



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



LXXXIV

Washington, D.C., 20260, Thursday, June 27, 1963—Thirteen Pages

20368

All Post Offices

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.

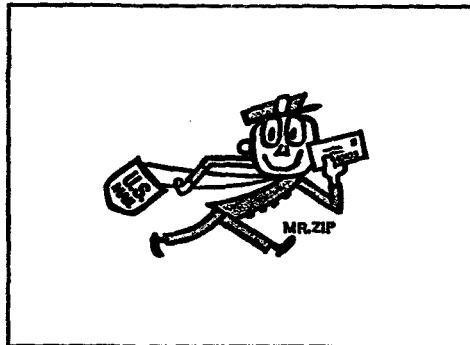
Other first-class post offices automatically are being furnished copies of the booklet entitled "ZIP Code Interim Procedural Instructions" as guidelines, which should be studied and observed, as well as the supplementary instructions in the first part of this POSTAL BULLETIN article.

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 337.62 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

(Continued on p. 2)

All Postal Installations

Inauguration of ZIP Code Program

This is your final notice. The inauguration of our ZIP Code program is 3 days off—July 1, 1963.

You have been fully informed about this program—not only in official correspondence, but in repeated instructions in the BULLETIN.

In general, the attention given to ZIP Code has been excellent. However, last-minute reports have indicated some postmasters and some installation heads have not done all of their "home work" on this system, that is so vital to the speedier and more efficient handling of the mails.

A "check list" follows which will enable you to see where you stand in preparing for the institution of ZIP Code next Monday at your installation. Use it TODAY, and where you have not done everything possible to comply with all instructions, you

(Continued on p. 3)

CONTENTS

	Page	Col.
Abbreviations for ZIP Code Addresses	7	3
Argentina—Commercial Invoices	10	2
Arrest of Postal Offender	10	2
Corrected ZIP Code Numbers	6	2
Customs Declarations to Certain APOs	10	3
Delay in Shipment of Gettysburg Commemorative Stamp	12	3
Finance Numbers	6	3
Foreign Fraud Orders	7	2
Fraud Order	12	3
Furnishing Names and Addresses of Postal Patrons	10	3
Inauguration of ZIP Code Program	1	3
Mailing Coins to Canada	10	3
NIMS Test Date	10	1
Payment of Money Orders Issued in Barbados	6	3
Post Office Changes	11	3
Property Accounting Changes	9	1
Recognition of Employee Organizations	11	1
Requisitioning Rubber Stamps and Rubber Type	10	2
Standards of Conduct for Employee Organizations and Code of Fair Labor Practices	4	1
Stolen Money Order Forms	13	1
ZIP Code Procedures	1	1

ZIP Code Procedures

(Continued from p. 1)

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 presorting 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 their 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) to an address outside the State when the proper ZIP Code can be determined from the Directory of Post Offices, and insert it on the form.

3. Second- and third-class offices must 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:

- Lists consisting of local addresses.
- Lists not exceeding 500 addresses within the same State.
- 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:

- Those containing more than 500 addresses.
- Those containing addresses at post offices outside the State for which the specific ZIP

(Continued on p. 3)

ZIP Code Procedures

(Continued from p. 2)

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 attention of the regional ZIP Code coordinator.—Bureau of Operations, 6-27-63.

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 Num-

ber 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, speciality 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 stationery 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

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?

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. We assume that you have already checked your own technical operating procedures so that you will be ready and able to provide the better and faster service that the mailing public will expect in return for its cooperation.

Above all use your own discretion and judgment, and, if there is any question in your mind that you can not solve locally, seek the advice of your Regional ZIP Code Coordinator.

Where the preceding check list has turned up deficiencies in your ZIP Code operations, or where your own check convinces you that further steps are needed, take corrective action *immediately*. This must be a coordinated, all-out effort to inform the public about ZIP Code, concentrated on the July 1 official kickoff date.—*Special Assistant to the Postmaster General (Public Relations)*, 6-27-63.

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 out their duties 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 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 standards of 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. They are designed to assist in securing the uniform and effective implementation of the policies, rights, and responsibilities described in the Order. The Standards and Code will assist in the implementation of the Order by fixing more definitely the responsibility of employee organizations and agencies, providing more detailed criteria for the protection of rights secured under the Order and establishing procedures in both of these areas which will assure a necessary measure of uniformity within the Executive Branch of the Federal Government.

In keeping with the spirit and intent of the Executive Order to promote cooperation in the conduct of relationships between agencies and employee organizations in the Federal service, it should, of course, be emphasized that primary reliance must be placed on informal settlement of differences and disputes by discussions between the parties. The procedures provided in the Standards and Code are intended to supplement such informal discussions and procedures, not to replace them.

