



# POSTAL BULLETIN

INFORMATION FOR ALL POSTAL EMPLOYEES



LXXVI

Washington 25, D. C., Thursday, October 13, 1955—Eight Pages

19886

## New 6-Cent Stamp

The Department will issue a 6-cent Theodore Roosevelt stamp, the twelfth of the new regular series to be released, through the New York, N. Y., post office, on November 18, 1955, on the opening day of the American Stamp Dealers' Association National Postage Stamp Show.



This stamp will be 0.75 by 0.87 inch in dimension, arranged vertically and enclosed in a simple picture frame effect, printed by the rotary process, electric-eye perforated and issued in sheets of 100. The color of the stamp will be red.

The central subject, a likeness of Theodore Roosevelt, was reproduced from a photograph of the Philip A. de Laszlo painting. The name *Theodore Roosevelt* in white face gothic is placed on the right and below the center, and *6c U. S. Postage* in white face gothic, arranged in two lines, is located in the lower left corner of the stamp.

Stamp collectors desiring first-day cancellations of this stamp may send a reasonable number of addressed envelopes to the Postmaster, New York, N. Y., with money order remittance to cover the cost of the stamps to be affixed. Postage stamps and personal checks will not be accepted in payment. Envelopes submitted should be of ordinary letter size and each must be properly addressed. An enclosure of medium weight should be placed in each envelope and the flap either sealed or turned in. An outside envelope must not be sent for return of first-day covers. The envelope to the Postmaster, New York, N. Y., should be endorsed *First-Day Covers*. Collectors should refrain from requesting

## United Nations Day, Monday, Oct. 24, 1955

By official proclamation of President Eisenhower, Monday, October 24, 1955 has been declared United Nations Day.

In his proclamation, the President calls upon "the officials of the Federal, State and local Governments—as well as all citizens, to cooperate in appropriate observance throughout our country of this tenth anniversary of the United Nations."

It is a privilege to urge the employees of the Post Office Department to join in the local observances of this tenth anniversary of the United Nations Charter.

The United Nations is dedicated to the fulfillment of the hopes of mankind for a peaceful world based on international understanding, faith, and justice.

Five hundred thousand postal employees, banded together in support of the high ideals of the United Nations, can be a mighty force for furthering these laudable ideals.

Let us all pledge our active support to the United Nations on its tenth anniversary on October 24th.

Postmaster General.

hand cancellations since covers will be machine canceled so far as practicable. Orders for first-day covers must not include requests for uncanceled stamps.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 6-cent Theodore Roosevelt stamp will be available at

## Correction: Organizing For Christmas

The attention of postmasters is directed to paragraph 24, page 4, and paragraph 54, page 6, of the notice appearing in *POSTAL BULLETIN* 19884, dated October 6, 1955. Paragraph 54, headed *Special Orders on Supply Centers*, makes reference to item G-C-1, Rev. May 1954. POD Form C-1 was revised in July 1955. Postmasters are instructed to use the July 1955 edition in accordance with instructions appearing in paragraph 24. Supply centers will furnish the July 1955 edition of POD Form C-1 only.

An additional item, G-1012 is listed in paragraph 54. Correct listing should be SF-1012 (Travel Voucher).

the Philatelic Agency, Post Office Department, on and after November 21, 1955. To insure prompt shipment, mail orders to the Agency should include no other stamp issues. **The Philatelic Agency does not service first-day covers.**

Postmasters at first-class post offices requiring this stamp in lots of 50,000 or more will requisition it from the Department on Form 3306 in the usual manner. Those offices requiring less than 50,000 may obtain this stamp by submitting requisitions to their regional distributing office.

Postmasters ordering stamps from regional distributing offices should submit requisitions about November 18, 1955. Regional distributing office postmasters should submit requisitions to the Department promptly upon the receipt of this notice.

Postmasters will please post a copy of this notice on the bulletin board, give information to the press, and notify all local stamp clubs regarding the issuance of the 6-cent Theodore Roosevelt stamp.

**Postmasters shall not place this stamp on sale before November 19, 1955.**

## Report on Conversion of Positions to the Postal Field Service Schedule

Section 205 of Public Law 68 requires the Postmaster General to report to the Congress on actions taken in assigning postal employees to positions classified under the Postal Field Service Schedule. To facilitate the collection of required information and to enable the Department to comply with the required reporting date, the following procedures and schedule are established.

**1. Coverage.**—Reports will cover all employees, except postmasters and rural carriers for whom reports are being developed through other channels.

**2. Form to be used in Reporting.**—POD Form 947, *Report on Conversion of Employees to PFS Schedule*, a sample of which is reproduced in this Bulletin, must be used by all reporting offices. Supplies of these forms will be mailed by the Department to each reporting office. This automatic distribution may not be received until October 21, 1955. If the automatic distribution does not provide sufficient forms, additional quantity to meet actual needs may be requisitioned from designated POD supply center on POD Form 1580-B. Do not include any other form or item on this special requisition.

