UNITED STATES POSTAL SERVICE

postal bulletin

Published Since March 4, 1880

PB 21569—June 5, 1986—48 Pages

Message From the Postmaster General

PMG's FLAG DAY/PAUSE FOR THE PLEDGE MESSAGE

In his 1985 Proclamation of Flag Day and National Flag Week, President Reagan described the American flag as "the leading symbol of the nation we love and an emblem recognized around the world as a sign of our unity and devotion to freedom."

The Star-spangled Banner, the Stars and Stripes, Old Glory—while it has acquired many names, our flag represents the unique, yet paradoxical, strength of our nation: the union of diversity. Our founding fathers formed a country united in purpose but built on individuality. We have brought together diverse races and heritages, creeds and religions to create a cohesive people, and our separate states nevertheless combine to make one nation.

The American flag symbolizes the historic continuity of this heritage: each new state adds a new star; yet the original 13 are remembered in the unchanging stripes.

On June 14th each year, we pause to honor this legacy and its enduring values in Flag Day celebrations. It is a heritage not without price: at Yorktown and Baltimore Harbor, at Gettysburg and San Juan Hill, at the Marne and Iwo Jima, at the Chosin Reservoir and Cam Ranh Bay, at Beirut and Tripoli.

To commemorate "our unity and devotion to freedom" and the sacrifices made to preserve it, the Postal Service offers a special Flag Day/Pause for the Pledge cancellation from May 1 to June 14th. This cancellation is available in 51 cities across the country with die hubs provided through the National Flag Day Foundation. In addition, at 7:00 EDT on June 14th, the Foundation sponsors a nationwide Pause for the Pledge of Allegiance: "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Like all Americans, I am proud to say these words and proud to recall the heritage that they honor. And on this Flag Day, I hope you will join in the celebrations.

ALBERT V. CASEY,
Postmaster General

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1-CENT MARGARET MITCHELL REGULAR STAMP

The 1-cent Margaret Mitchell regular stamp will be placed on sale June 30, 1986, in Atlanta, GA. Mitchell, an American novelist, wrote one of the most successful best sellers ever written, *Gone With The Wind*. When *Gone With The Wind* was published in 1936, it became a publishing phenomenon, reaching a sales record of 50,000 copies in one day.

Do Not Sell Before July 1, 1986

Issued in panes of 100.

Collector information is on page 41.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers only. Refer to POSTAL BULLETIN dated February 27, 1986, for automatic quantities being shipped. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices are encouraged to order sufficient quantities to meet philatelic demand.*

Bulk Quantities. Post offices with 950 or more revenue units requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities,* to the Bureau of Engraving and Printing, using ***Item number 051.*** Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring these stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—*Marketing Dept., 6-5-86.*

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NO. 162

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Kenaston International
P.O. Box 940
5010—48th Ave.
and
Frederick Russell
P.O. Box 940
5010—48th Ave.
Delta, B.C.

Kenaston International
P.O. Box 35607
2021 W. 42nd Ave.
and
Jan Friesen
P.O. Box 35607
2021 W. 42nd Ave.
Vancouver, B.C.

Princess Enterprises
Box 80565
6025 Sussex
Burnaby, B.C.

CANADA—Continued

Lucky Strike Properties Ltd.
Suite 405
5519 6th Street, SE
Calgary, Alberta

Belmont International Marketing
P.O. Box 48808, Dept. 533,
Bentall Centre
Vancouver, B.C.

Kenaston International
P.O. Box 23800
and
Nina Heller
P.O. Box 23800
Vancouver A.M.F., B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSC's and designated International Exchange Offices.—*Judicial Officer, 6-5-86.*

ASM and Pub. 41 Revisions

POSTAL SERVICE CONTRACTING AUTHORITY

The changes to USPS contracting and local purchasing authority made by this article will be issued in a forthcoming PCM Circular revising Pub. 41, POSTAL CONTRACTING MANUAL (PCM). The changes here are limited to PCM 1-201.4, Head of Procuring Activity; Exhibit 1-401a, Contracting Authority; and Exhibit 1-401b, Local Purchasing Authority. The changes to exhibit 1-401.lb will also appear in Issue 5 of the ADMINISTRATIVE SUPPORT MANUAL (ASM).

Managers, at all levels, must ensure that personnel under their supervision do not enter into contracts outside the field in which they have authority to contract (e.g., supplies and services, construction, mail transportation), nor enter into contracts costing more than the dollar limits placed on their contracting authority. Approval authority (the authority to approve expenditure of funds) must not be confused with contracting authority. Only contracting officers may sign contracts for the Postal Service. Heads of Procuring Activities are designated contracting officers solely by virtue of their positions. Contracting Officers below the level of Head of Procuring Activity are selected and appointed based on their qualifications in areas such as training, experience, business judgment, character, and reputation.

Contracting Authority for Personal Property and Services

The Head of Procuring Activity designated by PCM 1-201.5 for regional procurements of supplies and services within delegated authority is changed from the General Manager, Procurement Division, to the Director, Procurement and Materiel Management Service Center. The titles of all other Heads of Procuring Activity in this area are not affected by reorganization changes.

The direct contracting authority of the Directors, Procurement and Materiel Management Service Center, is unlimited. Contracting Authority may be delegated to Service Center Procurement Branch Managers, limited to $500,000, and to Service Office Managers, limited to $200,000. Additional Service Center and Service Office contracting officers may be appointed but only by the Director, Procurement and Materiel Management Service Center. Delegations must be by name and title. Procurement and Materiel Management Service Centers and Service Offices have no contracting authority for construction.

The General Managers/Postmasters of the new divisions and special divisions have broad authority to *manage* their divisions' contracting functions—however, they are neither heads of the procuring activity nor contracting officers and *do not* have direct contracting authority. At the divisions, the new contracting function includes issuing delivery orders (no limit) and making informal purchases ($25,000 or less). At the special divisions, the new contracting function includes informal purchasing and formal purchases to $200,000. The delegation of $25,000 authority to the divisions and $200,000 authority to the special divisions for supplies and services is across-the-board and not discretionary. However, contracting authority in the divisions and special divisions can only be exercised by personnel with contracting officer appointments issued by the Director, Procurement and Materiel Management Service Center, as head of procuring activity. Appointments may be issued to appropriate personnel such as the Manager, Support Services, or Senior Procurement Specialist at the divisions, or the Manager, Procurement and Materiel Management, at the special divisions. Additional contracting officers may be appointed for a division, by name and title, but only by the Director, Procurement and Materiel Management Service Center.

Contracting Authority for Mail Transportation

Head of procuring activity responsibilities and contracting authority for mail transportation remain unchanged. See PCM, section 19.

Contracting Authority Related to Real Property

The Assistant Postmaster General, Facilities Department, is head of procuring activity for all Postal Service procurements which by law or custom are unique to architect-engineering services, construction, and real estate. The Director, Office of Design and Construction, Facilities Department, is head of procuring activity for Headquarters, regional, and field procurements of architect-engineer services, construction, and construction management services. The General Manager, Facilities Contracting Division, Facilities Department, is head of procuring activity for regional and field procurements of architect-engineer services, construction, and construction management services.

All contracting authority related to real property is shown in the following table.

Contracting Authorities, Facilities Department

Assistant Postmaster General

Direct contracting authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate, All Actions	No Limit	Selected personnel, designated by name & title
Buildings	No Limit	Selected personnel, designated by name & title

Director, Office of Real Estate

Direct contracting authority:

Real Estate, All Actions	No Limit	Selected personnel, designated by name & title

Director, Office of Design & Construction

Direct contracting authority:

Buildings	No Limit	Selected personnel, designated by name & title

General Manager, Facilities Contracting Division

Direct contracting authority:

Buildings	No Limit	Selected personnel, designated by name & title

Facilities Service Centers

Directors, Facilities Service Centers

Direct contracting authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	No Limit	General Manager, Real Estate Div. Manager, Realty Acquisition Branch
Purchase of Existing Leased Buildings	No Limit	General Manager, Real Estate Div. Manager, Realty Acquisition Branch
Leasing	No Limit	General Manager, Real Estate Div. Manager, Realty Acquisition Branch
Real Estate Support and Personnel Services	No Limit	General Manager, Real Estate Div.
Buildings		
Design (Includes A-E, Technical Support Personnel, and Constr. Management Services)	No Limit	General Manager, D&C Division Manager, Contracting & Support Br. *A-E Contracts* $25,000 Mgr. Support Svcs, Field Divisions *Term A-E Contracts* $500,000 total/$50,000 work order Mgr. Support Svcs, Field Divisions
Construction (includes Construction Materials and Mechanization)	No Limit	General Manager, D&C Division Manager, Contracting & Support Br. *Term Constr. Contracts* $500,000 total/$100,000 work order Mgr. Support Svcs, Field Divisions

General Managers, Real Estate Divisions

Contracting authority, if delegated by Director, Facilities Service Center:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	No Limit	Manager, Realty Acquisition Branch
Purchase of Existing Leased Buildings	No Limit	Manager, Realty Acquisition Branch
Leasing	No Limit	Manager, Realty Management Branch
Real Estate Support and Personnel Services	No Limit	No

Facilities Service Centers—Continued

General Managers, Design & Construction Divisions

Contracting authority, if delegated by Director, Facilities Service Center:

Buildings		
Design (Includes A-E, Technical Support Personnel and Constr. Management Services)	No Limit	Manager, Major Facilities Branch Manager, Design & Constr. Branch *A-E Contracts* $25,000 Mgr. Support Svcs, Field Divisions *Term A-E Contracts* $500,000 total/$50,000/work order Mgr. Support Svcs, Field Divisions
Construction (includes Construction Materials and Mechanization)	No Limit	Manager, Major Facilities Branch Manager, Design & Constr. Branch *Term Constr. Contracts* $500,000 total/$100,000/work order Mgr. Support Svcs, Field Divisions

Managers, Realty Acquisition Branches

Contracting authority, if delegated by General Manager, Real Estate Division:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$2,500,000	No
Purchase of Existing Leased Buildings	$5,000,000	No

Managers, Realty Management Branches

Contracting authority, if delegated by General Manager, Real Estate Division:

Real Estate		
Leasing	$500,000 annually $5,000,000 total	No

Managers, Major Facilities and Design & Construction Branches

Contracting authority, if delegated by Director, Facilities Service Center:

Buildings		
Design (Includes A-E, Technical Support Personnel and Constr. Management Services)	No Limit	No
Construction (includes Construction Materials and Mechanization	No Limit	No

Managers, Contracting & Support Branches

Contracting authority, if delegated by Director, Facilities Service Center:

Contracts for:	*Limitations:*	*May be delegated to:*
Buildings		
Design (Includes A-E and Construction Management Services)	No Limit	No
Construction (includes Construction Materials and Mechanization	No Limit	No

Facilities Service Offices

General Managers, Facilities Service Offices

Direct accounting authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$2,500,000	Manager, Real Estate Branch
Purchase of Existing Leased Buildings	$5,000,000	Manager, Real Estate Branch
Leasing	$500,000 annually $5,000,000 total	Manager, Real Estate Branch
Real Estate Support and Personnel Service	$500,000	No
Buildings		
Design (Includes A-E and Construction Management Services)	$500,000	Manager, D&C Branch *A-E Contracts* $25,000 Mgr., Support Svcs., Field Divisions *Term A-E Contracts* $500,000 total/$50,000/work order Mgr. Support Svcs, Field Divisions
Construction (includes Construction Materials and Mechanization)	$5,000,000	*Term Constr. Contracts* $500,000 total/$100,000 work order Mgr. Support Svcs, Field Divisions

Managers, Real Estate Branches

Contracting authority, if delegated by General Manager, Facilities Service Office:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$2,500,000	No
Purchase of Existing Leased Buildings	$5,000,000	No
Leasing	$500,000 annually $5,000,000 total	No

Managers, Design & Construction Branches

Contracting authority, if delegated by General Manager, Facilities Service Office:

Buildings		
Design (Includes A-E and Construction Management Services)	$500,000	No
Construction (includes Construction Materials and Mechanization)	$5,000,000	No

Managers, Contracting & Support Units

Contracting authority, if delegated by General Manager, Facilities Service Office:

Contracts for:	*Limitations:*	*May be delegated to:*
Buildings		
Design (Includes A-E and Construction Management Services)	$500,000	No
Construction (includes Construction Materials and Mechanization)	$5,000,000	No

Field Divisions (Special)

Field Directors, Support Services

Direct Contracting Authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$1,250,000	Managers, Facilities
Purchase of Existing Leased Buildings	$2,500,000	Managers, Facilities
Leasing	$500,000 annually $5,000,000 total	Managers, Facilities
Buildings		
Design (Includes A-E, Term A-E and Constr. Management Services)	$500,000	Managers, Facilities Manager, Procurement & Supply
Construction—Repairs & Alterations and New Standard Plan Buildings only (includes Constr. Mat'ls and Mechanization)	$2,500,000	Managers, Facilities Manager, Procurement & Supply

Managers, Facilities

Contracting Authority, if delegated by Field Director, Support Services:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$1,250,000	No
Purchase of Existing Leased Buildings	$2,500,000	No
Leasing	$500,000 annually $5,000,000 total	No
Buildings		
Design (Includes A-E, Term A-E and Constr. Management Services)	$500,000	No
Construction—Repairs & Alterations and New Standard Plan Buildings only (includes Constr. Mat'ls and Mechanization)	$2,500,000	No

Manager, Procurement & Supply

Contracting Authority, if delegated by Field Director, Support Services:

Buildings		
Design (Includes A-E, Term A-E and Constr. Management Services)	$500,000	No
Construction—Repairs & Alterations and New Standard Plan Buildings only (includes Constr. Mat'ls and Mechanization)	$2,500,000	No

Field Divisions (Typical)

Managers, Support Services

Direct Contracting Authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Construction	$25,000 R&A	Procurement Specialist
	$75,000 Painting	Procurement Specialist
	$100,000 with no more than $25,000 for repairs and $75,000 for painting	

Contracting Authority, if contract is delegated by Directors or General Managers, Design & Construction Divisions, of the Facilities Service Centers or General Managers, Facilities Service Offices:

A-E Contracts	$25,000	Procurement Specialist
Term A-E Contracts	$500,000 total $50,000/work order	Procurement Specialist
Term Constr. Contracts	$500,000/year $100,000/work order	Procurement Specialist

Procurement Specialist

Contracting Authority, if delegated by Manager, Support Services:

Construction	$25,000 R&A	No
	$75,000 Painting	No
	$100,000 with no more than $25,000 for repairs and $75,000 for painting	
A-E Contracts	$25,000	No
Term A-E Contracts	$500,000 total $50,000/work order	No
Term Constr. Contracts	$500,000/year $100,000/work order	No

LOCAL PURCHASING AUTHORITY

The table below revises PCM exhibit 1-401.1b and ASM 711.32. Regional Postmasters General now have local purchasing authority of $2,500. CAGs B-J Postmasters' and Bulk Mail Center Managers' local purchasing authority is increased from $750 to $1,000. CAG K Postmasters' authority is increased from $100 to $500. CAG L Postmasters' authority is established at $100. All of these authorities are per transaction. The authority of the other positions is not changed. These changes are effective **June 7, 1986.** Authority may be redelegated by those listed below to subordinate members of the same organization.

