ZIP Code Procedures

PART I. SPECIAL INSTRUCTIONS FOR ALL FIRST-CLASS POST OFFICES

A. Instructions and Guidelines

In preparation for implementation of the ZIP Code program on July 1, post offices designated as NIMS offices have participated in regional training conferences and should be guided by the instructions received in those conferences, as well as by the supplementary instructions in the first part of this POSTAL BULLETIN article.

Other first-class post offices automatically are being furnished copies of the booklet entitled "ZIP Code Interim Procedural Instructions" as guidelines, which should be studied and observed, as well as the supplementary instructions in the first part of this POSTAL BULLETIN article.

B. ZIP Code Directory Distribution and Use

Arrangements are being made for the distribution of State ZIP Code Directories for all States to each first-class post office. These State directories will show the ZIP Code numbers for all post offices and will also contain street information for determining the proper ZIP Code at offices having more than one ZIP Code. First-class offices will use these directories in compliance with the change of address procedures outlined in the interim procedural instructions booklet. The directories will also be needed for adding ZIP Codes to mailing lists as provided by section 397.62 of the Postal Manual and by sections VII and VIII of the "Interim Procedural Instructions."

C. Handling of Individual Pieces of Mail Incorrectly Addressed by ZIP Code Without Inclusion of Destination Post Office Name, and State

No information is to be provided to mailers or the general public that would tend to encourage use of ZIP Codes without post office names and the State. Every effort should be made and every opportunity should be taken to inform the public that a correct and proper address should contain addressee's name, street number (or equivalent), post office name, and State, plus the five-digit ZIP Code. During the implementation phase, however, it is possible some individual pieces of mail may be incorrectly or inadvertently deposited bearing an incomplete address consisting only of the ZIP Code, with the post office name and State omitted.

In order to avoid delaying such mail, it should not be returned to sender for better address, but for a limited period of time the office of mailing should determine the intended office of destination and dispatch the piece in normal course. The sender should then be contacted and informed regarding proper addressing procedures.

D. Delivery of ZIP Code Notice to Patrons

City and rural carriers will deliver one Notice 67 (ZIP Code Notice to Patrons) to each business and residential delivery on July 1. If delivery to the entire route on one day would necessitate the use of overtime, the notices may be delivered to part of the route on July 1 and the remainder on July 2. It is optional with city carriers whether the notices are cased or handled as separate bundles on the street, as long as each

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delivery receives a notice. In order to realize the maximum publicity benefits, every effort must be made to complete delivery on the first 2 days of July. Notices to post office box patrons must be available on July 1.

PART II. SPECIAL INSTRUCTIONS FOR SECOND-, THIRD- AND FOURTH-CLASS OFFICES

A. Instructions

The following instructions are printed primarily to explain the ZIP Code program to second-, third- and fourth-class post offices, and to outline specific procedural instructions applicable to those offices only.

B. Description of ZIP Code

ZIP Code is a five-digit coding system which identifies each post office and delivery unit and associates each with the sectional center or major office through which mail is routed for delivery. The first digit identifies the geographical area; the second and third digits, together with the first, identify the major city or sectional center; and the fourth and fifth digits identify the post office or other delivery unit.

C. Purpose

The primary purpose of ZIP Code at this time is to make available a standard code for voluntary use by large mailers with mechanical and ADP addressing equipment, so that their outgoing mail can be expedited as a result of presenting prior to deposit in the post office. The ZIP Code will also provide for easier manual distribution of mail at all post offices.

D. Placement of ZIP Code Digits

The ZIP Code should appear on the last line of both the address and return address following the city and State. A space not less than two-tenths inch, nor more than six-tenths inch, is to be left between the last letter of the State and first digit of the code. For example: Mr. Harold Jones, 3025 Theresa Street, Arlington, Virginia 22207.

A comma should not be inserted between the State name and ZIP Code. When the State name is abbreviated, the use of a period is optional so long as the space precedes ZIP Code.

Optional: For volume mailers where space or other factors make such positioning impracticable, the ZIP Code may be placed on the bottom line of the address as long as no characters or digits either precede or follow it. Example: Mr. Harold Jones 1070 High Street Truth or Consequences, N. Mex. 87901

E. Classes of Mail

ZIP Code is intended for all classes and types of mail.

F. Use of ZIP Code by Individuals and Small Business Firms

Every postal patron will be furnished the ZIP Code of his delivery unit and encouraged to include the ZIP Code in addresses with special emphasis in return addresses on all stationery, envelopes, forms, etc. Individuals and small business mailers can best participate by including ZIP Code in all addresses, return addresses, business reply, courtesy return envelopes, and forms.

G. Distribution of Directories Containing ZIP Codes

1. Each second-, third- and fourth-class post office will receive its usual quantity of the Directory of Post Offices. ZIP Codes for all post offices will be shown in this directory.

2. Each second- and third-class post office will be furnished a State ZIP Code directory for its own State. This directory will list all post offices in the State together with ZIP Codes. In addition, the State directory will contain local street information where necessary for all post offices in the State having more than one ZIP Code so that the proper ZIP Code for a specific address may be obtained.

H. Change of Address

The instructions set forth in Part 157, Postal Manual, concerning change in address remain unchanged except:

1. Forms 3573, 3575, 3578, and 3579, will be revised to include designated space for ZIP Code numbers. An announcement will appear in the POSTAL BULLETIN as soon as the revised forms are available. In the meantime, current forms are to be utilized for insertion of ZIP Code numbers following city and State.

