



# POSTAL BULLETIN

Instructions and Information For Postal Employees  
Published Weekly



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20440

## All Post Offices

### Absentee Balloting Materials

Within the next several weeks the mails will be carrying in excess of one million absentee balloting pieces and all postal personnel must see that these cards and letters are given expeditious handling. The Federal Voting Assistance Act, in addition to providing free mail service for absentee balloting by the persons described in section 137.61 (a) through (d), Postal Manual, also provides that balloting material mailed to and from such persons shall be given priority airmail handling wherever practicable.

Postmasters will instruct all employees handling this matter that priority to and from the voter must be given the distinctively marked special envelopes printed with two parallel red horizontal bars across the face. See a sample envelope reproduced on this page.

Forty-seven of the States and the District of Columbia also provide for absentee balloting by residents not eligible under the Federal Voting Assistance Act. These ballots are mailed in postage paid envelopes which are usually marked for identification. It is expected that these

## All Postal Installations

### Best in the U.S. Postal Service Award

The Columbia, S.C., post office will be presented the "Best in the U.S. Postal Service" award by Postmaster General John A. Gronouski on October 2, for its achievements in the 1964 Operation Teamwork program.

Columbia was adjudged the winner in the Operation Teamwork Incentive Awards contest by virtue of its 625 employees submitting 5,181 ideas for improving postal operations or cutting costs—of which 1,934 were put to use.

Postmaster General Gronouski will personally present a special plaque to the post office at 2:45 Friday afternoon, October 2, in public ceremonies at the Wade Hampton Hotel in Columbia.—*Bureau of Personnel, 9-24-64.*

mailings too will receive priority handling by surface or airmail according to postage paid.—*Bureau of Operations, 9-24-64.*

## All Postal Installations

### 8-Cent Robert H. Goddard Commemorative Airmail Postage Stamp

The 8-cent Robert H. Goddard commemorative airmail postage stamp will be issued through the Roswell, N. Mex., post office on October 5, 1964.

**POSTMASTERS SHALL NOT  
PLACE THIS STAMP ON SALE  
BEFORE OCTOBER 6, 1964**



Size: 0.84" x 1.44" (horizontal)  
ISSUED IN PANES OF 50  
Initial printing: 60 million  
Color: Blue, red, and yellow

Dr. Goddard, whose experiments date back to 1914 at Clark University, Worcester, Mass., is regarded as the father of modern rocketry.

Instructions for obtaining first-day cancellations and placing of postmasters' requisitions for this stamp appeared in POSTAL BULLETIN No. 20438, dated September 17, 1964.—*Office of the Special Assistant to the Postmaster General, 9-24-64.*

## All Post Offices

### U.S.S.R.—Prohibitions

Chewing gum is prohibited in mail articles and parcels addressed to the U.S.S.R.

The Directory of International Mail will be amended.—*Bureau of Transportation and International Services, 9-24-64.*

Name and complete military, naval,  
or merchant marine address

Free of U. S. postage  
including air mail

OFFICIAL ELECTION BALLOTING MATERIAL— VIA AIR MAIL

To: \_\_\_\_\_  
(Title of Election Official)  
\_\_\_\_\_  
(County or Township)  
\_\_\_\_\_  
(City or Town, State)

*All Postal Installations***POD Notice 72, Special Zip Code Message for Personnel**

A one-page informational notice on the ZIP coding system has been prepared and will be available in the area supply centers after September 24.

It is called POD Notice 72, Special ZIP Code Message to Postal Personnel, and contains on the reverse a listing of the two character State abbreviations for use in connection with ZIP Code.

On the next regularly scheduled requisition, postmasters should requisition sufficient copies of POD Notice 72 to distribute a copy to each employee. Do not submit an emergency requisition. Employees should be encouraged to retain Notice 72 for reference and particularly for the purpose of becoming familiar with the two character State abbreviations.—*Bureau of Operations, 9-24-64.*

*All Post Offices***Appreciation Day**

A number of inquiries have been received in the Department relative to the mailability of announcements of "Appreciation Day" under the postal lottery law, 18 U.S. Code 1302 (sec. 124.51, Postal Manual). In a recent opinion, the General Counsel for the Department held that matter concerning this merchants' trade program is acceptable for mailing under the lottery law and regulation upon the understanding that the program is to be conducted in a way to allow full participation by nonpurchasers, on the same terms and to the same extent as those who buy merchandise at the stores sponsoring the plan.

