$170. Employees who formerly received \$66 will now receive \$73.

b. First year allowances will be increased from \$189 to \$209 and \$73 to \$81, respectively.

Employees in the regular uniform allowance program who have an anniversary date between July 21, 1978, and October 20, 1978, will be issued new Forms 1961, *Employee Uniform Allowance Statement*, and 1498, *Uniform Allowance Payment Record*, reflecting the new change as forms on hand reflect old balance. Any employee in the regular uniform allowance program with an anniversary date after October 20, 1978, will receive Forms 1961 and 1498 with the new allowance already included. Any employee mentioned above who has an anniversary date between July 21, 1978, and October 20, 1978, and has spent in excess of his old allowance may certify the overage on the corrected Form 1498 that will be received in the post offices on or about October 20, 1978. In order that vendors may receive prompt payment, employees are requested to submit invoices to their postmasters or installation heads promptly so that Forms 1498 may be submitted.

Maintenance Bulletins

From June 17 through October 6, 1978, the following Maintenance Bulletins were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Subject	Distribution
MMO-30-78.....	Corrections to MMO-27-78, "Rate Change Reprogramming Instructions for Model SI-906 Stamp Vending Machine."	Regional Maintenance Management Divisions; Regional Managers, Retail Sales; District Managers; Postmasters, Sectional Center Facilities; Area Maintenance Offices; and Self Service Postal Center Technicians.
MMO-31-78.....	Trailer Cargo Control Shoring Beams.	Regional Postmasters General, Attn: Maintenance Management Divisions; District Offices; Bulk Mail Centers; and Maintenance Capable Offices.
MMO-32-78.....	Revised PS Form 4942.....	Regional Maintenance Management Divisions; Sectional Center Facilities; Area Maintenance Offices; and District Offices.
MMO-33-78.....	Reporting of Equipment Hours Operated.	Senior Maintenance Officials, and Class A Maintenance Offices.
MMO-34-78.....	Snow Accumulation on Postal Facility Roofs.	Regional Postmasters General, Attn: Maintenance Management Divisions; District Offices; Maintenance Capable Offices; Area Maintenance Offices; and Bulk Mail Centers.
MMO-35-78.....	Procedure for Warranty Services on Model 1302A Dollar Bill Validators.	Regional Maintenance Management Divisions; Area Maintenance Offices; Maintenance Capable Offices; and SSPC Technicians.
MMO-36-78.....	ADAPT Operation and Check-Out Procedures.	MPLSM/ZMT Offices.
MMO-37-78.....	Warranty Information, MPLSM/ZMT/ESP Model 140/141 Equipment, Contract #104230-77-V-1117, "96-Buy."	MPLSM Offices; Regional Maintenance Management Divisions; and District Offices.

—Mail Processing Dept., 10-26-78.

CONTRACT UNIFORM PROGRAM

a. Vehicle maintenance employees receiving a uniform allowance of \$75 under the 1975 National Agreement will now receive \$83 effective with their next anniversary date beginning July 21, 1978.

b. Custodial maintenance employees in multi-occupied buildings and mailhandler employees receiving a uniform allowance of \$60 under the 1975 National Agreement will

now receive \$66 effective with their next anniversary date beginning July 21, 1978.

WORK CLOTHES

Employees receiving a work clothes allowance at \$30 under the 1975 National Agreement will now receive \$33 effective with their next anniversary date beginning July 21, 1978.—*Labor Relations Dept., 10-26-78.*

1978 Domestic Christmas Mailing

The 1978 Christmas lobby poster will be distributed to post offices and classified stations and branches during the latter part of October for display beginning on November 1.

This year's theme of *Shop Early—Mail Early . . . so your cards and packages will arrive in time* continues our cooperative effort with retail stores and greeting card publishers to encourage the public to start early on their Christmas shopping and mailing activities. Because of the favorable public response in 1977, no specific mailing dates have been set in 1978 for domestic mail, except Alaska and Hawaii.

Public service advertising messages for TV, radio, and magazines also will be distributed in October. In addition to the *Mail Early* theme, the messages will encourage the public to wrap packages properly, use correct ZIP Codes, write legibly, and apply the right postage to mailing pieces. The messages will be sent directly to the communication media (TV and/or radio stations, newspapers, etc.). Postmasters who have some originating media in their service areas will be provided with comprehensive communications kits to aid them in organizing local *Shop Early—Mail Early* campaigns.—*Customer Services Dept., 10-26-78.*

1978 National Agreement

The official text of the 1978 National Agreement between the U.S. Postal Service and the National Association of Letter Carriers; American Postal Workers Union; and National Post Office Mail Handlers, Watchmen, Messengers, and Group Leaders Division of the Laborers' International Union of North America has now been published in booklet form as Publication 202. The 1978 National Agreement between the U.S. Postal Service and the National Rural Letter Carriers' Association has also been published in booklet form as Publication 219.

The Postal Service will limit distribution to management personnel involved in the administration of the Agreement. The Unions will provide for their own distribution.