This memorandum, including the Standards of Conduct for Employee Organizations and the Code of Fair Labor Practices, will be published in the Federal Register.

JOHN F. KENNEDY

STANDARDS OF CONDUCT FOR EMPLOYEE ORGANIZATIONS AND CODE OF FAIR LABOR PRACTICES

SECTION 1.1 Purpose and Scope. These Standards of Conduct for Employee Organizations and the Code of Fair Labor Practices in Employee-Management Cooperation in the Federal Service are issued pursuant to Executive Order No. 10988. Their purpose is to assist in securing the uniform and effective implementation of the policies, rights, and responsibilities described in the Order by fixing more definitely the responsibilities of employee organizations and agencies, providing more detailed criteria for the protection of rights secured under the Order, and es-

tablishing procedures in both of these areas which will assure a necessary measure of uniformity within the Executive Branch of the Federal Government.

SEC. 1.2 Definitions.

(a) "Order" means Executive Order No. 10988.

(b) "Agency," "employee organization," and "employee" have the same meaning as in the Order.

(c) "Agency management" includes the agency head, and all management officials and representatives of management having authority to act for the agency on any matters relating to the implementation of the agency employee-management cooperation program as established under the Order.

(d) "Recognition" means recognition which is or may be accorded to an employee organization pursuant to the provisions of the Order.

SEC. 1.3 General Responsibilities of the Civil Service Commission. The Civil Service Commission, in accordance with the provisions of section 12 of the Order, shall be responsible for the dissemination of information with respect to the Standards of Conduct and Code of Fair Labor Practices, and shall insure an adequate exchange of information between agencies as to its application and enforcement.

PART A**STANDARDS OF CONDUCT FOR EMPLOYEE ORGANIZATIONS**

SEC. 2.1 Application. The provisions of this Part are applicable to all agencies subject to the provisions of the Order and to all employee organizations accorded recognition under the Order.

SEC. 2.2 Standards of Conduct. No agency shall accord recognition to any employee organization unless the employee organization is subject to governing requirements, adopted by the organization or by a national or international employee organization or federation of employee organizations with which it is affiliated or in which it participates, containing explicit and detailed provisions to which it subscribes calling for the following:

(a) The maintenance of democratic procedures and practices, including provisions for periodic elections to be conducted subject to recognized safeguards and provisions defining and securing the right of individual members to participation in the affairs of the organization, to fair and equal treatment under the governing rules of the organization, and to fair process in disciplinary proceedings;

(b) The exclusion from office in the organization of persons affiliated with Communist or other totalitarian movements and persons identified with corrupt influences;

(c) The prohibition of business or financial interests on the part of organization officers and agents which conflict with their duty to the organization and its members; and

(d) The maintenance of fiscal integrity in the conduct of the affairs of the organization, including provision for accounting and financial controls and regular fi-

(Continued on p. 5)

Standards of Conduct

(Continued from p. 4)

nancial reports or summaries to be made available to members.

SEC. 2.3 Adoption of Standards. No agency shall deny, 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 first notified the organization and the national or international organization with which it is affiliated of such alleged deficiency and has afforded the organization a reasonable opportunity to make any amendments or modifications or take any action that may be required. In the event that any question arising under any provision of section 2.2 is not resolved in a mutually acceptable manner, the agency shall consult with the Secretary of Labor prior to making a final determination that an organization has failed to comply with such provisions.

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

(a) An employee 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 or is subject to other sanction by a parent employee organization or labor organization or federation of such organizations with which it had 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 preclude 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 it has afforded the employee organization an opportunity to present to the agency such reasons or considerations as it has to offer relating to why recognition should not be denied, suspended, or withdrawn. If this opportunity is requested, the agency shall promptly hold a hearing. Upon request the agency shall make available to the employee organization for use in the hearing a concise and accurate summary of the facts on which the agency intends to rely in reaching its decision, together with a statement of the reasons for the agency action. In lieu of a summary statement, the agency may make available to the employee organization the entire report of the agency investigation. In any dispute over the accuracy or sufficiency of information so pro-

vided, the final determination shall be made by the agency head. The employee organization shall have an opportunity to be present at the hearing, to be represented by counsel, and to offer such oral and documentary evidence as may be relevant to the issue or issues in controversy. Any determination to deny, suspend or withdraw recognition shall be made in writing by the agency head.

(c) The agency may consult with the Secretary of Labor before instituting any proceedings pursuant to clause (3) of subsection (a) of this section and shall consult with the Secretary of Labor prior to taking any final action with respect to the denial, suspension, or withdrawal of recognition.