### 3. Reporting Offices.

**a. Third-Class Post Offices.**—Each district manager will prepare a consolidated report covering all third-class offices in his district. Postmasters in third class will not, themselves, prepare reports.

**b. First- and Second-Class Post Offices.**—The postmaster of each first- or second-class post office will be responsible for the preparation of the report for his office.

**c. Postal Transportation Organizations.**—The regional transportation manager will be responsible for the preparation of a consolidated report covering all installations under his jurisdiction, including regional and district transportation offices.

**d. Motor Vehicle Service Facilities.**—The regional vehicle manager will be responsible for the preparation of a consolidated report covering all vehicle facilities in his region.

**e. Supply Centers and Mail Equipment Shops.**—The Bureau of Facilities will prepare a consolidated report covering supply centers and Mail Equipment Shops.

**f. Inspection Service.**—The Chief Postal Inspector will prepare a consolidated report covering the Inspection Service.

**g. Field Facilities of the Bureau of Finance.**—The Bureau of Finance will prepare a report covering field facilities of that Bureau, except offices of regional controllers. The Superintendent of each International Money Order Exchange Office and the Manager of the Money Order Center, Kansas City, will prepare reports on their installations and forward the reports to the Bureau of Finance in accordance with instructions to be issued by the Bureau.

**h. Regional and District Offices.**—The Regional Director, or the regional personnel manager in a region where a Regional Director has not been appointed, will prepare a consolidated report covering personnel in regional and district offices now being paid under the Classification Act of 1949 or by wage board rates.

**4. Date of Preparation and Filing.**—Information reported on Form POD 947 shall represent the status of the conversion program as of November 1, 1955. Reports shall be forwarded to the regional personnel manager not later than November 4, 1955. Reports prepared by headquarters offices will be ready for forwarding to Bureau of Personnel on November 4, 1955.

**5. Preparation of POD Form 947.**—A separate POD Form 947 must be prepared, either typewritten or hand printed, in triplicate, for each title or roster designation presently in use in the office or offices for employees paid under Public Law 134. (Each title in Public Law 134 has been separately coded to insure uniformity in reporting; and a list containing all present roster designations and the code number applicable to each is printed in this bulletin.) For example, an office having on its rolls as of November 1, 1955, an assistant postmaster, five regular clerks, two substitute clerks, seven city carriers, two substitute city carriers, and a fireman-laborer will prepare six separate POD Forms 947, one form for each roster designation.

Offices reporting on employees covered by the Classification Act of 1949 or wage board rates will use a separate POD Form 947 for each grade and title in use in the office or offices covered by the report. Separate codes will be furnished.

### 6. Entries on POD Form 947.

**a. Name of Office (Item 1).**—Enter name of post office, or, in the case of consolidated reports, the name of the reporting office.

**b. Post Office Number (Item 2).**—This entry applies to reporting post offices only. All other reporting offices will leave this entry blank.

**c. Roster Designation (Item 3).**—Enter present roster designation in use for any employee or for a group of employees having the same roster designation.

**d. Code Number (Item 4).**—Select the correct code number for the roster designation from the *List of Codes for Roster Designations*, and enter the number in Item 4.

**e. New Position Titles Assigned (Item 5).**—Entries for Item 5 shall be obtained from the POD Form or Forms 823 covering the employee or employees in the office bearing the roster designation entered in Item 3.

(1) Enter in Column (A) the new position title assigned to any employee presently bearing the roster designation shown in Item 3. All titles should be exact. For example, the title of Key Position 11 is *City Carrier or Special Carrier or Special Delivery Messenger*; the title of Key Position 21 is *Foreman, Mails*.

(2) The identification number of the new position must be correctly entered in Column B. Numbers for key positions are given in Public Law 68. For example, the number for Mail Handler is 8. Numbers for standard positions are given in *Personnel Handbook, Series P-1, Position Descriptions and Salary Schedules*. For example, the number of *Foreman, Carriers, PFS-7*, is 2-5. Where a number has been assigned to an individual position covered by an approved POD Form 820, the identification number appearing on the approved form should be used. If a position is covered by a POD Form 820 which has been submitted but for which notice of approval has not been received, the number 00 should be entered in Column (B).

(3) The PFS level to which the position is assigned should be entered in Column (C), as, for example, PFS-4, for the position of Window Clerk.

(4) The number of employees assigned to each listed position should be entered in Column (D). The count of employees should be derived from the POD Forms 823 involved for the roster designation.

**NOTE.**—The same new position title may apply to two or more present designations. For example, a separate POD Form 947 will be prepared to cover regular city carriers, another to cover substitute city carriers, a third to cover regular special delivery messengers and a fourth to cover substitute special delivery messengers, since these four groups belong to separate roster designations under Public Law 134. All four groups of employees will, however, be assigned to Key Position 11, and that position should be entered on the separate POD Form 947 to be prepared for each of these four groups of employees in any office having employees serving under all four of these designations.