Distribution to the field has been made in accordance with the mailing

Christmas Mailing Dates

Military Mail—Outbound

To assure the timely arrival of military mail at overseas destinations, all mail should be deposited on or before the following dates:

Destination	Priority	Letters	Parcel Airlift PAL	Space Available (SAM)	Surface
Africa	Dec. 9	Dec. 9	Nov. 18	Nov. 11	Nov. 10
Alaska	Dec. 16	Dec. 16	Dec. 9	Dec. 2	Dec. 1
Hawaii	Dec. 16	Dec. 16			Dec. 1
Australia	Dec. 2	Dec. 2	Nov. 18	Nov. 11	Oct. 28
Caribbean/W. Indies	Dec. 14	Dec. 14	Nov. 30	Nov. 22	Nov. 13
Central/South America	Dec. 2	Dec. 2	Nov. 18	Nov. 11	Nov. 10
Europe	Dec. 12	Dec. 12	Nov. 28	Nov. 21	Nov. 10
Far East	Dec. 12	Dec. 12	Nov. 28	Nov. 21	Oct. 28
Greenland	Dec. 9	Dec. 9	Dec. 1	Nov. 25	Nov. 25
Iceland	Dec. 14	Dec. 14	Nov. 30	Nov. 22	Nov. 22
Mid East	Dec. 5	Dec. 5	Nov. 8	Nov. 1	Nov. 1
South East/Asia	Dec. 6	Dec. 2	Nov. 18	Nov. 10	Oct. 28

Military Mail—Inbound

To assure the timely arrival and delivery of military mail to United States destinations, all mail should be received at domestic gateway points on or before the following dates:

Destination	Priority	Letters	Parcel Airlift PAL	Space Available (SAM)	Surface
Gateway Points	Dec. 18	Dec. 18	Dec. 15	Dec. 5	Dec. 5

International Mail—Outbound

Destination	Air Parcels	Airmail Letters/Cards	Surface
Canada/Mexico	Dec. 14	Dec. 14	Dec. 1
North & Northwest Africa	Nov. 28	Dec. 9	Nov. 10
Australia	Nov. 28	Dec. 2	Oct. 28
Caribbean/W. Indies	Dec. 12	Dec. 14	Nov. 13
Central/South America	Nov. 30	Dec. 2	Nov. 10
Europe	Dec. 9	Dec. 12	Nov. 10
Far East	Dec. 9	Dec. 12	Oct. 28
Mid East	Nov. 28	Dec. 5	Nov. 1
Southeast Asia	Nov. 30	Dec. 2	Oct. 28
Southeast Africa	Nov. 28	Dec. 9	Oct. 28
West Africa	Nov. 28	Dec. 9	Oct. 28

Domestic Points

Destination	Priority	Letters	Surface
Alaska	Dec. 16	Dec. 16	Dec. 1
Hawaii	Dec. 16	Dec. 16	Dec. 1

—Rates & Classification Dept., 10-26-78.

list as provided by each region. All postal installations will receive sufficient copies for redistribution to appropriate management personnel. Additional copies, if needed for management's use, may be obtained through the Regional Employee & Labor Relations Department.

Copies of Publication 202 will be

on sale to the public at 80 cents per copy and copies of Publication 219 will be on sale to the public at 70 cents per copy. Customers may send their orders, with their checks or money orders, to the Manager, Eastern Area Supply Center, Somerville, NJ 08877.—*Labor Relations Dept., 10-26-78.*

CITY DELIVERY POLICY

Proposed city delivery service regulations were issued in the *Federal Register* of March 23, 1978, and the final regulations on city delivery policy have been published in the *Federal Register*, to become effective on November 3, 1978. Effective on the same date the Delivery Policy TWX of November 18, 1976, and all subsequent correspondence concerning continuance of that policy is rescinded. The final revisions of the POSTAL SERVICE MANUAL on city delivery policy:

155.1 REQUIREMENTS FOR DELIVERY SERVICE

.11 Establishments. In this part *establishment* refers to the initiation of city delivery service in a community which currently does not receive it. In establishing city delivery service, a combination of delivery methods should be considered to provide adequate service to all residential and business sections of a community. All establishments of delivery service must have final approval of the Regional Postmaster General or his designee. Establishment of delivery service will be considered when the following essential requirements are met:

a. Within the area to be served there is a population of 2,500 or more or 750 possible deliveries. (The postal population may vary greatly from the general census population because of different boundary interpretations and designations.)

b. Fifty percent of the building lots in the area to be served are improved with houses or business places. Where a house or building and its yard or ground cover more than one lot, all lots so covered are considered to be improved.

c. The streets are paved or otherwise improved to permit the travel of post office vehicles at all times without damage or delay.

d. Streets are named and house numbers are assigned by the appropriate municipal authorities in a manner that precludes duplicate mailing addresses.

e. The street signs are in place and the house numbers are displayed.

f. The rights-of-way, turnouts, and areas adjacent to the roads and streets are sufficiently improved so that the installation and servicing of boxes will not be hazardous to the public or postal employees.

g. Satisfactory walks exist for the carrier where required.

h. Approved mail receptacles or door slots are installed at designated locations.

