



# postal bulletin

SEP 10 1981 PB 21315—September 10, 1981—24 Pages

## Directives Update

U.S. POSTAL SERVICE

### New

- Notice 50, Aug. 1981.... Theft? Protect Your Mail
- Notice 97, Mar. 1981.... Packing Empty Equipment
- Notice 165, June 1981... Addressing for Optical Character Recognition
- F-45, TL 6, 10/3/81..... In Office Cost Sampling System (IOCS) Field Operating Instructions (complete revision)
- F-46, Oct. 1981..... IOCS, Mail Identification Examples Write Transmittal Letter 1 over the date. This is a revisable handbook.
- F-2, TL 2, 10-3-81..... Functional Management (complete revision)
- F-8, TL 57, 6-30-81.... General Classification of Accounts (complete revision)

### Obsolete

- Poster 17, 9/75..... Upgrade First Class Mail
- Poster 18, 3/71..... Bee Losses Cost Us Money
- Poster 29, 7/71..... Carrier Poster
- Posters 61, 62, 63..... Express Mail Next Day Service
- Publication 27, May 1978; The Answer Book

—Office of Data Management, 9-10-81.

## Newspaper Treatment for Airline Guide

The October 1, 1981 issue of the Official Airline Guide, North American Edition, will be given "newspaper" treatment to point of delivery. Normal routings through the Bulk Mail Center System from Dwight, Illinois, leaving September 18, will be diverted to GMF's as dictated by surface pref distribution requirements. All distribution operations should process this edition along with surface preferential mail. Subsequent editions will be handled in accordance with past procedures as non-time value second-class matter.

The North American Pocket Flight Guide will be mailed from North Chicago at approximately the same time. Routing and distribution for this mailing will be handled in accordance with instructions given above for Official Airline Guide.—Mail Processing Dept., 9-10-81.

## Postmarking Equipment

Area Supply Centers are receiving requisitions for postmarking equipment containing the 9-Digit ZIP Code. Use of the 9-Digit ZIP Code on postmarking equipment is unauthorized. Refer to POSTAL OPERATIONS MANUAL, 423, for policy and proper procedures when ordering postmarking equipment.—Mail Processing Dept., 9-10-81.

## 1982 Combined Federal Campaign

This month the Postal Service will begin its eighteenth consecutive year as a major supporter of the programs and goals of those health and welfare organizations which comprise the Combined Federal Campaign.

Each year, through generous contributions, the Postal Service and other Federal agencies provide much assistance to our neighbors in need across the nation and the world. Last year, Postal Service employees contributed over \$10 million to the vital charitable organizations of the Campaign.

As U.S. Postal Service Chairman for our 1982 Combined Federal Campaign, I encourage each of you to generously acknowledge this worthwhile activity, and take advantage of the payroll deduction method as the most convenient way of sharing.

I am confident that your continued enthusiasm and support will make our 1982 Combined Federal Campaign a resounding success.

WILLIAM F. BOLGER,  
Postmaster General.

## Preparation of Mail

Effective immediately all instructions pertaining to Form 3749A and the Irregularities in Preparation of Bulk Rate Mail Reporting System are suspended. Forms 3749A in stock are obsolete and should be destroyed.—Mail Processing Dept., 9-10-81.

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## 18-CENT YORKTOWN/VIRGINIA CAPES COMMEMORATIVE STAMPS

The 18-cent Battle of Yorktown/Battle of Virginia Capes pair of commemorative stamps will be first placed on sale October 16, 1981, at Yorktown, VA 23690.

**Do Not Sell Before October 17, 1981**



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Issued in sheets of 50. Collector information will be found on page 3.

**Supply.** All post offices under the automatic distribution will receive an initial supply of this stamp.

Post offices with 950 or more revenue units requiring additional bulk quantities (item 405) should immediately requisition on Form 3356, *Stamp Requisition-Bulk Quantities*, from the Bureau of Engraving and Printing.

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

Before requisitioning additional stock, consider that the stock should be depleted before December 17, 1981, at all post office outlets, except designated philatelic windows.—*Customer Services Dept., 9-10-81.*

## PRESERVATION OF RECORDS—FLSA

This article is another reminder of the importance of preserving certain records.

Certain records required in a number of legal proceedings must not be disposed of in accordance with existing records schedules. They must be preserved for future use.

When the disposition date of records must be extended, the USPS Records Officer issues *Records Preservation Instructions* to the appropriate facilities. In some cases, the instructions are issued to various USPS officials for further dissemination. Instructions may be issued by teletype messages, *POSTAL BULLETIN* notices, announcements, and memoranda. They **always take precedence** over published *Records Control Schedules* regardless of the issue dates of such schedules.

Disposal of records in violation of a preservation instruction could jeopardize our position in a legal proceeding or result in the Postal Service being held in contempt of court.

The following instructions will remain in effect until rescinded by the Records Officer.

**Caution:** Decisions to preserve or destroy specific records or files should not be based on the summary of records described in this announcement. The original preservation instruction must be used for making these determinations.

### Fair Labor Standards Act Cases

*Installation Affected:* All installations.

*Summary of Records Preserved:* Time and attendance records, leave, payroll, schemes, scheme examinations, scheme changes, training, training travel, travel, and records relating to study time.

*Dating From:* May 1, 1974.

*Preservation Instruction:*

a. Message—Subject: Records Preservation—Civil Action No. 77-0802, March 13, 1978. To: All Postal Installations.

b. Letter—Subject: FLSA Lawsuits—Motion for Order Requiring Preservation of Records, April 15, 1976. To: All Data Centers.

c. *POSTAL BULLETIN*, December 29, 1977.

d. Letter—Subject: Preservation of Records, July 5, 1978. To—Headquarters Officials.

A list of other court cases and current preservation instructions appears in *POSTAL BULLETIN* 21219; however, that list is not exhaustive. Cases pertaining to: (a) the Inspection Service—preservation of documentary evidence or other records relating to official investigations; or (b) National Headquarters, are not included.

Permanent reference to the extension of normal retention periods may be found in *ADMINISTRATIVE SUPPORT MANUAL (ASM) 351.34.—Records Office, 9-10-81.*

## EMERGENCY SERVICE VEHICLE HIRE

Beginning the fourth week of A/P 12, FY 1981, Postmasters will receive a unique prepunched Form 1804-B, *Postmaster's Certification of Vehicle Hire Service*, for recording emergency service vehicle hire payments.

Emergency service Forms 1804-B are prepunched with the social security/identification number, name of payee, and last payment rate. If the payment rate

has changed, annotate the correct rate on Form 1804-B. Emergency service payment cards are identified by an "X" in block 1a and zeros in the contract number field. Process unpunched Forms 1804-B for emergency service payments if prepunched forms are not on file.

Postmasters will continue to receive normal distribution of original Forms 1804-B for recording regular payments.—*Finance Dept., 9-10-81.*

Issue Date: October 16, 1981  
 First Day City: Yorktown, Virginia  
 Designer: Cal Sacks  
 Westport, Connecticut  
 Modeler: Clarence Holbert  
 Engravers: Robert G. Culin, Sr. (lettering and numerals)  
 (vignettes—offset printed)  
 Press: Offset/Intaglio  
 Colors: Yellow, light blue, dark blue, black, red and brown (offset)  
 Black (intaglio)  
 Image Area: .84 x 1.44 inches or  
 21.33 x 36.57 millimeters  
 Plate Numbers: Two groups (offset and intaglio)  
 Stamps Per Pane: 50  
 Selvage: ©U.S. Postal Service  
 ®Use Correct ZIP Code  
 ®Mr. ZIP



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# Battles of Yorktown and Virginia Capes Commemorative Stamps

A pair of commemorative stamps honoring the 200th anniversary year of the Battle of Yorktown and the Battle of the Virginia Capes will be issued October 16 at Yorktown, Virginia. The designs of the stamps were unveiled September 5 during ceremonies at Virginia Beach, Virginia.

The Battle of the Virginia Capes was fought September 5, 1781, at sea between the French armada under the command of Admiral Comte de Grasse and the British fleet under Admiral Sir Thomas Graves. After a three-day engagement, the French fleet succeeded in returning to the Chesapeake Bay, thus denying access to the British fleet and causing it to retreat to New York. The naval action off the Virginia Capes was a turning point in the Revolution because it sealed off Lord Cornwallis from the supplies and reinforcements the British commander required to successfully defend Yorktown.

With aid by sea cut off, the American and French armies under Washington and Rochambeau laid siege to the British forces under

Cornwallis, and the British surrendered on October 19, 1781. This was the final battle of the Revolutionary War.

