

INSTRUCTIONS OF FIRST ASSISTANT POSTMASTER GENERAL

AUTOMATIC PROMOTIONS—JULY 1, 1946

Clerks, City Carriers and Mail Handlers at First- and Second-Class Post Offices

The Department and the General Accounting Office have entered into an agreement whereby the Department will not be required to certify by name to the automatic promotions of regular clerks, regular city carriers, and regular mail handlers at first- and second-class post offices who are entitled to an automatic promotion on July 1, 1946.

It will not be necessary for postmasters to submit Forms 1533 for these promotions July 1 except as indicated below. This notice is the postmaster's authority to pay these employees at the rate to which they will be increased by the automatic promotion July 1, 1946. These instructions apply to employees in the automatic grades through the \$2,600 grade. Employees in the \$2,700 grade are not eligible for promotion until they have served 3 years in that grade.

It will be necessary to submit Form 1533-A for assistant postmasters and supervisors who are entitled to promotion July 1, 1946, incident to an increase in gross receipts for the calendar year ended December 31, 1945.

Forms 1533 in duplicate are required for employees who were promoted to regular since July 1, 1945, and who had a residue of substitute hours sufficient to entitle them to salary increase July 1, 1946.

Forms 1533 in duplicate are required for all substitutes entitled to increase in substitute rate.

The Department must certify to the General Accounting Office the names of those regular employees who normally would be entitled to an automatic promotion July 1, 1946, but because of excessive leave without pay, excessive demerits or unsatisfactory service are not eligible for promotion July 1, 1946. Accordingly, it is important to submit Form 1534 in duplicate in the case of employees who fail to qualify for promotion July 1, 1946, on account of leave of absence without pay for 90 days or more or whose low efficiency rating or excessive demerits make them ineligible for promotion.

Postmasters should keep a record of the number of promotions by classes of employees and salary grades in cases where Forms 1533 are not furnished as the Department will require these data at a later date for budgetary purposes.

THE FOREGOING INSTRUCTIONS APPLY ONLY IN THE CASE OF PROMOTIONS DUE JULY 1, 1946. Promotions due October 1, 1946, and for all subsequent quarters will be handled in the regular manner.

POSTMASTERS' SALARIES AND CLASSES OF POST OFFICES

Correction and change in postmaster's salary and class of post office, effective July 1, 1945:

Office	State	From—		To—	
		Class	Salary	Class	Salary
Crescent Lake.....	Maine.....	3	\$1,600	4	\$1,152

CHANGES—POSTAL GUIDE 1943—PART I

LEAVE OF ABSENCE FOR EMPLOYEES IN FIRST- AND SECOND-CLASS OFFICES CHANGE NO. 112.

The instructions appearing in the first paragraph of article 91, page 99 of the July 1943 Official Postal Guide, are changed to read as follows:

91. **Sick leave with pay.**—Post-office employees shall be granted sick leave with pay at the rate of 10 days a year, exclusive of Saturdays, Sundays, and holidays, to be accumulative without regard to time limit. Sick leave is granted in minimum units of 1 hour.

INSTRUCTIONS OF FIRST AND FOURTH ASSISTANT POSTMASTERS GENERAL

ADJUSTMENT OF SALARIES REQUIRED BY PUBLIC LAW 317

The instructions appearing in the POSTAL BULLETIN of March 28, 1946, are amended to the extent that the adjusted salary should be shown on Form 1532 for employees coming under the jurisdiction of the First Assistant, and Form 4833 for employees in the motor vehicle service and Form 4843 for employees in the pneumatic tube service coming under the jurisdiction of the Fourth Assistant. The number of hours of substitute service appearing in the last column of this form should be broken down to show

hours prior to July 1, 1945, and the hours since that time to date of appointment as regular.

Credit for substitute service prior to July 1, 1945, will be on the basis of 2,448 hours of service as equal to 1 year of regular service. Credit for service on and after July 1, 1945, will be on the basis of 2,024 hours as equal to 1 year of regular service.