.12 Extensions. In this part the word "extension" refers to the initiation of city delivery service in any areas which are not included in the boundaries of present delivery service, but which are part of a community for which city delivery service has already been established. The delivery service requirements for extensions are the same as those listed in 155.11 for establishments, except that paragraph (a) does not apply to extensions.

.13 Existing Establishments and Extensions Not Affected. Nothing in this part shall be interpreted to require any changes in any city delivery service which was initiated under prior city delivery regulations.

155.2 DELIVERY POLICY—ESTABLISHMENTS AND EXTENSIONS

.21 General. Establishment or extension of city delivery service will be considered for those areas that meet the criteria in 155.11 and 155.12. Normally, this will be by motorized carrier to curblines boxes or to central delivery points or receptacles, supplemented as given below.

.22 Business Areas. The type and design of buildings will govern the method of delivery service to be implemented. The delivery options are:

.221 Central delivery service for business office buildings which may include:

- a. Call windows;
- b. Lockboxes; or,
- c. Mechanical conveyors.

Note—This is available only for high-rise, multiple-tenant buildings, and only if certain conditions are met. For details consult your postmaster.

.222 Single points, receptacles, or door slots provided by business management.

.23 Residential Housing other than Apartment Houses or Mobile or Trailer Homes.

.231 General. For all residential areas, except apartment houses and mobile or trailer homes, the delivery options are either curbside, sidewalk,

or central delivery, under the regulations given below.

.232 Curbside Delivery. Delivery may be provided to boxes located at the curb so they can be safely and conveniently served by the carrier from his vehicle.

.233 Sidewalk Delivery.

a. If the sidewalk abuts the curb or if other unusual conditions exist (e.g., excessive street parking) which make it difficult or impractical to install or serve boxes at the curblines, these customers may be permitted to install all of their boxes at the edge of the sidewalk nearest the residence, where they can all be served by the carrier from the sidewalk.

b. If the average lot frontage is 75 feet or less, the boxes are not required to be grouped together, but if the average lot frontage is more than 75 feet, the boxes must be installed in groups of at least two.

c. If the average lot frontage is 50 feet or less, customers may locate their mailboxes at the edge of the sidewalk nearest the residence rather than at the curb, regardless of whether the sidewalk abuts the curb or other unusual conditions exist. All the boxes must be located so that the carrier can serve them from the sidewalk.

.234 Central Delivery. Central delivery may be provided at one or more central points within a residential housing development, community, or area. The requirements for such delivery are:

a. The local postal managers must approve the mailbox sites and equipment;

b. There must be a minimum of two mailboxes erected at one site (there is no maximum limit); and,

c. The customers will not be required to travel an unreasonable distance to obtain their mail.

.24 Apartment houses. See 155.6 for delivery options.

.25 Mobile or Trailer Homes. The delivery options for mobile or trailer home developments depend upon whether the development is permanent or transient.

.251 Permanent developments consist of managed mobile home parks or residential mobile home subdivisions where: the lots are permanently assigned, the streets are maintained for public use, and the conditions are similar to those of a normal residential subdivision. For

permanent developments, the delivery options are either curbside, sidewalk, or central delivery, under the regulations given below.

a. *Curbside Delivery.* Delivery service may be provided to boxes which are located at the curb so that they can be safely and conveniently served by the carrier from the vehicle.

b. *Sidewalk Delivery.*

(1) If the sidewalk abuts the curb or other unusual conditions exist (e.g., excessive street parking) which make it difficult or impractical to install or serve boxes at the curblines, these customers may install all of their boxes at the edge of the sidewalk nearest the residence where they can all be served by the carrier from the sidewalk.

(2) In such conditions, if the average lot frontage is 75 feet or less, the sidewalk boxes are not required to be grouped together, but if the average lot frontage is more than 75 feet, the sidewalk boxes must be installed in groups of at least two.

(3) If the average lot frontage is 50 feet or less, the customers may be permitted to locate all of their mailboxes at the edge of sidewalk, nearest the residence rather than at the curb, regardless of whether the sidewalk abuts the curb or other unusual conditions exist. All of the boxes must be located so the carriers can serve them from the sidewalk.

c. *Central Delivery.*

(1) Delivery service may be provided to a single point or receptacle designated by the management of the development for the receipt of mail for distribution by its employees.

(2) Delivery service may be provided to one or more central points for the direct receipt of mail by postal customers within the area.

(3) The requirements for such central delivery are:

(a) The local postal managers must approve the mailbox sites and equipment;

(b) There must be a minimum of two mailboxes erected at one site (there is no maximum limit); and,

(c) The customers are not required to travel an unreasonable distance to obtain their mail.

.252 *Transient developments* are recreational vehicle parks and trailer courts where the lots are temporarily rented and considered transient, even though some families may live in them for an extended period of time. For these developments, the only option is delivery to a single point or

receptacle designated by the trailer park management and approved by local postal managers for the receipt of mail for distribution by the trailer park's employees.

Note—This method is one of the service options for permanent developments.

.26 Exceptions

.261 *Fill-In.* New homes built within a block of existing homes will receive the same type of service as the older ones. When new housing replaces more than one block in a city delivery area, delivery methods will comply with extension procedures.