**7. Reconciliation.**—The entries in Item 7A and Item 7B provide a ready

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**Report on Conversion of Positions to the Postal Field Service Schedule—Continued**

check of coverage of the various POD Forms 947 prepared by an office. The total number of employees covered by the roster designation should equal the total number of employees reported as assigned to the new positions listed in Column 5 (D).

**8. Signature and Date.**—The postmaster, in the case of first- and second-class post offices, and the reporting official designated above for other reporting areas, should sign and date each POD Form 947.

**9. Cover Sheet.**—As a cover sheet for the POD Forms 947 comprising

the report of each office, a transmittal sheet showing the following information should be prepared:

Title: *Report on Conversion of Positions to the Postal Field Schedule.*

For: (Name of Office or Organization.)

“POD Forms 947 covering the following Roster Designations (or Grades and Titles in the case of employees under the Classification Act of 1944) and employment thereunder are attached:” (Follow this statement with a list showing each roster designation and number of employees for each roster designation, as shown on Item 7A on each POD Form 947. The total number of employees reported in this list should equal the number of employees on the rolls on November 1, 1955, whose positions will be assigned to

the Postal Field Service Schedules on December 3, 1955.)

**10. Place of Filing.**—The original and one copy of the report prepared by field installations shall be forwarded to the regional personnel manager by not later than November 4, 1955. Offices in Oklahoma, Kansas and Nebraska shall forward their reports to the regional controller, Wichita, Kansas. Reporting offices should retain one copy for their files.

**11. Completed Sample POD Form 947.**—A completed sample of POD Form 947 is reproduced on page 8 of this POSTAL BULLETIN.

**List of Code Numbers Assigned to Present Positions in the Postal Field Service**

(For use in preparing POD FORM 947)

**I. List of Code Numbers for Roster Designations for Positions Classified Under Public Law 134, Other Than Postmaster and Rural Carrier**

**A. Post Office Supervisors** (Instruction: Select the receipts category applicable to the office; use only titles and code numbers for that category)

Roster Designation	Code Number
<b>1. Offices with receipts \$80,000,000 and up:</b>	
Assistant Postmaster	1001
General Superintendent of Mails	1002
General Superintendent of Finance	1003
Assistant General Superintendent of Mails	1004
Assistant General Superintendent of Finance	1005
Superintendent	1006
Senior Assistant Superintendent	1007
Chief Station Examiner	1008
Assistant Superintendent	1009
Auditor	1010
Assistant Auditor	1011
Station Examiner	1012
General Foreman	1013
Foreman	1014
Clerk in Charge	1015
<b>2. Offices with receipts of \$40,000,000 to \$79,999,999:</b>	
Assistant Postmaster	1016
General Superintendent of Mails	1017
General Superintendent of Finance	1018
Assistant General Superintendent of Mails	1019
Assistant General Superintendent of Finance	1020
Superintendent	1021
Senior Assistant Superintendent	1022
Chief Station Examiner	1023
Assistant Superintendent	1024
Auditor	1025
Assistant Auditor	1026
Station Examiner	1027
General Foreman	1028
Foreman	1029
Clerk in Charge	1030
<b>3. Offices with receipts of \$20,000,000 to \$39,999,999.99:</b>	
Assistant Postmaster	1031
General Superintendent of Mails	1032
General Superintendent of Finance	1033
Assistant General Superintendent of Mails	1034
Assistant General Superintendent of Finance	1035
Superintendent	1036
Senior Assistant Superintendent	1037
Chief Station Examiner	1038
Assistant Superintendent	1039

Roster Designation	Code Number
Auditor	1040
Assistant Auditor	1041
Station Examiner	1042
General Foreman	1043
Foreman	1044
Clerk in Charge	1045
<b>4. Offices with receipts of \$10,000,000 to \$19,999,999.99:</b>	
Assistant Postmaster	1046
General Superintendent of Mails	1047
General Superintendent of Finance	1048
Assistant General Superintendent of Mails	1049
Assistant General Superintendent of Finance	1050
Superintendent	1051
Senior Assistant Superintendent	1052
Chief Station Examiner	1053
Assistant Superintendent	1054
Auditor	1055
Assistant Auditor	1056
Station Examiner	1057
General Foreman	1058
Foreman	1059
Clerk in Charge	1060
<b>5. Offices with receipts of \$7,000,000 to \$9,999,999.99:</b>	
Assistant Postmaster	1061
General Superintendent of Mails	1062
General Superintendent of Finance	1063
Assistant General Superintendent of Mails	1064
Assistant General Superintendent of Finance	1065
Superintendent	1066
Senior Assistant Superintendent	1067
Chief Station Examiner	1068
Assistant Superintendent	1069
Auditor	1070
Assistant Auditor	1071
Station Examiner	1072
General Foreman	1073
Foreman	1074
Clerk in Charge	1075
<b>6. Offices with receipts of \$3,000,000 to \$6,999,999.99:</b>	
Assistant Postmaster	1076
Superintendent of Mails	1077
Superintendent of Finance	1078
Superintendent of Money Orders	1079
Senior Assistant Superintendent of Mails	1080