Local Purchasing Authority

Purchases of	Level of Authority	Dollar Limit
Services & supplies (noncapital and not available from supply centers or other authorized sources)	Regional Postmasters General; Regional Chief Postal Inspectors	$2,500
	Management Sectional Center Managers/Postmasters (may approve local purchases by offices under their functional responsibility to the limits of this authority	2,000
	Inspectors in Charge	1,500
	CAGs B-J Postmasters; Bulk Mail Center Managers; Manager, Mail Equipment Shops; Directors, Postal Data Center; Director, Maintenance Technical Support Center	1,000
	CAG K Postmasters	500
	CAG L Postmasters	100
Minor facility repairs and improvements (expense funds)	Same authority and dollar limit as for services, supplies, and noncapital equipment, except:	
	CAG K Postmasters; Station and Branch Managers	750

—Procurement & Supply Dept., 6-5-86.

U.S. POSTAL SERVICE

SECOND-CLASS CERTIFICATION FOR MULTIPLE ISSUES ON THE SAME DAY

INSTRUCTIONS

1. Complete this form and attach it to Form 3510, Application for Additional Entry, Reentry or Special Rate Request for Second-Class Publication, when the frequency of a second-class publication is being changed to include more than one "Issue" on any day *(see 444.1, DMM)*.
2. This form must also be submitted to each office of mailing with all Forms 3541 and 3541-A for each "Issue" of a second-class publication that is regularly published on the same day as another "Issue" of the same publication.
3. The figures reported must be for the "Issues" published on the same day and must include all copies of all editions of the "Issues" identified as Issues No. 1 and No. 2 which are circulated through the mails and by all other methods of distribution.

PART A – TO BE COMPLETED BY PUBLISHER/AGENT

Title of Publication	USPS Number	Date of Issue

ISSUE No. 1 (The issue distributed to the smaller number of nonsubscribers.)	Vol. Issue Number
1a. Total number of copies of issue distributed by all means.	1a.
1b. Total number of copies of issue distributed to NONSUBSCRIBERS. (See DMM 422.221)	1b.
1c. Percent of copies distributed to nonsubscribers (decimal format) 1b. divided by 1a. =	1c.
1d. Convert 1c. to percent format: (i.e., 17 X 100 = 17%) 1c. X 100 =	1d. %

ISSUE No. 2	Vol. Issue Number
2a. Total number of copies of issue distributed by all means.	2a.
2b. Total number of copies of issue distributed to NONSUBSCRIBERS to the other issue.	2b.
2c. Percent of copies distributed to nonsubscribers (decimal format) 2b. divided by 2a. =	2c.
2d. Convert 2c. to percent format: (i.e., 17 X 100 = 17%) 2c. X 100 =	2d. %

I certify that the information furnished on this form is correct.	Signature of Publisher/Agent required

PART B – TO BE COMPLETED BY ENTRY POST OFFICE

Post Office and State of Mailing

INSTRUCTIONS

1. Check Part A to be sure the publisher has included circulation figures for the issue with the smaller nonsubscriber distribution in the section for Issue No. 1.
2. If the data on this form indicates that "Issue" No. 2 is a separate publication, that "Issue" may not be mailed at the second-class rates under the authorization granted to the publication named in PART A.
3. It must instead independently meet the applicable second-class eligibility qualifications in 421.2 through 421.4 and 422, DMM, or be mailed at third- or fourth-class rates.

Copy the figures for 1b, 2b and 2d furnished by the publisher in PART A in the corresponding spaces below. You must calculate 1e below using the publisher's figures.

1b. _____ X 2 = _____ 1e.

For purposes of determining eligibility to mail at second-class rates.

ISSUE No. 2 will be treated as a SEPARATE PUBLICATION if 2b. is greater than 1e. and 2d. is greater than 10%.

2b. _____ 1e. _____. 2d. _____

Based on the data on this form, ISSUE No. 2 is a separate publication: ☐ YES ☐ NO

PS Form 3541-CX, May 1986

Exhibit 484a

DMM Revision

ELIGIBILITY TO MAIL ISSUES OF A PUBLICATION AT SECOND-CLASS RATES

Summary of Changes

Effective at 12:01 a.m. on June 8, 1986, DOMESTIC MAIL MANUAL (DMM) 425.225 is being adopted to define the eligibility requirements for entry into second-class mail of multiple "issues" of a single publication that are regularly published on the same day. This section provides that, for purposes of second-class eligibility and postage, an "issue" of a newspaper or other periodical will be deemed to be a separate publication if it is published at a regular frequency on the same day as another regular "issue" of the same publication, and it is distributed to more than (a) 10 percent nonsubscribers, and (b) twice as many nonsubscribers as the other issue on that same day. If two issues of a publication are published on the same day, but neither is distributed to more than 10 percent nonsubscribers and twice as many nonsubscribers as the other issue, both would be proper issues of the parent publication for purposes of determining second-class rate eligibility.

In addition, DMM 422.221, 422.6 and 425.2 are being revised to carry forth the intent of the new regulation that publications described as "Plus" publications be considered separate publications, whether called "issues" or "editions", based on the new criteria. See POSTAL BULLETIN 21565, 5/8/86, page 2.

Certification Form

A new data collection form, Form 3541-CX, *Second-Class Certification for Multiple Issues on the Same Day,* will provide the Postal Service with the additional distribution information necessary to determine whether additional same-day "issues" of a publication are eligible to be mailed at the second-class rates under the permit granted to the parent publication. When a publisher of a second-class publication submits a mailing that consists of more than one "issue" regularly published on the same day, the publisher must submit a Form 3541-CX. For purposes of completing Form 3541-CX, only persons who have paid or promised to pay may be considered legitimate subscribers (see DMM 422.221). Persons whose subscriptions have expired and who have not paid or promised to pay for renewals must therefore be counted as nonsubscribers for this purpose. A completed Form 3541-CX must be submitted to each office of mailing with Form 3541 or 3541-A. Instructions for use of Form 3541-CX are found in DMM 444.1 and 484.

Because the use of Form 3541-CX should be limited, photocopy the Form 3541-CX on page 10 and furnish copies to those publishers who will need to submit them with mailings deposited at your office, or with Form 3510 submitted for a change in frequency to incorporate more than one "issue" on the same day. If you find that the need for this form is greater than your photocopying capabilities, please contact the Office of Classification and Rates Administration, U.S. Postal Service Headquarters, attn: Form 3541-CX, 475 L'Enfant Plaza W. SW., Washington, DC 20260-5360, for additional forms.

"Issue" Determined to be Separate Publication

If the data on Form 3541-CX indicate that either "issue" is a separate publication for postal purposes, that "issue" may not be mailed at the second-class rates under the authorization granted to the parent publication. It must instead be mailed at the applicable third- or fourth-class rates of postage unless it has independently met the applicable second-class eligibility qualifications in DMM 421.2 through 421.4 and 422, and been granted a separate second-class authorization.

The DMM is revised as follows:

Chapter 4—Second-Class Mail

* * * * *

422.2 General Publications

* * * * *

.22 Circulation Requirements

.221 List of Subscribers. General publications must have a legitimate list of subscribers who have paid or promised to pay, at a rate above a nominal rate, for copies to be received during a stated time. Records for subscriptions to a publication which are obtained in conjunction with subscriptions to another publication or other publications must be maintained in such a manner that individual subscriptions to each publication, by title, can be substantiated and verified. Persons whose subscriptions are obtained at a nominal rate (see 422.222) shall not be included as a part of the legitimate list of subscribers. Commingled copies sent in fulfillment of subscriptions obtained at a nominal rate must be charged with postage at regular rates (see 411.21 and 411.4).

* * * * *

422.6 Requestor Publications

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d. Effective October 1, 1982, the publication must have a legitimate list of persons who request the publication, and 50 percent or more of the copies of the publication must be distributed

to persons making such requests. Subscription copies of the publication which are paid for or promised to be paid for, including those at or below a nominal rate, may be included in the determination of whether the 50 percent request requirement is met. Persons will not be deemed to have requested the publication if their request is induced by a premium offer or by receipt of material consideration. Records of requests for a publication which are obtained in conjunction with subscriptions or requests for another publication or other publications must be maintained in such a manner that individual requests for the publication, by title, can be substantiated and verified. Requests which are more than three years old will not be considered to meet this requirement.

* * * * *

425.2 Issues and Editions

.21 General. Issues and editions of a second-class publication may be mailed at the applicable second-class rates in 410, provided they exhibit the continuity required in 421.1 and satisfy the additional requirements in 425.22 and 425.23.

.22 Issues

.221 Issues must be published in accordance with the publication's stated frequency (see 421.22).

.222 The publication of regular issues of general and requester publications must be reflected in the identification statement (455.2) and subscription price. In the case of requester publications, copies must be distributed to requesters in accordance with 422.6d.

.223 Extra issues, not reflected in the publication's stated frequency, published for the purpose of communicating news and information received too late for insertion in the regular issue, but not for advertising purposes, may occasionally be mailed at second-class rates. The original entry post office must be notified in writing of such issues before they are mailed.

.224 For second-class purposes, issues may contain annual reports, directories, lists, and similar texts as a part of the contents. Copies of such issues will not bear designations indicating they are separate publications such as annuals, directories, catalogs, yearbooks, or other types of separate publications. Such issues must bear the publication name as required by 455.1 and be included in the regular annual subscription price.

.225 An "issue" of a newspaper or other periodical will be deemed to be a separate publication, for postal purposes, and must independently meet the applicable second-class eligibility qualifications in 421.2 through 421.4 and 422, when the following conditions are met:

a. It is published at a regular frequency, such as once each week, on the same day as another regular "issue" of the same publication, and

b. More than 10 percent of the total number of its copies are distributed to nonsubscribers to the other regular issue published on that day, AND the number of copies distributed to people who do not subscribe to the other issue is more than twice the number of copies of the other regular "issue" published on the same day which are distributed to nonsubscribers.

.23 Editions

.231 Individual issues may be mailed at second-class rates in editions such as demographic, morning or evening editions. Subscribers and requesters will routinely receive no more than one edition of any issue.

.232 Extra editions may be mailed at second-class rates for the purpose of communicating additional news and information received too late for insertion in the regular edition. Such editions may not be intended for advertising purposes.

.233 Editions may differ in content, but not to the extent that they constitute separate and independent publications. Separate publications will not be accepted for mailing as editions of another publication.

* * * * *

444.1 Change in Title, Frequency, or Office of Publication. An application for reentry must be filed on Form 3510, *Application for Additional Entry or Reentry of Second-Class Publication,* whenever the name, frequency of issuance, location of the known office of publication, or qualification category (see 422) is changed. When the name or frequency of issuance of a publication is changed, a Form 3510 must be filed at the post office of original entry with two copies of the publication showing the new name or frequency. When the frequency is being changed to include more than one regular "issue" on any day, Form 3541-CX, *Second-Class Certification for Multiple Issues on the Same Day,* must be completed by the publisher and submitted with Form 3510.

* * * * *

Add new section 484.

484 Statement of Publication of More Than One Issue on the Same Day. The publisher must submit Form 3541-CX whenever the publisher desires to mail an "issue" that is regularly published on the same day as another "issue" of the same publication under a single second-class permit granted to the parent publication. This form is necessary to determine whether either "issue" will be treated as a separate publication for purposes of determining eligibility to mail at the second-class rates (see 425.225). The publisher must attach the completed form(s) to the mailing statement(s) submitted to each office where mailings are made. A sample of Form 3541-CX is shown in Exhibit 484a.

These changes will be incorporated in a future revision of the DMM.—*Office of Classification & Rates Administration, 6-5-86.*

P-11 Revision

SELECTION POLICIES AND PROCEDURES

This POSTAL BULLETIN article includes revisions to Handbook P-11, *Personnel Operations*, effective June 7, 1986. Most of the changes are related to realignment, but other policy and procedure improvements are also included. This article includes minor pen and ink changes and extensive text revisions in Chapters 2 through 6 and Appendix D. Subchapter 540, which includes selection policies for nonbargaining positions, is revised in its entirety.

CHAPTER 2—Recruitment and Selection

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252.9 Duration of Eligibility

.91 (no change)

.92 Applicants who successfully had either a medical or nonmedical unsuitability determination reversed will have their eligibility extended for the period of temporary unsuitability, not to exceed the maximum period stated in 252.91.

.93 (no change)

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253 Transfer of Eligibility and Canvassing

253.1 Policy

Pen and ink change: Delete "district managers" and replace with "Field Directors, Human Resources."

253.2 Definition

.21 (no change)

.22 Pen and ink change: Delete "district manager" replace with "Field Director, Human Resources."

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254.4 Approval

.41 All requests to establish AERs must be submitted through the Division Manager, Employment and Development, to the Field Manager, National Test Administration Center for approval. Each request must include the following:

a–f (no change)

.42 The National Test Administration Center will notify the Division Manager, Employment and Development of the approval.

254.5 Training Requirements

Pen and ink change: Change "region" to "division."

254.6 Changes to Area Registers

.61 Authority. Once an AER is established, offices served may not be taken out of the program without the concurrence of the Division Manager, Employment and Development and the approval of the Field Manager, National Test Administration Center. (See 271.12.)

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261.2 Definitions

.21–.24 (no change)

.25 Reemployed Annuitant. An employee whose annuity under the Civil Service Retirement Act, as amended, was continued upon reemployment in an appointive position on or after October 1, 1956. For vacancies at AOs, MSCs, and BMCs, prior approval of the Division Manager, Employment and Development must be obtained before reemploying a retired postal or federal employee receiving an annuity from the Civil Service Retirement and Disability Fund. For vacancies at the Division level, prior approval of the Field Director, Human Resources must be obtained.

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265.7 Objection to or Pass Over of Preference Eligible

.71 (no change)

.711 (no change)

.712 Review and Concurrence. For positions being filled at associate offices, MSCs, or BMCs, the reasons for the objection or pass over must be forwarded through appropriate management channels to the Division Manager, Employment and Development for review and concurrence. For positions at AOs reporting directly to an MSC, this authority may be delegated to the SCD E&LR (Director, Support where the former is not authorized). For positions being filled at the Division level, the review and concurrence of the Field Director, Human Resources is required. The reviewing official will rule as to the sufficiency of the reasons for the proposed objection or pass over. The reviewing official's concurrence or denial of the proposal must be indicated on the written request along with that official's signature and date. The request must then be attached to the Hiring Worksheet.

.713 (no change)

.714 Procedure

a. Pen & ink change: delete all references to "Director" and replace with "reviewing official."

b. Reconsideration. Any preference eligible objected to or passed over in favor of a nonpreference eligible will be given the reasons for this action, in writing, and will be informed of the right to request reconsideration by the selecting official. (See 315.3.) The selecting official's decision is final.

.72 (no change)

.721 (no change)

.722 **Action by Installation.** The appointing official forwards to the Field Director, Human Resources a file containing:

a. (no change)

b. (no change)

c. Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources." Change "Regional Medical Director" to "Medical Officer at the Division."

d. A signed, undated written notice to the eligible; this notice must:

(1) (no change)

(2) (no change)

(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, NACI Center, SAB, Boyers, PA 16018-0245.

(4) (no change)

.723 **Action by Division**

a. Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources."

b. Pen and ink change: Change "Region" to "Division."

c. Pen and ink change: Change "Region" to "Division."