.262 *Hardship Cases.* Door delivery will be considered for an individual customer where service through central, curblines, sidewalk, lockbox, or general delivery would place an extreme hardship on the customer.

.27 *Local Ordinances.* If a customer chooses not to erect a curbside box because of a local, city, county, or state ordinance prohibiting the installation of mailboxes at the curb, the delivery options in establishments and extensions are:

.271 Central delivery service may be provided at one or more central points in a residential housing development, community or area, if:

a. The local postal managers approve the mailbox sites and equipment;

b. There is a minimum of two mailboxes erected at each mailbox site (there is no maximum limit); and

c. The customers are not required to travel an unreasonable distance to obtain their mail; or,

.272 Lockbox or general delivery service may be provided at the nearest postal facility where carrier delivery emanates.

* * * * *

The following sentence is added at the end of 155.41:

155.41 OBLIGATION OF CUSTOMER

... Purchase, installation, maintenance and replacement of delivery box equipment are not the responsibility of the U.S. Postal Service.

* * * * *

PSM 155.3, 155.42, 155.43, 155.5, and 155.6 are not revised.

The POSTAL SERVICE MANUAL will be amended accordingly.—*Delivery Services Dept., 10-26-78.*

Bulk Third-Class Mail Preparation

POSTAL SERVICE MANUAL 134 is amended effective November 18, 1978, to allow mailers under certain conditions to attach sales flyers or other such materials to the front cover page or back cover page of mailing pieces such as books and catalogs that are mailed at the bulk third-class postage rates.

In 134.4 add new .47 to read as follows:

134.4 Preparation—Payment of Postage

.47 *Pieces Bearing Third-Class Attachments.* The front cover page or the back cover page of a mailing piece may bear an attachment provided the following conditions are complied with:

a. The material must qualify for and be mailed at bulk rates. If the mailing piece and the attachment are subject to different rates, the higher bulk rate shall be paid for both.

b. Pieces bearing attachments must be larger than 6 by 11 inches (too large to be distributed in a regular letter case).

c. The mailing must be presorted to carrier routes.

d. Attachments must be secured so as not to interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.

e. Each piece in the mailing must bear the same attachment.

In 134.7, revise the first sentence of .71 to read as follows:

134.7 Enclosures

.71 *Books and Catalogs Mailed at Bulk Rates Provided by 134.121.* Except as provided in section 134.47, external attachments are not permitted. . . .

—*Rates & Classification Dept., 10-26-78.*

**BE SURE THAT
PROPER POSTAGE
IS PAID ON ALL
LETTERS AND
PACKAGES**

50-Cent Domestic Parcel Post Insurance Booklet for SSPCs

The new 50-cent Domestic Parcel Post Insurance Booklet for postal vending machines will be available after November 18, 1978. Postmasters with self-service postal centers should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using *Item No. 646*. Orders must be for quantities of 300; 600; 900; 1,200; 1,500; and 3,000 books per requisition.

When the new 50-cent insurance booklets are received at your post office, the old booklets should be removed and handled as nonsaleable stock in accordance with section 553, Handbook F-1, *Financial Handbook for Post Offices—Customer Services Dept., 10-26-78*.

Misuse of Form 3579

Form 3579, *Undeliverable 2d, 3d, 4th, or Controlled Circulation Matter*, is being misused with the endorsements "Moved—Left No Address" or "Not Deliverable As Addressed—Unable to Forward," when the publication actually was deliverable as addressed.

We have identified two major areas where this occurs: (1) mail which is processed through the throwback case and the Form 3579 is improperly processed in the delivery unit, and (2) mail improperly placed in the A-Z separations or the throwback case and the Form 3579 is processed in the markup unit.

Effective immediately, *all* mail requiring 3579 treatment will be processed through the markup unit. If no match is made with an active change of address order, this mail is returned to the delivery unit from which it came where its undeliverability is verified. If mail is actually undeliverable, it is returned to the markup unit, bundled and endorsed as verified. A Form 3579 is not issued on any mail where a match with an active change of address order cannot be made until the verification process has been completed.

Maintain careful records of Forms 3579 sent, so duplicates are not issued.—*Delivery Services Dept., 10-26-78*.

Unemployment Compensation

The regional and state summaries below show the USPS unemployment compensation liability for the first and second Quarters of FY 1978. Our nationwide unemployment compensation liability for the first half of the year has reached \$17,141,835, with second Quarter cost data for four states not available at this time.

When entering separation reasons on Part 2, the Processing Copy worksheet of Form 50, *Notification of Personnel Action*, personnel offices should know the purpose and use of the unemployment compensation (U/C) codes. Enter any additional information (variables) relating to the reason for separation in the remarks section of the Form 50 worksheet. Information concerning U/C codes and the variables can be found in Chapter 6 of Handbook P-11, *Personnel Operations*.