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## List of Code Numbers Assigned to Present Positions in the Postal Field Service—Continued

Roster Designation	Code Number	Roster Designation	Code Number
<b>6. Offices with receipts of \$3,000,000 to \$6,999,999.99—</b>		<b>15. Offices with receipts of \$150,000 to \$199,999.99:</b>	
Continued		Assistant Postmaster	1147
Assistant Superintendent of Mails	1081	Superintendent of Mails	1148
Assistant Superintendent of Finance	1082	Foreman	1149
Assistant Superintendent of Money Orders	1083	Clerk in Charge	1150
Auditor	1084	<b>16. Offices with receipts of \$120,000 to \$149,999.99:</b>	
Station Examiner	1085	Assistant Postmaster	1151
General Foreman	1086	Superintendent of Mails	1152
Foreman	1087	Foreman	1153
Clerk in Charge	1088	Clerk in Charge	1154
<b>7. Offices with receipts of \$1,500,000 to \$2,999,999.99:</b>		<b>17. Offices with receipts of \$90,000 to \$119,999.99:</b>	
Assistant Postmaster	1089	Assistant Postmaster	1155
Superintendent of Mails	1090	Superintendent of Mails	1156
Superintendent of Finance	1091	Foreman	1157
Superintendent of Money Orders	1092	Clerk in Charge	1158
Senior Assistant Superintendent of Mails	1093	<b>18. Offices with receipts of \$75,000 to \$89,999.99:</b>	
Assistant Superintendent of Mails	1094	Assistant Postmaster	1159
Assistant Superintendent of Finance	1095	Superintendent of Mails	1160
Assistant Superintendent of Money Orders	1096	<b>19. Offices with receipts of \$60,000 to \$74,999.99:</b>	
Auditor	1097	Assistant Postmaster	1161
Station Examiner	1098	Superintendent of Mails	1162
General Foreman	1099	<b>20. Offices with receipts of \$50,000 to \$59,999.99:</b>	
Foreman	1100	Assistant Postmaster	1163
Clerk in Charge	1101	Superintendent of Mails	1164
<b>8. Offices with receipts of \$1,000,000 to \$1,499,999.99:</b>		<b>21. Offices with receipts of \$40,000 to \$49,999.99:</b>	
Assistant Postmaster	1102	Assistant Postmaster	1165
Superintendent of Mails	1103	Superintendent of Mails	1166
Superintendent of Finance	1104	<b>22. Offices with receipts of \$27,000 to \$39,999.99:</b>	
Superintendent of Money Orders	1105	Assistant Postmaster	1167
Assistant Superintendent of Mails	1106	<b>23. Offices with receipts of \$18,000 to \$26,999.99:</b>	
Assistant Superintendent of Finance	1107	Assistant Postmaster	1168
Assistant Superintendent of Money Orders	1108	<b>24. Offices with receipts of \$12,000 to \$17,999.99:</b>	
Auditor	1109	Assistant Postmaster	1169
Station Examiner	1110	<b>25. Offices with receipts of \$8,000 to \$11,999.99:</b>	
General Foreman	1111	Assistant Postmaster	1170
Foreman	1112	<b>B. Classified Stations</b>	
Clerk in Charge	1113	<b>1. 2,001 Employees and Up:</b>	
<b>9. Offices with receipts of \$600,000 to \$999,999.99:</b>		Superintendent	1171
Assistant Postmaster	1114	Assistant Superintendent	1172
Superintendent of Mails	1115	<b>2. 1,001 to 2,000 Employees:</b>	
Superintendent of Finance	1116	Superintendent	1173
Superintendent of Money Orders	1117	Assistant Superintendent	1174
Assistant Superintendent of Mails	1118	<b>3. 501 to 1,000 Employees:</b>	
Foreman	1119	Superintendent	1175
Clerk in Charge	1120	Assistant Superintendent	1176
<b>10. Offices with receipts of \$500,000 to \$599,999.99:</b>		<b>4. 401 to 500 Employees:</b>	
Assistant Postmaster	1121	Superintendent	1177
Superintendent of Mails	1122	Assistant Superintendent	1178
Superintendent of Finance	1123	<b>5. 301 to 400 Employees:</b>	
Superintendent of Money Orders	1124	Superintendent	1179
Assistant Superintendent of Mails	1125	Assistant Superintendent	1180
Foreman	1126	<b>6. 201 to 300 Employees:</b>	
Clerk in Charge	1127	Superintendent	1181
<b>11. Offices with receipts of \$400,000 to \$499,999.99:</b>		Assistant Superintendent	1182
Assistant Postmaster	1128	<b>7. 151 to 200 Employees:</b>	
Superintendent of Mails	1129	Superintendent	1183
Assistant Superintendent of Mails	1130	Assistant Superintendent	1184
Foreman	1131	<b>8. 101 to 150 Employees:</b>	
Clerk in Charge	1132	Superintendent	1185
<b>12. Offices with receipts of \$300,000 to \$399,999.99:</b>		Assistant Station Superintendent	1186
Assistant Postmaster	1133	<b>9. 76 to 100 Employees:</b>	
Superintendent of Mails	1134	Superintendent	1187
Assistant Superintendent of Mails	1135	Assistant Superintendent	1188
Foreman	1136	<b>10. 51 to 75 Employees:</b>	
Clerk in Charge	1137	Superintendent	1189
<b>13. Offices with receipts of \$250,000 to \$299,999.99:</b>		Assistant Superintendent	1190
Assistant Postmaster	1138	<b>11. 26 to 50 Employees:</b>	
Superintendent of Mails	1139	Superintendent	1191
Assistant Superintendent of Mails	1140	<b>12. 16 to 25 Employees:</b>	
Foreman	1141	Superintendent	1192
Clerk in Charge	1142	<b>13. 6 to 15 Employees:</b>	
<b>14. Offices with receipts of \$200,000 to \$249,999.99:</b>		Superintendent	1193
Assistant Postmaster	1143	<b>14. 1 to 5 Employees:</b>	
Superintendent of Mails	1144	Superintendent	1194
Foreman	1145		
Clerk in Charge	1146		