2. Postmasters and employees should instruct patrons submitting change of address notices on forms 3573, 3575, and 3578, to always include the ZIP Code number. If not shown, second- and third-class offices will determine the number where the change is (a) local, (b) within the same State, (c) an address outside the State, (d) to a new State, or (e) to a mailing office. Second-class post offices will determine the number where the change is (a) local, (b) within the same State, (c) to an address outside the State, (d) to a new State, or (e) to a mailing office.

3. Second- and third-class offices should show the ZIP Code number when forwarding mail or when preparing notices of change of address for publishers on form 3579 involving addresses covered by paragraph 2 above.

I. Handling of Mail Incorrectly Addressed by ZIP Code Without Inclusion of Post Office

Second-, third- and fourth-class offices should follow the instructions in Part I, paragraph C, of this POSTAL BULLETIN, governing the dispatch and delivery of mail received with a ZIP Code number, but without the destination post office name and State.

J. ZIP Coding of Mailing Lists

1. Second- and third-class post offices will add ZIP Code numbers without charge to mailing lists as follows:

a. Lists consisting of local addresses.

b. Lists not exceeding 500 addresses within the same State.

c. Lists not in excess of 500 addresses in post offices having only one ZIP Code number assigned which can be obtained from the Directory of Post Offices.

2. The following mailing lists presented for addition of ZIP Code numbers at second- and third-class post offices should be forwarded to the sectional center post office for handling:

a. Those containing more than 500 addresses.

b. Those containing addresses at post offices outside the State for which the specific ZIP Code is not in the Directory of Post Offices.
ZIP Code Procedures
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Code cannot be obtained from the Directory of Post Offices.
3. Any mailing lists submitted to fourth-class offices for adding ZIP Codes should be referred to the sectional center for handling.
4. Further guidance and procedures for adding ZIP Code numbers may be obtained from Section 337.62, Postal Manual.

K. Delivery of ZIP Code Notice to Patrons

Second- and third-class offices should follow the instructions in part I, paragraph D of this Postal Bulletin governing the delivery of Notice 67, ZIP Code Notice to Patrons.

L. Assistance on ZIP Code Available to Second-, Third-, and Fourth-Class Post Offices

Second-, third-, and fourth-class offices may obtain any additional information or assistance about ZIP Code from nearby first-class offices, the sectional center, or from the regional office. Inquiries sent to the regional office should be marked for the sectional center for handling.

Inauguration of ZIP Code Program
(Continued from p. 1)

should take corrective steps immediately.

The Postmaster General has stated that this program is of utmost importance not only to the immediate programs for faster and better handling of the mails, but to the future use of practical mechanization and advanced techniques in meeting a mail volume increasing 2 to 3 percent annually.

You should know that a potential of an estimated $10 billion worth of automatic data processing equipment is available among the Nation's larger mailers which can ultimately be enlisted in this program for better mail service.

NO postmaster—no matter how small his office—should consider this program of anything less than Number One importance to the functioning of his post office.

NO postmaster should feel that this program is of anything less than top public interest, as shown by many evidences of enthusiastic public support.

The people of your community will expect you to develop your ZIP Code program promptly and effectively—and so does your national postal administration.

Postmasters' Check List
On ZIP Code Programs

1. Check.

A. Are all your materials in use or ready for use? (See Page 3 of the Postal Bulletin of June 13, 1963.)

(1) Collection box decals (filled in where appropriate) and mounted throughout your collection area?

(2) Mail truck adhesive posters—mounted and visible on curb side of all vehicles July 1? (See Postal Bulletin of June 20.)

(3) Personal card notifications properly filled out, signed by carriers and ready for delivery on July 1, per instructions?

(4) “Stand Up” Mr. ZIP mounted in lobby including the letter he holds with both the coded address and return address filled in?

(5) Mr. ZIP buttons ready for use by all window clerks July 1?

(6) Rubber stamps properly used on all patron cards?

(7) Satchel decals (on all satchels ready for July 1)?

(8) Truck decals mounted on back of all trucks?

B. Have you made all necessary personnel preparations?

(1) All carriers instructed on personal card notifications?

(2) Staff arrangements made to handle queries?

(3) All personnel groups oriented on program and instructed on their duties in connection with it from the start, July 1?

(4) One person in your office ready and responsible as ZIP code coordinator?

2. Publicity And Promotional Check.

A. Have you followed instructions on use of press, radio and TV material, and made full use of public media?

(1) Suitable kickoff publicity arranged, with emphasis on picture possibility featuring first big ZIP Code mailing by a large mailer, as well as on distribution of appropriate press releases, scheduling of press conferences, etc.

(2) All pictorial possibilities explored—use of Mr. ZIP glossies in local paper, on cover of local magazines, etc?

(3) All possibilities developed to cut radio “tapes” and appear on TV shows to feature Mr. ZIP?

(4) All possibilities of hitch hike type ads in the newspaper advertisements of local firms followed.

(5) All community type publications and house organ, specialty press, etc. used as fully.

B. Have you made full use of other facilities?

(1) Have you used local government facilities—proclamation on ZIP Code by mayor, use of displays in community facilities, etc?

(2) All local firms preparing stationary checked to have them promote use of ZIP Code? All printers?

(3) All major businesses cooperating—with window displays, for example?

(4) All audio promotional possibilities used—use of public announcements at athletic events, for example?

(5) All bulletin board and similar display opportunities in your town used?

(6) All other visual promotional opportunities used—billboards, for example?

(7) All civic, fraternal, church and similar groups participating—through luncheon (Continued on p. 4)
All Postal Installations

Standards of Conduct for Employee Organizations and Code of Fair Labor Practices

The President, in his memorandum of May 21, 1963, to the heads of executive departments and agencies, prescribed standards of conduct for employee organizations and a code of fair labor practices. The President's memorandum follows:

On January 17, 1962, I issued Executive Order No. 10988, which gives effect to a new and affirmative Executive Branch policy looking toward participation by employee organizations in the formulation and implementation of personnel policies affecting the well-being of Federal employees. If this policy is to be truly effective, not only must the Executive agencies carry it out in a manner consistent with the terms and spirit of Executive Order No. 10988, but the employee organizations must also conduct their own affairs in a way in which will promote orderly and constructive relationships with management officials and satisfy their inherent commitments to high standards of ethical and democratic conduct.