Credit for Substitute Hours While in Military Service and/or for a Part of a Month

Credit for part of a month will, of course, vary depending on whether there are 28, 29, 30, or 31 days in a month.

Example: "A" was appointed a substitute November 3, 1939. He entered military service March 13, 1943. Reassigned as substitute September 9, 1945, and promoted to regular December 1, 1945.

Method of computing substitute hours:

Period of service	Hours served or credited	Remarks
11-3-39 to 3-12-43.....	1,580	Actual substitute service. Credit for military service for 19 days in 31-day month at 2,448 annual hourly rate (204 hours monthly). $19/31 \times 204 = 125$.
3-13-43 to 3-31-43.....	125	
4-1-43 to 6-30-45.....	5,508	Credit for military service at 2,448 hourly annual rate.
Total credit from 11-3-39 to 6-30-45.	7,213	

$7,213 + 2,448 = 2$ grades plus residue of 2,317 hours

Residue hours	Hours	Remarks
7-1-45 to 8-31-45.....	2,317	Military service at 2,024 hourly annual rate (168 2/3 hours per month).
9-1-45 to 9-8-45.....	337	
9-9-45 to 11-30-45.....	45	Military service at 2,024 hourly annual rate for 8 days in 30-day month. $8/30 \times 168 2/3 = 45$. Allowable substitute service.
Total credit 7-1-45 to 11-30-45, including allowable residue.	461	
	3,160	

$3,160 + 2,024 = 1$ grade plus residue 1,136 hours

Summary: 2 grades allowed for credit prior to July 1, 1945, and 1 grade allowed for credit since that date. A total of 3 grades. "A" will therefore be entitled to \$2,000 per annum plus 4 grades under Public Law 317 and will be assigned to the \$2,400 grade December 1, 1945, with a residue of 1,136 hours toward next promotion July 1, 1946, at \$2,500.

During the period from September 9, 1945 to November 30, 1945, "A" actually performed 612 hours of substitute service but is not allowed credit in excess of the rate of 2,024 hours per annum for the time served in any period used in computing credit for substitute service.

It should be borne in mind that the law provides that upon appointment of a substitute employee to a regular position, he shall not be placed in, or promoted to, a grade higher than the grade to which he would have progressed had his original appointment been to a regular position. In other words, a substitute cannot progress faster than a regular employee.

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

CORRECTION

Notice Postal Bulletin 18923, May 7, 1946, "New Money Orders Issued in Response to Form 6518"

In the first line the form number should be stated as 6518 and not 6581.

TENNESSEE COMMEMORATIVE STATEHOOD STAMP

A commemorative stamp recognizing the one hundred and fiftieth anniversary of Tennessee Statehood will be released through the Nashville, Tenn., post office on June 1, 1946, and furnished to postmasters on requisition as soon thereafter as possible.

The Tennessee Statehood stamp will be 0.84 x 1.44 inches in dimension, arranged horizontally. It will be produced by the rotary process in purple, electric-eye, perforated and issued in sheets of 50 subjects.

The central design will consist of a reproduction of the State Capitol with large portraits of President Andrew Jackson and Governor John Sevier enclosed in oval panels with dark background in the upper left and right corners, respectively. Within the ovals and directly below the por-

traits are the names "Jackson" and "Sevier" in white Gothic. Centered at the top of the stamp appears the inscription "U. S. Postage" in dark Gothic. In each lower corner is the denomination numeral "3¢" between which is the wording "Tennessee—Volunteer State 150th Anniversary of Statehood" arranged in two lines in white Gothic lettering across the bottom of the stamp. The entire presentation is enclosed in a double line border.