If any question arises with regard to the application of the General Counsel's opinion to specific advertising material, the matter should not be withheld from dispatch, but a sample should be obtained and submitted to the Mailability Division, Office of the General Counsel.—*Office of the General Counsel, 9-24-64.*

*All Postal Installations***Improper Use of Defective Pouches**

Several instances of pouches with cut staples being used for mail dispatch have recently occurred. A cut staple renders a pouch defective and it should be withdrawn from service immediately.

Postal Manual instructions (sec. 552.32) clearly outline the proper procedure for opening pouches and sacks that have a defective lock attached. The cutting of the staple is authorized only when the pouch is a *catcher* pouch. (See sec. 552.32a, Postal Manual.) Personnel responsible for dispatching pouches and sacks of mail are also responsible for making certain the equipment is serviceable.

Postmasters should direct the attention of all employees engaged in receiving and locking out pouches and sacks to section 552.32, Postal Manual, and insist that its provisions be strictly followed.—*Bureau of Transportation and International Services, 9-24-64.*

*All Group I NIMS Offices***NIMS Test Date A/P 4, PFY 1965**

The NIMS test date for A/P 4, PFY 1965, is scheduled for Thursday, October 8, 1964. Counts are to be made of all first-class and third-class letters and flats collection mail received during the 24-hour period beginning 1:01 a.m., local time, October 8. Separate reports in duplicate, (1) for first-class mail, and (2) for third-class mail, are to be submitted on POD Form 2368-A to the Regional Director, Attention: Regional Customer Relations Officer, by each Group I NIMS office by October 15.

Beginning with the A/P 4 test, entries on Form 2368-A will be revised as follows:

1. Show individual hourly counts and percentages for Tour 2 as well as Tour 3 (but continue showing a single, consolidated total for Tour 1).

2. Round all figures to the nearest *thousand*, adjusting as necessary to assure that the grand total is within 1,000 pieces of the actual count.

3. Compute all percentages on the basis of the rounded figures.—*Bureau of Operations, 9-24-64.*

*All Postal Installations***Knotting of Sack Cords**

Reports reaching the Department indicate an increasing frequency on the part of offices to knot sack cords when:

1. Cord fastener and label holder are defective.

2. Tighter closure is desired.

This practice, in many instances, forces the receiving office to cut the cord in order to remove the mail. This results in a damaged sack that must be removed from service.

The knotting of sack cords can be eliminated by remembering that:

1. A defective cord fastener and label holder classifies the entire sack as defective and calls for its removal from service and dispatch to a depository or repair center.

2. Properly working cord fasteners permit a tight and secure sack closure. No other measures are necessary to ensure against spilling.

Please bring this subject to the attention of all personnel engaged in sacking out mail.—*Bureau of Transportation and International Services, 9-24-64.*

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*All First and Second Class Offices*

# **Quarterly Report of Originating Registered and COD Transactions on Form 835**

The report of Registered and COD articles for each postal quarter previously required only the the domestic registered articles. Beginning with P.Q. I of F.Y. 1965, this report will include the international paid and free registered articles originating at the reporting office.

Form 835 is furnished to each office prior to the close of each Postal Quarter without a requisition.—*Bureau of Finance and Administration, 9-24-64.*

*All Postmasters and Personnel Processing Mail for Dispatch Abroad*

# **Foreign Orders**

Post these names in POD Publication 43.

**MEXICO**

September 24, 1964

Guadalajara, Jal.

De Ramcke, J., at Correo Chapalita (U)

Mexico City

Martinez, F. (F)

Martinez C., Francisco (F)

*Postal Data Centers*

*All Postal Installations*

# **POD Label 108, Time Value Data**

A new slotted reusable tag-label has been developed specifically for use on pouches containing payroll and other time value data moving between postal data centers and post offices.

These labels are available in supply centers and shall be ordered by data centers, and all post offices authorized to make direct pouches labeled to the postal data centers. Offices scheduled to order their regular supplies in the immediate future shall include requirements for the label on Form 1580, *Requisition for Supplies*. Those offices which are not scheduled at this time shall order the label on Form 4750, *Special Requisition for Supplies*.—*Bureau of Transportation and International Services, 9-24-64.*

*All Post Offices*

# **Special Delivery Fees**

Effective September 26, 1964, the schedule of fees payable to employees, as provided for in section 354.7, Postal Manual, for delivery of special delivery articles, regardless of class of the article, will be as follows:

25 cents on articles weighing not over 2 pounds.

*All Post Offices With Bunn Twine-Tying Machines*

# **Improvement to Twine Guard**

On older model Bunn Tying Machines, such as the type pictured below, there is a problem of twine hanging on machine parts. The twine holder guard on these machines is on the right side (on the

30 cents on articles weighing over 2 pounds but not over 10 pounds. 35 cents on articles weighing over 10 pounds.