It is, therefore, in the public interest to require that such organizations adhere to a conduct which will insure the administration of their internal affairs in a manner consistent with this public trust, while at the same time recognizing their right to independence in the internal management of their affairs.

Accordingly, there is hereby prescribed, pursuant to Executive Order 10988, for application by all agencies subject to the Order, the Standards of Conduct for Employee Organizations and the Code of Fair Labor Practices in the Federal Service.

The above list is designed as a general guideline. There may be other points which you should check on your own initiative in the area of promoting ZIP Code, notices in church bulletins, etc.?

(8) Full cooperation with local telephone company and use of their facilities wherever feasible—for example, through use of telephone company recorded announcements?

The above list is designed as a general guideline. There may be other points which you should check on your own initiative in the area of promoting ZIP Code, notices in church bulletins, etc.?

— (8) Full cooperation with local telephone company and use of their facilities wherever feasible—for example, through use of telephone company recorded announcements?

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Inauguration of ZIP Code Program

(Continued from p. 3)

meetings featuring ZIP Code, notices in church bulletins, etc.?

— (8) Full cooperation with local telephone company and use of their facilities wherever feasible—for example, through use of telephone company recorded announcements?

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Standards of Conduct

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Standards of Conduct

SEC. 2.3 Adoption of Standards. No agency shall adopt, suspend, or withdraw recognition by reason of any alleged failure to adopt or subscribe to standards of conduct as provided in section 2.2 of this Part unless it has been determined by the organization and the national or international organization with which it is affiliated of such alleged deficiency and has afforded the organization with which it is affiliated of the opportunity to present such reasons and considerations as it may have to offer as to why such prior determination should not be denied, suspended, or withdrawn. (Continued from p. 4)

nancial reports or summaries to be made
such alleged deficiency and has afforded
organization with which it is affiliated of
organization and the national or international
conduct as provided in section 2.2 of this
recognition by reason of any alleged fail-
failed to comply with such provisions.
the agency shall consult with the Secre-
der any provision of section 2.2 is not

Standards of Conduct

standards of conduct as provided in section 2.2 of this Part shall not be required to furnish other evidence of its freedom from influences described in section 3(a) of the Order unless (1) the agency has cause to believe that the organization has been suspended or expelled from the organization or labor organization or federation of such organizations with which it has been affiliated because it has demonstrated an unwillingness or inability to comply with governing requirements comparable in purpose to those required by section 2.2 of this Part, or (2) recognition in any form has been denied, suspended, or withdrawn by any other agency pursuant to this Part or section 3(a) of the Order and such denial, suspension, or withdrawal remains in effect, or (3) there is reasonable cause to believe that the organization, notwithstanding its compliance with section 2.2, is in fact subject to influences such as would prejudice recognition pursuant to the Order.

(b) In any case where additional evidence is required pursuant to (1), (2), or (3) of subsection (a) of this section, the agency shall not deny, suspend, or withdraw recognition on the basis of the exception stated in section 3(a) of the Order unless (1) it has been determined that the organization or labor organization or federation of such organizations with which it has been affiliated has not been suspended or expelled from the organization or labor organization or federation of such organizations with which it has been affiliated because it has demonstrated an unwillingness or inability to comply with governing requirements comparable in purpose to those required by section 2.2 of this Part, or (2) recognition in any form has been denied, suspended, or withdrawn by any other agency pursuant to this Part or section 3(a) of the Order and such denial, suspension, or withdrawal remains in effect.

(c) Where an agency determination denying, suspending or withdrawing recognition of an employee organization is made in accordance with subsections (b) and (c) of this section, the Secretary of Labor finds, that further procedures are unnecessary.

SEC. 2.4 Procedure for Denial, Suspension or Withdrawal of Recognition.

(a) An agency organization which has adopted or subscribed to standards of conduct as provided in section 2.2 of this Part shall not be required to furnish other evidence of its freedom from influences described in section 3(a) of the Order unless (1) the agency has cause to believe that the organization has been suspended or expelled from the organization or labor organization or federation of such organizations with which it has been affiliated because it has demonstrated an unwillingness or inability to comply with governing requirements comparable in purpose to those required by section 2.2 of this Part, or (2) recognition in any form has been denied, suspended, or withdrawn by any other agency pursuant to this Part or section 3(a) of the Order and such denial, suspension, or withdrawal remains in effect, or (3) there is reasonable cause to believe that the organization, notwithstanding its compliance with section 2.2, is in fact subject to influences such as would prejudice recognition pursuant to the Order.

(b) In any case where additional evidence is required pursuant to (1), (2), or (3) of subsection (a) of this section, the agency shall not deny, suspend, or withdraw recognition on the basis of the exception stated in section 3(a) of the Order unless (1) it has been determined that the organization or labor organization or federation of such organizations with which it has been affiliated has not been suspended or expelled from the organization or labor organization or federation of such organizations with which it has been affiliated because it has demonstrated an unwillingness or inability to comply with governing requirements comparable in purpose to those required by section 2.2 of this Part, or (2) recognition in any form has been denied, suspended, or withdrawn by any other agency pursuant to this Part or section 3(a) of the Order and such denial, suspension, or withdrawal remains in effect.
Standards of Conduct
(Continued from p. 5)

all cases, except as provided in subsection (c) of subsection (c) of any such hearing initiated by the agency, or an employee, or an employee organization, as follows:

(1) In cases initiated by an employee, or an employee organization, as follows:

(a) If, in any such case, the matter in issue is subject to an applicable grievance or appeal, the agency, such procedure shall be the exclusive procedure used.