Stamp collectors desiring first-day cancellations of the 3-cent Tennessee Statehood stamp may send a limited number of addressed envelopes, not in excess of 10, to the Postmaster, Nashville 2, Tenn., with cash, money order, or postal note remittance to cover cost of stamps to be affixed. **Postage stamps and personal checks will not be accepted in payment.** Covers should be of ordinary letter size and each envelope must be properly addressed. An enclosure of medium weight should be placed in each envelope and the flap either sealed or turned in. **Orders for first-day covers sent to the Postmaster, Nashville 2, Tenn., must not include requests for uncanceled stamps.** For the benefit of collectors desiring stamps of selected quality for philatelic use, the Tennessee Statehood commemorative stamp will be placed on sale at the Philatelic Agency, Post Office Department, Washington 25, D. C., on June 3, 1946. To insure the most expeditious handling, mail orders to the Agency must be restricted to this one variety of stamps. **The Philatelic Agency does not handle first-day covers.**

Postmasters of direct and central-accounting post offices may immediately submit requisitions on Form 3201-A endorsed "Tennessee" for a limited supply of the 3-cent stamps. Postmasters at district-accounting offices should withhold their requisitions so as not to reach their central-accounting post offices before June 1, and should not include therein requests for any other varieties of stamped paper.

Postmasters are cautioned not to place the stamp herein announced on sale before June 2, 1946.

**INSTRUCTIONS OF
FOURTH ASSISTANT POSTMASTER GENERAL**

CONSERVATION OF BITUMINOUS COAL

The shortage of bituminous coal due to the strike in the coal fields is rapidly becoming acute. For the duration of the emergency, all postmasters are requested to reduce to the lowest possible minimum the use of bituminous coal and of electricity and purchased steam when these services are supplied by plants using bituminous coal.

Heating plants.—The heating season is nearly over and plants using bituminous coal should be shut down at the earliest possible date to conserve stocks of coal. Likewise, buildings using purchased steam from bituminous burning plants should use sufficient steam only to maintain healthful conditions. Coal and steam used for summer water heating must be conserved to the fullest extent.

Electricity.—Postmasters should cooperate fully with local authorities in regard to "dimout" policies or any other campaign to reduce consumption of current. See that artificial lighting is used only when needed and that lamp sizes are not larger than necessary to provide adequate light.

All employees should be directed to turn off lights when not needed and in the case of Federal buildings the heads of other Government activities occupying space therein should be requested to cooperate. Careful attention to this point can be very productive of results.

Lighting of outside standards at steps and entrances of buildings must be limited to the hours the lobby is open to the public and the sizes of lamps used must be reduced to that required for safety of patrons of the office.

All flood lighting of building exteriors should be discontinued immediately.

Where possible, reduce or eliminate illumination of hallways and other space not regularly in use.

Operation of ventilation and air-conditioning equipment should be checked carefully to see that such equipment is used only to the extent necessary to provide healthful conditions.

The use of motor operated mail handling equipment, elevators, and all other motors should be confined to actual needs.

Heating-system vacuum pumps should be operated on "float" control unless a vacuum is required for efficient operation.

AMENDMENTS TO THE POSTAL LAWS AND REGULATIONS

**POSTAL SAVINGS
DEPOSITS AND ACCOUNTS**

INSERT No. 428.

ORDER No. 31435; DATED MAY 9, 1946.

The third sentence of paragraph 6, section 1603, Postal Laws and Regulations of 1940, is amended to read as follows: Acceptance of a personal check, cashier's check, bank draft, or other commercial paper is at the risk of the postmaster; and when such paper is accepted, the purchaser shall be given a receipt . . . on Form 929 or Form 929-S; but the certificates, which shall be issued immediately or at the earliest opportunity, shall be

retained by the postmaster with a copy of the receipt until ample time shall have elapsed to insure receipt of notice should the check or draft fail to clear, after which the certificates shall be delivered to the depositor, either in person or by ordinary mail.

**DISBURSEMENTS OF SALARIES
CERTIFICATION OF PAY ROLLS**

INSERT No. 429.

ORDER No. 31436; DATED MAY 9, 1946.

Section 226, Postal Laws and Regulations of 1940, is amended to read as follows:

226. All salaries shall be paid upon . . . biweekly pay rolls which shall . . . be . . . prepared in the Office of the Chief Clerk . . . and Director of Personnel and certified before payment is made that the names and salaries as therein stated are correct as shown by the records in his office, and that the amounts are severally due to the respective persons named.