(1) (no change)

(2) Send the SF-62, a copy of the written notice to the veteran, Form 2591, and all supporting documents 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: Office of Personnel Management, NACI Center, SAB, Boyers, PA 16018-0245.

(3) (no change)

.724 **Action by OPM**

a. Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources."

b. Pen and ink change: Delete all references to "Region" and replace with "Division."

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271 Exhausted Registers

271.1 Responsibility

.11 (no change)

.12 Approval

.121 Divisions have the authority to approve the reopening of area registers. Requests to establish or change an area register must be submitted through the Division Manager, Employment and Development, to the Field Manager, National Test Administration Center, for approval. Authority to approve reopening of conventional registers is:

a. Field Directors, Human Resources, for MSCs, BMCs and associate offices reporting directly to the Division,

b. Sectional Center Managers, for associate offices

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CHAPTER 3—Employment Suitability and Considerations

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311.5 Making Appointment Determinations

.51 Regions and Field

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c. Where the eligible's past history indicates unsuitability, but the installation head or appointing officer believes that special consideration should be given, the file and recommendation should be sent for concurrence through appropriate management channels to the Division, attention: Manager, Employment and Development. Concurrence of the Field Director, Human Resources is required when an eligible is being considered for a position at the Division level.

d. (no change)

e. For AOs, MSCs, and BMCs, prior approval from the Division Manager, Employment and Development is required before appointing a former Federal or Postal employee who was removed for cause, or who resigned while charges were pending. Prior approval of the Field Director, Human Resources is required if the appointment is to a position at the Division level. (See 313.53.)

.52 Pen and ink change: Delete "district or."

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312.3 Restrictions on Employment of Relatives

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.324 Pen and ink change: Change "District Manager" to "General Manager, Field Division."

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.334c Pen and ink change: Change "district(s)" to "division(s)."

.335 Examples:

a. (no change)

b. Pen and ink change: Change all references to "district manager's" to "division general manager's."

c. Pen and ink change: Change "District Manager" to "General Manager, Field Division."

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.342 Pen and ink change: Change "Regional Postmaster General" to "Division Manager, Employment and Development."

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313 Personal Suitability

313.1 Suitability Review Required

Pen and ink change: Change "district director, E&LR" to "Field Director, Human Resources."

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313.53 Policy

Pen and ink change: Change "District Manager or the District Director, E&LR" to "Field Director, Human Resources or Manager, Employment and Development." Change "district approval" to "division approval."

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315.3 Reconsideration of Suitability Determination (Nonmedical)

In the letter of determination of suitability, applicants must be notified that:

a. They may request reconsideration of the determination by the selecting official; and

b. Such request must be submitted in writing stating the reason(s) for the reconsideration, within 15 days from the date that the applicant receives the determination.

315.4 Reconsideration of Unsuitable Pre-employment Medical Determination. See 327.13

315.5 Reversal of Unsuitability Determination

(No change to text)

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316.2 Nonsensitive Positions

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.23 Pen and ink change: Delete "Regional Employee Relations Division" and replace with "Field Director, Human Resources."

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327 Medical Limitation and Risk

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.13 Right to Request Reconsideration. All individuals who have been denied employment on the basis of the medical assessment may request reconsideration of the adverse determination. (See Appendix D-7.)

.14 Notification. The individual must be advised of the right to request reconsideration of the adverse determination. Such request must be submitted in writing within 15 days and may include additional medical or other relevant information in support of the request for reconsideration.

.15 Final Decision. The selecting official renders the final decision after reviewing the recommendation of the medical officer. The individual will be advised, in writing, of the selecting official's decision, which is final.

.16 Pen and ink change: Delete "appeal."

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

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.222 Action by Installation. As soon as possible after the adverse medical suitability determination is made, the appointing official must forward to the Field Director, Human Resources, a file containing:

a. (no change)

b. (no change)

c. Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources."

d. A signed, undated written notice to the eligible; this notice must:

(1) (no change)

(2) (no change)

(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, Recruiting and Staffing Service Division, Room 6552, 1900 E Street NW, Washington, DC 20415-0001.

(4) (no change)

.23 Division Action

.231 Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources."

.232 Pen and ink change: Change "Region" to "Division."

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

a. (no change)

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, Recruiting and Staffing Service Division, Room 6552, 1900 E Street NW., Washington, DC 20415-0001.

Note: Steps *a* and *b* must be completed within 10 calendar days of receipt of the file by the Division.

.24 OPM Decision

.241 Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources."

.242 Pen and ink change: Change "Regional Office" to "Division."

.25 Final Action. Change "region" and "regional office" to "Division."

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CHAPTER 4—Examination Procedures

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421.24 Selection and Certification

Pen and ink change: Change "region" to "Division Manager, Employment and Development."

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CHAPTER 5—Assignment, Reassignment, and Promotion

530—Initial-Level Supervisor Positions

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532.4 Relocation

Normally it should not be necessary to relocate an employee to fill an initial-level supervisor position. Exceptions that will involve relocation expenses must be approved by the General Manager, Field Division.

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532.52 Definition. Present and former supervisors are those employees who hold or have held a supervisor position listed in Exhibit 530-A or -B, or covered by the 1974 or earlier Initial-Level Supervisor Exams, or covered by earlier rated applications for initial-level supervisor positions. Present and former postmasters at EAS-13 and above will receive the benefits accorded by this subchapter to present and former supervisors.

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533.42 Composition. Pen and ink change: Change "District Manager" to "Division Field Director, Human Resources."

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533.52 Composition. The Advisory Panel is appointed by the installation head. (*Exception:* if the vacancy reports directly to the installation head, the MSC appoints the panel.) The panel consists of at least three supervisors or managers, including one from Human Resources (E&LR) and one from the function corresponding to the position to be filled. At least one member must be a minority or female, and at least one member must be from a different installation. If necessary, the installation head requests assistance from the next higher level of management to meet these requirements. A supervisor who evaluated a candidate on Form 5945-B or Form 991 may not be a member of the Advisory Panel that considers the candidate. The Division Field Director, Human Resources may authorize exceptions to the preceding requirements of this paragraph in individual cases if the installation head is unable to locate a qualified supervisor or manager to serve on the panel. The reasons for making the exception must be fully documented in the selection file. Normally the members' grade levels should be higher than the vacancy. A supervisor or manager who served on a CEB may serve on the Advisory Panel. The selecting official may not be a member of the Advisory Panel.

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(New section 536.3):

536.3 Noncompetitive Selection for Announced Vacancies

.31 General. An employee who is eligible for selection noncompetitively under 536.1 or 536.2 may apply for a position as a result of a vacancy announcement issued under the competitive procedures. Noncompetitive application may be made for any position and location for which the employee is eligible for noncompetitive consideration.

.32 Procedure

.321 The employee is responsible for requesting, in an accompanying letter, noncompetitive consideration for the position and for explaining the basis for that request. The office receiving applications refers the request and application to the selecting official for noncompetitive consideration before an Advisory Panel is convened.

.322 The selecting official may select the employee at that time or may defer a decision until he has had an opportunity to consider the candidates recommended by the panel. There is no requirement that the employee be selected.

.323 At the discretion of the selecting official, the panel may consider, in competition with other applicants for promotion, the application of an employee who applies for an announced vacancy at the employee's present grade or a lower grade.

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Positions	Selecting official	Reviewing official	Approving official
All Initial-Level Supervisor Positions Reporting Directly to the Installation Head.	Installation Head	Functional SC Director[1]	MSC Manager[1]
All Other Initial-Level Supervisor Positions.	Immediate supervisor/manager to whom the vacancy reports.	Next higher level manager[2]	Installation Head

[1] If the selecting official reports directly to a Division (rather than to an MSC), the reviewing/approving official is the Division Director, Field Operations.

[2] If the next higher level manager is approving official, the review and approval are combined.

Exhibit 537.1. Selection, Review, and Approval

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538.2 Reporting Selections

Report all competitive promotions on Form 5938, *Promotion Report.* Submit the form with the Form 50-A to the ELRIC, and retain a copy in the vacancy file. (**Note:** For positions listed in Exhibit 530-A, the CEB rating is entered in item 12 on Form 5938. However, section 532.5 provides that lower grade present and former supervisors be considered without establishing CEB ratings from them. In these cases, enter "N" [for Not Required] in item 12.)

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Make the following pen and ink change to Exhibit 530-B: Add 0382-6009 Supervisor, Customer Telephone Information Center.

Selection Policies for Nonbargaining Positions

The following several pages revise subchapter 540 of Handbook P-11, *Personnel Operations*. The major changes are:

1. Regions have been almost entirely removed from the field selection process. Generally, the responsibilities of the Region are shifted to the Division, and responsibilities of the District are divided between the Division and the MSC.

2. The authority to appoint postmasters is changed from the Regional Postmaster General to the General Manager, Field Division. Postmaster selections at EAS-24 and above require approval of the Regional Postmaster General.

3. The authority to approve outside recruitment has been lowered, particularly for technical and specialized positions at EAS-17 and above (section 542.3).

4. Postmaster vacancies will be announced on Form 990, *Vacancy Announcement*, or Division Bulletin, rather than in the Regional Bulletin.

5. Exhibit 544.1, Area of Consideration and Employee Categories, has been substantially changed. The new exhibit eliminates the reciprocal eligibility provisions formerly in footnote 4 of Exhibit 544.1-B. (*Reminder:* The area of consideration shown in Management Instruction EL-350-86-1 is to be observed for the duration of the FY-86 realignment.)

6. The authority to designate review committees (544.52) and the requirements for review committee membership (Exhibit 544.534) have been substantially revised. The General Manager, Field Division may authorize exceptions to the review committee composition if necessary.

7. With postmaster selections no longer going to the Region (except EAS-24 and above), the time required to fill postmaster vacancies should be substantially reduced. The exceptional notification procedure for candidates not recommended (formerly in 544.547a) has been eliminated, and the goal of filling postmaster vacancies within 120 days is reduced to 90 days (547.22).

8. There is no change in the policy that selections will normally be made by the manager to whom the vacancy reports, subject to next higher-level review and final approval by the installation head. However, clerical positions reporting directly to the General Manager, Field Division, do not require higher-level review or approval.

9. The special requirements for filling PSO positions (formerly 544.72) have been eliminated.

10. The residency requirement for newly appointed postmasters is eliminated, although relocation may still be required under certain circumstances (547.3). Form 2459, *Acceptance Letter*, and Form 2519, *Waiver of Residency Requirement for Newly Appointed Postmasters*, are no longer used.

540 Nonbargaining Unit Positions

541 Scope

541.1 Coverage

This subchapter covers selection for all nonbargaining unit positions, except for the following:

a. Positions in the Postal Career Executive Service (PCES).

b. Positions filled under the Initial-Level Supervisor Selection Program. See subchapter 530.

c. Positions in special Service-wide or region-wide programs, such as MAS Master Instructor, Attorney Honors Program, Management Associate, and Management Trainee.

d. Postal Inspector or Security Force supervisory positions.

e. Executive secretarial positions to Regional Postmasters General.

f. Positions in USPS Headquarters, its administrative supporting facilities (ASFs), and Service Centers. Instructions on filing nonbargaining positions in those organizations are published in Headquarters Circulars.

541.2 Requests for Exceptions

Any request for an exception to these policies and procedures must be forwarded through management channels to the APMG, Employee Relations Department, for consideration.

541.3 Employee Relations Responsibilities

Employee relations managers are responsible for assuring that selecting officials, review committee members, and other managers understand the meaning, use, and intent of these policies and procedures; and for reviewing vacancy files to assure their completeness.

542 Policies

542.1 Reviewing Need for Position

When a vacancy occurs or is anticipated, the managers concerned determine the need for filling the position. If the decision is to fill the vacancy, the officials responsible for administering these procedures are expected to act expeditiously, avoiding unnecessary delays at any stage of the process. If the position has to be filled on an interim basis, see ELM 353.3 and section 544.8 of this subchapter.

542.2 Merit Selection

Nonbargaining positions are to be filled from within the Service whenever possible. Every possible attempt will be made to select the available employees who best meet the requirements of the positions. Employees will be considered and selected without regard to race, color, sex, religion, age, national origin, political affiliation, marital status, physical or mental impairment (if the position may be efficiently performed by a person

with that physical or mental impairment), or any other non-meritorious factor or consideration. **Note:** The term "best meets" means that the review committee or selecting official should choose an individual whose knowledge, skills, and abilities are of such high quality as to strongly indicate a high probability of successful performance in the position.

542.3 External Recruitment

.31 Policy. The policy of considering Postal employees for vacant positions ahead of outside applicants does not mean that management is required to select minimally qualified Postal applicants over significantly better qualified outside applicants.

.311 Authorization. With the approval of the appropriate official listed in Exhibit 542.3, outside recruitment efforts may be initiated. This may be done after exhausting the normal internal selection process, or simultaneously with internal selection, if necessary to produce an adequate number of well qualified persons to consider. (**Note:** The 6-grade rule and the time-in-grade rule are waived for internal applicants whenever outside recruitment is also used.)

.312 Ranking and Selection. Outside applicants are ranked in accordance with 542.334b. Instructions regarding eligibility for noncompetitive selection (e.g., reinstatement or transfer from another agency), adjudication of claims for veteran preference, use of the rule of three, determining suitability, and other requirements concerning outside recruitment are in Chapters 2 and 3, and are applicable to nonbargaining positions filled externally.

.32 Pre-employment Medical Examination. All new employees must receive a pre-employment medical examination before appointment to determine whether they meet the medical requirements of the Postal Service. Failure to meet the medical requirements of the position will disqualify the selected individual for appointment. A postmaster appointed from outside the Service must meet the medical requirements prior to installation.

.33 Postmaster Selection

.331 After obtaining approval for external recruitment (see Exhibit 542.3), the SCM must:

a. Post Notice 1, *Postmaster Vacancy,* in a conspicuous place in the lobby of the vacancy post office for a period of ten (10) calendar days. At the expiration of the required 10 calendar days posting period, the officer-in-charge (OIC) of the vacancy post office returns the Notice 1 to the SCM appropriately endorsed to indicate the actual inclusive dates of posting. Notice 1 must include a statement that applications from persons outside the Postal Service are restricted to those individuals who, on the date they submit their applications, actually reside within the delivery or service area of the vacancy post office.

b. Publicize the vacancy and the invitation to submit applications through notices to any organizations and publications in the community served by the vacancy post office.

c. Provide the OIC at the vacancy post office with an adequate supply of Forms 2591, *Application for Employment;* Form 2181, *Authorization for Release;* and self-addressed penalty envelopes for use by the public in the submission of application. At the expiration of the required 10 calendar day posting period, the OIC of the vacancy post office returns any unused forms and self-addressed penalty envelopes to the SCM.

.332 Individuals outside the Postal Service interested in applying for a vacant postmaster position posted for outside recruitment must complete Forms 2591 and 2181 and submit them with the necessary proof of veteran preference, if applicable, in the pre-addressed penalty envelope provided for that purpose. The SCM allows a reasonable time, but not less than three days after receipt of the posted Notice 1 (see 542.331a) from the OIC, for receipt of any applications filed on the last day of the required posting period.

.333 Veteran Preference

a. Applicants from outside the Postal Service are responsible for providing the Postal Service with necessary documents to substantiate a claim for any type of veteran preference. (See Section 240 of this Handbook for further information on veteran preference.)

b. The register of eligibles, established in accordance with 542.334a, indicates the type of veteran preference to which each applicant is entitled by the proper endorsement beside the name of the candidate (see 241.62).

c. A veteran may not be passed over and a nonveteran ranking lower on the register of eligibles selected without proper justification. Such justification must be submitted prior to selection to the General Manager Field Division for disposition.