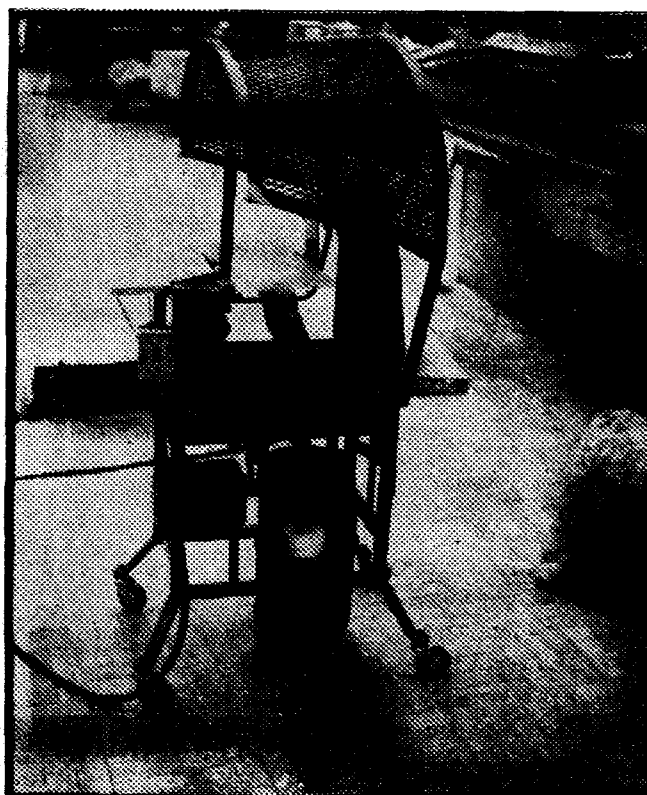
Sections 354.721c and 755.421 Postal Manual, will be amended. Until revised stocks of Form 3954 reflecting the new fee schedule are available, postmasters, should indicate the fee payable by entering the amount on both copies on the present fee line and circling it.—*Bureau of Operations, 9-24-64.*

employee's right as he operates the machine).

Several offices have practically eliminated this problem by turning the twine holder so that the guard is on the left side. The change is easily accomplished by removing the screws from the twine holder brackets and rotating the holder.

Offices experiencing this problem should modify their Bunn machines as described above.—*Office of Research and Engineering, 9-24-64.*

Older Model Bunn Tying Machine



**REQUIRE YOUR PATRONS TO BUNDLE THEIR METERED MAIL SECURELY (143.61, POSTAL MANUAL).**

*All Post Offices***Customs Collections**

All post offices making delivery and collection for dutiable parcels received through the mails will remit amounts collected directly to collector of customs at port of entry from which the dutiable articles are received effective with collections made on and after October 10, 1964 (beginning of Postal Quarter No. 2, PFY 1965).

*There are no changes* affecting the receipt of dutiable articles at office of delivery, charge-out to delivering employee, delivery to and collection from addressee, clearance of delivering employee, and deposit of funds collected. There are also no changes in the handling of uncollected entries, missing mail entries and importer's objections, or in the processing of inquiries from collectors of customs on past due entries. (See Part 261 of Postal Manual.)

Revised procedures for recording and reporting collections and remitting amounts collected are as follows:

1. *First-Class Post Offices:*

a. Include amounts collected in the Receipts entry for A/C 16601, Trust Funds Received, in the Cashbook. In Units preparing Form 1412, *Daily Cash Report*, enter the amounts collected as a write-in entry for customs collections in Trust Funds Section of the report, and include in the total trust funds received.

b. Verify that the total amount of collections as shown on Customs Forms 3419 for each day balances with the total amount of Forms 2944, Receipt for Customs Duty Mail, for the same day.

c. Record the amounts collected on Form 2932, Register of Customs Collections in triplicate, by posting the Customs Forms 3419 as line entries on the register. See Postal Manual, sections 261.553 and 261.554 for detailed instructions on preparing Form 2932. Forms 2932 are completed on the following schedule:

- (1) New York City—daily.
- (2) Post offices with annual receipts of \$1 million and more—weekly for period Saturday through Friday.
- (3) All other first-class post offices—by 28 day postal accounting period.