(d) 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 after consultation with the Secretary of Labor, any other agency may thereafter deny, suspend or withdraw recognition as to such employee organization or subordinate affiliate thereof without regard to the procedures prescribed in subsection (b) if such other agency has afforded such employee organization or subordinate affiliate thereof an opportunity to present such reasons and considerations as it may have to offer as to why such prior determination should not be followed, and such agency, on the basis of such submission and after consultation with the Secretary of Labor, finds that further procedures are unnecessary.

SEC. 2.5 Effective Dates.

(a) The provisions of this part, other than section 2.4 (b) and (c) as herein-after provided, shall become effective immediately. No later than 6 months from such effective date, each agency shall adopt such permanent procedures as may be necessary to implement this Part. Insofar as may be practicable and appropriate, agencies shall consult with representatives of recognized employee organizations in the formulation of such procedures. Copies of any implementing regulations shall be made available to recognized employee organizations upon request.

(b) Prior to the adoption of such permanent procedures, in making determinations under the Order with respect to employee organizations which seek or have been accorded recognition, no agency shall deny, suspend or withdraw such recognition on the basis of the exception stated in the Order except in accordance with procedures conforming as nearly as possible to the requirements of section 2.4 (b) and (c) of this Part.

PART B

CODE OF FAIR LABOR PRACTICES

SEC. 3.1 Application. The provisions of this Part are applicable to all agencies subject to the provisions of the Order and to all employee organizations accorded recognition under the Order.

SEC. 3.2 Prohibited Practices.

(a) Agency management is prohibited from:

(1) Interfering with, restraining or coercing any employee in the exercise of the rights assured by Executive Order No.

10988, including those set forth in section 1 of the Order;

(2) Encouraging or discouraging membership in any employee organization by discrimination in regard to hiring, tenure, promotion or other conditions of employment;

(3) Sponsoring, controlling or otherwise assisting any employee organization, except that an agency may furnish customary and routine services and facilities pursuant to section 10 of the Order where consistent with the best interests of the agency, its employees and the organization, and where such services and facilities are furnished, if requested, on an impartial basis;

(4) Disciplining or otherwise discriminating against any employee because he has filed a complaint or given testimony under the Order or under the Standards of Conduct for Employee Organizations or Code of Fair Labor Practices;

(5) Refusing to accord appropriate recognition to an employee organization qualified for such recognition;

(6) Refusing to hear, consult, confer or negotiate with an employee organization as required by the Order.

(b) Employee organizations are prohibited from:

(1) Interfering with, restraining or coercing any employee in the exercise of the rights assured by Executive Order No. 10988, including those set forth in section 1 of the Order;

(2) Attempting to induce agency management to coerce any employee in the enjoyment of his rights under the Order;

(3) Coercing or attempting to coerce, or disciplining, any member of the organization as punishment or reprisal for, or for the purpose of hindering or impeding his discharge of his duties owed as an officer or employee of the United States;

(4) Calling or engaging in any strike, work stoppage, slowdown, or related picketing engaged in as a substitute for any such strike, work stoppage or slowdown, against the Government of the United States;

(5) Discriminating against any employee with regard to the terms or conditions of membership because of race, color, creed, or national origin.

(c) No employee organization which is accorded exclusive recognition shall deny membership to any employee in the appropriate unit except for failure to meet reasonable occupational standards uniformly required for admission, or for failure to tender initiation fees and dues uniformly required as a condition of acquiring and retaining membership, but nothing contained in this subsection shall preclude an employee organization from enforcing discipline in accordance with procedures under its constitution or bylaws which conform to the requirements set forth in section 2.2(a) of the Standards of Conduct for Employee Organizations.

SEC. 3.3 General Procedures for Enforcement.

(a) Each agency shall provide fair and adequate procedures for the filing, investigation, and processing of complaints of violations of section 3.2 which will cover

(Continued on p. 6)

Standards of Conduct

(Continued from p. 5)

all cases, except as provided in subsection (c) of this section, whether initiated by employees, an agency, or an employee organization, as follows:

(1) In cases initiated by an employee or several employees with the same complaint, in which the matter in issue is subject to an applicable grievance or appeals procedure within the agency, such procedure shall be the exclusive procedure used.