Procedures for ordering first day cancellations are as follows:

Customers are urged to buy stamps and affix them to their own covers. All covers must be addressed on the right side of envelopes at least  $\frac{5}{8}$  of an inch up from the bottom. Insert a filler in each envelope and mail them to: *Customer Affixed Envelopes, Postmaster, Yorktown, VA 23690-9991* by October 31. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by October 31 to: *Battle of Yorktown/Battle of Virginia Capes, Postmaster, Yorktown, VA 23690-9992*. The cost is 18 cents per stamp to be affixed and orders must state which stamp is desired. Personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Postage stamps and cash are unacceptable as payment.

A stock list of stamps available at face value may be obtained by a request to the Philatelic Sales Division, Washington, DC 20265-9997.

Please Post on Bulletin Board

Remove after October 31, 1981  
USPS Stamp Poster 81-34





## SPECIAL COUNT OF MAIL ON RURAL ROUTES

As was stated in POSTAL BULLETIN 21312 (8-20-81), a special count of mail will be conducted on selected routes during the last twelve working days of September (17-30) 1981. Management Sectional Centers have been advised of the routes to be counted. Routes to be counted are:

a. Those routes having a box density of twelve or more boxes per mile as a result of the last official mail count including special counts.

b. Those routes which have experienced 240 minutes or more in substantial service changes (as of the end of PP 17, 8/7/81) since the last annual or special count of the route.

c. New routes established before the end of PP/17 on which no official mail count (annual or special) has been conducted.

A determination was made at the national level that it is necessary to gather some data elements which were not addressed in POSTAL BULLETIN 21312. These elements are the number of accountable items delivered by routes using firm delivery books and information relating to the use of firm delivery books. Record the additional information on a modified Form 1627 on a unit summary basis. Prepare Form 1627 in triplicate and make the following distribution:

a. Send the original 1627 and one copy to the MSC at the same time Forms 4241 are submitted. (No later than COB Monday, October 5, 1981.)

b. File the other copy of Form 1627 in the office which prepared the information.

### Management Sectional Center actions:

a. Submit original Forms 1627 to the Postal Data Center at the same time Forms 4241 are submitted. (No later than COB Thursday, October 15, 1981.)

b. Consolidate the copies of Form 1627 on a single Form 1627 to produce an MSC summary of the required information. Submit the consolidated 1627 with the copies of the unit summaries no later than COB Friday, October 30, 1981, to:

U.S. Postal Service  
Office of Delivery & Collection  
Rural Delivery Division  
Room 7128  
Washington, DC 20260-7222

Use the format shown below when reporting the required information:

Office and ZIP Code Auriferous, MSB 00030		Number of High Density L Routes as of 8/31/81		Number of High Density L Routes Authorized to use Firm Books	
		A	B	C	D
Date	Day	# of High Density L Routes	Total Accountable Items	# of High Density L Routes	Total Accountable Items
9/17	Thursday	2	27	10	2
9/18	Friday	1	12	2	1
9/19	Saturday	2	14	2	4
9/21	Monday	3	36	26	4
9/22	Tuesday	1	10	10	2
9/23	Wednesday	2	21	15	2
9/24	Thursday	2	17	11	2
9/25	Friday	3	11	9	3
9/26	Saturday	0	0	0	0
9/28	Monday	3	31	24	4
9/29	Tuesday	2	9	8	2
9/30	Wednesday	1	16	12	2
<b>TOTALS</b>		<b>22</b>	<b>104</b>	<b>135</b>	<b>29</b>

### Explanation of Entries (Numbers circled):

1. The total number of high density L routes in the office making the report.
2. The total number of L routes which are authorized to use firm delivery books.
3. Column A reports the number of L routes using a firm delivery book on the indicated day.
4. Column B reports the total number of accountable items which were taken out for delivery by the routes identified in Column A. This includes the number delivered by firm books as well as those delivered through normal means.
5. Column C reports the number of accountable items which were taken out for delivery using a firm book. This total can never be greater than the number entered in Column B for the same day.
6. Column D reports the number of firm book pages signed by the carrier in order to take the accountable items shown in Column C out for delivery.
7. Column E reports the number of return receipts which were attached to the accountable items shown in Column C and were turned in by the carrier upon return from the route. This total can never be greater than the number shown in Column C.—*Delivery Services Dept., 9-10-81.*

## PERSONAL PROPERTY ACCOUNTING SYSTEM

All postal installations, except CAGs L, will receive copies of the Updated Property Inventory Listing shortly after the end of FY 1981. This will provide a list of property with a value of \$500 or more (capital property) charged to an installation as of the end of FY 1981. Retain the list for reference and verifying capital property transfers or disposals. Discrepancies between the listings and property record files should be reported by memorandum to the St. Louis PDC. Sup-

porting documents should be furnished with all correspondence.

Beginning in the spring of 1982, physical inventories will be resumed for all property with a value of \$500 or more, except mail transport containers and neighborhood box units/cluster boxes. It is anticipated that all capital property will be inventoried by the end of 1982. Detailed instructions pertaining to the completion of the FY 1982 National Physical Inventory will be published later.—*Finance Dept., 9-10-81.*

## Suitability Determinations—Veterans With 30% or More Disability

Public Law 95-454 established a right of review by the Office of Personnel Management (OPM) for an agency determination involving the suitability of veterans who are 30% or more disabled. The review process is automatic and mandatory. Until the review by OPM is accomplished in a particular case, a position must be reserved for the individual veteran in case the finding of the USPS is not upheld.

Portions of subchapters 260 and 320 of Handbook P-11, *Personnel Operations*, have been amended to provide instructions for implementation of this new requirement. These procedures are effective immediately and should be filed in Handbook P-11 until the next transmittal letter is issued.

The procedure requires the use of a new form, SF-62. An initial supply of this form will be sent to each MSC.

Questions concerning this procedure should be addressed, through normal channels, to the General Manager, Employee Relations, in the appropriate regional office.

### 260 Employment and Placement

\* \* \* \* \*

#### 265.7 Objection to or Pass Over of Preference Eligible

##### .71 All Veteran Preference Eligibles EXCEPT CPS

**.711 Preparation.** Whenever it is proposed to object to a preference eligible for other than medical reasons, or pass over a preference eligible and appoint a nonpreference eligible, the appointing official must prepare written reasons that justify the proposed action. (See 327 for objections for medical reasons.)

**.712 Review and Concurrence.** These reasons must be reviewed and concurred in by the SC Director, E&LR, (Director, Support, where the former is not authorized). If the position to be filled is in the sectional center, the review and concurrence of the District Director, E&LR is required. The reviewing official will rule as to the sufficiency of the reasons for the proposed objection or pass over. The Director's concurrence or denial of the proposal must be indicated on the written request along with the authorized signature and date. The request must then be attached to the Hiring Worksheet.

**.713 Reasons for Objection or Pass Over.** The only acceptable reason for passing over a veteran preference eligible, and appointing an eligible without veteran preference is the possession of evidence that indicates the preference eligible fails to meet suitability requirements (see Chapter 3). For example: The veteran is being considered for a mailhandler job. While previously employed as a casual mailhandler a short time ago, the veteran's performance was clearly unsatisfactory and was so documented. This could be considered a valid reason for passing over the veteran and appointing a nonpreference eligible lower on the register.

##### .714 Procedure

**a. Time Limits.** If the Director cannot act on the request in time to permit the Hiring Worksheet to be returned to the issuing office within 21 days, the desired

final action may be shown on the Hiring Worksheet. However, at least one appointment for each proposed pass over of a preference eligible must be reserved until the Director's decision is received. If the Director denies the request, the proposed objection or pass over may not be effected.

**b. Appeal.** Any preference eligible objected to, or passed over in favor of a nonpreference eligible, will be given the reasons for this action and will be informed of his appeal rights to the Region (see 315.3). The Region's decision is final.

#### .72 CPS (Veterans with 30% or more Compensable Disability)

**.721 General.** When it is proposed to pass over a CPS veteran to select a nonpreference eligible in the same "group of three" the CPS eligible must first be afforded the right of an OPM review as described below. *A non-medical objection to a CPS eligible that does not result in a pass over is handled in accordance with 265.71.* The appointing official must hold a position open until a final decision is furnished by OPM.

**.722 Action by Installation.** The appointing official forwards to the Regional General Manager, Employee Relations Division a file containing:

- a. A completed SIDE A of SF-62 in triplicate;
- b. A copy of the eligible's Form 2591, *Application for Employment*;
- c. A copy of all information relied upon to support the pass over, and
- d. A signed, undated written notice to the eligible; this notice must:

- (1) Advise the eligible that the pass over is proposed and explain the reasons for it;

- (2) Specify the name of the installation, position title, grade, and hiring worksheet number;

- (3) Advise the eligible of the right to respond in writing within 15 days of the date of the notification to: Office of Personnel Management, Bureau of Investigations, Division of Adjudication, Room 803H, 1900 "E" Street, N.W., Washington, DC 20415.