.334 Eligibility, Qualification, and Suitability Investigation

a. As soon as possible after expiration of the time allowed for receipt of applications, the SCM forwards to the Inspector in Charge (I in C) all of the forms and necessary supporting documents received, the Notice 1 that was posted at the vacancy post office, and copies of any other notices publicizing the vacancy, together with a request that an eligibility, qualification, and suitability investigation be made of each individual applying and that a register of eligibles be established. Send a copy of the request to the Regional Chief Postal Inspector.

b. The register of eligibles is constructed as follows:

Group 1. All qualified and suitable applicants entitled to "CP" preference, listed in order of their relative qualifications.

Vacancy	Obtain Approval From			
	MSC Manager	Field Director Human Resources	Regional Director Human Resources	Asst. Postmaster General, Employee Relations Dept.
A. Postmaster Positions:				
EAS-A through 15		X		
EAS-18 and above				X
B. Technical and specialized positions at EAS-17 and above.		X		
C. All other positions:				
EAS-13 and below in associate offices	X			
All others at EAS-16 and below (Field)		X		
EAS-16 and below in Regional Headquarters			X	
EAS-17 and above—all offices				X

Exhibit 542.3 Approval for Outside Recruitment

Group 2. All other qualified and suitable applicants listed in order of their relative qualifications.

c. Upon completion of the investigation requested by the SCM, the I in C forwards to the SCM the following:

(1) The Postal Inspector's Investigative Report of the eligibility, qualifications, and suitability of each applicant.

(2) The register of eligibles established by the Postal Inspector incident to the investigation of applicants.

(3) The original documents furnished by the SCM in accordance with 542.334a.

.335 A recommendation to the General Manager, Field Division, for an appointment from outside the Postal Service must be accompanied by specific justification statements from the SCM. No review committee is required when making a selection from an Inspection Service register of eligibles.

543 Noncompetitive Selection Procedures

543.1 Priority Consideration

.11 In filling positions, it is Postal Service policy to consider employees in the following groups (in the sequence listed), before using the competitive procedures in 544. These employees may be selected noncompetitively, provided they meet the position requirements. (See 543.3 when these employees apply or are nominated for an *announced* vacancy.)

a. Assignment of employees who were previously granted specific retreat (or return) rights.

b. Assignment of employees occupying abolished positions, unless assignment is to a higher grade position. ELM 354 describes the assignment procedure, including the area of employee consideration.

c. Assignment of employees serving in lower grade positions to their previous (or intervening) grades or positions from which they were reduced after March 3, 1973. This provision does not apply to a reduction which was for disciplinary reasons or which was initiated at the request of the employee. It does apply when an employee's position was abolished and management offered the employee a lower grade position, which the employee voluntarily accepted. ELM 354.28 and 354.44 describe the assignment procedure.

d. Assignment of employees serving in lower grade positions with a higher (saved) grade to positions at the saved grade (or intervening grade). Assignment of such employee is governed by the same procedure as that described in ELM 354.28 and 354.44.

e. Reassignment or promotion of MAS Master Instructors who are at or near completion of their 2-year assignment with the Office of Training and Development. The gaining installation and OTD may request the APMG, Employee Relations Department, to waive the 2-year requirement in the best interest of the Postal Service. Regional Postmasters General are provided current information on the qualifications and availability of all eligible MAS Master Instructors. Promotion without competition is limited to positions which are not more than three grades above the individual's permanent grade.

f. Reassignment or promotion of management associates, management trainees, and trainees in other Service-wide or region-wide programs who have successfully completed their development programs (except for postmaster vacancies). Other conditions and limitations on the noncompetitive promotion of these individuals are described in the respective program issuances. Each regional headquarters has current information on the qualifications of associates and trainees assigned within that region.

.12 For postmaster vacancies filled noncompetitively under 543.11, the selecting official includes a recommendation before forwarding the application to the Division General Manager for consideration.

.13 For postmaster vacancies EAS-11, the SCM must initially consider noncompetitively any

career employee who is on the rolls of the vacancy post office and who satisfactorily meets the basic requirements and qualification standards.

543.2 Reassignment and Voluntary Reduction

The competitive procedures described in 544 do not have to be followed when management initiates or an employee requests a reassignment to a position at the same grade or when an employee voluntarily accepts or requests, in writing, a position at a lower grade. (See 543.3 when an employee applies or is nominated for an *announced* vacancy.) The position may be located anywhere in the Postal Service. Such an action may be taken at any time without regard to the sequence in 543.11. However, higher-level approval of selections, as required by 544.64, does apply. (This section does not apply to Postmaster vacancies.)

543.3 Noncompetitive Selection for Announced Vacancies

.31 General. An employee who is eligible for selection noncompetitively under 543.1 or 543.2 may apply or be nominated for a position as a result of a vacancy announcement issued under the competitive procedures in 544. Noncompetitive application or nomination may be made for any position and location for which the employee is eligible for noncompetitive consideration. *Note:* Except as provided in 543.11, postmaster vacancies normally are not filled noncompetitively.

.32 Procedure

.321 The employee or nominating manager is responsible for requesting, in an accompanying letter, noncompetitive consideration for the position and for explaining the basis for that request. The office receiving applications refers the request and application to the selecting official for noncompetitive consideration before a review committee is convened.

.322 The selecting official may select the employee at that time or may defer a decision until he has had an opportunity to consider the candidates recommended by the committee. There is no requirement that the employee be selected.

.323 At the discretion of the selecting official, the committee may consider, in competition with other applicants for promotion, the application of an employee who applies or is nominated for an announced vacancy at the employee's present grade or a lower grade.

544 Competitive Selection Procedures

544.1 General

.11 Area of Consideration and Employee Categories

.111 When a position is not filled through any of the preceding noncompetitive procedures, it will be filled competitively through management nomination and employee application in response to a vacancy announcement. Exhibit 544.1 defines the minimum area of consideration and the organization responsible for preparing the vacancy announcement for distribution to all organizations and installations within the area of consideration.

.112 As an exception to Exhibit 544.1, RPMGs and General Managers, Field Divisions may nominate employees from any location in the Postal Service for any vacancy in their region or division, provided those employees are considered in competition with candidates within the area of consideration.

.12 Eligibility. Only career employees are eligible for promotion. Employee eligibility under the competitive procedures is based on the person's permanent position and grade (including saved grade), and not on a part-time, *ad hoc*, or temporary assignment (detail) or temporary promotion to a different position or grade.

.13 Time-in-Grade Rule. An employee is not eligible to apply or be nominated for promotion under the competitive procedures to a position at EAS-17 or above if the employee has been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement. An employee is not eligible to apply or be nominated for promotion under the competitive procedures to a position at EAS-16 or below if the employee has been promoted (or initially appointed to the Postal Service) within the 6-month period immediately preceding the closing date of the vacancy announcement. A postmaster at any level is not eligible for promotion or reassignment until 1 year from the date of appointment to the postmaster position. *Exception:* These restrictions do not apply:

a. When the appropriate official as listed in 542.3 determines that outside recruitment may be required.

b. To postal employees of field installations (below the Regional District office level) applying or being nominated for positions in their present installations.

c. To employees described in 543.11c and f.

d. To an employee whose only promotion within the restricted period resulted from reranking of a position.

e. To employees whose names are on the PCES Candidate list.

544.2 Vacancy Announcement

.21 Before a vacancy announcement is issued, an appropriate area of employee consideration must be chosen. Exhibit 544.1 lists the *minimum* area for each vacancy. If the minimum area is not expected to produce three or more applicants who meet the position requirements, the initial announcement may be opened to an expanded

Vacancy Grade	Minimum Area of Consideration	Employees Eligible (1) (2)	Organization Preparing Vacancy Announcement
Part 1—Postmaster Vacancies			
EAS-A through 15	MSC-wide (3) (4) (5)	All	MSC.
EAS-18	Division-wide (3) (5)	Within 6 grades (or 3 PM levels*).	Division.
EAS-20 through 22	Region-wide (3) (5)	Same	USPS Headquarters.
EAS-24 and above	Postal Service-wide	Same	Same.
Part 2—All Other Field Vacancies			
EAS-13 and below	Installation-wide (3)	All	Installation with vacancy.
EAS-14 through 16	MSC-wide (3) (4)	All	MSC.
EAS-17 through 19	Division-wide (3)	Within 6 grades	Division.
EAS-20 through 22	Region-wide (3)	Same	USPS Headquarters.
EAS-23 and above	Postal Service-wide	Same	Same.
Part 3—Regional Office Vacancies			
EAS-16 and below	Regional Office and Headquarters-related units within commuting distance.	All	Organization with vacancy.
EAS-17 through 22	Region-wide (3)	Within 6 grades	Same.
EAS-23 and above	Postal Service-wide	Same	USPS Headquarters.

*Applies only to postmaster applicants for postmaster vacancies. For EAS-18 postmaster vacancies, all career employees in the vacancy office are sometimes eligible; see 547.71b.

(1) See section 544.1 for general limitations on employee eligibility.

(2) Where this exhibit shows a six-grade level restriction (i.e., at EAS-17 and above) the vacancy may be opened to employees at lower grades within the area of consideration, if experience indicates that sufficient applicants who meet the position requirements are not available using the six-grade limitation. The six-grade limitation is waived when outside recruitment is authorized. In applying the six-grade rule, equivalent grades (subchapter 410, ELM) are not considered.

(3) Includes all eligible employees whose permanent duty stations are located within a) local commuting distance of the vacancy office, or b) the geographic boundaries of the area of consideration, regardless of the employee's employing organization. (Exception: Employees of USPS Headquarters whose permanent duty stations are in the Washington, D.C., area are excluded from this minimum area of consideration, except as provided in note (5) below.) Also includes, for postmaster vacancies, all eligible employees whose permanent duty station is within the vacancy MSC, regardless of the employee's organization.

(4) For vacancies at a Division office or an associate office reporting directly to a Division, the area "MSC-wide" means the Division office and the AOs reporting directly to the Division; it does not include subordinate MSCs within the Division.

(5) Headquarters employees whose permanent duty stations are in the Washington, D.C. area may apply for postmaster vacancies in the Northern Virginia MSC, the Southern Maryland Division, and any postmaster vacancy announced Region-wide in the Eastern Region.

Exhibit 544.1-A. Area of Consideration and Employee Categories

area, so that a subsequent reannouncement should be unnecessary. (See 544.4 for instructions on the expended area of consideration.)

.22 ***(Reserved)***

.23 The vacancy announcement (Form 990 or Division Bulletin) must, as a minimum, include the following information:

a. Identification of position (title, occupation code, grade, salary range, organization, finance number, and location). (Verify grade of postmaster vacancies before announcing.)

b. Statement of the geographic area of consideration and the employees eligible for consideration.

c. Brief description of the duties of the position.

d. Statement of the qualification requirements for the position; i.e., the knowledge, skills, and abilities which are essential, as a minimum, for successful performance in the postion; and/or specific requirements of education, experience, or training.

(1) If a qualification standard for the postion has been published in Handbook EL-302, *Qualification Standards—Nonbargaining Unit Positions,* state the requirements contained in that standard.

(2) If there is no qualification standard in Handbook EL-302, the following instructions apply to local development of qualification requirements:

(a) Qualifications are to include only those requirements which are: 1) job-related, 2) important to successful performance, and 3) necessary at entry into the position. Only those requirements which meet all of these conditions are to be considered essential, and are to be included in the vacancy announcement's statement of qualifications.

(b) Qualifications are to be described by actual knowledge, skills, and abilities. In most cases, experience, education, or training is not to be expressed as a specific requirement, but as a method for demonstrating possession of essential knowledge, skills, and abilities. Using Section III of the position description as a guide, the immediate supervisor or another individual who is knowledgeable of the job should identify and compile a list of the knowledge, skills, and abili-

ties necessary for performance of each duty statement. The knowledge, skills, and abilities should then be screened to remove duplicates and to determine those which are essential; i.e., those which meet the conditions stated above in (a). Generally, the final list should contain between 7 to 12 essential knowledges, skills, and abilities.

(c) Specific requirements of experience should not be included unless they meet the conditions stated above in (a). If included, the kind of qualifying experience is to be described; specifications of the amount of experience (e.g., number of years) are not to be used.

(d) Specific requirements of education or training should not be included unless: 1) they meet the conditions stated above in (a), or 2) there is a recognized academic degree, license, certification, or training requirement associated with the position. If included, the kind of qualifying education, course work, or training is to be described; terms such as "levels of understanding (college or university)" are not to be used. Very few postal positions require an academic degree. Examples of positions which currently require an academic degree are engineer, attorney, nurse, medical doctor, and psychologist.

(e) Some examples of requirements which do not meet the conditions described in (a) are:

(1) A barely relevant kind of experience, or rarely used skill or ability, in comparison to the real needs of the position;

(2) Education requirements which are unreasonable or unnecessary for the performance of critical job duties;

(3) A requirement which could readily be met by a brief, initial period of orientation in and/or familiarization with the position, or for which formal training will be provided after entry;

(4) A requirement which unduly restricts the number of candidates or favors a particular candidate;

(5) A requirement not essential to the immediate position (such as one based on a possible future assignment), except in the case of trainee positions where ability and potential to achieve higher levels in the occupation are required.

(f) The information developed in 2)(b)-(d) should be included in the vacancy announcement's statement of qualifications and retained in the permanent vacancy file to document the job-relatedness of the qualification requirements used and for use by the review committee during the selection process.

(3) Contact the Field Director, Human Resources for assistance. Divisions requiring assistance may contact the Headquarters Office of Selection and Evaluation. Do not use Section IV of the position description, or the qualification standards in Personnel Handbook X-118 B, *Qualification Standards for Postal Field Service* to develop qualification requirements.

e. If appropriate, a statement that the review committee or the selecting official may later request applicants to submit written samples of their past work (as described in 544.541 and 544.623).

f. Application requirements as explained in 554.3 below.

g. Closing date for receipt of applications and address to which applications are to be submitted.

.24 ***(Reserved)***

.25 All installation heads ensure that vacancies are posted on employee bulletin boards in all postal installations under their jurisdiction. Postal management must make information readily available to all employees so they know what the eligibility and qualification requirements are for each vacancy on the list, and how to make known their interest in being considered.

.26 A vacancy does not have to be announced if the same or an identical vacancy was announced previously and fewer than 60 calendar days have elapsed since its closing date. The two vacancies must have the same position title, occupation code, grade, location, tour (where applicable), and position requirements. The selecting official has the option to use the previous applications received. If the review committee has already completed its deliberations, the selecting official has the option to select for the second vacancy from among the candidates recommended by the committee for the first vacancy, provided at least three candidates were recommended.

.27 Candidate List

.271 In large installations, there may be a number of identical vacancies (same title, level, and occupation code) which are filled over a period of time and require many vacancy announcements. Typical examples may include General Supervisor or Manager, Station/Branch Operations. To expedite the selection process, the following optional procedure may be used with the approval of the MSC Manager.

.272 A single vacancy announcement may be issued to cover current and anticipated vacancies. The announcement must clearly state that applications will be considered for current and subsequent vacancies up to 120 days, commencing with the date the review committee makes its recommendations.