(Continued on p. 5)

List of Code Numbers Assigned to Present Positions in the Postal Field Service—Continued

C. Post Office Employees, Non-Supervisory (Some of these designations appear under other headings, for example: *Custodial Service*. If an employee is accounted for under another heading, he should not be included in the count for any designation and code number below.)

Roster Designation	Code Number
Clerk (1st or 2d class office).....	1201
Carrier in the city delivery service.....	1202
Nurse.....	1203
Painter.....	1204
Special Delivery Messenger in a post office of the first class.....	1205
Telephone Operator.....	1206
Mail Handler.....	1207
Messenger.....	1208
Watchman.....	1209
Elevator Operator.....	1210
Substitute Clerk (1st or 2d class office).....	1211
Substitute Carrier in city delivery service.....	1212
Substitute Mail Handler, Messenger, or Watchman.....	1213
Clerk in post office of the third class.....	1214
Carrier in village delivery service.....	1215
Substitute Clerk in post office of the third class.....	1216
Substitute Carrier in village delivery service.....	1217
Mail Bag Examiner.....	1218
Mail Bag Repairer.....	1219
Sewer.....	1220
<b>D. Motor Vehicle Supervisors</b>	
1. 701 Employees and up:	
Superintendent.....	2001
Senior Assistant Superintendent.....	2002
Assistant Superintendent.....	2003
Chief of Records.....	2004
Chief Mechanic.....	2005
Chief of Supplies.....	2006
Chief Dispatcher.....	2007
Route Supervisor.....	2008
Mechanic in Charge.....	2009
Dispatcher.....	2010
2. 401 to 700 Employees:	
Superintendent.....	2011
Assistant Superintendent.....	2012
Chief of Records.....	2013
Chief Mechanic.....	2014
Chief of Supplies.....	2015
Chief Dispatcher.....	2016
Route Supervisor.....	2017
Mechanic in Charge.....	2018
Dispatcher.....	2019
3. 251 to 400 Employees:	
Superintendent.....	2020
Assistant Superintendent.....	2021
Chief of Records.....	2022
Chief Mechanic.....	2023
Chief of Supplies.....	2024
Chief Dispatcher.....	2025
Route Supervisor.....	2026
Mechanic in Charge.....	2027
Dispatcher.....	2028
4. 101 to 250 Employees:	
Superintendent.....	2029
Assistant Superintendent.....	2030
Chief of Records.....	2031
Chief Mechanic.....	2032
Chief of Supplies.....	2033
Chief Dispatcher.....	2034
Route Supervisor.....	2035
Mechanic in Charge.....	2036
Dispatcher.....	2037
5. 51 to 100 Employees:	
Superintendent.....	2038
Assistant Superintendent.....	2039
Assistant Superintendent of Auxiliary Garage.....	2040
Chief of Records.....	2041
Chief Mechanic.....	2042
Chief of Supplies.....	2043