(2) All cases not covered by subsection (a) and (c) of this section shall be processed under procedures which shall include provisions for the informal resolution or adjustment of complaints where possible. For the designation of an impartial hearing officer or panel of such officers or panel. Such procedures shall not, however, be available for rehearing of issues processed under the provisions of the Standards of Conduct or Section 11 of the Order. In performing the function provided for in this subsection, hearing officers shall be responsible directly to the agency head.

(b) Hearings held pursuant to subsection (a) and (c) of this section shall be informal, but rights of confrontation and cross-examination shall be preserved as far as may be necessary for the development of the facts, and the findings of fact or findings of fact and recommendations of the hearing officer or panel shall be based upon the record developed in the hearing. Copies of such findings of fact or findings of fact and recommendations shall be made available to the parties, or upon request from any proceeding under this section, the complainant or respondent shall be entitled to receive a concise and accurate summary of the facts relating to the complaint, and upon which the agency intends to rely, together with a statement of the reasons for the agency's action. The agency may, in lieu of a summary statement, make available to the complainant or respondent the entire report of the agency's investigation of the complaint. In a case in which the complainant or respondent is provided with a summary statement, the hearing officer shall have the right, upon request, to examine the entire record in such case, including all data gathered pursuant to an investigation, to determine that the summary is fair and accurate.

(c) Cases involving any strike, work stoppage, slowdown or related picketing engaged in as a substitute for any such strike, work stoppage or slowdown, shall be treated by such procedures and subject to such remedies and sanctions consistent with law as the agency head determines to be appropriate to the situation without regard to the limitations of this section or section 3.4.

Sec. 3.4 Final Decision and Notice. All final decisions shall be in writing and shall be furnished to the organization and the agency head shall notify the employee organization of the existence of such violation and request appropriate corrective action. Failure of an employee organization to comply with such request after the date on which it becomes effective shall be grounds for the withholding or suspension of recognition until the violation has been remedied, or for the withdrawal of recognition in appropriate cases as determined by the agency head.

Sec. 3.5 Effective Date. (a) The provisions of section 3.2 of this Part shall be effective immediately. No later than six months from such effective date, each agency shall adopt permanent procedures to implement this Part. Insofar as may be practicable and appropriate, agencies shall consult with representatives of employee organizations in the formulation of such procedures. Copies of any implementing regulations shall be made available to recognized employee organizations upon request.

(b) In making determinations under section 3.2 prior to the adoption of such permanent procedures, agencies shall as nearly as possible conform to the basic procedural requirements of this Part, and in no case shall there be an opportunity for hearing, or a final notice as described in section 3.4, is required under this Part shall an agency withhold, suspend, or withdraw recognition without an opportunity for such hearing or without such a final notice.—Bureau of Finance, 6-27-63.

All Postal Installations
Corrected ZIP Code Numbers

The following corrections should be made to the listing of ZIP Code numbers published in the POSTAL BULLETIN of June 20, 1963.

Minneapolis Regional Office
55425
Regional Controller 55425
Accounting Office 55440
Capital Equipment Warehouse
Atlanta, Georgia 30313
Office of the Deputy Postmaster General, 6-27-63.

All Postal Installations
Finance Numbers

For an interim period postmasters should continue to use the post office numbers in effect prior to the change to ZIP Codes, on all forms and documents submitted to the regional controller. Post office numbers, hereafter will be referred to as finance numbers, will be entered on the forms and documents in the space or block provided for the post office number, and will be used as an accounting control device. Finance numbers will be entered on Form 17, Stamp Requisition; Form 3203, Order for Printed Stamped Envelopes; Form 3205, Order for Stamped Envelopes—Plain; and Form 73, Equipment Requisition.

The use of a finance number is temporary until a conversion to ZIP numbers for accounting control purposes can be programmed into the new computer system now being installed in regional finance divisions.

For all other purposes the ZIP code numbers are the official post office numbers, and must be a part of the post office address. Section 461.6 of the Postal Manual will be amended accordingly.—Bureau of Finance, 6-27-63.

All Post Offices
Payment of Money Orders Issued in Barbados

Money orders issued in Barbados for payment in the United States are still being refused apparently because of misunderstanding of the printed information on the face that the order is not negotiable.

The term "not negotiable" is intended to mean that the instrument is not transferable in the same manner as a bank note or currency but must be endorsed by the payee.

These orders as well as orders issued in the other countries listed in section 171.27 Postal Manual properly drawn for payment in the United States which are presented by the payee or endorsee within the period of validity should be cashed promptly on proper identification.—Bureau of Finance, 6-27-63.
O Implementing Instructions for Standards of Conduct and Code of Fair Labor Practices

Procedural instructions on those sections of the President's memorandum which require implementation by the Department, have been keyed to the sectional numbering of the memorandum and are as follows:

Part A

Standards of Conduct for Employee Organizations

Section 2.4 In any case where additional evidence is required of an organization due to the reasons enumerated in section 2.4(a) (1), (2) and (3) of the memorandum, the Regional Special Assistant, or as appropriate, will conduct an investigation. The employee organization will be afforded an opportunity to present reasons why recognition should not be denied, suspended or withdrawn.

Where a hearing is held, at the organization's request, and a dispute arises over the accuracy or sufficiency of any summary of facts or report of investigation furnished the organization at its request for use in the hearing, it will be resolved by the Postmaster General or his designee. Prior to taking any final action the Assistant Postmaster General, Bureau of Personnel, or his designee shall consult with the Secretary of Labor. Any determination to deny, suspend or withdraw recognition will be made in writing by the Postmaster General.