(2) All cases not covered by subsection (a)(1) 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; and, in cases where it appears that there is substantial basis for a complaint and the matter is not informally adjusted, for an opportunity for a hearing before a hearing officer or panel of such officers upon notice, for the right to be represented by counsel, and for findings of fact, or for findings of fact and recommendations, by such officers or panel. Such procedures shall not, however, be available for the 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)(2) shall be informal, but rights of confrontation and cross-examination shall be preserved so 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. In 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 covered by such procedures and subject to such remedies and sanctions consistent with law as the agency head deter-

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.

mines 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 national or international organization with which it is affiliated. Such decisions shall include a statement of the findings and reasons in support of the decision. If the decision is that agency management has engaged in a prohibited practice, the agency shall immediately take necessary action in accordance with the decision to remedy the violation. If the decision is that an employee organization has engaged in a prohibited practice, 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 where 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 Personnel, 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 programed 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.*

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 the Department 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 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 and shall be conducted in the same manner and under the same rules and in general follow procedures established for handling hearings connected with adverse action appeals. The hearings 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, and upon which the Department intends to rely, together 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 one 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 43.

NIGERIA
Lagos

Fraud
Sunday Obakeye, at 3A Alagbeale Street

All Post Offices

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 NC" 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	ALA
ALASKA	ALSK
ARIZONA	ARIZ
ARKANSAS	ARK
CALIFORNIA	CALIF
COLORADO	COL
CONNECTICUT	CONN
DELAWARE	DEL
DISTRICT OF COLUMBIA	DC
FLORIDA	FLA
GEORGIA	GA
HAWAII	HAW
IDAHO	IDA
ILLINOIS	ILL
INDIANA	IND
IOWA	IOWA
KANSAS	KANS
KENTUCKY	KY
LOUISIANA	LA

(Continued on p. 8)

Abbreviations for ZIP Code Addresses

(Continued from p. 7)

State	Abbreviation
MAINE	ME
MARYLAND	MD
MASSACHUSETTS	MASS
MICHIGAN	MICH
MINNESOTA	MINN
MISSISSIPPI	MISS
MISSOURI	MO
MONTANA	MONT
NEBRASKA	NEB
NEVADA	NEV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND
OHIO	OHIO
OKLAHOMA	OKLA
OREGON	ORE
PENNSYLVANIA	PA
RHODE ISLAND	RI
SOUTH CAROLINA	SC
SOUTH DAKOTA	SD
TENNESSEE	TENN
TEXAS	TEX
UTAH	UTAH
VERMONT	VT
VIRGINIA	VA
WASHINGTON	WASH
WEST VIRGINIA	W VA
WISCONSIN	WIS
WYOMING	WYO

Territories

CANAL ZONE	CZ
PUERTO RICO	PR
VIRGIN ISLANDS	VI

Place Name Prefix and Suffix Abbreviations

Name	Abbreviation
ACADEMY	ACAD
AIR FORCE BASE	AFB
AIR MAIL FACILITY	AMF
AIR MAIL FIELD	
AMPHIBIOUS	AMPHB
ANNEX	ANX
ARBOR	ARB
ARMY POST OFFICE	APO
ARSENAL	ARSL
AUXILIARY	AUX
AVENUE	AVE
BARRACKS	BRKS
BASIN	BSN
BEACH	BCH
BLUFF	BLF
BOTTOM	BTM
BRANCH	BR
BRIDGE	BRG
BROOK	BRK
BUREAU	BUR
BURG	BG
CAMP	CP
CAMPUS	CPS
CANYON	CNYN
CANAL	CNL
CAPITOL	CAP
CASTLE	CSTL
CENTER	CTR
CHAPEL	CHPL
CHEMICAL	CHEM
CHURCH	CH

Name	Abbreviation
CIRCLE	CIR
CLIFF (S)	CLF (S)
CLUB	CLB
COMMAND	CMD
COLLEGE	COL
CORNER (S)	COR (S)
COMMUNICATIONS	COMM
COUNTY	CTY
COURT	CT
COURT HOUSE	CH
CREEK	CRK
CROSSING	XING
CROSSROADS	XRDS
DEPOT	DPO
DESERT	DES
DIVIDE	DIV
EAST	E
ESTATES	EST
FACILITIES	FAC
OR FACILITY	
FALL (S)	FL (S)
FEDERAL	FED
FIELD (S)	FD (S)
FLAT	FLT
FLEET POST	FPO
OFFICE	
FORD	FRD
FOREST	FOR
FORK	FK
FORT	FT
FURNACE	FUR
GAP	GP
GARDENS	GDNS
GATE	GT
GATEWAY	GTWY
GLEN	GLN
GOVERNMENT	GOVT
GREAT	GR
GREEN	GRN
GROUND (S)	GRD (S)
GROVE (S)	GRV (S)
GULCH	GLCH
HARBOR	HBR
HAVEN	HVN
HEIGHTS	HTS
HIGH	HI
HIGHLANDS	HGHLDS
HIGHWAY	HGWY
HILLS	HLS
HOLLOW	HOLW
HOSPITAL	HOSP
HOUSE	HSE
INLET	INLT
INSTITUTE	INST
INTERNATIONAL	INT
ISLAND	IS
ISLE	
JUNCTION	JCT
KNOB	KNB
KNOLL (S)	KNL (S)
LANDING	LDG
LAKE	LK
LANE	LN
LAWN	LWN
LEVEL	LEV
LINE	LN
LODGE	LDG
LONG	LNG
LOWER	LWR
MANOR	MNR
MEDICAL	MED
MEETING	MTG
MILL (S)	ML (S)
MINE (S)	MN (S)
MISSION	MSN