Roster Designation	Code Number
Chief Dispatcher.....	2044
Route Supervisor.....	2045
Mechanic in Charge.....	2046
Dispatcher.....	2047
6. 31 to 50 Employees:	
Superintendent.....	2048
Assistant Superintendent.....	2049
Assistant Superintendent of Auxiliary Garage.....	2050
Chief of Records.....	2051
Chief Mechanic.....	2052
Chief of Supplies.....	2053
Chief Dispatcher.....	2054
Route Supervisor.....	2055
Mechanic in Charge.....	2056
Dispatcher.....	2057
7. 16 to 30 Employees:	
Superintendent.....	2058
Assistant Superintendent.....	2059
Assistant Superintendent of Auxiliary Garages.....	2060
Chief of Records.....	2061
Chief Mechanic.....	2062
Chief of Supplies.....	2063
Chief Dispatcher.....	2064
Route Supervisor.....	2065
Mechanic in Charge.....	2066
Dispatcher.....	2067
8. 11 to 15 Employees:	
Superintendent.....	2068
Chief of Records.....	2069
Mechanic in Charge.....	2070
Dispatcher.....	2071
9. 6 to 10 Employees:	
Superintendent.....	2072
Chief of Records.....	2073
Mechanic in Charge.....	2074
Dispatcher.....	2075
10. 1 to 5 Employees:	
Chief of Records.....	2076
Mechanic in Charge.....	2077
Dispatcher.....	2078
<b>E. Motor Vehicle Employees, Nonsupervisory</b>	
Special Mechanic.....	2101
Driver Mechanic.....	2102
General Mechanic.....	2103
Clerk.....	2104
Garageman Driver.....	2105
Substitute Special Mechanic.....	2106
Substitute Driver Mechanic.....	2107
Substitute General Mechanic.....	2108
Substitute Clerk.....	2109
Substitute Garageman Driver.....	2110
<b>F. Custodial Service Supervisors</b>	
1. Two or more buildings with 50,000,000 cubic feet and up:	
General Superintendent.....	3001
Assistant General Superintendent.....	3002
Inspection Engineer.....	3003
Mechanical Engineer.....	3004
2. 15,000,000 to 49,999,999 cubic feet:	
General Superintendent.....	3005
Inspection Engineer.....	3006
Mechanical Engineer.....	3007
3. One or more buildings with 40,000,000 cubic feet and up:	
Superintendent of Building.....	3008
Assistant Superintendent of Building.....	3009
Chief Engineer.....	3010
Assistant Chief Engineer.....	3011
Engineer.....	3012
4. One or more buildings with 20,000,000 to 39,999,999 cubic feet:	
Superintendent of Building.....	3013
Assistant Superintendent of Building.....	3014
Chief Engineer.....	3015
Assistant Chief Engineer.....	3016
Engineer.....	3017

(Continued on p. 6)

## List of Code Numbers Assigned to Present Positions in the Postal Field Service—Continued

Roster Designation	Code Number	Roster Designation	Code Number
5. <i>One or more buildings with 15,000,000 to 19,999,999 cubic feet:</i>		General Foreman of Laborers.....	3074
Superintendent of Building.....	3018	Foreman of Laborers.....	3075
Assistant Superintendent of Building.....	3019	Foreman of Elevator Operators.....	3076
Chief Engineer.....	3020	Captain of Guard.....	3077
Assistant Chief Engineer.....	3021	Lieutenant of Guard.....	3078
Engineer.....	3022	Chief Telephone Operator.....	3079
6. <i>One or more buildings with 10,000,000 to 14,999,999 cubic feet:</i>		Assistant Chief Telephone Operator.....	3080
Superintending Engineer.....	3023	Foreman.....	3081
Superintendent of Building.....	3024	Clerk in Charge.....	3082
Assistant Superintendent of Building.....	3025	17. <i>21 to 30 Employees:</i>	
Chief Engineer.....	3026	General Foreman of Mechanics.....	3083
Assistant Chief Engineer.....	3027	Foreman of Mechanics.....	3084
Assistant Superintending Engineer.....	3028	Foreman of Laborers.....	3085
Engineer.....	3029	Captain of Guard.....	3086
7. <i>One or more buildings with 6,000,000 to 9,999,999 cubic feet:</i>		Lieutenant of Guard.....	3087
Superintending Engineer.....	3030	Chief Telephone Operator.....	3088
Superintendent of Building.....	3031	Assistant Chief Telephone Operator.....	3089
Chief Engineer.....	3032	Foreman.....	3090
Assistant Superintending Engineer.....	3033	Clerk in Charge.....	3091
Engineer.....	3034	18. <i>11 to 20 Employees:</i>	
8. <i>One or more buildings with 3,000,000 to 5,999,999 cubic feet:</i>		General Foreman of Mechanics.....	3092
Superintending Engineer.....	3035	Foreman of Mechanics.....	3093
Superintendent of Building.....	3036	Foreman of Laborers.....	3094
Chief Engineer.....	3037	Captain of Guard.....	3095
Engineer.....	3038	Lieutenant of Guard.....	3096
9. <i>One or more buildings with 1,000,000 to 2,999,999 cubic feet:</i>		Chief Telephone Operator.....	3097
Superintending Engineer.....	3039	Assistant Chief Telephone Operator.....	3098
Superintendent of Building.....	3040	Foreman.....	3099
Chief Engineer.....	3041	Clerk in Charge.....	3100
Engineer.....	3042	19. <i>1 to 10 Employees:</i>	
10. <i>One or more buildings with 600,000 to 999,999 cubic feet:</i>		General Foreman of Mechanics.....	3101
Superintending Engineer.....	3043	Foreman of Mechanics.....	3102
11. <i>One or more buildings with less than 600,000 cubic feet:</i>		Foreman of Laborers.....	3103
Superintending Engineer.....	3044	Captain of Guard.....	3104
12. <i>151 Employees and up:</i>		Lieutenant of Guard.....	3105
Superintendent of Shops.....	3045	Chief Telephone Operator.....	3106
Assistant Superintendent of Shops.....	3046	Assistant Chief Telephone Operator.....	3107
General Foreman of Laborers.....	3047	Foreman.....	3108
Foreman of Elevator Operators.....	3048	Clerk in Charge.....	3109
Captain of Guards.....	3049	G. Custodial Service Employees	
13. <i>101 to 150 Employees:</i>		Elevator Mechanic.....	3201
Superintendent of Shops.....	3050	Mechanic.....	3202
Assistant Superintendent of Shops.....	3051	Clerk.....	3203
General Foreman of Laborers.....	3052	Painter.....	3204
Foreman of Elevator Operators.....	3053	Assistant Engineman.....	3205
Captain of Guard.....	3054	General Mechanic.....	3206
14. <i>61 to 100 Employees:</i>		Elevator Mechanic Helper.....	3207
Superintendent of Shops.....	3055	Elevator Starter.....	3208
Assistant Superintendent of Shops.....	3056	Telephone Operator.....	3209
General Foreman of Laborers.....	3057	Fireman.....	3210
Foreman of Laborers.....	3058	Guard.....	3211
Foreman of Elevator Operators.....	3059	Window Cleaner.....	3212
Captain of Guard.....	3060	Skilled Helper.....	3213
Foreman.....	3061	Watchman.....	3214
Clerk in Charge.....	3062	Messenger.....	3215
15. <i>41 to 60 Employees:</i>		Fireman Laborer.....	3216
Superintendent of Shops.....	3063	Elevator Operator.....	3217
Assistant Superintendent of Shops.....	3064	Laborer.....	3218
General Foreman of Mechanics.....	3065	Cleaner.....	3219
General Foreman of Laborers.....	3066	Matron.....	3220
Foreman of Laborers.....	3067	Head Charman.....	3221
Foreman of Elevator Operators.....	3068	Head Charwoman.....	3222
Captain of Guard.....	3069	Charman.....	3223
Foreman.....	3070	Charwoman.....	3224
Clerk in Charge.....	3071	H. Inspection Service	
16. <i>31 to 40 Employees:</i>		Post Office Inspector in Charge.....	4001
General Foreman of Mechanics.....	3072	Assistant Post Office Inspector in Charge.....	4002
Foreman of Mechanics.....	3073	Superintendent.....	4003
		Assistant Superintendent.....	4004
		Chief of Section.....	4005
		Inspector.....	4006
		Principal Review Clerk.....	4007
		Clerk.....	4008