- (4) State that OPM will notify the eligible of its decision on the proposed pass over.

#### .723 Action by the Region

a. Upon receipt of the file from the appointing official, the Regional General Manager, Employee Relations Division will review the file for completeness and adequacy of supporting documentation.

b. If the Region finds that the file *does not* adequately support the tentative rejection, it will advise the appointing official to appoint the eligible, or furnish additional relevant and material information.

c. If the Region finds that the file *does* adequately support the tentative rejection, it will:

- (1) Date the notice to the veteran (which was previously prepared and signed by the appointing official) and send it to the veteran by certified mail, return receipt requested.

- (2) Send the SF-62, a copy of the written notice to the veteran, Form 2591, and all supporting documentation upon which the disqualification was based to OPM. Materials must be sent in a double envelope, with the inside envelope marked *Confidential*. Send via a certified mail, return receipt requested, to: Of-

Office of Personnel Management, Bureau of Investigations, Division of Administration, Room 803H, 1900 "E" Street, N.W., Washington, DC 20415.

(3) Steps (1) and (2) above will be completed within 10 calendar days.

**.724 Action by OPM**

a. If OPM sustains the reasons for pass over of the CPS veteran, the application and one copy of the SF 62 are immediately returned to the Regional General Manager, Employee Relations Division, and another copy of the SF 62 is concurrently forwarded to the appropriate installation. The appointing official may then take action to select the nonpreference eligible.

b. If OPM does not sustain the reasons for the request to pass over the CPS veteran, the appointing official may submit more detailed information to the region. If the region determines that the circumstances warrant reconsideration by OPM, the same submission procedures will be followed, again giving the CPS eligible 15 days to respond to the more detailed information. If OPM does not sustain the reasons for the proposed pass over, the appointing official may not pass over the preference eligible.

**320 Medical Suitability**

\* \* \* \* \*

**321 General Information**

**321.2 Definitions**

**.21 Postal**

**.211 Postal Medical Officer.** A postal medical officer (referred to here as Medical Officer) is a duly licensed physician who is a postal employee attached to a postal installation with medical responsibilities in that postal installation and/or other post offices in the area.

**.212 Medical Facility Nurse.** A nurse who is a postal employee attached to a postal installation with medical responsibility in that installation which includes review of routine pre-employment Forms 2485, *Certificate of Medical Examination*.

**.213 Contract Physician.** A duly licensed physician or clinic under written agreement with the Postal Service to provide specified medical services in a geographical area not covered by a postal medical officer.

**.214 Medical Facility.** A Postal Service medical or health unit, or the office of a contract physician.

**.215 Pre-employment Medical Examination.** A medical examination conducted by a duly licensed physician for the purpose of providing management with information concerning the medical suitability of a selected eligible's ability to physically or mentally perform in a specific position. Form 2485 is used for this purpose.

**.22 Non-Postal**

**.221 Federal Medical Officer.** A duly licensed physician who is a government employee, civilian or military, paid on a salary basis, e.g., U.S. Public Health Service, Veterans Administration physicians.

**.222 Private Physician.** A duly licensed physician who is not a postal medical officer, a contract physician, or a federal medical officer.

**.223 Duly Licensed Physician.** A doctor of medicine or osteopathy (referred to here as physician) cur-

rently licensed to practice in any state or territory of the United States.

**.224 Office of Personnel Management—Medical Division.** The authority for review of 30% or more disabled veterans medical files when office objects to hiring CPS veteran for medical reasons (*medical objection* is synonymous with disqualification for medical reasons).

**.23 CPS, CP, CP\* Veterans**

**.231 CPS** means a CP veteran whose percentage of disability is 30% or more.

**.232 CP** means a veteran with a service-connected, compensable disability of less than 30%.

**.233 CP\*** is a veteran with a service-connected compensable disability, but the percentage of disability is unknown.

**.24 SF-62.** Form used to reject a CPS veteran for medical reasons.

\* \* \* \* \*

**324 Requesting Medical Suitability Determination**

**324.1 Responsibility**

**.11** USPS medical personnel are responsible for making medical suitability determinations.

**.12** OPM makes final medical determinations in cases of CPS veterans entitled to right to review process.

\* \* \* \* \*

Change section 326.4 Medical Unsuitability to the following:

**327 Medical Unsuitability**

**327.1 Nonveterans and Veterans with Less than 30% Disability**

**.11 Basis for Determination**

**.111** Any determination of medical unsuitability must be fully documented by the medical officer, and be based on objective clinical indications or laboratory results whenever possible. A determination of unsuitability will include a description of the applicant's physiological and/or psychological disability(ies) in lay terms, as they relate to the specific requirements or duties of the position which the applicant cannot perform.

**.112** The medical officer's discussion of limitations will also be considered by the appointing official in reviewing any possible reasonable accommodation of a handicap that may be contemplated.

**.12 Appointment Decision.** An appointing official's decision not to make an appointment because of medical reasons must be based on a determination of medical unsuitability by the examining or reviewing medical officer. If the appointing official wishes to take a course of action contrary to the determination of the examining or reviewing medical officer, and the matter cannot be resolved locally, the case may be sent through channels to the Regional General Manager, Employee Relations Division, for further medical review by the Regional Medical Director. Copies of all medical records involved must be sent directly from the medical officer to the Regional Medical Director.

**.13 Notification.** When a medical officer determines that an individual is medically unsuitable, and

the appointing official decides against appointment, advise the individual in writing of the specific reasons. Also provide an explanation of the right to appeal within 15 days to the Regional General Manager, Employee Relations Division and supply address to which an appeal may be sent. Advise the individual that the appeal must be in writing, and may include additional medical or other relevant information in support of the appeal. Appeal rights are extended to all persons found medically unsuitable, including eligibles on entrance registers, persons requesting transfer or reinstatement, etc. See Appendix D-7.

**.14 Final Decision.** The Regional General Manager, Employee Relations renders a decision on any such appeal, after reviewing the recommendation of the Regional Medical Director. There is no further right to appeal. The written appellate decision will be sent to the individual by the Region, with a copy to the installation.

### 327.2 Disabled Veterans with 30% or More Disability (CPS)

#### .21 Basis for Determination

**.211** When it is proposed to remove from appointment consideration a CPS veteran whose physical or mental capabilities are insufficient for him to perform the duties of the specific position, the tentative determination is made by the USPS Medical Officer. This determination must be fully documented and based on clinical findings from physical examination results, laboratory data, VA files, assessment of present status of specific medical condition, and risk-related factors where applicable.

**.212** The Medical Officer's preliminary finding of limitations will also be considered by the appointing official in reviewing any possible reasonable accommodation of a handicap that may be contemplated.

#### .22 Right to Review

**.221** When a tentative determination is made that a CPS veteran is not medically suitable he is afforded the right to an OPM review as described below. The appointing official must hold a position open until a final decision is furnished by OPM.

**.222 Action by Installation.** As soon as possible after the adverse medical suitability is made, the appointing official must forward to the Regional General Manager, Employee Relations Division, a file containing:

- a. A completed side B of SF-62 in triplicate.
- b. A copy of the eligible's Form 2591, *Application for Employment*.
- c. A copy of all information relied upon to support the adverse medical suitability determination.
- d. A signed, undated written notice to the eligible; this notice must:

(1) Advise the eligible that he does not possess the necessary medical qualifications for the position by identifying the eligible's critical medical inadequacies in relationship to work environment or physical demand factors such as those identified on Form 2485.

(2) Include a copy of position description.

(3) Advise the eligible of the right to respond in writing within 15 days of the date of the notification to: Office of Personnel Management, Attention: Pre-Employment Section, Medical Division, 1900 E Street, N.W., Washington, DC 20415.

(4) State that OPM will notify the eligible directly of its decision.

#### .23 Regional Action

**.231** Upon receipt of the file from the appointing official, the Regional General Manager, Employee Relations Division will review the file for completeness and adequacy of supporting documentation.

**.232** If the Region finds that the file *does not* adequately support the tentative rejection, it will advise the appointing official to appoint the eligible, or furnish additional relevant and material information.

**.233** If the Region finds the file *does* adequately support the tentative rejection, it will:

a. Date the notice to the veteran (which was previously prepared and signed by the appointing official) and send it to the veteran by certified mail, return receipt requested.

b. Send the SF-62, a copy of the written notice to the veteran, Form 2591, and all supporting documentation upon which the disqualification was based to OPM. Materials must be sent in a double envelope, with the inside envelope marked *Restricted—Medical*. Send via certified mail, return receipt requested, to the Office of Personnel Management, Attn: Pre-Employment Section, Medical Division, 1900 E Street, N.W., Washington, DC 20415.

*Note:* Steps a and b must be completed within 10 calendar days.