Name	Abbreviation
MOUND	MND
MOUNT	MT
MOUNTAIN	MTN
MUNICIPAL	MNCPL
NATIONAL	NATL
NAVAL AIR STATION	NAS
NECK	NK
NORTH	N
NORTHWEST	NW
ORCHARD	ORCH
PARCEL POST	PP STA
STATION	
PARK	PK
PATCH	PTCH
PENINSULA	PENIN
PLACE	PL
PLAIN (S)	PLN (S)
PLAZA	PLZ
PORT	PT
POINT	PNT
POND	PND
POST EXCHANGE	PX
QUARRY	QRY
QUARTER (S)	QTR (S)
RANCH	RNCH
RAPIDS	RPDS
RESERVE	RES
RIDGE	RDG
RIVER (S)	RIV (S)
ROAD	RD
SAINT	ST
SAINTE	
SCHOOL	SCH
SERVICE	SV
SHOAL (S)	SHL (S)
SHORE (S)	SHR (S)
SOUTH	S
SPRING (S)	SPG (S)
SQUARE	SQ
STATE HOSPITAL	ST HOSP
STATION	STA
STREET	ST
SUMMIT	SMT
SUPERINTENDENT	SUPT
SUPPLY	SPLY
SWITCH	SWCH
TERRACE	TER
TOWER	TWR
TOWN	TWN
TRAINING	TNG
TUNNEL	TNL
US PUBLIC HEALTH	USPHS HOSP
SERVICE HOSPITAL	
US AIR FORCE	USAF
ARMY	USA
NAVY	USN
MARINE CORPS	USMC
COAST GUARD	USCG
UPPER	UPR
UNIVERSITY	UNIV
UNION	UN
VALLEY	VAL
VETERANS'	VA
ADMINISTRATION	
VILLA	VLA
VILLAGE	VILL
WATER	WTR
WEST	W
WESTERN	
WHARF	WHF
WHITE	WHT
YARD	YD

Office of the ¹⁹⁷¹ Deputy Postmaster General, 6-27-63

All Postal Installations

Property Accounting Changes

This notice modifies certain procedures in the maintenance of property records and are 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 Procurement 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:

From—
4—Accident Destruction, Loss or Theft
7—Other (Specify)
8—-----

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 in 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 num-

5. Lineal Feet of Screen Partitions

On or before June 30, 1963, regional controllers will request postmasters (except fourth class) to verify and report by July 15, 1963, the total number of lineal feet of screen partitions (excluding lock box nestings) at each office as defined in paragraph 1. Annually thereafter this will be a requirement prior to close of Postal Quarter III.

To—
4—Accidental Damage or Destruction of in-use Items
7—Loss or Theft
8—Other (Specify)

ber. A copy will be retained by the installation.

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:

	Present	Change to—
Property in use-----	Use-Code 1	Use-Status 1
Excess property-----	Use-Code 2	Use-Status 2
Property for distribution-----	Use-Code 3	Use-Status 3
Nonessential property-----		Use-Status 4

All forms presently showing "Use-Code" will be changed to "Use-

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 offices only) will be amended accordingly.—*Bureau of Finance 6-27-63.*

All NIMS Post Offices**NIMS Test Date**

The NIMS test date for A/P 1, PFY 1963, is scheduled for Wednesday, July 10, 1963. Counts are to be made of all first- and third-class letters and flats collection mail, received during the 24-hour period starting 1 a.m. (local time), July 10, and continuing through 1 a.m., July 11. Separate reports in duplicate (1) for first-class and (2) for third-class mail are to be submitted on form 2368-A to the regional office by each of the participating NIMS post offices by July 17.—*Bureau of Operations, 6-27-63.*

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 Post Offices**Argentina—Commercial Invoices**

The Argentine authorities now require commercial invoices to accompany all parcel post and postal union mail packages except those containing noncommercial goods for personal use valued up to \$10.

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.—*Bureau of Transportation, 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 Post Offices**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.