Note.—See sec. 214 as to limitations on expenditures.

2. Payments for all sums of \$10 and upward (except salaries and travel allowances) shall be made by the check of the Superintendent, Division of Finance and Disbursing . . . Officer on the Treasurer of the United States, and the appropriation from which the payment is made shall be stated on the check.

ORDER No. 31437; DATED May 9, 1946.

INSERT No. 430.

POST-ROUTE MAPS

Paragraph 2, section 227, Postal Laws and Regulations of 1940, is amended to read as follows:

2. Application for the purchase of post-route and rural-delivery maps and payment therefor shall be made to the Superintendent, Division of Finance and Disbursing . . . Officer, who shall . . . deposit the funds received in his checking account with the Treasurer of the United States and forward the order . . . for maps to the Fourth Assistant Postmaster General, Division of Topography . . . Where remittances are received in excess of the amount required to pay for maps furnished, the Fourth Assistant Postmaster General shall prepare and certify refund vouchers, transmit them to the Superintendent, Division of Finance and Disbursing Officer by whom the refund shall be made. At the end of each month the Fourth Assistant Postmaster General shall prepare and certify a Schedule of Transfers and forward the same to the Superintendent, Division of Finance and Disbursing Officer who shall draw a check for the amount stated thereon and deposit the same in the Treasury of the United States.

Paragraphs 4 and 7, section 227, Postal Laws and Regulations of 1940, are rescinded.

Paragraphs 5 and 6, section 227, Postal Laws and Regulations of 1940, are amended to become paragraphs 4 and 5, respectively.

**ORDER OF
THE POSTMASTER GENERAL**

**TEMPORARY LIMITATION OF SIZE AND WEIGHT
FOURTH-CLASS MATTER RESCINDED**

ORDER No. 31451; DATED MAY 13, 1946.

Effective at once Order No. 31430 dated May 9, 1946, published in the special edition of the POSTAL BULLETIN of May 10, 1946, placing a temporary limitation of size and weight on fourth-class matter is rescinded.

**CHANGES AND CORRECTIONS IN CLASS
OF POST OFFICES AND SALARIES OF
POSTMASTERS EFFECTIVE JULY 1,
1945 (LIST NO. 5)**

Office	Class	Salary
Arkansas: Ivy	4	\$264
California:		
Benbow	4	516
Coleville	3	1,600
Oakland Recreation Camp	4	168
Paskenta	4	636
Whitlow	4	264
Colorado: Buffalo Creek	4	804
Georgia: Unadilla	3	2,600
Illinois:		
Emma	4	900
Windsor	3	2,600
Iowa: Rock Rapids	2	3,100
Kansas: Admire	3	1,600
Maine: Crescent Lake	4	1,152
Mississippi:		
Nicholson	4	984
Vosburg	3	2,000
Wesson	2	3,000
New Mexico: Van Houten	4	636
North Dakota:		
Medora	3	1,700
Milton	3	2,200
Oklahoma:		
Camargo	3	1,700
Pharoah	4	1,152

Office	Class	Salary
Pennsylvania:		
Martindale	4	\$804
Winfield	3	1,700
Wood	3	1,700
Tennessee: Westpoint	3	1,900
Texas:		
Brundage	4	432
Carlisle	4	636
Center	2	3,300
Conway	4	1,152
Jonah	4	720
Virginia: Churchland	3	2,300
Wyoming: Wendover	4	432

The salary of the postmaster at Allentown, Pa., has been reduced from \$6,000 to \$5,600 effective Dec. 1, 1945, under the provisions of section 8, paragraph (b) Public Law 134.

ESTABLISHMENTS

Office and State	Salary	Effective date
Artesia, Colo.	\$168	Mar. 25, 1946
Craig, Fla.*	168	Mar. 15, 1946

*Reestablishments.