.273 The installation head advises the review committee of the number of current and anticipated vacancies over the 120-day period. The committee recommends names as follows:

Number of vacancies	Number of names recommended
1	3-5.
2	4-6.
3	5-7.
4	6-8.
5 or more	Up to 2 times the number of vacancies.

.274 If the list of recommended candidates becomes depleted before 120 days, a new announcement may be issued. (*Depleted* means there are no recommended candidates the selecting official wishes to promote, and the installation head satisfactorily documents the nonselection of any remaining recommended candidates to the MSC Manager.)

.275 For the purpose of using this optional procedure *only*, the following exceptions apply:

a. Immediately after submitting its recommendation memorandum, the committee notifies all applicants in writing as to whether they were recommended. This is an exception to 544.547.

b. Because the recommended candidates remain eligible for selection for up to 120 days, the selecting official is not required to notify those not selected. This is an exception to 544.626.

.276 All other requirements of this subchapter must be observed, e.g., area of consideration, employee eligibility to apply, designation and composition of review committee, interviews, and higher-level review and approval of selection.

544.3 Application Requirements

.31 To apply or be nominated for an announced vacancy, an eligible employee completes Form 991, *Application for Promotion or Assignment*, pages 1-3. The employee's immediate supervisor and the next higher-level supervisor promptly complete and sign the recommendation on page 4. A copy of the completed supervisors' recommendation is then made available to the employee upon request. The 991s are forwarded to the address specified in the vacancy announcement, for receipt by the state closing date.

.32 An incomplete application, including one without recommendation of both supervisors, may cause the employee to be eliminated from consideration by the review committee, unless the employee or the supervisor provides an explanation which is acceptable to the committee. If the employee and one of the supervisors are applicants for the same vacancy, that supervisor prepares a recommendation and an explanation to that effect on the Form 991.

544.4 Expanded Area of Consideration

.41 Optional Expansion

.411 To obtain additional candidates, the area of consideration may be expanded beyond the minimum area listed in Exhibit 544.1 to the appropriate area listed in Exhibit 544.41 or to a larger area.

.412 The area of consideration does not have to be expanded beyond the minimum area listed in Exhibit 544.1 if at least one applicant or nominee meets the position requirements or if the review committee recommends at least one candidate to the selecting official. (See 544.513 and 544.544.)

Minimum area	Minimum expanded area
Division-wide	Region-wide.
MSC-wide	Division-wide.
Installation-wide	MSC-wide.

Exhibit 544.41. Minimum Expanded Area

.42 Required Expansion. The area of consideration must be expanded if there are no applicants or nominees within the minimum area who meet the position requirements or if the review committee does not recommend any candidates to the selecting official. The required *minimum* expanded area is listed in Exhibit 544.41. See 544.43 on *maximum* expansion for positions at EAS-19 and below.

.43 Maximum Expansion (EAS-19 and Below)

.431 For vacancies at EAS-14 through 19 in field installations, the area of consideration is normally not expanded beyond region-wide. If there are no applicants or nominees within the region who meet the full position requirements, the Field Director, Human Resources may authorize outside recruitment (if permitted by Exhibit 542.3), or request that the APMG, Employee Relations Department:

a. announce the vacancy Service-wide, if there is a reasonable expectation that fully qualified applicants are available elsewhere in the Service.

b. authorize recruitment outside the Service if experience indicates that qualified postal employees are not available.

.432 For vacancies at EAS-13 and below in field installations, the area of consideration is normally not expanded beyond MSC-wide. If there are no applicants or nominees MSC-wide, the office with the vacancy may request approval to begin recruiting outside the Service (See 542.3). *Exception:* EAS 11-13 postmaster vacancies are normally expanded Division-wide when necessary.

.433 Vacancies at EAS-14 through EAS-19 in regional headquarters, which cannot be filled within the region, are normally announced Service-wide. The area of consideration is normally not expanded in filling vacancies at EAS-13 and below in regional headquarters.

544.5 Review Committee

.51 General

.511 A review committee is an independent body with at least three members. Each member is responsible for exercising good managerial and professional judgment in recommending to the selecting official those individuals who best meet the requirements of the vacant position. (Note: See 542.2 for definition of the term "best meets.") The evaluations and recommendations of the committee must be made fairly, objectively, and independently of personal bias or others'

undue influence. Neither the committee nor any individual member of the committee, regardless of reporting relationship, represents the selecting official. If necessary, the committee may discuss the criteria with the selecting official, particularly where the vacancy announcement lists minimum qualification requirements. It also must advise the selecting official if at least three qualified candidates cannot be identified and recommended.

.512 Each member of the committee is independently responsible for being familiar with these policies and procedures. Any member who believes these policies and procedures are not being followed should attempt to resolve the issue with the other members of the committee. Failing that, the member is required to advise the MSC Director, E&LR, or Field Director, Human Resources, as soon as possible.

.513 A review committee is not required if five or fewer applications (including nominations) have been received. If a review committee is not used, the selecting official interviews all the available applicants and nominees individually, and selects the one who best meets the position requirements. As an alternative to considering only these applicants and nominees, the selecting official may request to have the area of consideration expanded further. For postmaster vacancies, the SCM (or Division Director, Field Operations) as the recommending official, must interview all applicants if a review committee is not used.

.52 Designation of Members

.521 The following officials designate review committee members:

Vacancy	Organization with vacancy	Committee members designated by—
Postmaster vacancies.	All levels.....	General Manager, Field Division *Note:* may be delegated to Manager, Employment and Development, at the Division level.
Other vacancies.	Associate office reporting to an MSC.	MSC Manager, *Note:* may be delegated to SC Director, E&LR.
	Division; or MSC, BMC, AO, or other installations reporting directly to a Division.	General Manager, Field Division *Note:* may be delegated to Manager, Employment and Development, at the Division level.
	Regional Office.....	RPMG.

.522 In filling positions at EAS-1 through EAS-18 (except postmaster positions) these officials may delegate the authority to designate review committee members to the head of the organization with the vacancy. RPMGs may delegate the authority to designate review committee members to the Regional Directors when filling positions at EAS-22 and below within their departments.

.523 In designating a review committee member from an organization not under their jurisdiction, the officials listed in 544.521 are required to obtain the concurrence of the head (or appropriate functional head) of the other organizations.

.53 Composition of Committee

.531 Designation Requirements

a. The official who designates the review committee is responsible for assuring that the committee is composed of members who:

(*1*) Have a reputation for being fair and objective, and

(*2*) Fully understand the equal employment opportunity program objectives of the Postal Service, and the need to achieve those objectives, consistent with the requirement to recommend applicants who best meet the position requirements.

b. The official who designates the review committee is responsible for making every effort to designate at least one woman or minority employee to serve on the committee. If necessary, the next higher level of management provides assistance in identifying available women or minority employees who meet the other criteria for membership.

.532 Grade Level of Committee. Review committee members must be EAS employees at a grade equal to or higher than that of the vacant position. (PCES executives are eligible to be members regardless of the grade of the vacancy.) If such an employee is not availble, an individual who is in a lower grade position, but at a management level equivalent to the vacancy, may serve on the committee. (For example, an MSC director may be a committee member in filling a higher grade MSC director position, as they are at an equivalent management level). For review committee membership, *grade* means an individual's permanent (or saved) grade, and not a part-time or temporary grade resulting from a temporary assignment (detail), *ad hoc* assignment, or temporary promotion.

.533 Restrictions

a. Neither the supervisor of the position to be filed nor any manager exercising authority over the supervisor, up to and including the selecting official, may serve on the review committee or participate in its deliberations.

b. A manager who has evaluated an applicant on Form 991 is ineligible to serve on a review committee which will consider that candidate. (An exception to this may be made by the official who designated the review committee, when it is impracticable to designate another manager. The reasons for making the exception must be fully documented and placed in the vacancy file.)

c. Exceptions to review committee membership (Exhibit 544.534) may be approved only by the General Manager, Field Division, and this authority may not be delegated. The reasons for making the exception must be fully documented and placed in the vacancy file.

.534 Membership

a. Reviewing committee members will include those individuals listed in Exhibit 544.534.

b. If there is no person available in the vacancy office who meets the other criteria for membership, a member from a different office is designated. That person must meet the criteria for membership.

c. For a professional or highly technical position covered by Exhibit 544.534, a minimum of two members with a high degree of expertise in that particular professional or technical field is designated.

.535 Filling EAS 1–16 Positions. In filling positions at EAS–1 through EAS–16 in a field installation, at least one member of the review committee is from a different office. The other members are from the vacancy office. If an insufficient number of individuals who meet the membership criteria is available in the vacancy office to serve on a committee, the installation head requests assistance from the next higher organization.

.536 Filling Special Emphasis Positions. In filling positions in the Hispanic Program, the Women's Program, and the Employee Assistance Program (EAP), a member from at least the next higher program level is included on the review committee.

.537 Certain Technical Positions. In filling certain technical positions, a member from Headquarters or Regional Staff may serve as the third member of the Review Committee. Examples of such positions are those senior positions in mail classification, plant maintenance, and address information systems.

.54 Duties of Committee

.541 General

a. The committee considers the Forms 991 of all competitive applicants. (The term *applicants* refers to both applicant and nominees.)

b. The committee may require applicants to submit written samples of their past work which demonstrate their abilities in requirements directly related to the vacant position. However, the committee is prohibited from requiring applicants to take a written test, to write a paper on a specified topic, to analyze and solve in writing a prescribed managerial or technical problem or to undergo any other kind of written examination.

.542 Interviews

a. If the committee desires to interview applicants, the selecting official must be notified. As a minimum, either the committee or the selecting official must interview individually all the candidates recommended for the position by the committee. For postmaster vacancies, either the committee or the SCM must interview individually:

(1) All candidates recommended by the review committee, and

(2) All eligible candidates from the vacancy office, whether or not they were recommended by the review committee.

b. If both the committee and the selecting official are interviewing an employee from another location, the two interviews should be conducted during the employee's same trip, whenever possible, to reduce travel expenses. (Employees are responsible for being available for interview regardless of personal plans, such as scheduled leave.) The committee should make a reasonable effort to accommodate individual schedules, but

Vacancy	Organization with vacancy	Review committee members
EAS–17 or Higher.	Associate Office	1. Functional MSC director or designee.* 2. Member from vacancy office. 3. Member from a different office.
	Division; or MSC, BMC, or other installation reporting to the Division.	1. Functional member from vacancy Division. 2. Member from vacancy office. 3. Member from a different office.
	Regional Office	1. Functional member from HQ or Regional office. 2. Member from vacancy Regional office. 3. Member from a Division or MSC.
Postmasters **	EAS A–13	1, 2, and 3. All members from within vacancy MSC.***
	EAS 15–22	1. Director from vacancy Division (or designee). 2. Member from vacancy MSC.*** 3. Member from different MSC (or Division).
	EAS–24 and above..	1. Division Director from vacancy Division. 2. MSC Director from vacancy MSC.* 3. AO postmaster from vacancy Division (or different Division).

Notes:

*For vacancies at AOs reporting directly to a Division, this member is the functional Division Director, or designee.

**All postmaster review committees must have at least one postmaster member.

***For vacancies reporting directly to a Division, these members are from the vacancy Division.

Exhibit 544.534 Review Committee Membership

is not required to delay its proceedings or recommendations.

.543 Recommendation Memo.

a. The committee recommends at least three, but not more than five, candidates who best meet the position requirements. The committee prepares a memorandum (signed by all members) to the selecting official, listing the names of the recommended candidates. Recommendations are submitted in alphabetical order of the candidates' last names. The Forms 991 (and written work samples, if required) on the recommended candidates are also furnished to the selecting official.

b. For postmaster vacancies:

(1) A narrative evaluation is prepared by the immediate supervisor for:

—each candidate recommended by the review committee, and

—each local eligible who applies, whether recommended by the committee or not.

This evaluation (see Exhibit 544.543) is reviewed by the next higher-level manager who may add any appropriate comments to the file. These evaluations are *not* made available to the review committee, but are forwarded to the recommending official for consideration in making a recommendation.

(2) The SCM (or Field Director, Field Operations for AO's reporting directly to a Division) prepares a brief comparative analysis of the candidates recommended by the committee, as well as any local candidates, then recommends one of the candidates for appointment. The complete file (see 544.9) is then forwarded to the General Manager, Field Division, for final approval and appointment.

(3) If the General Manager, Field Division, declines to appoint any of the recommended candidates, the vacancy is republished with or without an expanded area of consideration.

.544 Recommendation of Only 1-2 Candidates. If the review committee recommends only one or two candidates, the committee notifies the official who designated the committee. That official may either:

a. Authorize the selecting official to consider the recommended candidate(s) and make a selection, or

b. Arrange to have the vacancy reannounced with an expanded area of consideration.

.545 Reannouncements. If the area of consideration is expanded, any candidate recommended by the committee need not reapply, but is considered in competition with applicants responding to the new vacancy announcement. The same or a different review committee may be used.

.546 No Recommended Candidates. If the review committee does not recommend any candidates, the vacancy is reannounced with an expanded area of consideration, as described in 544.42.

.547 Notification. The committee's written notifications to applicants not recommended to the selecting official are withheld until after the selecting official advises the committee that a selection has been made and approved. See 544.275 for exception when selecting from a candidate list.

544.6 Selection

.61 Definition of Selecting Official. The selecting official is normally the supervisor or manager to whom the vacancy reports. All selections are subject to higher level review and approval (see section 544.64). For postmaster positions, the General Manager, Field Division, is the appointing official and the recommending official is as follows:

Postmaster vacancies	Recommending official	Approving official
AO Postmaster Vacancies Reporting directly to MSC Manager.	MSC Manager	General Manager, Field Division.
AO Postmaster Vacancies Reporting directly to Division.	Division Director, Field Operations.	General Manager, Field Division.

.62 Selecting Official's Responsibility

.621 The selecting official chooses the individual who best meets the position requirements from among the candidates recommended by the review committee. (*See* 542.2 for definition of the term "best meets.").

.622 The selecting official must individually interview all the recommended candidates, unless the review committee has already done so. To reduce travel expenses, interviews by the review committee and the selecting official should be held during the employee's same trip, whenever possible. (Employees are responsible for being available for interview regardless of personal plans, such as scheduled leave.) The selecting official should make a reasonable effort to accommodate individual schedules, but is not required to unduly delay the selection process.

.623 Unless the review committee has already provided them, the selecting official may require *all* of the recommended candidates to submit written samples of their past work which demonstrate their abilities in requirements directly related to the vacant position. However, the selecting official is prohibited from requiring candidates to take a written test, to write a paper on a specific topic, to analyze, and solve, in writing, a prescribed managerial or technical problem, or to undergo any other kind of written examination.

.624 The selecting official must make the selection exclusively on merit, and must not preselect a candidate. In addition, no action should be taken which will create the impression that all candidates are not given a fair opportunity to be selected, or that a candidate has been pre-selected. The selecting official must not attempt to influence the deliberations or recommendations of a review committee.

.625 If the decision is not to select any of the recommended candidates, the selecting official is required to justify the nonselection and obtain approval (through management channels) from the designating official listed in 544.521 before taking any further action to fill the vacancy.

.626 After a final selection has been made and approved, and the individual has accepted the offer, the selecting official notifies the other recommended candidates in writing. See 544.275 for exception when selecting from a candidate list.