#### .24 OPM Decision

**.241** If the OPM's medical officer sustains the reasons for the tentative rejection, the application and one copy of the SF-62 are immediately returned to the Postal Service (Regional General Manager, Employee Relations Division) and another copy of the SF-62 is concurrently forwarded to the appropriate postal installation. The appointing official may then remove the eligible from the hiring worksheet, and appoint another eligible. The CPS veteran is likewise sent a notification by the OPM of the final determination. This notification will also inform the eligible of his right to request further review of the OPM's determination of eligibility for future hiring worksheets, if he has additional medical evidence to support the request.

**.242** If the OPM's medical officer does not sustain the reasons for the tentative rejection, the appropriate notations are made on the SF-62 and a copy of that form, with all attachments, is returned to the Regional Office, and another copy of the SF-62 is concurrently forwarded to the appropriate postal installation. The OPM will also notify the CPS eligible of its determination.

**.25 Final Action.** Upon receipt of OPM's decision not to sustain the medical rejection, the appointing official may submit more detailed, or additional evidence to the regional office in further support of the disqualification. If the region determines that the circumstances warrant reconsideration by OPM, the same submission procedures will be followed, again giving the CPS eligible 15 days to respond to the more detailed information. However, until a final OPM determination has been received, the installation must hold a position for the eligible. If OPM does not sustain the appointing official's determination the eligible must be processed for appointment.—*Employee Relations Dept., 9-10-81.*



## CLOSING INSTRUCTIONS FOR POSTAL FISCAL YEAR 1981

### CAG A-G Offices

The normal statement of account, original and one copy, will be required from all CAG A-G offices for A/P 13 ending October 2, 1981. (See Section I.)

Note: No separate statement of account needed for A/P 14 this year.

### CAG H-L Offices

The normal Quarter IV statement of account will be required from all CAG H-L offices for the period ending October 2, 1981. (See Section II.)

### Accountbook

The Accountbook for Postal Fiscal Year 1981 will be continued through the close of business October 3, 1981, for all offices.

The instructions and reporting dates in this BULLETIN are in addition to instructions followed during the normal accounting period and/or quarterly reporting schedule. If you have any questions concerning these instructions, contact the individual designated by your regional office (i.e., management sectional center manager, district manager, etc.) for clarification or technical assistance.

### I. Statement of Account for September 5 through October 2, 1981

Postmasters of CAG A-G offices will submit a statement of account as of October 2, which includes financial transactions from September 5 through October 2. Identify this statement as A/P 13. Submit on current Forms 1555, *Statement of Account* (April 1980 edition). Do not use forms with 1981 edition date.

The statement of account must be submitted as soon as possible and must reach the postal data center no later than **Tuesday, October 6, 1981**. The normal accounting period supporting detail will accompany the statement, as well as the itemized list of unpaid bills titled *Unpaid Expenses for the Period Ending October 2, and Prior* (see I-E). Form 1556, *AIC 814 Suspense Items Support Information*, must be submitted in duplicate to support the statement of account.

#### A. Less Than Bulk Stamp Requisitions

Make every effort to eliminate intransit stamp shipments between the management sectional centers (MSC) and associate offices. Post offices should carefully estimate their requirements and requisition in sufficient time to permit shipments by the MSC no later than Friday, September 18. Check in stamp stock promptly upon receipt and enter in the Accountbook. In case of emergency shipment, the MSC must assure that the associate office makes the proper entries in its Accountbook. Forms 17 and 17-F for the period September 5 through October 2, 1981, must be submitted to support the statement of account.

#### B. Bank Reconciliations

Reconcile bank balances as of October 2 promptly to balances reflected on statements of account.

#### C. Stamp Stock Inventories

Make the verification of stamp stock records as of October 2. (See 534.5, Handbook F-1, *Financial Handbook for Post Offices*.)

#### D. Local Procurement of Supplies

Anticipate accounting period needs and procure early in the accounting period. Pay promptly all approved bills for goods and services authorized for payment by the post office.

#### E. Unpaid Expenses for the Period Ending October 2, and Prior

All unpaid expenses must be identified and established in appropriate trust funds in order to charge them to current fiscal year; otherwise, they will eventually be charged to PFY 1982.

If any bills normally paid at the post office for supplies and services procured before October 2, are unpaid, record on the *Disbursements* side in the post office entry column for the appropriate expense AIC. Make an offsetting entry on the *Receipts* side in the post office entry column as *Trust Funds Received*. When these charges are paid, make an entry for the trust fund withdrawal.

Submit an itemized list with other statement of account supporting documents to the PDC, listing the unpaid items for October 2 and prior entered under *Trust Funds Received*. Show the name of each vendor, invoice date, Account Identifier Code, and the total unpaid amount for carrier drive-outs, utilities, metered fuel, communications, etc. Record on 8½- by 11-inch paper and head with the post office, city, state, finance number, and accounting period for uniform handling by the PDC.

At the time of payment, the amount reflected in *Trust Funds Withdrawn*, AIC 480, is always the same as the amount originally recorded in *Trust Funds Received*, AIC 080, even though the amount paid is different from the amount originally recorded. Examples:

**Case No. 1.** Amount originally recorded as receipts in *Trust Funds Received*, AIC 080 and as disbursements for *Postal Supplies—PO*, AIC 546—\$1,000; amount paid—\$1,050. Entries on statement of account *Disbursements* side: AIC 480—\$1,000; AIC 546—\$50. Note that the amount paid is *more* than the amount originally recorded.

**Case No. 2.** Amount originally recorded as receipts in *Trust Funds Received*, AIC 080 and as disbursements for *Postal Supplies—PO*, AIC 546—\$1,000; amount paid—\$970. Entries on statement of account *Disbursements* side: AIC 480—1,000; *Receipts* side: AIC 456—\$30 (a write-in entry). Note that the amount paid is *less* than the amount originally recorded.

#### F. Utilities—Metered Fuel—Communications

Postmasters will make every effort to pay all utility bills on hand as of October 2. Unpaid bills and services for which bills were not received must be estimated as shown here.

Each postmaster must determine the service ending date of the last bill and post to the statement of account an estimated amount for bills to be received with service ending date of October 2 and earlier. (If all billings with service ending date through October 2 were paid, no estimate is required.)

Post the estimated amount on the *Disbursements* side in the post office entry column for the appropriate expense AIC and offset with an entry to *Trust Funds Received*. List the estimated amounts offset as *Trust Funds Received* the same as other unpaid expenses in the itemized statement of the *Trust Funds Received* balances as outlined. When paid in subsequent periods, record as *Trust Funds Withdrawn*. Should the actual payment be different from the estimated amount, record the differences as shown for other unpaid expenses.

### G. Carrier Drive-Out Payments

Make every effort to make all carrier drive-out payments for service during Pay Period 20, ending September 18 and Pay Period 21 ending October 2, 1981. Submit Form 1839, *Payment Record for Carrier Drive-Out Agreements*, for payment made. If it is impossible to make all carrier drive-out payments by the close of business October 2, record the unpaid amounts in AIC 539 on the *Disbursements* side of the statement of account in the post office entry column. Make an offsetting entry on the *Receipts* side as *Trust Funds Received*.

When payments are completed in the subsequent period, submit Forms 1839 immediately to the PDC. Should the total payment for carrier drive-out be greater than the amount offset into trust, record the difference in AIC 539 on the *Disbursements* side of the statement when recording the *Trust Funds Withdrawn*. However, if the amount paid is less, record the difference in AIC 539 as write-in on the *Receipts* side of the statement of account.

### H. Food Coupon Transaction Fees

Postmasters at post offices participating in the Federal food coupon program must submit all Authorization To Participate Vouchers (ATP) accepted through close of business Friday, September 25, 1981, to the MSC Food Coupon Office to arrive no later than September 30, 1981. (See 734, Handbook F-1).

The MSC will compute the total of the transaction fees and include the amount in AIC 170, Food Coupon Transaction Fee, on the Statement of Account for October 2, 1981. Make an offsetting entry to AIC 814, Suspense.

Normal end of month procedures will be followed after close of business Wednesday, September 30, 1981.

### I. Symbol 9500 Checks

Form 1481, *Register of Checks Drawn On Symbol 9500*, for the period September 5 through October 2, 1981, must be submitted to support the statement of account.

Form 1483, *Accounting Copy 9500 Card*, for the period September 26 through October 2, 1981, must be submitted with the statement of account.

## II. Statement of Account for Postal Quarter IV, Fiscal Year 1981

Postmasters of CAG H-L offices are required to submit a statement of account for Quarter IV—covering June 13 through October 2, 1981. Submit the statement on Form 1553, *Statement of Account* (April 1980). **Do not use forms with 1981 edition date.**

Submit the normal supporting detail with the statement of account, and an itemized list of trust fund entries (see II-D).