12	112	185	407
13	114	189	409
26	123	191	411
28	130	195	633
29	132	207	666
34	139	225	670
35	154	227	680
36	162	245	684
39	164	252	696
46	165	277	699
57	166	279	742
66	169	281	743
69	171	305	751
79	172	320	757
80	173	321	800
82	175	326	807
107	176	330	872
108	177	332	2034
109	178	333	3034
111	180	403	4028

—*Bureau of Operations, 6-27-63.*

All Post Offices**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 Post Offices**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.—*Bureau of Transportation, 6-27-63.*

All Post Offices

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

the employee organization has 30 percent or more of the employees in an appropriate unit as members, and seeks exclusive recognition and that all other employee organizations, in order to be considered as petitioning for exclusive recognition for the same unit, must present to the postmaster no later than December 1, 1963, an alphabetical list of their members, comprising at least 10 percent of the total eligible employees in the unit certified by at least two officers and supplemented by authorization cards signed by employees in the unit. The postmaster will immediately forward such list and cards to the Regional Director. Employee organizations presently certified as the exclusive representative of the unit involved will be required to comply with the above procedures if they desire to retain their exclusive status.

On the basis of certified membership lists, supplemented by signed authorization cards by employees in the unit involved, the Regional Director will certify to the Bureau of Personnel the number of members each organization has in the contested unit and the number of authorization cards each organization has signed by employees in the contested unit. That is, membership lists and authorization cards will be checked with a list of eligible employees in the units.

March 1, 1964, the Bureau of Personnel will issue official certifications of the results of the contest.

Employee organizations which do not seek exclusive recognition but desire formal recognition in a unit not presently represented on an exclusive basis will be required to follow the above steps except that only 10 percent certified membership lists will be required and authorization cards will not be accepted.

Informal recognition may be obtained if an alphabetical membership list is submitted of less than 10 percent of the total number of employees in the unit certified by two officers of the organization.

At a later date more detailed instructions will be issued, setting forth procedures to be followed from the period October 1 through December 1, 1963, and the information required in the authorization cards will also be announced to guide the organizations in preparing their authorization cards.

For the purpose of determining whether an employee organization is entitled to informal 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 areas.—*Bureau of Personnel, 6-27-63.*

POST OFFICE CHANGES NO. 4

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

ARKANSAS

72953 South Fort Smith, Sebastian County (2d cl), *disc.* 8-2-63. Mail to Fort Smith (1st cl).
72953 South Fort Smith (clfd. Sta. Fort Smith), Sebastian County, *estab.* 8-3-63.

CALIFORNIA

95453 Lakeport, Lake County (1st cl), *city delivery* *estab.* 7-20-63.
96072 Ono, Shasta County (4th cl), *disc.* 8-2-63. Mail to Redding (1st cl).
96072 Ono (R. Sta. Redding), Shasta County, *estab.* 8-3-63.
No. 13 (ct. Sta. San Diego), San Diego County, *estab.* 8-1-63.
No. 1 (ct. Sta. Yuba City), Sutter County, *disc.* 6-30-63.
Rancho Del Mar (ct. Br. Aptos), Santa Cruz County, *disc.* 6-30-63.

CONNECTICUT

No. 1 (ct. Sta. Windsor), Hartford County, *name changed* to Wilson (ct. Sta. Windsor), 7-1-63.

DELAWARE

Bellefonte (ct. Br. Wilmington), New Castle County, *estab.* 7-1-63.

(*Continued on p. 12*)

POST OFFICE CHANGES NO. 4*(Continued from p. 11)***FLORIDA**

- 32665 Martin, Marion County (4th cl),
disc. 8-2-63. Mail to Ocala 32670 (1st
cl).
32954 Orsino, Brevard County (4th cl),
disc. 6-21-63. Mail to Merritt Island
32952 (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. 8-2-63. Mail to Tamalco, Ind. Sta.
Keyesport (3d cl).
62291 Tamalco (Ind. R. Sta. Keyesport),
Bond County, estab. 8-3-63. (Keyes-
port is located in Clinton County.)
No. 9 (ct. Sta. Peoria), Peoria County,
designation and name changed to
Meadows Avenue (ct. Br. Peoria), 7-1-
63.
No. 4 (ct. Sta. Peoria), Peoria County,
designation and name changed to
Sheridan Village (ct. Br. Peoria), 7-1-
63.
Buffalo Grove (ct. Br. Wheeling), Cook
County, re-estab. 7-1-63.

INDIANA

- 46066 Scircleville, Clinton County (4th
cl), disc. 7-5-63. Mail to Scircleville,
Ind. Sta. Frankfort (1st cl).
46066 Scircleville (Ind. R. Sta. Frank-
fort), Clinton County, estab. 7-6-63.