(Continued on p. 7)

List of Code Numbers Assigned to Present Positions in the Postal Field Service—Continued

J. Postal Transportation Service Officials and Supervisors (Include surplus supervisors under the designation from which surplused)

Roster Designation	Code Number
1.	
General Superintendent	5001
Assistant General Superintendent	5002
Assistant General Superintendent at Large	5003
Superintendent at Large	5004
Administrative Assistant	5005
District Superintendent	5006
Assistant District Superintendent	5007
2. Administrative Staff—Division Office:	
Examiner	5008
Assistant Examiner	5009
General Foreman (1)	5010
General Foreman (2)	5011
General Foreman (3)	5012
Foreman	5013
Clerk in Charge	5014
3. Administrative Staff-District Office:	
Examiner	5015
Assistant Examiner	5016
General Foreman (1)	5017
General Foreman (2)	5018
General Foreman (3)	5019
Foreman	5020
Clerk in Charge	5021
4. Railway Post Offices and Highway Post Offices:	
General Foreman (1)	5022
General Foreman (2)	5023
General Foreman (3)	5024
Foreman, Class B run	5025
Foreman, Class A run	5026
Clerk in Charge	5027
5. Transfer Offices:	
a. 61 Employees and Up:	
General Foreman (1)	5028
General Foreman (2)	5029
General Foreman (3)	5030
Foreman	5031
Clerk in Charge	5032
b. 31 to 60 Employees:	
General Foreman (2)	5033
General Foreman (3)	5034
Foreman	5035
Clerk in Charge	5036
c. 11 to 30 Employees:	
General Foreman (3)	5037
Foreman	5038
Clerk in Charge	5039
d. 1 to 10 Employees:	
Foreman	5040
Clerk in Charge	5041
6. Airmail Fields:	
a. 101 Employees and Up:	
General Foreman (1)	5042
General Foreman (2)	5043
General Foreman (3)	5044
Foreman	5045
Clerk in Charge	5046
b. 31 to 100 Employees:	
General Foreman (2)	5047
General Foreman (3)	5048
Foreman	5049
Clerk in Charge	5050
c. 1 to 30 Employees:	
General Foreman (3)	5051
Foreman	5052
Clerk in Charge	5053

Roster Designation

Code Number

7. Terminals:

a. 251 Employees and Up:	
General Foreman (1)	5054
General Foreman (2)	5055
General Foreman (3)	5056
Foreman	5057
Clerk in Charge	5058
b. 101 Employees and Up:	
General Foreman (2)	5059
General Foreman (3)	5060
Foreman	5061
Clerk in Charge	5062
c. 31 to 100 Employees:	
General Foreman (3)	5063
Foreman	5064
Clerk in Charge	5065
d. 1 to 30 Employees:	
Foreman	5066
Clerk in Charge	5067

K. Postal Transportation Service Non-Supervisory Employees (include surplus employees in the designation from which surplused).