.63 Interview and Reporting Arrangements. Arrangements to interview applicants or to obtain reporting dates on selected candidates are made through the employee's supervisors or employing office. *Exception:* Such arrangements involving employees of USPS Headquarters are made through the Field Director, Human Resources, and the General Manager, Headquarters Personnel Division.

.64 Selection, Review, and Approval

.641 All selections (whether promotion, reassignment, or other type of personnel action) are normally made by the supervisor or manager to whom the vacancy reports, subject to next higher-level review and installation head approval. (This general policy is not intended to restrict management's authority to assign or reassign nonbargaining people.) At regional offices "installation head" means the department head, who is the regional director.

.642 The required higher-level review and approval must be accomplished before the personnel action is effected or the selection announced.

.643 If the selecting and reviewing officials cannot resolve a difference over the selection, the issue will be referred to the approving official for resolution. Any selection not approved will be returned to the selecting official who will make an alternate selection from among the recommended candidates. This selection will also be subject to review and approval.

.644 If there are other levels of management between the reviewing and approving officials, the approving official may authorize additional levels of review.

.645 For vacancies reporting directly to installation heads, the reviewing official is the functional director at the next higher management level, and the approving official is the installation head to whom the reviewing official reports.

.646 For postmaster selection, the SCM (or Division Director, Field Operations) recommends, and the General Manager, Field Division appoints; also see section 547. For postmaster positions at EAS-24 and above, the selection must be approved by the RPMG prior to appointment.

.647 Exceptions: Clerical positions reporting directly to a Division General Manager or Regional Director do not require higher-level review or approval.

544.7 Modifications for Certain Positions

.71 Filling Positions on Ad Hoc Basis

.711 Certain nonbargaining positions in the EEO and Hispanic Programs are filled on an *ad hoc* basis. Modifications to the procedure for filling these positions are as follows.

.712 The minimum area of employee consideration is the same as the area served by the position (installation-wide, MSC-wide, division-wide, or region-wide), regardless of its grade.

.713 If there are fewer than three applicants within the minimum area, or if the review committee recommends fewer than three candidates, the selecting official may either select from among the available applicants or recommended candidates, or request, through management channels, that the vacancy be reannounced with an expanded area of consideration.

.72 (Reserved)

544.8 Temporary Assignments (Details)

.81 Policy. The policy on the use of temporary assignments (details) is described in ELM 353.3.

.82 Time Limitations

.821 Six-Month Time Limit. Newly promoted employees may not be detailed to another position until 6 months has elapsed from the date of promotion, except in emergencies with the approval of the MSC Manager.

.822 Sixty-Day Time Limit. The following policy applies when a vacant position covered by this subchapter is filled by higher-level temporary assignment (detail), pending selection of a person for permanent assignment. An individual may be assigned to the position from the same or another installation for a total of not more than 60 calendar days. If that individual is an applicant for the position, the higher-level assignment must be terminated before the 61st day. If that individual is not an applicant, the next higher level of management may approve an extension of that person's temporary assignment beyond 60 days, until a selection is made and approved and the new incumbent assumes the position. An individual who has served in a vacant position for more than 60 days is ineligible for appointment to that position. (This rule does not apply to PCES candidates except when filling postmaster positions.)

.83 Exclusions. The 60-day time limit does not apply:

a. If the assignment is to a position at the same or lower grade,

b. During the temporary absence of the incumbent,

c. To an OIC assignment (see 544.84),

d. To people detailed to an initial-level supervisor position (see 537.3).

.84 Officer-in-Charge (OIC)

a. An OIC is an employee assigned the responsibilities of a postmaster position on a temporary basis. An OIC is appointed when a postmaster position is vacant, pending filling of the position on a permanent basis; or when a postmaster is temporarily absent, or is expected to be absent, from the position in excess of 30 continuous calendar days. When a postmaster is temporarily absent, or is expected to be absent, for 30 continuous calendar days or less, the senior supervisor, Postal Operations Administrator, or leave replacement, as appropriate, performs the essential duties of the postmaster position, without being designated as OIC.

b. Unless specific approval is granted in advance by the Field Director, Human Resources, an employee will not be permitted to serve in an OIC assignment for more than 180 calendar days. *Exception:* If the 180-day period expires in the month of December, the assignment will be extended to the end of the first full pay period in January in the following year. (Note: The 180-day limitation does not apply to an OIC assignment to a postmaster position ranked at EAS grades A through 11.)

c. An employee serving or having served in an OIC assignment during a current vacancy at an EAS-13 or above post office, is ineligible for appointment to the current postmaster vacancy. In unusual circumstances (e.g., sparsely populated geographic areas), an exception may be made with the prior approval of the Field Director, Human Resources.

d. The restrictions in 544.84b & c do not apply when an employee is assigned as OIC during the temporary absence of the postmaster.

.85 Developmental Opportunity. Where consistent with meeting operational requirements, temporary assignments should be used as opportunities to provide employees with experience which will benefit their career development. First consideration for nonbargaining unit details or other special assignments will be given to nonbargaining employees. Selection of employees for temporary assignments should reflect the affirmative action policy of the Postal Service and insure that women and minority employees are utilized in all levels of these assignments.

544.9 Vacancy File

.91 Establishment. For each position filled under the competitive procedure, a vacancy file is established. It is identified and maintained by vacancy announcement number and/or position title.

.92 Contents

.921 *Only* the following documents (or copies) are included in the file:

a. Vacancy announcement.

b. Position description and EL-302 qualification standard, if one exists, or the lists of knowledge, skills, and abilities, education, experience, or training requirements which were developed for the position, (See 544.232d).

c. Names, position titles, and grades of all review committee members.

d. Documentation on review committee membership if an exception was made under 544.533b.

e. Forms 991 of all applicants, including their work samples, if provided.

f. Review committee's recommendation memorandum to the selecting official, signed by all committee members.

g. Copies of letters to all nonselected applicants.

h. Name of candidate selected.

i. Memoranda pertaining to the review and approval of the selection.

j. Copies of completed Form 5938.

k. A record of any exception allowed to any requirement of this chapter.

.922 Postmaster selection files also must contain:

a. An organization chart for the vacancy office.

b. Form 1832, *Employee Complement and Organization Data*, for the vacancy office.

c. Operating budget of the vacancy office.

d. Community description of the vacancy office.

e. A comparative analysis, prepared by the selecting official (see 544.61), of the candidates recommended by the Review Committee as well as any local candidate(s) whether or not recommended.

f. Declination statements from any local eligibles who did not wish to be considered for the vacancy.

g. Most recent Form 2451, *Merit Evaluation*, on all recommended and local candidates for vacancies at EAS-18 or above. (Form 2452-A/B/C will supersede Form 2451.)

h. Narrative evaluation (Exhibit 544.543) on all applicants considered by the selecting official.

.93 Retention

a. The vacancy file is retained in the selecting official's organization for 2 years and then destroyed, unless an audit, investigation, or appeal

is pending. The file is subject to review by higher management on a need-to-know basis, and by EEO professionals and officials of the Postal Service. The file may be forwarded through postal management channels to officials of the Office of Personnel Management, Merit Systems Protection Board, and Equal Employment Opportunity Commission who are acting in the performance of their duties.

b. For postmaster vacancies, in addition to the provisions in 544.93a, forward one complete copy of the selection file to the Division Manager with the recommendation.

.94 Personal Notes. Any notes made by individual review committee members to assist in evaluating applicants are considered their own property and not records of the USPS. Such notes are not to be circulated among other committee members, nor are they to be included in the vacancy file.

545 Funding

545.1 Relocation Expenses

.11 Reimbursable. Employees who are selected, competitively or noncompetitively, as a result of applying or being nominated under a vacancy announcement are entitled to reimbursement of authorized relocation expenses, as described in Handbooks F-10, *Travel,* and F-10A, *Relocation Guidelines.* This rule also applies when employees voluntarily apply for announced positions at their present or lower grades and are selected. Allowable relocation expenses are paid by the gaining organization.

.12 Nonreimbursable. Relocation expenses are not paid by the Postal Service incident to other voluntary reassignments or other voluntary changes to lower grade positions which are not initiated by management.

545.2 Travel Expenses

Allowable travel expenses for interviews or review committee meetings are borne by the selecting official's organization *Exceptions:* 1) The Management Academy pays the interview expenses for the placement of MAS Master Instructors who are at or near completion of their 2-year assignments. 2) The SCM pays the interview expenses for postmaster vacancies.

545.3 Salaries

Salaries of selected employees are set in accordance with ELM 410.

546 Reporting Requirements

All competitive promotions made under subchapter 540 will be reported on Form 5938, *Promotion Report.* The completed Form 5938 is submitted with the Form 50-A to the ELRIC, and a copy is retained in the vacancy file.

547 Postmaster Selection Procedures

547.1 Coverage

The provisions in this section apply *only* to postmaster vacancies and are in addition to the other provisions in subchapter 540.

.11 The General Mgr., Field Division is the appointing official for all postmaster positions, and this authority may not be delegated.

.12 The SCM determines the actual dates of installation of newly appointed postmasters, but in every instance such installations must be completed within 30 calendar days of the effective date of the appointment.

.13 In order that the National Directory of Postmasters can be maintained on a current basis, the postal official responsible for the installation of an OIC or a newly appointed postmaster sends a copy of the completed Form 2030, *Report of Installation—Postmaster/OIC,* to the USPS Historian, Room 10400, USPS Headquarters, 475 L'Enfant Plaza SW, Washington, D.C. 20260-0012.

.14 Postmaster appointments will be announced on a monthly basis, with appointments effective at the beginning of the last pay period of each month. Form 1376, *Postmaster Appointment List,* must be completed and submitted 8 working days prior to the effective pay period to the Selection Systems Administration Branch, Room 9671, U.S. Postal Service Headquarters, 475 L'Enfant Plaza, S.W., Washington, D.C. 20260-4256. Mark the envelope "Restricted Information—Form 1376." Form 1376 is not available from area supply centers. Reproduce it locally from Exhibit 547.14.

547.2 Authority to Fill Vacancies

.21 The Division Managers authorize the filling of vacant postmaster positions existing within their respective divisions.

.22 To the extent possible, all vacancies in postmaster positions must be filled within 90 days of the date the position became vacant. In those instances where the effective date of a vacancy is known in advance by reason of written notification of retirement or resignation of the incumbent, every effort must be made to complete the nomination, selection, and appointment process to preclude the necessity of installing an OIC.

.23 In those instances where the Division Manager determines a vacant position is not to be filled pending a final decision on a proposal to discontinue or consolidate a post office, the vacancy is not announced until a final decision is made to retain the post office.

547.3 Community Involvement

Postmasters are expected to identify with and be appropriately involved in the communities

they serve. If necessary, the General Manager, Field Division, or MSC Manager may require that newly appointed postmasters relocate closer to their post offices to provide the required services and to ensure their community involvement.

547.4 One-Year Service Requirement

Newly appointed postmasters may not be detailed, reassigned, or appointed to another position in the Postal Service until one year has elapsed from the date of appointment as postmaster, except in emergencies with the approval of the Division Manager.

547.5 *(Reserved)*

547.6 Requirements for Postmaster Positions

.61 For Vacancies Below EAS-18

.611 All candidates must show through their total experience and background that they have the ability or potential ability to manage the post office at which the vacancy exists by demonstrating that they can:

a. Carry out operational plans and procedures economically and efficiently.

b. Operate the post office with an attitude of responsive service to customers.

c. Be fair and objective in dealings with others.

d. Adjust work activities and schedules to meet emergency conditions or unanticipated requirements.

e. Communicate skillfully, both orally and in writing.

f. Accurately maintain basic financial records and stamp stock.

.612 For EAS A-E, candidates from outside the Postal Service must reside in the community (i.e., either in the delivery or service area).

.62 For Vacancies at EAS-18 and Above

.621 Basic Requirements: All candidates must show through their total experience and background that they have the ability to manage the post office where the vacancy exists. This includes the ability to:

a. Foster an attitude of responsive service to customers by the staff.

b. Devise efficient and effective operational plans and procedures.

c. Maintain operating costs and expenditures in proper relationship to the authorized budget.

d. Devise improvements in work methods and procedures.

e. Adjust work activities and schedules to meet emergency conditions or unanticipated requirements.

f. Communicate skillfully both orally and in writing.

g. Define assignments or projects clearly.

h. Delegate authority and responsibility, and work with and through others effectively.

i. Motivate, develop, and supervise employees of varied backgrounds and skill levels.

j. Negotiate effectively with employee groups.

k. Deal fairly and objectively with subordinates.

.622 Experience: Applicants must clearly demonstrate by their experience, within or outside the Postal Service, that they have the ability to organize, plan, and schedule the work of a business-type organization in order to operate efficiently within a fixed budget, assure prompt and accurate service, and develop plans for making the organization capable of responding effectively to seasonal and other variations in the workload. For EAS-24 and above, all the stated experience must have been at an organizational level that provided the employee with a broad perspective of managerial responsibilities, principles, and techniques.

547.7 Local Eligibles

.71 Qualified career employees at the vacancy post office who satisfy the following eligibility requirements and who exercise the right of self-nomination by the timely submission of Forms 991 are designated as eligible candidates.

a. Must be a career employee on the rolls of the vacancy office.

b. Must be at a permanent grade (including saved grade) which is no more than six grades below that of the vacancy. If there are no supervisors in the office permanently assigned to a position which is within six grades of the vacancy, supervisors more than six grades below the vacancy may self-nominate. Any career employee at the vacancy post office is eligible for consideration if the only authorized full time management position is that of postmaster.

c. Must satisfactorily meet the basic requirements and qualification standards.

d. Any employee reassigned to another office within normal commuting distance who has retreat rights and is within grade range is considered as an eligible candidate in the office of origin when the postmaster position is vacant.

.72 Employees at the vacancy office who decline to exercise the right of self-nomination are requested to do so in writing.

.73 All local eligibles must be considered by the selecting official when making a recommendation for appointment.

547.8 Limited Applications

Employees may not be applicants for more than three postmaster vacancies at a time.

547.9 Disclosure of Information

.91 Applicability of the Privacy Act. Postmaster Selection Records are described as Privacy Act System USPS 120.130. The records are, therefore, subject to access under Privacy Act regulations and instructions (39 CFR 266 and ASM 353).

.92 Disclosure to Candidates. Upon written request of candidates, the candidates are allowed access to, or to receive a copy of, each record maintained on them, including evaluations.

.93 Information which identifies sources who have furnished information about the candidate under an expressed agreement of confidentiality must be removed prior to the release of the record.

.94 The investigative memorandum prepared by the postal inspector may be released *only* by the Inspection Service, and a report must be forwarded to the following address for that purpose: Chief Postal Inspector, U.S. Postal Service, Washington, D.C. 20260-2100. When forwarding, include the candidate's written request.

CHAPTER 6—Personnel Paperwork

The February, 1985 edition of Form 2489, *Identification of Physical/Mental Disability,* had a printing error on the first six codes listed. They should be 01, 04, 13, 15, 16 and 17. For further guidance on handicap coding refer to P-11 611.8 and Exhibit 611.811. Section 611.8 is revised as follows:

* * * * *

611.8 Reporting on Accessions of Handicapped Persons

.81 Criteria for Reporting

.811 Handicap Codes. The codes in Exhibit 611.811 correspond to those appearing on Form 2489, *Identification of Physical/Mental Disability.* These codes should be applied in determining reportable handicaps under the program. After the applicant reads the Privacy Act Statement, the examining physician enters the applicable code on Form 2489.