Regional Summary

UNEMPLOYMENT COMPENSATION COSTS

Fiscal Year 1978

Region	Qtr. 1	Qtr. 2	Total (YTD)
Central	\$3,285,521	¹ \$1,760,328	¹ \$5,045,849
Eastern	1,591,794	1,403,430	2,995,224
Northeast	3,223,689	2,304,704	5,528,393
Southern	652,857	653,748	1,306,605
Western	1,952,180	² 313,584	² 2,265,764
Total	\$10,706,041	¹² \$6,435,794	¹² \$17,141,835

¹ Quarter 2 cost data for Michigan and Wisconsin not available at this time.

² Quarter 2 cost data for Alaska and California not available at this time.

State Summary

UNEMPLOYMENT COMPENSATION COSTS

Fiscal Year 1978

States	Qtr. 1	Qtr. 2	Total (YTD)
Alabama	\$25,818	\$18,732	\$44,550
Alaska	71,994		71,994
Arizona	33,248	29,399	62,647
Arkansas	21,580	16,788	38,368
California	1,408,674		1,408,674
Colorado	52,032	55,278	107,310
Connecticut	381,065	171,424	552,489
Delaware	16,053	19,750	35,803
D.C. (Washington)	252,538	230,351	482,889
Florida	139,229	80,529	219,758
Georgia	55,703	103,205	158,908
Hawaii	1,585	8,259	9,844
Idaho	3,450	6,640	10,090
Illinois	1,547,805	994,858	2,542,663
Indiana	57,170	30,466	87,636
Iowa	32,909	34,419	67,328
Kansas	104,382	86,070	190,452
Kentucky	18,506	37,323	55,829
Louisiana	124,608	115,008	239,616
Maine	43,010	40,024	83,034
Maryland	101,252	105,536	206,788
Massachusetts	720,155	484,105	1,204,260
Michigan	723,315		723,315
Minnesota	80,376	75,229	155,605
Mississippi	17,852	8,906	26,758
Missouri	167,488	160,755	328,243
Montana		3,739	3,739
Nebraska	42,021	36,260	78,281
Nevada	17,344	11,246	28,590
New Hampshire	6,603	4,731	11,334
New Jersey	1,087,995	825,542	1,913,537

States	Qtr. 1	Qtr. 2	Total (YTD)
New Mexico.....	\$14, 594	\$10, 701	\$25, 295
New York.....	1, 367, 468	1, 067, 079	2, 434, 547
North Carolina.....	38, 698	36, 647	75, 345
North Dakota.....	12, 234	17, 736	29, 970
Ohio.....	391, 876	283, 802	675, 678
Oklahoma.....	37, 839	14, 713	52, 552
Oregon.....	85, 324	23, 429	108, 753
Pennsylvania.....	645, 069	568, 613	1, 213, 682
Puerto Rico.....	35, 005	8, 124	43, 129
Rhode Island.....	14, 673	9, 069	23, 742
South Carolina.....	19, 385	16, 248	35, 633
South Dakota.....	5, 107	3, 410	8, 517
Tennessee.....	83, 090	73, 098	156, 188
Texas.....	89, 055	169, 874	258, 929
Utah.....	14, 353	16, 884	31, 237
Vermont.....	49, 786	63, 947	113, 733
Virginia.....	61, 302	75, 239	136, 541
Virgin Islands.....	2, 404	3, 808	6, 212
Washington.....	247, 401	137, 794	385, 195
West Virginia.....	31, 105	30, 792	61, 897
Wisconsin.....	102, 332	102, 332
Wyoming.....	2, 181	10, 215	12, 396
Total.....	\$10, 706, 041	\$6, 435, 794	\$17, 141, 835

¹ Quarter 2 cost data for 4 states not available at this time.

—Office of Compensation, 10-26-78.

Modification Work Orders

From June 17 through October 6, 1978, the following Modification Work Orders were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Subject	Distribution
MMO-10-78.....	SPLSM Improvement Modification..	All Burroughs SPLSM Offices; Regional Maintenance Management Divisions; and District Offices.
MWO-11-78.....	Teletype Level Converter Board, 189027, on ZMT Equipment, ECBD-14-78.	ZMT Offices; Regional Maintenance Management Divisions; and District Offices.
MWO-12-78.....	ABMPS E-Systems' Bar Code Reader Power Supply Modification, ECBD-15-78.	Regional Maintenance Management Divisions; and all ABMPS Offices.

—Mail Processing Dept., 10-26-78.

Travel Vouchers

The postal data centers have had difficulties in processing travel vouchers when travelers do not attach the memorandum (buff colored) copy of SF-1169a, *Transportation Request* (TR), to the travel voucher.

The memorandum copy of the TR must be attached to the travel voucher to assure prompt processing. The value of the ticket should be noted in the appropriate block of the TR.

Do not change the *Bill To* portion of the buff copy of the TR. Air carriers submit billings to the PDC indicated on the original (blue copy) of the *Transportation Request*. The memorandum (buff) copy should carry the same data.—Finance Dept., 10-26-78.

Procedures for Appointing and Terminating Christmas Casuals

The notice on page 22 of the POSTAL BULLETIN 21160, dated 10-19-78, *incorrectly* indicated that only the casual Designation/Activity Code 61-0 or 63-0 should be utilized in appointing Christmas casuals.