Part B

Code of Fair Labor Relations

Section 3.3 Strikes, work stoppages, slowdowns, and related picketing. Such cases shall be reported immediately to the Regional Director, who will initiate at once any necessary investigation to determine the cause, participants, and possible effect on employees and on the postal service as to movement of the mails, etc.

The Regional Director shall promptly notify the Bureau of Personnel, Deputy Assistant Postmaster General for Industrial Relations and apprise him of the facts in the case. Remedial action, including invoking of sanctions consistent with law, will be taken by the Postmaster General as he determines appropriate for the situation.

Other procedures for enforcement of the Code. Complaints of violations of the Code by an employee, a representative of an employee organization or a management official shall be furnished in writing to the Regional Director, Attention, Special Assistant for Employee Relations, or to the Bureau of Personnel, Attention, Deputy Assistant Postmaster General for Industrial Relations. Complaints of violations of the Code must be specific as to the type of violation(s), date(s) of violation(s), person(s) responsible for violation(s), and pertinent circumstances surrounding the case. Every reasonable attempt must be made to bring about compliance through informal settlement.

Where it is impossible to resolve or adjust the matter on an informal basis, the Assistant Postmaster General, Bureau of Personnel shall be advised. If the facts are sufficient to establish a substantial basis for the complaint, he will arrange for a hearing at the regional or departmental level, as he determines necessary or desirable. The hearing shall be informal, with rights of confrontation and cross-examination which shall be preserved so far as may be necessary for the development of facts, and the findings of facts of the hearing officer shall be based upon the record developed in the hearing. Copies of such findings of fact shall be made available to the parties. In any proceeding under this section, the complainant and respondent shall be entitled to receive a concise and accurate summary of the facts relating to the complaint.

Prior to taking any final action, the Assistant Postmaster General, Bureau of Personnel, shall prepare for use in the hearing, it will be resolved by the Postmaster General or his designee. Prior to taking any final action to deny, suspend or withdraw recognition, the Postmaster General shall be furnished in writing with a statement of the reason for the Department's action. At the conclusion of the hearing a formal report of the facts developed shall also be forwarded to the Assistant Postmaster General, Bureau of Personnel. The complainant and the respondent shall be allowed a reasonable amount of administrative leave to present their respective positions. However, the hearing procedure under this Code shall not be available to rehear issues processed under procedures applicable to the Standards of Conduct.

The hearing officer is directly responsible to the Postmaster General.

At the conclusion of the hearing, the facts developed will be made available to the Postmaster General.

If the violation involves a prohibited practice by the Department or a field installation, immediate corrective steps will be taken. If the employee organization, or any of its affiliates, has violated the Code, the Postmaster General will notify the organization and request corrective action. Noncompliance by the employee organization will result in withholding, suspension or withdrawal of recognition as the Postmaster General determines.

These procedures are effective upon publication.—Bureau of Personnel, 6-27-63.

All Postmasters and Personnel Processing Mail for Dispatch Abroad

Foreign Orders

Post this name in POD Publication 48.

All Postmasters and Personnel Processing Mail for Dispatch Abroad

Fraud

Sunday Obakeye, at 3A Alabagele Street

Abbreviations for ZIP Code Addresses

Space limitations on the city-State line of addresses require the use of abbreviations to allow insertion of the ZIP Code on the same line. Following is an initial list of abbreviations that can be used by mailers in preparing addresses that include the ZIP Code. Additional lists of abbreviations will be forthcoming in the near future.

Streamlined punctuation and spacing may also be used to conserve space on the city-State line. For example, no periods need be shown after State abbreviations, e.g., NC will be acceptable for North Carolina. Also, it will not be necessary to include a comma between city and State, e.g., “Charlotte, N.C.” will be acceptable for “Charlotte, N.C.” For offices with very long names that prohibit inclusion of the city-State and ZIP Code number on the same line, the type of abbreviations generally used in the telephone directory will also be permissible. But telephone book addresses themselves should not be used for actual mail addressing. The telephone directory often indicates the name of a subdivision not necessarily an identifiable mailing address.

The basic criteria for accepting mail with streamlined addresses will be that the address can be readily and clearly recognized by manual sorters, and that the ZIP Code is included as part of the address.

List of State Abbreviations

State Abbreviation

Alabama AL

Alaska AK

Arizona AZ

Arkansas AR

California CA

Colorado CO

Connecticut CT

Delaware DE

District of Columbia DC

Florida FL

Georgia GA

Hawaii HI

Idaho ID

Illinois IL

Indiana IN

Iowa IA

Kansas KS

Kentucky KY

Louisiana LA

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### Abbreviations for ZIP Code Addresses

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<table>
<thead>
<tr>
<th>State</th>
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**Territories**

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### Place Name Prefix and Suffix Abbreviations

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### Abbreviations

- **POSTAL BULLETIN**

- **Office of the Assistant Postmaster General, 6–27–63**

- **20368, June 27, 1963, Page 8**
All Postal Installations

Property Accounting Changes

This notice modifies certain procedures in the maintenance of property records and is effective as of June 30, 1963, as follows:

A. Screen Partitions (Screenline)

Screen Partitions are no longer recorded as capital property but will be treated as a “deferred charge” by the regional controller. The following procedures will apply:

1. Definition

Screen Partitions (Screenline) consist of panels, doors, windows, and other openings, etc., assembled to form a partition of various heights from 42” to 90”, separating the workroom space from the lobby or office space from workroom or lobby. Screen partitions are identified by a PO series number such as Series 700, 900, 1100, 1200, or 1300. In addition there are specially constructed screen partitions for special purposes. Lock Box nestings are not included as screen partitions.