Mail the statement and all supporting detail to reach the PDC not later than **Tuesday, October 6.**

### A. Less Than Bulk Stamp Requisitions

Make every effort to eliminate in-transit stamp shipments between the MSC and associate offices. Stamp stock must be promptly checked in upon receipt and entered in the Accountbook. In case of emergency shipments the MSC must assure that the associate office makes the proper entries in its Accountbook.

### B. Stamp Stock Inventories

Make the verification of stamp stock records as of October 2 (see 534.5, Handbook F-1).

### C. Local Procurement of Supplies

Postmasters should anticipate their needs for supplies and services for the balance of Quarter IV and procure early in the period. Promptly pay approved bills, for goods and services received that are authorized for payment by the post office.

### D. Unpaid Expenses for Postal Quarter IV

All unpaid expenses must be identified and established in appropriate trust funds in order to charge them to current fiscal year; otherwise, they will eventually be charged to PFY 1982.

Record unpaid expenses through October 2, 1981, on the *Disbursements* side of the statement of account in the post office entry column for the appropriate expense AIC. Make an offsetting entry on the *Receipts* side as *Trust Funds Received*. When these expenses are paid in subsequent periods, enter as *Trust Funds Withdrawn*.

Submit an itemized list with other supporting documents to the PDC, listing the unpaid items through October 2 entered in *Trust Funds Received*. Show the name of each vendor, invoice date, Account Identifier Code, and the total unpaid amount for carrier drive-outs, utilities, metered fuel, communications, etc. Report the list on 8½ by 11-inch paper headed to show the post office, city, state, and finance number, for uniform handling by the PDC.

At the time of payment, the amount reflected in *Trust Funds Withdrawn*, AIC 480, is always the same as the amount originally recorded in *Trust Funds Received*, AIC 080, even though the amount paid is different from the amount originally recorded. Examples:

**Case No. 1.** Amount originally recorded as receipts in *Trust Funds Received*, AIC 080 and as disbursements for *Postal Supplies—PO*, AIC 546—\$1,000; amount paid—\$1,050. Entries on statement

of account *Disbursements* side: AIC 480—\$1,000; AIC 546—\$50. Note that the amount paid is more than the amount originally recorded.

**Case No. 2.** Amount originally recorded as receipts in *Trust Funds Received*, AIC 080 and as disbursements for *Postal Supplies—PO*, AIC 546—\$1,000; amount paid—\$970. Entries on statement of account *Disbursements* side: AIC 480—\$1,000—*Receipts* side: AIC 546—\$30 (a write-in entry). Note that the amount paid is less than the amount originally recorded.

### E. Utilities—Metered Fuel—Communications

Postmasters will make every effort to pay all utility bills on hand as of October 2. Unpaid bills and services for which bills were not received must be estimated as shown here.

Each postmaster must determine the service ending date of the last bill and post to the statement of account an estimated amount for bills to be received with service ending dates of October 2 and earlier. (If all billings with service ending dates through October 2 were paid, no entry is required.)

Post the estimated amount on the *Disbursements* side in the post office entry column for the appropriate expense AIC and offset with an entry to *Trust Funds Received*. List the estimated amounts offset in *Trust Funds Received* the same as the unpaid expenses in the itemized listing of the *Trust Funds Received* balances. When paid in subsequent year, record payments as *Trust Funds Withdrawn*. Should the actual payment be different from the estimated amount, record the differences as shown for other unpaid expenses, but retain the paid bills.

### F. Carrier Drive-Out Payments

Make every effort to make all carrier drive-out payments for service during Pay Period 21, ending October 2. Submit Form 1839 for payment made. If it is impossible to make all carrier drive-out payments by the close of business October 2, record the unpaid amounts in AIC 539 on the *Disbursements* side of the statement of account in the post office entry column. Make an offsetting entry on the *Receipts* side as *Trust Funds Received*.

When payments are completed in the subsequent period, submit Forms 1839 immediately to the PDC. Should the total payment for carrier drive-out be greater than the amount offset into trust, record the difference in AIC 539 on the *Disbursements* side of the statement when recording the *Trust Funds Withdrawn*. However, if the amount paid is less, record the difference in AIC 539 as write-in on the *Receipts* side of the statement of account.

## III. Miscellaneous Activities

### A. All Post Offices Using USPS-Owned Vehicles

All postmasters will submit vehicle forms at the close of the accounting period ending October 2, 1981. It will not be necessary to make a separate reporting for September 5 through September 30. (Accounting Period 01, Fiscal Year 1982 will cover the period October 3 through 30, 1981.)

Form 4578, *Vehicle Accounting Data Input*, will be cut-off for A/P 13-81 on Friday night, October 2,

1981. These forms must be received by the St. Louis PDC no later than October 7, 1981. Each batch mailing label must clearly state "A/P 13-81."

All Forms 4578 pertaining to A/P 01-82 are not to be mailed to St. Louis PDC before October 16, 1981. Each batch mailing label must clearly state "A/P 01-82."

Forms 4509, *VMF Inventory Purchases (Key-punch)*, and 4510, *Credit Cards Purchases*, will be cut-off for A/P 13-81 on Friday night, October 2, 1981. These forms must be received at the appropriate support PDC no later than October 5, 1981.

**Exception:** All Forms 4541, *Contract Work Order Invoice Vehicle Repair*, for work completed by September 30 will be forwarded to the appropriate support PDC to be received no later than October 2. Forms 4541 for the period October 2 must be submitted as they are completed.

All offices conducting their final vehicle sale for FY 1981, must submit SF 97A and payments in time to reach the appropriate support PDC before close of business Friday, October 2, 1981.

### B. All Mailbag Repair Units and Depositories

Each mailbag repair unit will prepare EASC Form 60, *Mailbag Repair Center Summary Cost of Material Used*, for the period ending October 2 (see 231.2, Handbook F-28, *Mailbag Accounting and Reporting*). The next reporting period, Accounting Period 01, Fiscal Year 1982 will cover October 3-30, 1981.

### C. All Postal Installations

#### 1. Payments or Submission of Bills

It is important for the year-end closing of accounts that all postal installations promptly certify and transmit to the PDC those bills and receiving reports for goods and services received through September 30, 1981, that are to be paid by the PDC. These bills should be submitted to be received no later than October 2, 1981. So the PDC can properly account for your remaining FY 81 procurement items, please note:

##### a. Expense Items

If goods or services were received on contracts, purchase or delivery orders, submit receiving reports to reach the PDC by October 2.

If invoices for services were received on BPAs, certify promptly and mail to reach the PDC by October 2.

Evidence of receipt (receiving reports and/or certified invoices) on expense contracts or orders are the documents used by the PDC to charge cost to the proper fiscal year.

If you have evidence of receipt of goods or services, but fail to notify the PDC Accounts Payable Branch, these costs will be charged to your FY 82 budget.

##### b. Capital Equipment Items

Capital equipment contracts awarded on or before September 30 must reach the PDC by October 2.

Capital equipment delivery or purchased orders placed, and dated September 30 or earlier must reach the PDC by October 2.

Note that capital items dated or awarded on or before September 30 will be charged to FY 81 budgets,

but to have the costs recorded as such, the documents must reach the PDC by October 2.

As with expense items, if capital orders are received before October 1, notify the PDC by submitting appropriate receiving reports.

#### c. Service Contracts

If a service contract or order (equipment rental, maintenance, etc.) was terminated on or before September 30, submit the receiving report or invoice immediately to the PDC advising them of the date the agreement was closed.

If it is impossible to submit a receiving report or invoice before October 6, 1981, submit a memorandum to the PDC Accounts Payable Branch. Show the actual or estimated amount, the nature of expenses, and the purchase order number, if applicable, to ensure inclusion in current fiscal year expense. When the actual invoice is finally submitted, include the statement, "Accrued to FY-81" on the face of the voucher.

#### Special Note: Project Authorization Commitments.

Make no commitments for October 2, 1981. Submit all commitment documents, Forms 4211, *Facility and Fixed Mechanization Project Contract Commitment Order*, dated on or before September 30 to the St. Louis PDC no later than October 7 for processing. Commitment documents dated after September 30 will be processed in A/P 01, Fiscal Year 1982.

All postal installations having vehicle hire must submit Forms 1804-B, *Postmaster's Certification of Vehicle Hire Service*, for the Accounting Period ending October 2 to the St. Louis PDC in the usual manner. Mail the next submission of Forms 1804-B for Accounting Period 01 ending October 30, on the normal schedule to the St. Louis PDC. Submit Forms 1804-C, *Postmaster's Certification of SDM Equipment Maintenance*, for special delivery messenger equipment maintenance to the St. Louis PDC according to the normal biweekly schedule through October 16.

## 2. Claims

All offices are requested to expedite the processing of tort claims. Forward completed tort claims to the appropriate PDC as rapidly as possible. Process all claims on hand and submit by the close of business September 30.