In processing Form 50-B, *Request for Personnel Action*, use the appropriate Designation Code as defined in Handbook F-21, *Time and Attendance*, 112.4b, and the appropriate Activity Code as defined in 112.4c.—Employee Relations Dept., 10-26-78.

"Safety is in the eyes of those who see it.
... accidents are made by those who don't

*All Rural and Highway Contract
Route Carriers*

Rural Winter Road Conditions

During winter months it is particularly important that postmasters solicit the cooperation of road authorities and customers in keeping roads passable and approaches to mailboxes clear of snow, vehicles, and other obstacles.

Rural and highway contract route carriers must make every reasonable effort to serve as many customers as possible during severe winter weather, using alternate roads or re-traces when necessary. These carriers are not expected, however, to dismount and provide service on foot when roads on entire blocks, or equally large portions of their route are impassable, or when access to several mailboxes (along a continuous segment of the route) is blocked. Rural and highway contract carriers may dismount to serve temporarily blocked individual boxes where such service can be provided without undue physical exertion, or risk of personal injury.

During periods of severe weather conditions, postmasters and delivery unit managers should give careful consideration to traffic advisories issued by civil authorities and publicized by news media in determining whether: (a) rural and highway contract route carriers should be required to attempt delivery; (b) delivery service should be suspended on a particular day.

Highway officials are responsible for keeping public roads passable and in good repair. In areas where service is provided over roads not maintained by road authorities, the owner of the road is responsible. Postmasters should use Form 4024, *Request to Repair Roads*, to notify customers, highway authorities, and other road owners of the road maintenance required.

Customers are responsible for keeping approaches to boxes clear of snow, vehicles and other obstructions, which may make delivery of mail difficult, or at times impossible. Use Form 4056, *Your Mailbox Needs Attention*, and Notice 38, *Snow Removal by Rural Route Cus-*

Presorted First-Class Mail

This notice relays recent significant changes to postal procedures concerning Presorted First-Class Mail. Postmasters/MSG Managers must ensure that these revisions are disseminated to all appropriate personnel and that they are incorporated into daily First-Class Presort operations.

Acceptance

a. Normally, Presorted First-Class Mail should be accepted at any bulk acceptance unit having fully qualified acceptance personnel. However, local postmasters must carefully weigh operational considerations and customer needs when considering the expansion of presort acceptance to facilities specifically established to process non-preferential mail.

b. The local postmaster has the authority and is encouraged to establish the hours of acceptance to conform to the needs of the mailers he serves. Mailers may deposit Presorted First-Class Mail at any time during which the acceptance unit is open. Postmasters should, however, continue to encourage mailers to deposit presort mailings early in the day.

c. In addition to expanding the acceptance of Presorted First-Class Mail to bulk acceptance units and establishing the hours of acceptance, the local postmaster has the authority to establish new acceptance units. While no specific limit is set on the number of new units which may accept Presorted First-Class Mail, postmasters are required to carefully weigh the costs and benefits of additional acceptance units.

Collection

As a general policy, it is the responsibility of the mailer to deposit Presorted First-Class mailings at an acceptance unit designated to accept Presorted First-Class Mail. The Postal Service may collect Presorted

First-Class Mail at the customer's facility when one of the following conditions are met:

a. Acceptance and verification are accomplished at the customer's facility.

b. Postage is paid under an optional procedure.

c. Postage is paid by meter strips.

d. Postage is paid by precanceled stamps.

Note: Presort mailings paid by permit imprint, and not covered by optional procedures, are not to be collected from the customer's facility.

In addition to the above requirements, the collection of Presorted First-Class Mail must be part of an approved service for other classes of mail and space must be available on the transportation required for those classes. Separate or additional collection service for Presorted First-Class Mail must not be established.

All Presorted First-Class Mail collected at the customer's facility must be verified at a post office acceptance unit unless the mailing is made under an optional procedure or complete acceptance and verification is accomplished at the customer's facility. If a Presorted First-Class mailing, which has been collected at the customer's facility and brought to the appropriate acceptance unit, is found not to qualify due to makeup irregularities and/or improper postage, etc., the mailer must come to the acceptance unit to resolve the discrepancies. When necessary, the return of such mailings to the customer's plant is the responsibility of the mailer. Postmaster/MSG Managers must ensure that any discrepancies are corrected or the full First-Class postage rate is collected before entry into the mail stream.—*Mail Processing Dept., 10-26-78.*

tomers, to notify customers of obstructed boxes. Customers should be made aware that failure to open approaches to mailboxes promptly after heavy snows may temporarily prevent carriers from making deliveries (or may result in temporary curtailed delivery).

If excessive and extended detours are necessary, request that customers either (a) temporarily relocate their

boxes on the new line of travel; (b) arrange to receive their mail through another customer's mailbox; or (c) make other suitable arrangements for handling their mail until travel on the blocked roads can be resumed.

Postmasters should publicize the above information in local newspapers or by other available effective means.—*Delivery Services Dept., 10-26-78.*

CARRIER'S ROUTE REPORT

Form 1621, *Carrier's Route Report*, has been redesigned to identify residential deliveries by type as follows:

Other—any residential mail delivery receptacle not meeting the definitions for curb or central delivery.