2. New and Installed

All screen partition costs (excluding lock box nestings) for the entire region, regardless of PO item number, will be recorded in total only by the regional controller. Property record cards Forms 961 now held by postmasters will be withdrawn by the regional controller. Subsequent transfers from Headquarters will be summarized by fiscal years at the regional level.

3. Transfers of Excess

Postal Technician (or postmaster) will submit page 2 and/or 3 of Form 1425, Government-Owned Furniture and Equipment, or a memorandum listing of the excess parts (doors, panels, openings, etc.) to the regional Engineering and Facilities Division for possible use elsewhere. Form 927, Report of Excess Capital Property, and Form 964, Property Tag (Excess), are not required for screen partitions. Normal transfer procedures will be followed using Form 340, Shipping Instructions for Excess Property, from Procure and Supply Officer (P.S.O.) without pricing.

4. Disposals

Forms 969, Disposal of Personal Property—Capital Items, are not required for transfers of screenline parts to other Federal offices, State and local governments, or for sales. Receipts from sales are included in the postmasters statement of accounts in the period in which received and recorded in Account 49749, Sale of Screen Partitions.

B. Form 969 Changes

The following write-in changes will be made when applicable starting June 22, 1963:

In Method of Disposal, change:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>4—Accident Destruction, Loss or Theft</td>
<td>4—Accidental Damage or Destruction of in-use Items</td>
</tr>
<tr>
<td>7—Other (Specify)</td>
<td>7—Loss or Theft</td>
</tr>
<tr>
<td>8—Other (Specify)</td>
<td>8—Other (Specify)</td>
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</tbody>
</table>

Revised Form 969 is expected to be available in the supply centers by July 1, 1963. Forms dated September 1961 will be destroyed upon receipt of new forms.

C. Excess Property—Condition Codes 5, 6, 7, and 8 and property not usable for Condition Codes 1, 2, 3, and 4 that is specified as “obsolete” by the Bureau of Facilities.

Property in Condition Codes 5, 6, 7, and 8, including “obsolete” property as directed by the Bureau of Facilities, will be made available for transfer to other Federal and authorized agencies. To provide data for this transfer a method of listing and reporting such property to the PASO, GSA, Headquarters, and others is prescribed:

1. Form 964 will be prepared and dated under the normal excess procedure as prescribed in Postal Manual 660, showing the applicable Condition Codes 5, 6, 7, and 8. (Condition Code is not needed for obsolete property.) “Use-Status 4” (non-essential) will be inserted on both sections of Form 964 (space will be provided on next reprint). The card section of Form 964 will be detached batched separate from other excess (Condition Codes 1, 2, 3, and 4) and forwarded direct to the PASO with Form 31 listing each tag number.

2. Form 927 will not be prepared for Condition Codes 5, 6, 7, and 8, and obsolete property.

3. From information made available by GSA, Headquarters, etc., PASO will direct disposition by sending card-end of Form 964 and instructions to postmaster.

Instructions from PASO may include any one or more of the following:

a. Preparation of SF 120, Report of Excess Personal Property, to GSA—as available for transfer to other Federal, State or local agencies.
b. Preparation of GSA Form 1673, Memorandum of Non-reportable Personal Property, to GSA—as available for centralized sale.
c. Shipments to other Federal agencies on SF 122, Transfer Order Excess Personal Property.
d. Shipments to state and local agencies—usually on HEW Form 135.
e. Destruction or sold as scrap—with preparation of Form 969.
f. Other actions as may be necessary.

7. The term “Use-Code” as applied to property will be changed as follows:

<table>
<thead>
<tr>
<th>Property in use</th>
<th>Change to</th>
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<tbody>
<tr>
<td>Use-Code 1 Use-Status 1</td>
<td>Use-Code 1 Use-Status 1</td>
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<tr>
<td>Use-Code 2 Use-Status 2</td>
<td>Use-Code 2 Use-Status 2</td>
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<tr>
<td>Use-Code 3 Use-Status 3</td>
<td>Use-Code 3 Use-Status 3</td>
</tr>
<tr>
<td>Use-Code 4 Use-Status 4</td>
<td>Use-Code 4 Use-Status 4</td>
</tr>
</tbody>
</table>

Status” upon the next reprint of each.

(Continued on p. 10)
Property Accounting Changes  
(Continued from p. 9)  
D. Reporting Excess Expendable Personal Property  
Lists of excess expendable (non-capital) personal property in good or better condition will be requested by the PASO quarterly, or at least once a year from selected offices. The list will include full description, quantity, P.O. item number, if any, and condition. For utilization purposes, the PASO considers the needs of other offices, the serviceability of the equipment and shipping distances. The PASO will issue instructions for shipment on Form 340. Transfers will be made without pricing with notation “Transfer of expendable items” shown in the description column following the last item listed. Capital and expendable items will not be listed on the same Form 340.

E. Print-Punch Money Order Machines  
Machines damaged beyond economical repair, destroyed, stolen, or otherwise unaccounted for will be reported to the PASO for review and recommendation for relief of accountability, if warranted by the facts. A copy of this action and recommendation, if any, is attached to Form 969 in support thereof when submitted to the regional finance division. Also see Postal Manual parts 680, 831, and 833 as examples of actions required. Section 654.247(d) and subchapter 660 of the Postal Manual and Fiscal Handbook, F-26 (finished to regional office) will be amended accordingly. The invoices when required must be prepared in quadruplicate in prescribed form and legalized by an Argentine consulate, where mailers may be referred if they are not familiar with the required procedure. The Argentine Consulate General is located at 12 West 56th Street, New York, N.Y., 10019, and there are consulates in the following cities: Baltimore, Md. Boston, Mass. Chicago, Ill. Houston, Tex. Los Angeles, Calif. Miami, Fla. New Orleans, La. San Francisco, Calif. The Directory of International Mail will be amended accordingly. All post offices listed in the following APO's over seas must be accompanied with a customs declaration on form 2966 or 2976-A. Section 127.2, Postal Manual, will be amended.  