IOWA

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

MARYLAND

- 21626 Crapo, Dorchester County (4th
cl), disc. 8-2-63. Mail to Church Creek
21622 (2d cl).
Lilypons (R. Sta. Frederick), Frederick
County disc. 6-30-63.

MICHIGAN

- Harvey Community (ct. Br. Marquette),
Marquette County, name changed to
Harvey (ct. Br. Marquette), 7-1-63.

MINNESOTA

- 55976 Stewartville, Olmsted County (2d
cl), city delivery estab. 7-20-63.

MISSOURI

- No. 3 (ct. Sta. Columbia), Boone County,
re-estab. 7-1-63.

- 63024 Ellisville, Saint Louis County (2d
cl), disc. 7-5-63. Mail to Ballwin (1st
cl).
63024 Ellisville (ct. Br. Ballwin), Saint
Louis County, estab. 7-6-63.
Anutt (R. Sta. Rolla), Dent County, disc.
6-30-63. (Rolla is located in Phelps
County.)

NEW JERSEY

- No. 6 (ct. Sta. Camden), Camden County,
re-estab. 7-1-63.

NEW MEXICO

- 87540 Lamy, Santa Fe County (4th cl),
disc. 8-16-63. Mail to Lamy, Ind. Sta.
Santa Fe (1st cl).
87540 Lamy (Ind. R. Sta. Santa Fe),
Santa Fe County, estab. 8-17-63.
87716 Colmor, Colfax County (4th cl),
disc. 8-2-63. Mail to Springer 87747
(2d cl).

NEW YORK

- 13689 Spragueville, Saint Lawrence
County (4th cl), disc. 8-2-63. Mail to
Spragueville, Ind. Sta. Gouverneur (1st
cl).

NORTH DAKOTA

- 13689 Spragueville (Ind. R. Sta. Gouver-
neur), Saint Lawrence County, estab.
8-3-63.
58247 Kempton, Grand Forks County
(4th cl), disc. 8-2-63. Mail to Kemp-
ton, Ind. Sta. Northwood (2d cl).
58247 Kempton (Ind. R. Sta. North-
wood), Grand Forks County, estab.
8-3-63.

PENNSYLVANIA

- 15332 Finleyville, Washington County
(2d cl), city delivery estab. 7-20-63.
No. 2 (ct. Sta. Doylestown), Bucks
County, estab. 7-15-63.
No. 1 (ct. Sta. Willow Grove), Mont-
gomery County, estab. 7-1-63.
No. 9 (ct. Sta. York), York County, re-
estab. 7-1-63.

PUERTO RICO

- Caserio Roig (ct. Br. Humacao), Huma-
cao District, designation changed to
Caserio Roig (ct. Sta. Humacao), 7-1-
63.
Central Pasto Viejo (ct. Sta. Humacao),
Humacao District, designation changed
to Central Pasto Viejo (ct. Br. Huma-
cao), 7-1-63.

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 Commemora-
tive 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 concerns or 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 Wevaco (R. Sta. Decota), Kana-
wha 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
1- 9,228,198 to 1- 9,228,299
1-10,686,363 to 1-10,686,400
1-12,577,548 to 1-12,577,600
1,842,613,077 to 1,842,613,999
1,842,642,066 to 1,842,642,099
1,842,650,270 to 1,842,650,399
1,843,314,938 to 1,843,315,399
1,843,646,357 to 1,843,646,400
1,843,646,500 to 1,843,646,999
1,844,430,674 to 1,844,430,698
2-15,017,802 to 2-15,018,000
2-44,976,541 to 2-44,976,579
2-52,697,018 to 2-52,697,099
2,202,329,400 to 2,202,329,449
2,204,143,092 to 2,204,143,199
2,204,149,233 to 2,204,149,282
2,863,635,603 to 2,863,635,699
2,864,073,126 to 2,864,073,999
2,864,529,932 to 2,864,529,999
2,865,706,417 to 2,865,707,999
2,866,579,700 to 2,866,579,899
2,873,613,662 to 2,873,613,699
2,874,368,410 to 2,874,368,499
2,874,368,937 to 2,874,368,999
3-58,403,082 to 3-58,404,000
3-70,961,554 to 3-70,961,638
3-95,988,671 to 3-95,988,700
3-95,989,001 to 3-95,990,000
3,660,841,374 to 3,660,841,599
3,923,220,298 to 3,923,220,399
3,923,707,391 to 3,923,707,999
3,923,931,936 to 3,923,931,949
3,926,885,441 to 3,926,885,499
3,927,005,138 to 3,927,005,299
3,927,052,825 to 3,927,052,999
3,927,053,472 to 3,927,053,999
3,928,252,918 to 3,928,252,999
3,929,516,585 to 3,929,516,607
3,930,435,729 to 3,930,435,751
3,930,470,500 to 3,930,470,899
3,931,198,800 to 3,931,198,899
3,931,320,480 to 3,931,320,799
4-10,824,622 to 4-10,824,787
4-11,339,025 to 4-11,339,500
4-11,955,971 to 4-11,956,000
4-16,663,058 to 4-16,663,100
4-19,260,180 to 4-19,262,000
4-22,065,690 to 4-22,066,000
4-26,729,964 to 4-26,730,000
4-32,071,001 to 4-32,071,500
4-34,775,336 to 4-34,775,352
4-81,301,028 to 4-81,301,300
4-96,598,448 to 4-96,598,457
4-97,067,867 to 4-97,068,000
4-98,941,384 to 4-98,941,400
403,984,075 to 403,984,199
411,235,612 to 411,235,999
4,527,849,746 to 4,527,849,799
4,529,328,435 to 4,529,328,799
4,547,959,000 to 4,547,959,100