## 3. FEDSTRIP Procurement

All offices should anticipate their needs through October 2, and submit FEDSTRIP requisitions no later than September 18.

Do not submit requisitions for September 19 through October 2 except for items needed for emergencies.

## 4. Travel

All travel vouchers must be promptly submitted through the proper administrative channels to the PDC on or before the scheduled due dates furnished below. If an employee traveled at the beginning of the accounting period and does not anticipate any further travel requirements before the close of the accounting period, the voucher must be submitted immediately.

a. Vouchers for all travel through September 30 must be received at the PDC no later than October 6.

b. Vouchers for travel during October 1-2, must be received at the PDC no later than October 9.

c. Travel involving movement of household goods and related relocation expenses incident to permanent change of duty station, when the move actually begins on or before September 30, should be reported no later than October 6.

If it is impossible to submit a travel voucher according to these due dates, submit a memo to the PDC Accounts Payable Branch. Show the actual or estimated amount and nature of expenses to ensure inclusion in current fiscal year expense. When the actual voucher is finally submitted, include the statement "Accrued to FY-81" on the face of the voucher.

## 5. Uniform Allowances

Submit promptly invoices for uniform allowance payments for the period ending September 11 to the St. Louis PDC for payment on September 18. Submit promptly any uniform allowance claims on hand pertaining to September 11 or before, and those received for the period ending September 29, to St. Louis PDC for payment on October 2.

Submit uniform allowance invoices for October 1-9 on the normal schedule for payment on October 16.

## 6. Imprest Fund

Submit imprest fund reimbursement vouchers through September 30, to reach the PDC by October 2. Submit all reimbursement vouchers for period October 1-2 to reach the PDC by October 9.

## 7. Contract Cleaners

Because of fiscal-year closing requirements, it is imperative that Exception Cards (Form 1264, *Certification of Job Cleaner Services*) be submitted biweekly. One for the 2-week period ending September 18, and another for the 2-week period ending October 2.

## 8. Money Orders

Submit money order vouchers and international authorization vouchers to the Money Order Division, Postal Data Center, St. Louis, MO 63182, by accounting period according to normal schedules. (See 685, Handbook F-1, *Financial Handbook for Post Offices*.)

**NOTE:** A separate voucher submission as of September 30 will not be required. Vouchers to be submitted will cover the full accounting period, September 5 through October 2.

## 9. Special Reminders

a. Transactions recorded in trust funds should also be recorded in Section VII, *Trust Funds*, on the reverse side of the statement of account.

b. No actual bills should be submitted to the PDC's for items recorded in trust funds.

c. Submission of the following forms to St. Louis PDC will be made on a normal accounting period schedule for A/Ps 13, FY 81, and 01, FY 82.

(1) Form 3997-C, *Delivery Service Operations Analysis*.

(2) Form 3232, *Self-Service Postal Center, Cost Report*.

(3) Form 5660, *Summary of Passport Applications Accepted*.—Finance Dept., 9-10-81.

*Notice to All Employees*



**COLA Roll-in Option**

If you are covered by a 1981 Collective Bargaining Agreement with either the National Rural Letter Carriers' Association, the National Association of Letter Carriers, or the American Postal Workers Union, you may be eligible to have the cost-of-living allowance accumulated under your 1978-81 collective bargaining agreement rolled in to your basic pay effective November 14, 1981. By September 15, 1981, employing offices will provide election cards to all employees that Postal Service records identify as being eligible for this COLA roll-in.

Eligibility requirements are that you must (1) have been on the Postal Service rolls as of July 21, 1981, (2) be covered by the Civil Service Retirement Program, (3) be currently eligible for optional retirement or become eligible for optional retirement by July 20, 1987. This means that based on the age and service requirements for optional retirement, your date of birth and retirement computation date must be within the ranges indicated below to qualify for this option:

Date of Birth	Retirement Computation Date
07/21/32 or earlier-----	07/21/57* or earlier
07/21/27 or earlier-----	07/21/67* or earlier
07/21/25 or earlier-----	07/21/81 or earlier

If you believe you meet the requirements for the COLA roll-in option and do not receive an election card by September 15, 1981, contact your supervisor immediately.

All employees should clearly recognize that the election of the COLA roll-in option does not imply in any way that eligible employees are obligated to retire between July 1981 and July 1987.

\*Must include five years of creditable civilian service.



## IMPLEMENTATION OF COLA ROLL-IN OPTION

Employees covered by the 1981 collective bargaining agreements between the U.S. Postal Service and:

- The National Rural Letter Carriers Association,
  - The National Association of Letter Carriers, AFL-CIO, and
  - The American Postal Workers Union, AFL-CIO
- may be eligible to have the cost-of-living adjustment (COLA) accumulated during the 1978-1981 collective bargaining agreements become a part of their basic pay effective November 14, 1981. Provisions of the Agreements require that eligible employees must exercise their COLA roll-in option no later than October 15, 1981.

This article provides information and procedures to implement the COLA roll-in option provisions set forth in these Agreements.

Installation heads must ensure that the notice to all employees which appears on page 13 of this Bulletin is posted on all bulletin boards.

### I. ELIGIBILITY REQUIREMENTS

**A. COLA Roll-In.** To qualify for the COLA roll-in option, employees must:

1. Have been on the Postal Service rolls as of July 21, 1981;
2. Be covered by the Civil Service Retirement Program; and
3. Be currently eligible for optional retirement or become eligible for optional retirement by July 20, 1987.

**B. Optional Retirement.** The age and service requirements for optional retirement are:

1. Age 55 or over with 30 or more years' creditable service (including five years' civilian service).
2. Age 60 or over with 20 or more years' creditable service (including five years' civilian service).
3. Age 62 or over with at least five years' creditable civilian service.

Based on the age/service requirements for optional retirement, an employee's date of birth (DOB) and retirement computation date (RCD) must be within the ranges indicated below to qualify for the COLA roll-in option.

Date of Birth	Retirement Computation Date
07/21/32 or earlier	07/21/57* or earlier
07/21/27 or earlier	07/21/67* or earlier
07/21/25 or earlier	07/21/81 or earlier

\*Must include five years of creditable civilian service.

### II. COLA ROLL-IN ELECTION PERIOD

The COLA Roll-in Election Period is from September 15 through October 15, 1981. This will be the only opportunity eligible employees will have to exercise their COLA roll-in option.

### III. ELECTION CARDS/CONTROL LISTS

**A. Election Card Preparation.** The three payroll postal data centers (PDCs) will identify those em-

ployees who are currently eligible for optional retirement or who will become eligible for optional retirement by July 20, 1987, according to official USPS records. A COLA roll-in election card will be prepared for each employee identified. The card will be preprinted with the employee's name, social security number, and other identifying information.

**B. Election Card Distribution.** The PDCs will send the pre-punched election cards to the employees' employing office via the management sectional center (MSC) in time for them to be received no later than September 14, 1981. When the cards are received, the employing office must make every effort to see that all eligible employees (including those on leave of absence for any reason) receive their cards by September 15, 1981.

**C. Control Lists.** The PDCs will send a control listing of eligible employees to each employing office through the MSCs or to BMCs, Mailbag Depository and Repair Shops, Area Supply Centers, Mail Equipment Shops, Procurement and Supply offices, as appropriate. The control list is to be used as a check-off and follow-up system to ensure that all election cards are returned by eligible employees to their employing offices promptly (no later than October 15, 1981). These lists will be retained by the offices as a reference file to respond to employee inquiries.

### IV. RESPONSIBILITIES

#### A. Employing Installation Responsibilities

1. Each installation will designate a person(s) to be responsible for distribution, receipt, and control of the election cards. Each eligible employee must complete, date, sign and return the election card to his or her supervisor no later than October 15, 1981. The election card must be completed and returned even though the employee does not elect the COLA roll-in. Supervisors will return completed cards, on a daily basis, to the person(s) designated to receive them. Completed cards will be separated into *yes*, *no*, or *not eligible* categories.

2. If an employee does not return a card to the supervisor within the prescribed period, a facsimile of the card must be submitted for the employee marked: *No card returned by employee*, signed by the employee's supervisor. This is considered a *no* election. The control listing should be so annotated.

3. The completed control list must be retained by the employing office for 6 years as a reference for questions, disputes, etc.

4. After the control list has been completed, the election cards (separated into *yes*, *no* and *ineligible* batches) must be forwarded to the MSC, Attn: COLA Roll-In Coordinator.

#### B. MSC Responsibilities

The MSCs will receive the election cards from associate offices and use the control list to verify that all cards have been returned and properly completed by eligible employees. All other facilities will be re-

responsible for the same procedures for employees under their jurisdiction. Cards must be mailed so they will reach the PDC no later than October 20, 1981.