.812 Other Impairments. Other impairments, not specifically listed in the handicap codes, but which are relatively static and serious enough to present a placement problem, (for example, rheumatic fever, phobia of heights, and neurological conditions) should be reported under the code which most nearly describes the affected part of the anatomy (body or mind). For example, residuals of rheumatic fever affecting the heart should be reported under codes 80 or 81, depending on severity; and phobia of heights and neurological conditions, under code 91.

.82 Checking Use Of Proper Code. The employee who is responsible for hiring must check the code that has been entered on Form 2489 by the examining physician against the designations in the exhibit, to verify that the code accurately reflects the information provided in section E of Form 2485, *Certificate of Medical Examination.* In questionable cases, the appointing officer should consult the postal medical officer or contact the examining physician for clarification. In cases involving multiple disabilities, use the code which describes the impairment that would most likely result in placement difficulties. Enter the applicable code in element 37 on Form 50-B.

* * * * *

These changes will be incorporated into a future revision to Handbook P-11.

—Employee Relations Dept., 6-5-86.

Analysis of Postmaster Candidates Experience, Background, and Potential

Postmaster positions are essentially management positions, and as such require people who have demonstrated the basic requirements to manage an efficient operation. This analysis should address the specific experience, training, knowledge, or background the candidate has which realistically supports the capability to perform in the postmaster position.

Evaluators should cite factual information which supports possession, or lack, of the basic requirements, rather than evaluating performance or potential. Use examples of how the candidate demonstrates the requirement in actual work situations, rather than an opinion of the degree to which the candidate possesses it.

The information and questions listed below are intended to guide the thinking and considerations of postal management in evaluating the candidate. The candidate should not be questioned directly for this analysis; rather the evaluator should simply state the information believed to best describe the candidate's experience, training, or knowledge in each of the areas as applicable to the specific postmaster position for which the candidate is being evaluated.

1. Decision Making/Problem Solving

Decisions are made within the framework of policy, with consideration of:

a. What difficulty has the candidate experienced with accepting responsibility, solving problems, making decisions, and taking appropriate action?

b. What decisions has the candidate made that fall outside of established policy, regulations, or precedent?

c. Does the candidate obtain all the facts in a situation and analyze them carefully? (Give examples)

2. Budget Operations

a. What type of budgeting experience has the candidate had (business, farm, home, club or church, etc.)? Cite specifics.

b. Has the candidate ever prepared an annual budget? If so, for what, how much, etc.?

c. Has the candidate had training or education in finance, budgeting, or accounting?

d. Has the candidate ever administered a budget? If so, what kind, how much, for how long, etc.?

e. Has the candidate ever initiated or administered a cost reduction or savings program? Be specific.

3. Planning and Scheduling of Work

Post Office work requires continuous operation 24 hours per day and 365 days per year in many locations. There are also peak periods, such as Christmas, when hundreds of temporary employees may be added to the work force. This makes the planning and scheduling of shifts important to efficient operations. It also points to the need for numbers of training personnel to fill in for illness, vacations, weekends, etc. Keeping trained part-time flexibles is necessary, but having excess personnel is costly and inefficient. The cost of operations can be kept to a minimum by management experienced in planning and scheduling continuous and fluctuating operations. Consider:

a. What kinds of work planning or scheduling the candidate has handled. (Own work, subordinates' work, employees, money, machines, time, etc.) Cite examples.

b. Whether the candidate has short-range (job-by-job) planning or long-range (week or longer) planning experience.

c. The candidate's experience in cyclical or seasonal or peak planning.

d. Whether the candidate's plans incorporate a system for follow-through and controls.

4. Safety and Health

Great expense is involved where employee absenteeism is high and the accident frequency and severity rate is high for injuries to employees. Absenteeism must be kept to a minimum because extra personnel must be available. In an organization the size of the Postal Service this could mean thousands of employees. All of the extra people must be trained and included in the cost of pensions and other benefits. This cost is usually about 25 percent of an employee's salary. The same applies to employees who are injured on the job, with the added cost of Workers' Compensation and misery to the employee. A well managed operation gives priority to controlling absenteeism and safety. Consider:

a. The candidate's understanding of the safety and health responsibilities of a postmaster.

b. How the candidate relates safety and health to efficient operations.

c. What relationship the candidate makes between absenteeism and operating costs.

d. The candidate's personal health and attendance record, including current sick leave balance.

5. Customer and Community Relations

The postmaster has daily occasion to do business with people from all walks of life in the community, and can improve service and reduce costs by convincing industry and business leaders that acceptance of service in non-peak hours, delivery of mail to specific locations, etc., can result in better service and lower cost. It is also important that a favorable Postal Service image is presented to the community. Customer and community relations experience is helpful in this phase of a well managed operation. Consider:

a. What positions the candidate holds in community.

b. Whether the candidate has been active in groups such as chambers of commerce, community improvement associations, homeowners' associations, etc. (Be specific)

Exhibit 544.543 (p. 1).
Analysis of Postmaster Candidates Experience, Background, and Potential

c. Whether the candidate has participated in fundraising campaigns and to what extent.

d. The candidate's experience in selling ideas, positions, or recommendations to others, both within and outside of the post office.

The following areas need to be addressed only when the postmaster position under consideration has subordinate career employees:

6. Labor Relations

Management rights include, but are not limited to, hiring, directing, and disciplining employees, and managing the operations. These are the exclusive functions of management and cannot be assumed by employees or other persons, whether by practice, default, or other methods.

Employees and their representatives have certain benefits and rights and these rights have to be respected if an operation is to be well managed. Consider:

a. What is the candidate's understanding of management's rights?

b. What is the candidate's position regarding the rights of employees and of their labor representatives?

c. What actual relationship has the candidate had with organized labor?

7. Equal Employment Opportunity

Postmasters are responsible for the implementation of an effective equal employment opportunity program, including affirmative action in the recruitment and selection of employees. Postmasters must be able to deal fairly and impartially with all employees and customers.

a. What is the candidate's description of an integrated workforce?

b. What does the candidate consider are the qualifications an employee must possess for employment, promotions, job assignments, etc?

c. What specific jobs has the candidate held which required demonstration of sensitivity to the needs, beliefs, and understandings of minority groups?

8. Employee Development

Ideally, the candidate under consideration has developed supervisors within the post office who are recognized as assets; or the candidate has developed people outside of the post office that are recognized in industry as management assets:

a. Cite specific examples of people who have been trained and developed by the candidate. (Use titles, positions attained, methods employed, frequency, etc.)

b. Does the candidate delegate work commensurate with responsibility and authority?

c. Is the advice and counsel of the candidate sought by others? By whom?

d. How does the candidate summarize beliefs on employee development?

9. Supervision

Successful supervision requires both reward and discipline when each is deserved. The supervisor who personally tells an employee about a promotion or a raise in salary, but does not mention poor work performance, absenteeism, or educational deficiencies which can be improved, is not a good manager.

Successful supervision also requires the ability to delegate responsibility to others in the organization, which prevents inefficiency due to work overload and allows the opportunity for development of a subordinate. Larger post offices may have a multi-tour operation as well as several stations or branches.

Experience in control is desirable for efficient operation.

a. What kinds of supervisory experience has the candidate had? (Give titles, numbers, of subordinates, kinds of subordinates, when, etc.)

b. Is the candidate considered a firm or a lenient supervisor? Why?

c. What situations calling for face-to-face discussion with employees has the candidate had? (Explain)

d. What kinds of relationships does the candidate maintain with supervisors at same level? Superiors? Subordinates?

e. How frequently and to what extent does the candidate followup the work of subordinates?

f. What kinds of experience has the candidate had which would require coordinating, directing, and controlling the performance of outlying units such as associate post offices, branches, sales offices, distribution centers, warehouses, regional offices, etc. (Be specific as to exactly what kind, how many, their size, their functions, when, etc.)

Exhibit 544.543 (p. 2).
Analysis of Postmaster Candidates Experience, Background, and Potential

Postmaster Appointment List

Effective Date of Appointment	List Number	Send Postmaster Certificates to This Division:

Name, Former Position, Level, & Office	SSN	State, City, & County of New Appointment (Alphabetize. List state first.)	New Level

Restricted Information

Initials, Field Division General Manager/Postmaster:

PS Form 1376, June 1986

Exhibit 547.14 Postmaster Appointment List

Appendix D—Sample Letters

Appendix D-5 Personnel Operations

Notification of Disqualification
(Based on Application Information)

U.S. POST OFFICE

(Date)

Mr. John Doe
P. O. Box A
Blythe, Ohio 44299-4444

Dear Mr. Doe:

This refers to your application for Clerk-Carrier dated (month, day, year).

On your application you admit a conviction for theft in Washington, D.C., in March 1978, for which you were convicted and received a sentence of 30 days in jail or a fine of $60.

After careful consideration, we have determined that because of your conviction, you are disqualified for employment at present in this position.

You may make a written request for reconsideration of this decision within 15 days. Your request must be addressed to the undersigned at (specify mailing address).

Sincerely,

Samuel Myer
Postmaster

Appendix D-5, Sample Letter Notifying Applicant of Disqualification (Nonmedical)

Notification of Disqualification
(Used After Letter of Inquiry)

U.S. POST OFFICE

(Date)

Mr. John Doe
P. O. Box A
Blythe, Ohio 44299-4444

Dear Mr. Doe:

This refers further to your application for the position of Clerk-Carrier and to our letter of (date) requesting your comments or explanation concerning information secured from inquiries made to determine your qualification and fitness for this position.

After careful consideration of all the facts, including your explanation, we have found that, because of your habitual use of intoxicating beverages to excess, your conviction record, and your false statements in your application concerning the conviction, you are disqualified for employment at present in this position in the Postal Service.

You may make a written request for reconsideration of this decision within 15 days. Your request must be addressed to the undersigned at (specify mailing address).

Sincerely,

Samuel Myer
Postmaster

Appendix D-6, Sample Letter Notifying Applicant of Disqualification (Nonmedical)

Appendix D-7 Personnel Operations

Notification of Medical Unsuitability

U.S. POST OFFICE

(Date)

Mr. John Doe
P. O. Box A
Blythe, Ohio 44299-4444

Dear Mr. Doe:

You have been found medically unsuitable for the position of Mailhandler, and your name has been removed from the active register of eligibles.

A review of your medical records and evaluation by our Medical Officer revealed recurrent dislocations of your left shoulder. This condition is not compatible with the strenuous activities required for this position, which includes heavy lifting, pushing, pulling, repetitive stretching and reaching. Under these conditions, postal employment would place your personal health and safety in jeopardy.

You may make a written request for reconsideration of this determination within 15 calendar days from the date of this letter. Your request must be addressed to the undersigned at (specify mailing address).

You may include additional medical or other relevant information in support of your request for reconsideration. The medical officer will review your files and any additional information you submit and make a determination. The best evidence is the objective medical findings from a board certified specialist in the field that deals with your particular problem, or a current evaluation from the Veterans Administration if your are receiving disability compensation.

I sincerely hope you have or will find suitable employment which is rewarding to you. Thank you for your interest in employment with the Postal Service.

Sincerely,

Samuel Myer
Postmaster

Appendix D-7 Sample Letter to Eligible
Found Medically Unsuitable

DON'T LET *YOUR* JOB GO UP IN SMOKE

SAY "NOPE" TO DOPE

NON-FOREIGN PER DIEM RATE CHANGES

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States effective April 1, 1986.

Locality	Maximum Rate
Alaska:	
Adak [1]	$19.00
Anaktuvuk Pass	140.00
Anchorage	122.00
Atqasuk	215.00
Barrow	144.00
Bethel	124.00
Coldfoot	122.00
College	105.00
Cordova	113.00
* Deadhorse	113.00
Dillingham	114.00
Dutch Harbor-Unalaska	105.00
Eielson AFB	105.00
Elmendorf	122.00
Fairbanks	105.00
Ft. Richardson	122.00
Ft. Wainwright	105.00
Juneau	109.00
Kenai	119.00
Ketchikan	113.00
Kodiak	110.00
Kotzebue [3]	126.00
Murphy Dome [3]	105.00
Noatak	126.00
Nome	136.00
Noorvik	126.00
Petersburg	113.00
Point Hope	160.00
Point Lay	179.00
* Prudhoe Bay	113.00
Sand Point	103.00
Shemya AFB [3]	30.00
Shungnak	126.00
Sitka-Mt. Edgecombe	113.00
Skagway	113.00
Spruce Cape	110.00
St. Mary's	100.00
Tanana	136.00
Valdez	136.00
Wainwright	165.00
Wrangell	113.00
Yakutat	100.00
All other localities [3]	91.00
American Samoa	81.00
Guam M.I.	91.00
Hawaii:	
* Hawaii, Island of:	
Hilo	63.00
Other	85.00
Oahu	94.00
All Other Islands	85.00
Johnston Atoll [2]	23.00
Midway Islands [1]	13.00
Puerto Rico:	
Bayamon:	
12-16—5-15	132.00
5-16—12-15	105.00
Puerto Rico—Continued	
Carolina:	
12-16—5-15	132.00
5-16—12-15	105.00
Fajardo (Incl Luquillo):	
12-16—5-15	132.00
5-16—12-15	105.00
Ft. Buchanan (Incl GSA Service Center, Guaynabo):	
12-16—5-15	132.00
5-16—12-15	105.00
Ponce (Incl Ft. Allen NCS)	99.00
Roosevelt Roads:	
12-16—5-15	132.00
5-16—12-15	105.00
Sabana Seca:	
12-16—5-15	132.00
5-16—12-15	105.00
San Juan (Incl San Juan Coast Guard Units):	
12-16—5-15	132.00
5-16—12-15	105.00
All Other Localities	111.00
Virgin Islands of U.S.:	
12-1—4-30	126.00
5-1—11-30	112.00
Wake Island [2]	20.00
All Other Localities	20.00

[1] Commercial facilities are not available. The per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler. For Adak, Alaska—when Government quarters are not utilized, and quarters are obtained at the Simone Construction, Inc. camp, a daily travel per diem allowance of $71.50 is prescribed to cover the cost of lodging, meals and incidental expenses at this facility.

[2] Commercial facilities are not available. Only Government-owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meals and incidental expenses.

[3] On any day when U.S. Government or contractor quarters and U.S. Government or contractor messing facilities are used, a per diem rate of $13 is prescribed to cover meals and incidental expenses at Shemya AFB and the following Air Force Stations: Cape Lisburne, Cape Newenham, Cape Romanzof, Clear, Cold Bay, Fort Yukon, Galena, Indian Mountain, King Salmon, Kotzebue, Murphy Dome, Sparrevohn, Tatalina and Tin City. This rate will be increased by the amount paid for U.S. Government or contractor quarters and by $4 for each meal procured at a commercial facility. The rates of per diem prescribed herein apply from 0001 on the day after arrival through 2400 on the day prior to the day of departure.

* Indicates a new locality or change in maximum rate.

—Dept. of the Controller, 6-5-86.

Revaluation of Postage Stamp Affixers

Effective June 6, 1986, the selling price of postage stamp affixers (Item 835) will be increased from $19.95 to $20.95 each. This necessitates the following steps at all post offices:

A. Unit Reserve Stock and Stamp Credits

All stamp affixers will be returned to the Main Stock of the post office no later than June 5, 1986.