5-12,113,944 to 5-12,114,000
5-12,588,383 to 5-12,588,500
5-13,167,401 to 5-13,167,500
5-13,167,801 to 5-13,167,900
5-14,902,962 to 5-14,903,000
5-19,109,309 to 5-19,109,600
5-19,282,001 to 5-19,282,500
5-92,225,001 to 5-92,225,200
5,525,703,819 to 5,525,703,999
5,883,764,972 to 5,883,765,199
5,886,089,113 to 5,886,089,499
5,887,190,034 to 5,887,190,499
5,891,135,434 to 5,891,135,599
5,891,168,372 to 5,891,168,499
6-42,266,608 to 6-42,266,941
6-44,773,001 to 6-44,774,000
6-45,965,110 to 6-45,965,998
6-45,969,320 to 6-45,970,000
6-53,964,669 to 6-53,964,800
6-60,990,867 to 6-60,990,950
6-82,660,001 to 6-82,662,000
6,382,171,325 to 6,382,171,384
6,388,284,380 to 6,388,284,499
6,388,474,274 to 6,388,474,497
6,390,640,951 to 6,390,640,999
6,397,233,336 to 6,397,233,469
6,401,667,874 to 6,401,667,899
6,402,865,816 to 6,402,866,999
6,403,763,857 to 6,403,763,879
6,405,449,353 to 6,405,449,599
6,408,030,042 to 6,408,030,499
6,411,176,264 to 6,411,176,499
7- 601,912 to 7- 602,000
7- 2,691,244 to 7- 2,691,286
7- 2,691,307 to 7- 2,691,394
7- 6,550,302 to 7- 6,550,400
7- 7,364,680 to 7- 7,366,000
7-80,650,241 to 7-80,650,265
7-96,451,156 to 7-96,451,199
7,381,934,101 to 7,381,934,199
7,383,457,678 to 7,383,457,999
7,383,463,855 to 7,383,463,999
7,384,582,458 to 7,384,583,999
7,386,979,123 to 7,386,979,249
7,388,048,134 to 7,388,048,299
7,388,138,197 to 7,388,139,999
7,390,556,000 to 7,390,559,999
7,688,027,715 to 7,688,027,724
8- 3,851,194 to 8- 3,851,300
8- 6,993,758 to 8- 6,993,800
8-11,324,676 to 8-11,325,000
8-13,178,764 to 8-13,179,000
8-38,107,801 to 8-38,107,904
8-39,399,601 to 8-39,400,000
8-48,661,330 to 8-48,661,600
8-48,698,820 to 8-48,699,000
8-49,137,788 to 8-49,137,800
8-74,223,441 to 8-74,223,500
8-75,721,464 to 8-75,721,500

8-75,724,101 to 8-75,724,500
8-95,395,657 to 8-95,395,680
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 9-15,129,000
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
9-48,488,126 to 9-48,488,500
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 10-59,419,300
10-63,946,803 to 10-63,946,839
10-86,900,030 to 10-86,900,500
10-87,307,030 to 10-87,307,047
10-87,488,880 to 10-87,489,000
10-88,571,355 to 10-88,571,400
10-88,684,658 to 10-88,684,699
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
11-60,108,334 to 11-60,108,588
11-60,108,668 to 11-60,109,000
11-94,314,477 to 11-94,314,500
11-95,120,001 to 11-95,120,500
11-95,908,163 to 11-95,908,250
11-96,665,639 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
12-46,918,551 to 12-46,919,000
12-57,979,257 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
12-76,735,627 to 12-76,736,000
12-77,524,484 to 12-77,524,700
12-81,317,880 to 12-81,317,930
12-81,504,497 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