All Postal Installations  
Requisitioning Rubber Stamps and Rubber Type  
A contract for furnishing rubber stamps, item Nos. 500, 502, 518, 574, 575 and rubber type, item No. 645, has been awarded to the Lloyd Manufacturing Co., Houtzdale, Pa., for the fiscal year beginning July 1, 1963. Postmasters and others shall requisition these items on Form 1567, requisition for Rubber and Steel Stamps Only, directly from this contractor. Before special stamps are ordered, the list of stamps stocked in supply centers should be consulted. Requests shall be confined to those stamps insofar as possible. --Bureau of Facilities, 6-27-63.

All Postal Installations  
Arrest of Postal Offender  
The following postal offender has been apprehended:  
Harold O. Sumpter  
Destroy the wanted circular concerning him. --Bureau of the Chief Postal Inspector, 6-20-63.

All Postal Installations  
Customs Declarations to Certain APO's  
Effective July 1, 1963, parcels addressed to the following APO's overseas must be accompanied with a customs declaration on form 2966 or 2976-A. Section 127.2, Postal Manual, will be amended.  

All Postal Installations  
Furnishing Names and Addresses of Postal Patrons  
From time to time, business firms and other organizations solicit postmasters for the names and addresses of patrons of their offices. Compliance with such requests except as provided by section 114.3, Postal Manual, is strictly prohibited. Postmasters, supervisors, and all employees handling such inquiries are cautioned regarding the necessity for strict compliance with these provisions. --Bureau of Operations, 6-27-63.

All Postal Installations  
Mailing Coins to Canada  
The Canadian postal authorities now admit coins mailed by or addressed to collectors or dealers in ordinary parcels only. Coins are not admitted in insured parcels. Coins sent in letters must be registered. The Directory of International Mail will be amended accordingly. --Bureau of Operations, 6-27-63.
Recognition of Employee Organizations Effective
April 1, 1964

The following procedures provide an opportunity for employee organizations to seek exclusive, formal, or informal recognition at the post office level between now and April 1, 1964, for employees in the seven craft groups in post offices. The procedures are also applicable to post offices newly established since July 1, 1962, and to post office units that were not in existence on July 1, 1962, because at that time there were less than two employees necessary to constitute an appropriate unit.

July 1, 1963, and continuing through August 31, 1963, an employee organization not now recognized locally on an exclusive basis that desires to secure exclusive status for the purpose of representing an appropriate unit of employees in a post office shall submit an alphabetical list of its members in the unit which the organization seeks to represent. This list must comprise at least 30 percent of total eligible employees in the unit, and must be certified as being correct by at least two officers of the employee organization. The submission shall specify that exclusive recognition is desired. This submission may be made even if another organization now represents the unit on an exclusive basis.

July 1 through August 31, 1963, the postmaster, when he receives such a certified list, will transmit the list to the Regional Director’s office in the region in which the post office is located.

September 1, 1963, through September 30, 1963, the Regional Director will check the certified list of employees submitted by the employee organization with a list of eligible employees in the unit and, on or before October 1, 1963, will notify the postmaster whether the employee organization has a membership of 30 percent of the total number of eligible employees in the appropriate unit.

October 1, 1963, if the Regional Director certifies that the employee organization has 30 percent membership the postmaster will post on all employee bulletin boards in his installation a notice to the effect that

For the purpose of determining whether an employee organization is entitled to formal or formal recognition, or for determining whether an employee organization may petition for exclusive status, the names of members appearing on more than one membership list will be counted on each list.

For the purpose of determining which of two or more employee organizations will be granted exclusive status, the name of an employee in the unit appearing on two or more membership lists, or two or more authorization cards, or on the membership list of one organization and authorization card of another, will not be counted for any employee organization. Employees must carefully consider this provision in order not to defeat their right to select an organization of their choice.

The cooperation of all employee organizations is necessary in order to insure all employees an orderly and fair opportunity to indicate the employee organization of their choice. Solicitation of membership or authorization cards shall be conducted only during the nonduty hours of the employees concerned and shall not be conducted in any work area.

POST OFFICE CHANGES NO. 4

(Ind=Independent for receipt and dispatch of registered and other mail. R=Rural. cl=Class. elf d = Classified. ct=Contract. 5-digit number represents new Zip Code.)

ARKANSAS

72953 South Fort Smith, Sebastian County (2nd cl), disc. 8-2-63. Mall to Fort Smith (1st cl).

72953 South Fort Smith (ctd. Sta. Fort Smith), Sebastian County, estab. 8-2-63.

CALIFORNIA

95453 Lakeport, Lake County (1st cl), city delivery estab. 7-20-63.

96072 Ono, Shasta County (4th cl), disc. 8-2-63. Mall to Redding (1st cl).

96072 Ono (ct. Sta. Redding), Shasta County, estab. 8-1-63.

No. 13 (ct. Sta. San Diego), San Diego County, estab. 8-1-63.

No. 1 (ct. Sta. Tuba City), Sutter County, disc. 6-30-63.

Rancho Del Mar (ct. Br. Aptos), Santa Cruz County, disc. 6-30-63.

CONNECTICUT


DELAWARE

Belleville (ct. Br. Wilmington), New Castle County, estab. 7-1-68.