B. Main Stock

Cross out the current price ($19.95) shown on the label on the back of each stamp affixer container and write the new selling price ($20.95) on the label.

C. Accountability

1. CAG A THROUGH J POST OFFICES. Multiply the total number of stamp affixers on hand, as shown on Form 3295, *Daily Record of Stamps, Stamped Paper, and Non-postal Stamps on Hand,* by $1.00. Enter the result as a write-in to Account Identifier Code (AIC) 171, Postage Stock Revaluation, in the Received section of Form 3958, *Main Stock (or Unit Reserve Stock) Transaction Record.* The accounting unit will enter the amount of the increase as a write-in to AIC 171 on Form 3959, *Daily Recap—Stamp Stock Transactions,* and in the receipts section of the Accountbook.

2. CAG K AND L POST OFFICES. Multiply the total number of stamp affixers on hand by $1.00. Enter the result as a separate line entry in the Increase Column of Part Six—Daily Stamp Stock Record, of the Accountbook. AIC 805, Ending Inventory-Postage Stock will be increased by the total amount of the revaluation. The offsetting entry will be a write-in to AIC 171, in the receipts section of the Accountbook.

—Dept. of the Controller, 6-5-86.

Excess Property—Reporting and Use Of

National progress concerning serviceable, excess property reporting and utilization by field offices for Postal Quarters I and II, Fiscal Year 1986, has resulted in a cost avoidance to the Postal Service of $21.2 million. All managers are reminded that serviceable, excess property must be timely reported and used as the first source of supply to meet operational needs.

Field managers are to be guided by Handbook AS-701, *Supply Management,* Chapter 6, and by specific instructions from regional offices for the reporting and use of serviceable, excess property.*—Procurement & Supply Dept., 6-5-86.*

Regional Revenue Protection Branches and Mail Classification Centers

Effective June 7, 1986, many of the functions currently performed by Regional Revenue Protection Branches will be transferred to the newly created Rates and Classification Centers listed below. All forms, reports, and customer matters normally referred to these branches should be directed to the Centers after June 7.

Mail Classification Centers (MCCs) must continue to operate normally until June 7 when their responsibilities will be transferred to the Rates and Classification Centers. A memorandum will be issued to each MCC when this becomes effective.

Rates and Classification Centers

Rates and Classification Center
Office of Classification and Rates Administration
1845 Walnut Street
Philadelphia, Pennsylvania 19196-9599

Rates and Classification Center
Office of Classification and Rates Administration
New York, New York 10095-9599

Rates and Classification Center
Office of Classification and Rates Administration
Main Post Office Building
433 West Van Buren Street
Chicago, Illinois 60698-9599

Rates and Classification Center
Office of Classification and Rates Administration
1407 Union Avenue
Memphis, Tennessee 38165-9599

Rates and Classification Center
Office of Classification and Rates Administration
850 Cherry Avenue
San Bruno, California 94096-9599

—Rates & Classification Dept., 6-5-86.

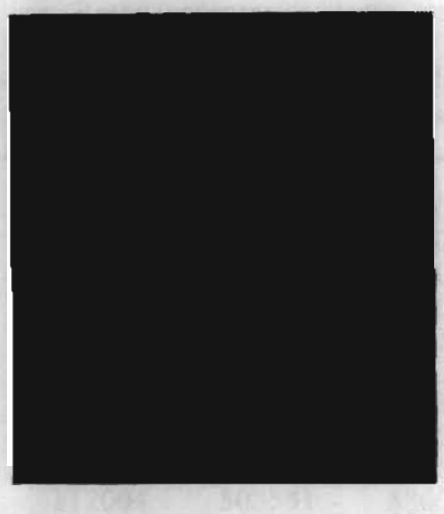
Pub. 347

Mailing Free Matter for Blind and Visually Handicapped Persons

This article will clarify a requirement contained in Publication 347, *Mailing Free Matter for Blind and Visually Handicapped Persons (October 1985).*

Blind or visually handicapped customers who are *currently* receiving postage-free service in their delivery area are not required to submit certification. However, the postmaster *must* ensure that the names and addresses of those customers are kept on file in the post office. The requirement to submit certification applies only to customers who are new to the delivery area.

—Marketing Dept., 6-5-86.



Issue Date: June 30
First Day City: Atlanta, Georgia
Designer: Ron Adair
Richardson, Texas
Art Director: Jack Williams, Postal Service
Program Manager for Philatelic Design
Typographer: Bradbury Thompson
Design Coordinator
Citizens' Stamp Advisory Committee
Modeler: Frank J. Waslick
Bureau of Engraving and Printing
Engravers: Gary Chaconas (vignette)
Gary Slaught (lettering and numerals)
Bureau of Engraving and Printing
Process: Intaglio
Color: Brown
Image Area: 0.71 x .82 inches or
18.03 x 20.82 millimeters
Plate Numbers: One single digit
Stamps per Pane: 100
Selvage: ©Copyright 1986 U.S. Postal Service
and Use Correct ZIP Code®

Margaret Mitchell Stamp

A one-cent Great Americans Series stamp honoring author Margaret Mitchell will be issued on June 30, in Atlanta, Georgia.

Born in Atlanta, Georgia, on November 8, 1900, Mitchell grew up in an environment permeated by the Old South. Her father, president of the Atlanta Historical Society, along with the family's servants, held her spellbound with stories about the Civil War and Reconstruction.

In 1922, Mitchell applied for, and won, a job as a reporter for *The Atlanta Journal Sunday Magazine*, a major accomplishment for a woman of her era. She worked at the *Journal* until a severe ankle injury forced her to leave. It was during her convalescence that she began to recall the stories of her youth, transforming them into the pages of a blockbuster: *Gone With The Wind*.

When *Gone With The Wind* was published in 1936, it became a publishing phenomenon, reaching a sales record of 50,000 copies in one day.

Procedures for ordering first day cancellations are as follows:

Customers Affixing Stamps: Customers are encouraged to buy stamps and affix them to their own envelopes. All envelopes must be addressed on the right side at least ⅝ of an inch up from the bottom. Customers are reminded to affix at least 21 cents additional postage to meet the minimum First-Class postage rate of 22 cents. Mail covers by July 30 to: MARGARET MITCHELL STAMP, POSTMASTER, ATLANTA, GA 30304-9991. No remittance is required.

Postal Service Affixing Stamps: The Postal Service will affix stamps when requested to do so. Postal personnel will affix one 20-cent Fire Pumper and two Margaret Mitchell stamps to each cover to meet the minimum First-Class postage rate of 22 cents. Mail orders by July 30 to: MARGARET MITCHELL STAMP, POSTMASTER, ATLANTA, GA 30304-9992. The cost is 22 cents for each cover serviced. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 86-17
Remove after July 30

PLEASE POST ON BULLETIN BOARD

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21568 listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	101433	283124	335030	454094	616040	770870	902437	937104
010012	101485	292146	335034	460006	625002	770882	902451	945251
010300	101516	294061	335037	462208	626029	773050	902452	945271
011010	101786	294131	335058	462211	631185	781007	907238	945285
011018	101802	294143	335166	462213	631291	782199	907252	945294
014310	103009	303374	335176	462215	631300	782208	910210	945304
018114	109002	303408	335189	464010	631329	782240	913300	951143
019030	109017	303508	335246	464065	641073	782251	913392	951189
019037	112001	303511	335566	468053	641272	784125	917236	954076
021016	112004	303531	336042	477013	641523	797132	917480	954212
021064	112143	303537	336043	478008	672143	800069	917553	958131
021147	112197	303539	336049	489029	701437	801009	917556	958139
021188	113083	303565	336077	489200	705002	801012	917562	958143
021321	114071	303578	336225	500010	706078	802275	917599	958154
021360	114107	303624	336616	511625	711218	802276	921321	960016
021401	115831	303634	336624	520023	713036	802436	921344	968195
021449	115851	303637	336630	520025	731220	802442	921416	968203
021491	117163	314536	337038	532223	731241	802450	924071	968224
021500	117204	319005	337080	537024	741273	802465	924077	981134
021501	117259	322368	337514	537057	741412	802468	924103	981293
025005	142146	323045	339301	551123	741421	802471	924107	981353
027033	146215	323047	372195	551133	750090	809033	924111	981401
031012	165032	324390	374077	551186	752194	837053	926462	981478
031014	181020	325106	374102	554221	760246	837060	926638	981481
038080	191413	328104	392120	600372	760261	841003	926658	981510
066045	191506	328154	393042	601012	760265	841024	926722	981511
066054	198036	331328	402003	601083	760280	846013	926731	981525
069219	200381	331555	402143	601230	761111	850009	926738	981535
069241	200392	331573	405072	601379	762006	850329	926742	981559
069251	200426	331623	405075	601406	770037	856016	926775	981571
071463	223053	331700	415002	601651	770072	882074	926777	981573
075094	232015	333252	420006	602015	770219	891104	926825	981611
075097	235110	333349	430008	605503	770343	891223	926845	989019
078003	253057	333367	432155	607263	770400	901037	927022	989039
079378	275049	333708	432174	607488	770401	901060	931008	992157
080016	282125	333726	432186	612021	770544	901118	931817	995230
080112	282187	333740	452267	616035	770601	901234	931818	997087
080115	282193	334001	452303	616036	770632	901391	931830	997088
085006	283093	334028	452328	616037	770717	901455	931879	997089
101162	283096	334049	452333	616038	770783	902082	935020	997090
101275	283111	335022	452339	616039	770831	902436	937070	997110

—Marketing Dept., 6-5-86.

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 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

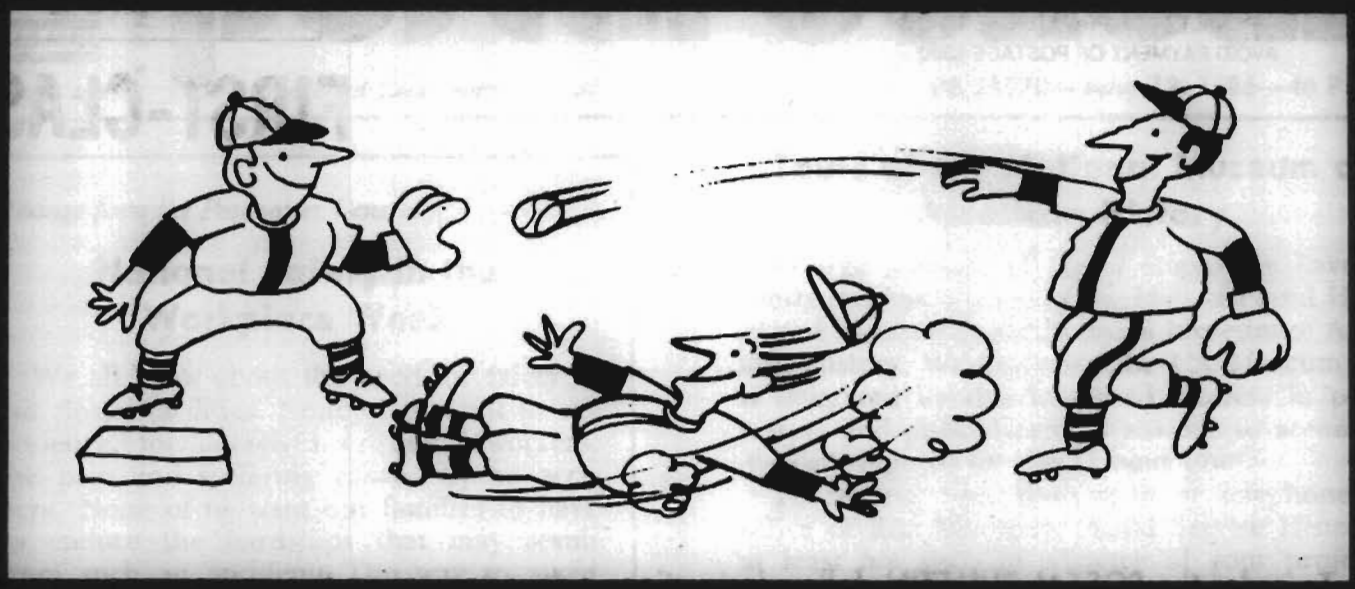
The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21557 article.

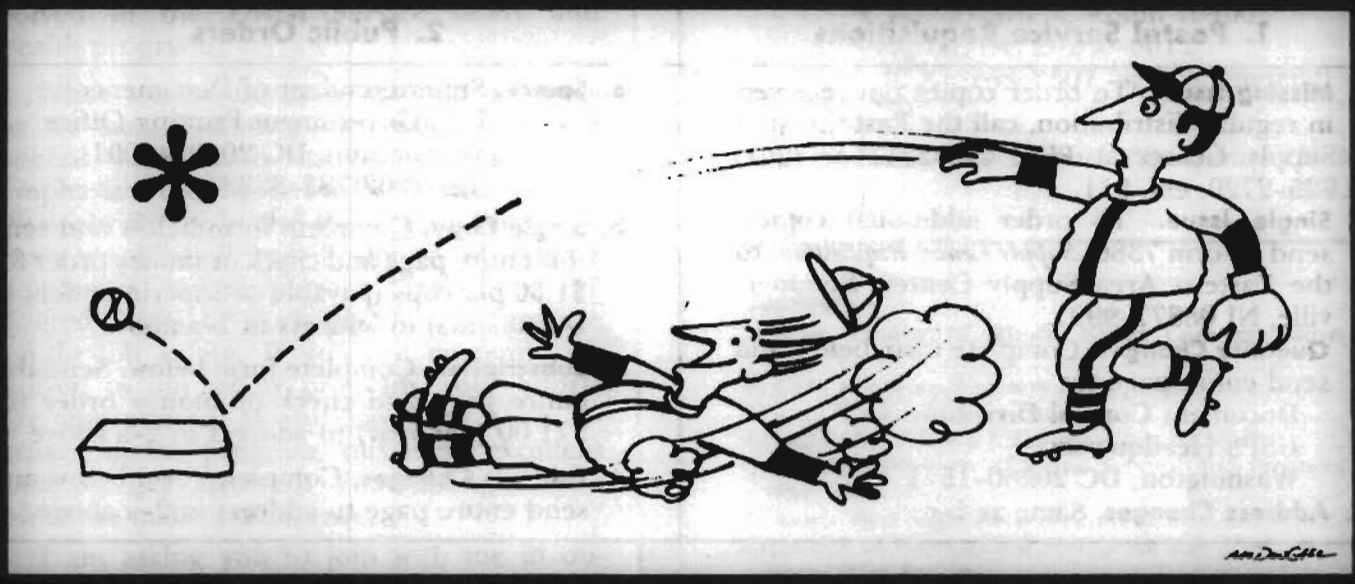
459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
513,795,458 to 5,500
528,910,726 to 0,900
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 020
516,649,101 to 9,200
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
521,995,972 to 996,008
523,727,009 to 100
526,389,501 to 9,600

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 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 21566 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 389 9242 to 9299
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
365 997 7565 to 7699
366 772 6702 to 6799
366 998 7669 to 7681
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
369 718 3783 to 3799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999





EVERYONE*

IS IMPORTANT

Getting the mail out is a team effort.
Don't let the ball drop.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (If needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ MasterCard ☐ VISA accepted.

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.