Postal Transportation Clerk (9 grades)	5101
Postal Transportation Clerk (7 grades)	5102
Transfer Clerk	5103
Operator, H. P. O.	5104
Mail Handler	5105
Substitute Postal Transportation Clerk (include substitute operators, if any)	5106
Substitute Mail Handler	5107

L. Supervisors in Mail Equipment Shops:

Superintendent	6001
Senior Assistant Superintendent	6002
Assistant Superintendent	6003
General Foreman	6004
Engineer in Charge	6005
Foreman of Mechanics	6006
Foreman of Repair	6007
Assistant Foreman	6008

M. Mail Equipment Shops Employees:

Cost Accounting Clerk	6101
Purchasing Clerk	6102
Draftsman	6103
Special Mechanic	6104
Mechanic	6105
Pressman	6106
Lockmaker	6107
Mail Bag Repairer	6108
Mail Bag Examiner	6109
Postmarking Stamp Maker	6110
Painter	6111
Nurse	6112
Clerk	6113
Skilled Laborer	6114
Sewer	6115
Fireman	6116
Elevator Operator	6117
Junior Mechanic	6118
Laborer	6119

N. Bureau of Facilities:

Examiner of Equipment and Supplies	6201
Traveling Mechanician	6202

O. United States Stamped Envelope Agency:

Agent	7001
Assistant Agent	7002

(Part II, covering positions in regional and district offices paid under the Classification Act of 1949 and part III, covering positions paid according to wage board scales will be separately distributed to affected installations.)

KEEP AN EYE ON THE SMALL FRY

**POST OFFICE DEPARTMENT**  
**REPORT ON CONVERSION OF EMPLOYEES TO PFS SCHEDULE**  
 (This report may either be typed or hand written)

1. NAME OF OFFICE OR INSTALLATION <p style="text-align: center; font-size: 1.2em;"><b>ANYWHERE U.S.A.</b></p>	2. POST OFFICE NO. <p style="text-align: center; font-size: 1.2em;"><b>610 - 74040</b></p>
3. P.L. 134 ROSTER DESIGNATION (Complete a separate form for each P.L. 134 Roster Designation in use in the office of installation, except POSTMASTER and RURAL CARRIER) <p style="text-align: center; font-size: 1.2em;"><b>FOREMAN</b></p>	4. CODE NUMBER ASSIGNED TO ROSTER DESIGNATION <p style="text-align: center; font-size: 1.2em;"><b>1 0 1 4</b></p>

**5. NEW POSITION TITLE(S) ASSIGNED**

Identify key positions and Standard positions correctly by (A) title, (B) identification number, and (C) PFS levels. For positions covered by an approved Form 820, enter (a) title, (b) identification number and (c) level. For positions covered by a Form 820 which has been submitted but for which notice of approval has not been received (A) enter suggested title, (B) "00" in identification column, and (C) enter recommended level. Enter the number of employees assigned to each new title in (D).

POSITION TITLE (A)	IDENTIFICATION NUMBER (B)	PFS LEVEL (C)	NUMBER OF EMPLOYEES ASSIGNED TO TITLE (D)
<b>FOREMAN, MAILS</b>	<b>21</b>	<b>PFS 7</b>	<b>8</b>
<b>FOREMAN, CARRIERS</b>	<b>2-5</b>	<b>PFS 7</b>	<b>3</b>
<b>FOREMAN, SPECIAL DELIVERY SERVICE</b>	<b>2-39</b>	<b>PFS 7</b>	<b>1</b>
<b>FOREMAN, MAILS</b>	<b>1-25</b>	<b>PFS 6</b>	<b>3</b>
		PFS	
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*(If necessary, attach additional form and continue listing until all employees with this roster designation are covered. Complete items 6 and 7 on last page.)*

6A. SIGNATURE OF REPORTING OFFICER 	7. RECONCILIATION	
6B. DATE <p style="font-size: 1.5em;"><b>NOV. 2, 1955</b></p>	7A. TOTAL NO. EMPLOYEES COVERED BY ROSTER DESIGNATION (Item 3) <p style="font-size: 1.5em;"><b>15</b></p>	7B. TOTAL NO. EMPLOYEES ASSIGNED TO POSITION TITLES, P.L. 68 (Item 5 (D)) <p style="font-size: 1.5em;"><b>15</b></p>