(Continued on p. 12)

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Postal Bulletin

Post Office Changes No. 4

(Continued from p. 11)

Florida

32265 Martin, Marion County (4th cl), disc. 6-2-63. Mail to Ocala 32670 (1st cl).

32264 Orlando, Lake County (4th cl), disc. 6-20-63. Mail to Merritt Island 32953 (1st cl).

Hawaii

Hawaiian Village (ct. Sta. Honolulu), Honolulu County, estab. 7-1-63.

Illinois

No. 2 (ct. Sta. Monmouth), Warren County, estab. 7-1-63.

62291 Tamalco, Bond County (4th cl), disc. 8-3-63. Mail to Tamalco, Ind. Sta. Keyesport (3d cl).

62291 Tamalco (Ind. R. Sta. Keyesport), Bond County, estab. 8-3-63. (Keyesport is located in Clinton County.)


Buffalo Grove (ct. Br. Wheeling), Cook County, re-estab. 7-1-63.

Indiana

46066 Scicreerville, Clinton County (4th cl), disc. 7-5-63. Mail to Scicreerville, Ind. Sta. Frankfort (1st cl).

46066 Scicreerville (Ind. R. Sta. Frankfort), Clinton County, estab. 7-5-63.

Iowa

Fraser (R. Sta. Boone), Boone County, disc. 6-30-63.

Maryland

31826 Crapo, Dorchester County (4th cl), disc. 8-2-63. Mail to Church Creek 21622 (2d cl).

Puerto Rico


Tennessee

No. 3 (ct. Sta. Bristol), Sullivan County, name changed to No. 2 (ct. Sta. Bristol), 7-1-63.

No. 4 (ct. Sta. Memphis), Shelby County, re-estab. 7-1-63.

All Post Offices

Delay in Shipment of the Gettysburg Commemorative Postage Stamp

Because of the increased demand for multicolor stamps, a delay of approximately 1 week is anticipated in completing shipments of the Gettysburg commemorative postage stamp to all offices.—Bureau of Facilities, 6-27-63.

All Post Offices

Fraud Orders Against Caribbean Hotels Corp., Ltd., and the National Bank & Trust Co., Ltd., Both at Nassau, Bahamas

The Department has received information that despite the provisions of the above fraud orders, mail is being dispatched to some of the concerned parties covered by these fraud orders. All postal personnel handling mail for dispatch to Nassau, Bahamas, should be requested to fully enforce the above orders.—Office of the General Counsel, 6-20-63.

Marlow (R. Sta. Clinton), Anderson County, disc. 6-15-63.

Virginia

Buford (ct. Br. Richmond, Independent City), estab. 7-1-63. (This branch is located in Chesterfield County.)

Washington

Fircrest (ct. Br. Tacoma), Pierce County, estab. 7-1-63.

West Virginia

25056 Waverly (R. Sta. Decota), Kanawha County, no longer independent for receipt and dispatch of mail, 7-1-63.

Mail unto others as you would have them mail unto you—use ZIP code
All Post Offices Warning Notice—Unrecovered Stolen Money Order Forms

To be posted and used by window clerks; destroy previous notices.
Insert in proper sequence any interim notices from Inspection Service.

1- 7,015,537 to 1- 7,015,549 5-12,113,944 to 5-12,114,000
8-75,724,101 to 8-75,724,500
8-93,395,657 to 8-93,395,680
8-96,238,039 to 8-96,240,000
8,433,614,717 to 8,433,614,744
8,438,213,108 to 8,438,213,499
881,457,366 to 881,457,999
889,749,964 to 889,749,999

9- 8,446,651 to 9- 8,446,700
9-11,465,451 to 9-11,466,000
9-15,128,114 to 9-15,125,000
9-15,330,182 to 9-15,330,300
9-16,615,003 to 9-16,615,024
9-18,562,874 to 9-18,563,000
9-46,461,406 to 9-46,462,000
9-69,671,698 to 9-69,672,000
9-80,092,379 to 9-80,092,500

10- 3,474,116 to 10- 3,474,250
10-45,255,318 to 10-45,255,500
10-47,065,603 to 10-47,065,614
10-47,271,189 to 10-47,271,500
10-47,377,830 to 10-47,378,000
10-58,976,662 to 10-58,978,000
10-59,419,194 to 10-59,421,300
10-63,946,803 to 10-63,946,893
10-86,090,030 to 10-86,900,500
10-87,307,050 to 10-87,307,047
10-87,488,880 to 10-87,489,000
10-88,571,355 to 10-88,571,400
10-88,879,052 to 10-88,880,000

11- 36,283,595 to 11- 36,284,000
11-52,080,891 to 11-52,080,917
11-54,752,451 to 11-54,754,000
11-60,108,668 to 11-60,109,000
11-94,314,477 to 11-94,314,750
11-95,120,001 to 11-95,120,500
11-95,908,163 to 11-95,908,250
11-96,663,639 to 11-96,666,000
11-96,864,204 to 11-96,864,300
11-96,864,938 to 11-96,865,000
11-97,090,651 to 11-97,091,000

12- 1,737,393 to 12- 1,737,400
12-46,916,551 to 12-46,919,000
12-57,979,295 to 12-57,979,800
12-60,305,046 to 12-60,305,500
12-60,445,265 to 12-60,445,277
12-71,099,032 to 12-71,100,000
12-72,160,434 to 12-72,160,500
12-76,733,627 to 12-76,736,000
12-77,524,484 to 12-77,524,700
12-81,317,880 to 12-81,317,930
12-81,504,491 to 12-81,505,000
12-84,943,051 to 12-84,943,100
12-85,050,241 to 12-85,050,500
12-85,068,501 to 12-85,069,000

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