### C. PDC Responsibilities

The PDCs will produce Forms 50 from the election cards confirming the employees' COLA roll-in elections. The Nature of Action (NOA) code for this action is 990—COLA Roll-In Option, 81 collective bargaining agreement. The message in Remarks will be either:

*Yes*—This confirms your election to have COLA become part of your basic pay as per the '81 collective bargaining agreement.

or

*No*—This confirms your election to not have COLA become part of your basic pay as per the '81 collective bargaining agreement.

### V. CORRECTING RECORDS

There may be some employees who meet the requirements for the COLA roll-in option who do not receive an election card. Conversely, there may be some employees who receive an election card who do not meet the eligibility requirements. In such cases, the employing office is responsible for verifying eligibility and taking corrective action to amend the employee's records, if necessary.

### VI. PROCEDURES

#### A. Eligibility Established—Election Cards Not Received

1. If a review of appropriate records indicates that eligibility is established and there are no errors in the records, the employing installation will:

a. Prepare an election card facsimile and have the employee make his or her *written* election in the proper manner, i.e., sign and date it (see Exhibit 1, which may be reproduced for this purpose).

b. Enter the data from the election card facsimile on a typewritten or legibly printed list, as indicated in the following example:

Name	SSN	Finance No.	Roll-In	
			Yes	No
B. A. Worker	000-00-0000	10-7930	X	

c. Send the list of eligibles to the MSC with the election cards, for transmittal to the PDCs.

d. File the election card facsimile in a special COLA Election Roll-In File.

2. If a review of appropriate records indicates that there are errors in the records which can be corrected immediately (e.g., a typographical error of the date of birth) follow the steps in VI-A-1. Prepare a Form 50 worksheet to correct the error using the appropriate Nature of Action (NOA) Code and forward through channels to the ELRIC.

3. When it is necessary to request official records to verify additional service claimed to establish eligibility and it is evident that the official documents will not be received by October 15, 1981, tentatively

assume the employee meets the roll-in eligibility requirements pending receipt of the evidence and:

a. Follow the procedures in VI-A-1.

(b) When the evidence is received, prepare a Form 50 worksheet to correct the error using the appropriate NOA Code (for example, NOA 882 to change retirement computation date) NOA 002 to correct date of birth, and forward through channels to ELRIC.

c. If the evidence shows the employee is *not* eligible, and the PDC has issued a Form 50 with the employee's COLA Roll-In Election, prepare a Form 50 worksheet to *cancel* the COLA Roll-In using NOA 001. Include the following statement in the Remarks section: *This cancels the COLA Roll-In Form 50 effective November 14, 1981. It has been determined that this employee was not eligible to elect roll-in of COLA. The PDC will make all necessary adjustments.*

#### B. Election Card Received—Employee Not Eligible

1. Notify the employee of ineligibility and give the *reason*.

2. Prepare Form 50 worksheet to correct the error in the records and send it to ELRIC for processing.

3. Return these cards marked *ineligible*. The records will be removed from control files at the PDC so no Form 50 will be produced.

#### C. Information for Employees

Many eligible employees will be seeking information to assist them in making a decision on whether to elect the COLA roll-in option. Installations are to make every effort to provide information and assistance to employees. If the information requested is not readily available at the installation level, it should be requested through management channels from the Regional Compensation Managers. However, in all cases whether or not the information requested is received, the provisions of item V.A. still apply (the election *must* be received by October 15, 1981). The following general information may be useful in discussions with employees:

1. Those eligible employees who elect to have the COLA become part of basic pay will be subject to the following changes, effective November 14, 1981:

a. The COLA amount will become subject to 7 percent retirement deductions which will be withheld from pay for the retirement fund.

b. The basic life insurance amount will be increased. (The Postal Service pays the full cost of basic insurance.)

c. The amount of Option B-Additional insurance will also be increased for those who elected this coverage. The increase in the amount of Option B-Additional insurance will result in an increase in the biweekly withholding for this coverage based on age. SF 2817B, the pamphlet on the Federal Employees Group Life Insurance Program, provides complete information to use in calculating insurance amounts and withholdings.

d. For those eligible employees electing to roll in the COLA on November 14, 1981, the full impact on their *high-3* of having COLA in their basic salary will be realized on November 13, 1984. The *high-3* of such an employee retiring before that date will include some time during which the basic salary did not include



the rolled-in COLA. For example, in computing the high-3 of an employee who retires on November 13, 1982, only one of the high-3 years will have the rolled-in COLA.

e. The National Retirement Counseling System (NARECS) annuity estimate printouts may be used to give employees an estimate of annuity without the COLA roll-in. At this time, manual calculations would have to be made to project annuity estimates with the COLA roll-in.

2. Those employees who are eligible and do not elect to have COLA become a part of basic pay will not have another opportunity to elect to roll-in COLA. However, the Agreements do provide that all covered employees will automatically have the appropriate COLA amount that accrued during the 1978-1981 National Agreement made a part of basic pay effective October 13, 1984.

3. Employees may express concern about the impact of not rolling in the COLA should they die, go out on a disability retirement, or otherwise retire under optional retirement regulations. This concern may come from those eligible for the roll-in as well as those who are not eligible. A separate memorandum of understanding addresses this. Basically, it provides that if any of these situations occur, employees will receive a supplemental annuity or discounted lump-sum payment to insure that they do not suffer a diminution of annuity by not having the COLA rolled in at this time.

Instructions on the effect of the COLA roll-in on promotions, higher level pay, and territorial COLA (TCOLA) will be provided at a later date.

Postal Service records indicate you are or will be eligible for optional retirement in the period 7/21/81 thru 7/20/87. Therefore, under Article II of the 1981-1984 National Agreement, you are eligible to elect to roll COLA into basic pay effective 11/14/81.

This is the only opportunity you will have during the life of the 1981 National Agreement to elect this roll in option. The election must be made by marking the appropriate box and returning this card to your supervisor no later than October 15, 1981.

I do  do not  elect to have COLA rolled into basic pay.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Exhibit 1**

—Employee Relations Dept., 9-10-81.

**Domestic Orders**

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered
MO, Fenton 63026.....	Phone Line Productions (PLP) Phone Line American Swing Company (ASC) Swing Friends & Private Services Group (PSG) P.O. Boxes 130, 240, 650 and 645
MO, Arnold 63010.....	Phone Line Productions (PLP) Phone Line American Swing Company (ASC) Swing Friends & Private Services Group (PSG) P.O. Boxes 493, 455 and 246
IL, Dupo 62239.....	Phone Line Productions (PLP) Phone Line American Swing Company (ASC) Swing Friends & Private Services Group (PSG) P.O. Boxes 160 and 40
MA, Chelmsford 01824..	Bay State Power Light & Supply 288 Little Road  Bay State Corp. Box 259
FL, Pompano Beach 33064.	Standard Research Labs P.O. Box 5009
FL, Pompano Beach 33061.	Standard Research Labs P.O. Boxes 852 and 10129
FL, Ft. Lauderdale 33310.	Standard Research Labs P.O. Boxes 9547 and 9667
MA, Chelmsford 01824..	Commercial Industrial Supply Com- pany 288 Littleton Road
MI, Lansing 48933.....	Law Enforcement Guide Law Enforcement News 212 So. Grand Avenue

—Judicial Officer, 9-10-81.

**REUSE ACCOUNTABLE PAPER MAILING CARTONS**

**ONLY AFTER OBLITERATING REGISTRY OR**

**OTHER POSTAL ENDORSEMENTS.**



**Strike out slips, trips, and falls  
by keeping work areas clean**



**MISSING U.S. MONEY ORDER FORMS—DO NOT CASH**

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. A. New Style. (Listed below). Destroy PB 21314 listing. B. Old Style. (Gray). C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