Curb possible delivery to mail receptacles located at the curb line. All curb line receptacles will be recorded in this category.

Central possible delivery to mail receptacles wherever located in clusters of two or more. Do not include any curb receptacles on this line. Examples of types of central deliveries can be found in the instructions for Form 3997-B, *Operations Analysis Report*, Line 57.

Dwellings or business places vacated in areas undergoing demolition or renewal are deducted as possible deliveries upon receipt of a change of address order or the carrier completion of a *Moved, Left No Address* order.

Order the revised Form 1621 after availability is announced in the **POSTAL BULLETIN**. When revised stock is received, destroy stock of the previous edition. Meanwhile, modify existing stock of Form 1621, as shown on this page, to reflect the new residential delivery identification requirements.—*Delivery Services Dept., 10-26-78.*

U.S. POSTAL SERVICE CARRIER'S ROUTE REPORT		ACCOUNTING PERIOD NO. FROM TO		MAIL OFFICE OR UNIT			ROUTE NO.
NEW DELIVERIES ADDED OR DEDUCTED FROM ROUTE <i>(Place a check around deductions)</i>							
HOUSE OR BLOCK NO.	STREET NAME	RESIDENTIAL			BUSINESS		
		OTHER	CURB	CENTRAL			
NET TOTALS <i>(Indicate by plus (+) or minus (-) sign. Circle deductions)</i>							
SUMMARY		PREVIOUS PERIOD		ADDITIONS OR DEDUCTIONS THIS PERIOD <i>(Circle deductions)</i>		NET TOTALS AT END OF THIS PERIOD	
RESIDENTIAL DELIVERIES		OTHER					
		CURB					
		CENTRAL					
BUSINESS DELIVERIES							
TOTAL POSSIBLE DELIVERIES							
BUSINESS PLACES RECEIVING MULTI-TRIP SERVICE							
NUMBER OF FAMILIES SERVED							
Report below condition of collection and relay mail boxes, and other matter requiring corrective attention. If "NO" box is checked or a specific deficiency, give box location. (Use Form 3521 to report unsatisfactory condition of house numbers and mail receptacles.)							
1. ARE BOXES PROPERLY ANCHORED?		YES	NO				
2. ARE BOXES IN GOOD CONDITION? (Identify deficiencies, e.g., panel, lock, door op., decals, etc.)							
3. ARE COLLECTION LABEL OR CARD SCHEDULES CORRECT?							
4. ARE COLLECTION LABEL OR CARD SCHEDULES ATTACHED TO BOXES IN GOOD CONDITIONS?							
5. IDENTIFY OTHER DEFICIENCIES							
New buildings, subdivision developments, or demolitions. Describe briefly developments on or adjacent to your route which will be of assistance to your manager in planning for extensions or other changes in delivery service. Include the location, estimated number of houses, units, the name of the contractor, owner, real estate firm, approximate date of customer occupancy, etc.							
DATE SUBMITTED		CARRIER'S SIGNATURE			MANAGERIAL ACTION TAKEN <i>(Date)</i>		<i>(Initials)</i>

PS Form 1621
Aug. 1978

**ENCOURAGE MAILERS TO ATTACH A SLIP TO
ARTICLES ENCLOSED IN PARCELS SHOWING
NAME AND ADDRESS OF SENDER AND
ADDRESSEE**

DON'T MAKE AN ASH OF YOURSELF



Smoking near flammable
materials is hazardous to
your health



MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

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

- A. New Style. (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21159 article.
- B. Old Style. The listing from PB 21148 is still valid.
- C. Counterfeit. The listing from PB 21121 is still valid.