213 578 4229 to 4399	245 973 2677 to 2699	255 281 2647 to 2699	264 406 1201 to 1299
217 210 7100 to 7299	246 076 7300 to 7399	255 440 4800 to 4899	264 496 5357 to 5399
217 288 7000 to 7024	246 155 4048 to 4099	255 440 4900 to 4999	264 499 2331 to 2349
217 667 3400 to 3599	246 155 5000 to 5499	255 857 4749 to 4799	264 642 5304 to 5399
219 726 9924 to 9999	246 402 6511 to 6599	256 140 5400 to 5499	264 786 2900 to 2999
229 350 0600 to 0699	246 608 6300 to 6399	256 193 5100 to 5159	265 151 4134 to 4199
229 434 3500 to 3599	246 609 9545 to 9799	256 695 0525 to 0599	265 330 0400 to 0599
229 531 9800 to 9899	246 816 2600 to 2699	256 754 0030 to 0099	265 338 9048 to 9099
229 576 1800 to 1899	246 973 1372 to 1399	257 157 2164 to 2499	265 370 8800 to 8999
232 295 7249 to 7599	247 012 0500 to 0599	257 405 2600 to 2899	265 387 1531 to 1599
232 665 0292 to 0399	247 066 9300 to 9399	257 474 8312 to 8399	265 394 0669 to 0691
233 262 7907 to 7999	247 086 4200 to 4299	258 444 7185 to 7199	265 541 8254 to 8299
233 516 6100 to 6199	247 113 5635 to 5699	258 450 6755 to 6799	265 956 3900 to 3999
234 031 6456 to 6999	247 490 1960 to 1999	258 480 2600 to 2899	266 369 4447 to 4499
234 261 4500 to 4599	247 490 2086 to 2099	258 618 0254 to 0299	266 399 5845 to 5899
234 659 4000 to 4199	247 497 4000 to 4099	258 643 2765 to 2774	266 442 2360 to 2399
234 659 8700 to 8999	247 544 0200 to 0214	258 950 5217 to 5299	266 547 6565 to 6599
234 802 1060 to 1199	247 575 4400 to 4499	258 950 5433 to 5499	266 775 2669 to 2699
234 997 1000 to 1599	247 983 1511 to 1899	259 084 1386 to 1399	266 805 8372 to 8399
236 937 5803 to 5999	248 120 4322 to 4399	259 227 0000 to 1499	266 942 9754 to 9799
236 941 5400 to 5499	248 244 7246 to 7299	259 340 0828 to 0999	266 942 9343 to 9399
237 413 7500 to 7599	248 317 7624 to 7699	259 628 0936 to 0999	266 942 9900 to 9999
237 457 5600 to 5699	248 397 2163 to 2199	259 745 1300 to 1499	267 917 1874 to 1999
237 457 5800 to 5899	248 423 4864 to 4899	259 783 7821 to 7899	268 202 3665 to 3699
238 165 7700 to 7799	248 440 7916 to 7971	259 825 5819 to 5899	268 224 1500 to 1699
238 169 7587 to 7599	248 718 7317 to 7399	259 950 3053 to 3099	268 243 7679 to 7699
238 377 4508 to 4599	249 680 4872 to 4899	259 950 3300 to 3499	268 246 8600 to 8699
238 586 3100 to 3299	249 945 6900 to 6999	260 144 7415 to 7499	268 299 0000 to 4999
239 596 4800 to 4999	249 996 6000 to 6099	260 198 2856 to 2898	268 329 6466 to 6499
239 985 7000 to 7499	249 996 6300 to 6499	260 229 5638 to 5699	268 657 2928 to 2999
240 108 6501 to 6599	250 565 7029 to 7040	260 324 9000 to 9099	268 834 6500 to 7999
240 252 6400 to 6899	250 919 5218 to 5299	260 479 3500 to 3599	269 414 2084 to 2099
240 256 2900 to 3199	250 951 4340 to 4363	260 743 5000 to 5099	269 416 3526 to 3599
240 639 3561 to 3599	250 991 9778 to 9799	260 894 8061 to 8099	269 527 9532 to 9599
240 901 5900 to 5999	251 518 6281 to 6399	261 002 6451 to 6499	269 553 1200 to 1299
241 081 9274 to 9299	251 964 6056 to 6199	261 052 5271 to 5299	269 821 1147 to 1199
241 224 7209 to 7299	251 997 2913 to 2999	261 175 6200 to 6299	269 878 5666 to 5699
241 685 5124 to 5199	252 171 2041 to 2056	261 459 5800 to 5899	269 942 9300 to 3,0099
241 902 2600 to 2799	252 235 4400 to 4499	261 459 6722 to 6799	269 960 4957 to 4999
242 021 2262 to 2499	252 235 4581 to 4899	261 506 0686 to 0699	270 130 0027 to 0074
242 816 1337 to 1399	252 238 2299 to 2399	261 533 2067 to 2299	270 233 5700 to 5799
243 112 4109 to 4120	252 432 6988 to 6999	261 935 6500 to 6599	270 500 0040 to 0099
243 228 7200 to 7499	252 891 1159 to 1199	261 954 6334 to 6399	270 894 5717 to 5799
243 766 6730 to 6799	253 175 2670 to 2699	261 965 4168 to 4199	271 171 3205 to 3299
243 805 0000 to 0299	253 192 7311 to 7399	262 240 6607 to 6665	271 186 6354 to 6499
243 906 7800 to 8199	253 293 5931 to 5940	262 240 6677 to 6696	271 735 3760 to 3899
244 299 2000 to 2199	253 446 4033 to 4099	262 604 1515 to 1599	272 059 8000 to 8199
244 366 8800 to 8899	253 547 6013 to 6049	262 931 7066 to 7076	272 060 0800 to 0999
244 678 2333 to 2499	253 547 6054 to 6099	262 949 9200 to 9299	272 067 9214 to 9499
245 103 9400 to 9499	253 747 6924 to 6999	262 963 4912 to 4999	272 075 3700 to 3899
245 118 6754 to 6768	254 107 8590 to 8599	263 129 6984 to 6999	272 133 0400 to 0599
245 279 1420 to 1499	254 107 8913 to 8999	263 146 1837 to 1849	272 277 4600 to 5299
245 279 1510 to 1599	254 254 4490 to 4499	263 323 0768 to 0799	273 391 2300 to 2399
245 591 1626 to 1799	254 259 8867 to 8899	263 407 7000 to 7099	274 229 8903 to 8914
245 695 0346 to 0399	254 259 8951 to 9099	264 132 9200 to 9299	801 579 6056 to 6098
	254 740 8408 to 8445	264 205 4017 to 4099	801 629 1900 to 1999
	255 125 8500 to 8599	264 223 9121 to 9199	802 029 5199 to 8999
	255 176 5373 to 5399	264 366 7033 to 9499	802 265 0575 to 1999
	255 276 0949 to 0999	264 405 9660 to 9699	802 751 1128 to 1299



### 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—323,999,999.  
 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 21311 article.

326,023,246 to 3,300	348,086,296 to 6,300	368,773,419 to 3,500	391,923,323 to 3,500
328,436,401 to 6,500	348,190,501 to 0,900	368,847,601 to 7,700	393,018,120 to 8,400
331,892,798 to 3,000	351,452,949 to 3,000	370,494,001 to 4,200	393,811,801 to 2,000
332,069,432 to 9,500	351,490,001 to 0,600	370,549,601 to 50,000	393,912,375 to 2,400
336,646,801 to 7,300	353,461,741 to 1,800	372,401,123 to 1,500	394,914,633 to 4,700
336,825,701 to 7,000	357,010,401 to 0,500	372,429,101 to 9,500	394,914,702 to 4,800
336,909,925 to 0,000	357,339,409 to 9,455	372,548,101 to 8,400	396,770,501 to 0,600
337,395,212 to 5,300	358,180,401 to 0,600	373,593,481 to 3,500	396,823,334 to 3,500
338,038,706 to 8,800	359,790,481 to 0,540	374,013,262 to 3,300	396,944,758 to 5,000
339,519,801 to 9,900	359,791,901 to 1,920	374,433,401 to 4,000	397,148,601 to 9,400
339,735,184 to 5,200	359,994,676 to 4,700	374,540,001 to 0,100	397,207,301 to 7,400
340,711,001 to 3,000	361,168,730 to 8,900	374,988,860 to 8,880	397,929,301 to 9,400
341,462,701 to 2,900	361,201,906 to 2,100	375,040,201 to 0,400	398,441,237 to 1,300
343,703,708 to 3,900	362,395,806 to 5,819	375,432,201 to 2,500	399,721,678 to 1,710
343,945,919 to 5,940	363,633,090 to 3,100	375,712,274 to 2,300	400,896,730 to 6,800
344,536,201 to 6,400	363,794,701 to 5,200	377,011,946 to 2,400	400,980,701 to 0,800
344,821,230 to 1,297	365,867,401 to 7,500	377,901,546 to 1,600	401,295,335 to 5,400
344,854,601 to 4,700	365,867,517 to 7,600	379,786,742 to 6,760	402,885,601 to 5,900
345,299,801 to 9,900	366,888,911 to 9,000	380,821,401 to 2,200	403,243,638 to 3,900
345,986,501 to 6,600	366,967,107 to 7,200	383,053,831 to 3,900	404,625,001 to 5,200
347,238,201 to 8,300	368,108,160 to 8,600	390,557,101 to 7,170	404,668,701 to 8,900
347,975,946 to 5,959	368,416,575 to 6,600	390,581,961 to 2,040	404,999,031 to 9,080
			406,576,200 to 6,300





**Even weightlifters bend their knees.**

Bend your knees to lift with ease.



**UNITED STATES POSTAL SERVICE**

WASHINGTON, DC 20260-1571

**OFFICIAL BUSINESS**

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



**FIRST CLASS**

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