165 705 7000 to 7999	214 257 6669 to 6699	222 852 8193 to 8199	230 826 8683 to 8799
167 061 1632 to 1699	214 369 4808 to 4899	223 007 4225 to 4299	231 147 0883 to 1499
167 982 3712 to 3799	214 938 7653 to 7699	223 519 4912 to 4999	231 507 1423 to 1499
173 960 5125 to 5699	215 043 7926 to 8199	223 675 4966 to 4999	231 525 7893 to 7999
178 429 8576 to 8599	215 136 1978 to 1999	223 731 4200 to 4599	231 651 8280 to 8299
184 342 9002 to 9099	215 222 5157 to 5199	223 744 3156 to 3174	231 686 0010 to 0099
193 127 0723 to 0799	215 532 5100 to 5399	224 047 4845 to 4883	231 725 2789 to 2799
193 273 8600 to 8999	215 538 0200 to 0499	224 057 4061 to 4299	231 873 7928 to 7999
193 991 8310 to 8319	216 186 4279 to 4399	224 206 6395 to 6499	232 242 4070 to 4099
194 253 5329 to 5399	216 568 4600 to 4699	224 373 1235 to 1299	232 295 7249 to 7599
195 263 7000 to 8999	216 571 4651 to 4699	224 505 0119 to 0199	232 319 6535 to 6599
195 322 5400 to 5699	216 678 6072 to 6999	224 554 9830 to 0399	232 426 6620 to 6699
197 427 0113 to 0149	216 929 3359 to 3399	224 765 1900 to 1999	232 634 9020 to 9099
198 354 3000 to 3099	216 936 3900 to 3999	224 945 9188 to 9199	232 665 0292 to 0399
199 567 1359 to 1999	216 989 3174 to 3199	224 946 8500 to 8599	232 921 3079 to 3099
201 906 0176 to 0199	217 210 7100 to 7299	225 164 1500 to 1599	233 407 5872 to 5899
202 230 9900 to 9999	217 241 5400 to 5799	225 227 9900 to 9999	233 453 8902 to 8929
202 230 9769 to 9799	217 268 2574 to 2699	225 268 1655 to 1799	233 516 6100 to 6199
203 297 6000 to 7499	217 286 9517 to 9599	225 534 1953 to 1999	233 638 1200 to 1799
203 619 3700 to 3999	217 371 6964 to 6999	225 534 5100 to 5599	233 845 9000 to 9099
203 619 4350 to 4599	217 510 0002 to 0099	225 534 6300 to 6599	234 031 6456 to 6999
203 851 6800 to 6899	217 667 3400 to 3599	225 711 9700 to 9999	234 064 8437 to 8499
203 977 4500 to 4775	217 672 4200 to 4599	225 712 0000 to 0999	234 261 4500 to 4599
204 108 8000 to 9999	217 902 4181 to 4299	225 745 8700 to 8899	234 398 5527 to 5599
205 285 3276 to 3299	217 904 3600 to 3799	225 767 2000 to 2299	234 500 2944 to 2999
206 493 4600 to 4799	218 544 2020 to 2099	225 813 4218 to 4299	234 659 4000 to 4199
206 793 5600 to 6499	218 599 7272 to 7299	226 580 7337 to 7399	234 659 8700 to 8999
208 280 1500 to 1699	218 724 2970 to 2999	226 904 0500 to 0599	234 802 1060 to 1199
208 287 8700 to 8899	218 724 6087 to 6099	227 097 4600 to 4699	234 997 1000 to 1599
208 385 5000 to 6999	218 755 4435 to 4448	227 173 8536 to 8559	235 439 6181 to 6299
208 603 0763 to 0799	218 755 4591 to 4699	227 173 8581 to 8599	235 644 7061 to 7099
209 724 5600 to 5799	218 839 9463 to 9499	227 254 9800 to 0099	235 925 8767 to 8799
209 728 2600 to 3099	218 876 1959 to 1971	227 388 0481 to 0499	236 145 5082 to 5099
210 176 8200 to 8599	218 880 1700 to 1899	227 576 4050 to 4099	236 388 4842 to 5099
210 868 4500 to 4699	218 964 7844 to 7899	227 611 4000 to 4599	236 467 6573 to 6599
211 238 0459 to 0999	218 976 2200 to 2399	227 873 3571 to 3599	236 571 9759 to 9781
211 436 5608 to 5699	219 576 3572 to 3581	228 001 5231 to 5299	236 656 6422 to 6499
211 526 0515 to 0599	219 973 5900 to 6199	228 143 3800 to 3899	236 755 8000 to 8099
211 527 2600 to 3099	220 256 6712 to 6799	228 447 0318 to 0399	236 937 5803 to 5999
211 682 3100 to 3599	220 350 0000 to 0999	228 607 8449 to 8499	236 941 5400 to 5499
211 736 6276 to 6299	220 443 6530 to 6599	229 117 4866 to 4999	237 413 7500 to 7599
211 795 5979 to 5999	220 580 5206 to 5299	229 134 0500 to 0599	237 702 6823 to 6899
212 420 2319 to 2399	221 371 4600 to 4999	229 434 3500 to 3599	237 702 6921 to 6999
212 569 2381 to 2399	221 373 8000 to 8199	229 434 3866 to 3899	238 586 3100 to 3299
212 791 9500 to 9599	221 626 2100 to 2299	229 531 9700 to 9899	239 199 0700 to 1099
213 123 9827 to 9999	221 630 7624 to 7699	229 545 2571 to 2599	240 042 3151 to 3169
213 165 9000 to 9199	221 661 5318 to 5499	229 563 1918 to 1999	240 108 6501 to 6599
213 578 4229 to 4399	221 853 2291 to 2299	229 576 1732 to 1799	240 252 6400 to 6899
213 819 1300 to 1499	222 224 4200 to 4999	229 585 4570 to 4599	240 256 2900 to 3199
213 822 5800 to 6299	222 224 8100 to 8499	229 871 9500 to 9599	800 502 3000 to 3999
214 077 4465 to 4499	222 247 9305 to 9399	230 035 4759 to 4799	800 941 7900 to 7999
214 121 8800 to 8899	222 415 9200 to 9399	230 099 6300 to 6399	801 278 3600 to 3999
214 158 2955 to 2999	222 510 0300 to 0499	230 297 7542 to 7599	801 597 6056 to 6098
214 159 4800 to 4999	222 536 2000 to 2299	230 577 6515 to 6599	801 629 1900 to 1999

UNITED STATES POSTAL SERVICE

WASHINGTON, D.C. 20260

OFFICIAL BUSINESS

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



FIRST CLASS