Forms 2932 will be prepared by Chief Accountant, where this position is authorized, or by employee maintaining the cashbook.

d. At the close of each reporting period described under c, prepare a separate Treasury Check (Symbol 9500) payable to the Collector of Customs for amount collected for each port of entry as shown by the totals of Forms 2932.

e. Mail the check with the original and one carbon of Form 2932 and the related Customs Forms 3419 to the collector of customs at the address of the customs port shown on the Forms 3419. Retain a file copy of Form 2932. *Do not* send a copy of Form 2932 to your postal data center.

f. Include the amount of checks issued to collectors of customs in the disbursement entry on Cashbook for A/C 16602, Trust Funds Withdrawn. Also include the amount of these checks in entry for A/C 11983, Checks on Treasurer, U.S.

**NOTE:** Postmasters at first class offices currently not using Symbol 9500 Treasury Checks should promptly requisition a 1 year's supply based on anticipated usage. See section 447.2, Postal Manual.

2. *Second-, Third-, and Fourth-Class Post Offices:*

Procedures for handling dutiable articles as set forth in part 261, Postal Manual, will remain in effect *except that Form 2932, Register of Customs Collections will not be prepared.* Instead, collections will be remitted directly to customs port of entry by issuance of a money order in the exact amount of *each* collection. Money order fee will *not* be deducted. Procedure is as follows:

a. Issue money order to cover remittance to collector of customs on day the collection is made.

b. Enter on money order as payee "Collector of Customs" and enter city and State where the customs port is located as shown on Customs Form 3419.

c. In spaces provided on money order for purchaser's name, enter the name of individual or firm as shown on the Customs Form 3419. Do not enter the address.

d. On line entitled "Purchaser's City and State", enter *complete serial number of Customs Form 3419.*

e. Also enter the serial number of Customs Form 3419 and the city and State where the collector is located

on the back of Purchaser's Receipt portion of the money order which is retained at post office.

**NOTE:** *Be sure that the information entered on the money order as stated in b, c, d, and e, above, is exactly as shown on the face of Customs Form 3419.*

f. Issue two or more money orders if amount of a Customs Collection as shown on Customs Form 3419 exceeds \$100. Fill in *each* money order with information required in b, c, d, and e.

g. File the Post Office Record portion of money order with other money order records.

h. File the Purchaser's Receipt Portion of the money order separately as a record of Customs remittances.

i. Send the money order with the related Customs Form 3419 to the Collector of Customs at the address of the customs port shown on the Form 3419. Mail the same day on which the money order is issued.

j. Record issuance of money order as follows:

(1) Include the amount of the order in Cashbook entry for A/C 17615, Domestic Money Orders Issued.

(2) Although the money order fees for these orders are not collected, compute the amount of fees as if collected and include the amount in the Cashbook entry for A/C 40810, Domestic Money Order Fees. Also enter the same amount for these uncollected fees as a write-in disbursement entry for A/C 40813, Uncollected Fees for Customs Money Orders (new account).

(3) In preparing Form 6125-A, Money Order Group Report, Form 6126, Statement of Accountability, or Form 1846-B, Summary of Money Orders Issued, enter the full amount of money order fees including those not collected on orders issued to Collectors of Customs.

3. *Form Revision:*

Form 2932 will be revised consistent with these instructions.

4. *A/C 16120, U.S. Customs Collections:*

This account is *discontinued and must not be used* to report customs collections made on and after October 10, 1964.

5. *Postal Manual Revision:*

Part 261 and section 437.2, Postal Manual, will be revised to reflect these instructions.—*Bureau of Finance and Administration, 9-24-64.*

# POST OFFICE CHANGES NO. 16

(Supplemental to July 1964 Directory of Post Offices)

Abbreviations: B=Branch, C=City Delivery, Conv=Converted, I=Independent for receipt or dispatch of mail, MOU=Money Order Unit, Resc=Rescinded, R=Rural Station, S=Station, x=Classified, Contract stations and branches do not have the symbol "x" following the symbol for type of installation. Effective date is 1964 unless otherwise shown.

Action	Name of station, branch, or unit	Type	Name of post office	Class	ZIP Code	County or parish	State	Effective date	Explanation
Delete	Freshwater	R	Freshwater	4	95542	Humboldt	California	9-25	Conv to R.
Add			Eureka	1	95501	do	do	9-25	
Delete	Rio Blanco	RI	Rio Blanco	4	81651	Rio Blanco	Colorado	10-9	Conv to RI.
Add			Rifle	2	81651	do	do	10-9	(Rifle in Garfield County.)
Add	No. 5	S	Stamford	1	06903	Fairfield	Connecticut	10-16	S estab.
Add	Indrio-St. Lucie	B	Fort Pierce	1	33450	Saint Lucie	Florida	10-1	B estab.
Add	Seminole Annex	Sx	Fort Lauderdale	1	33310	Broward	do	10-1	Sx estab.
Delete	No. 4	S	Macon	1	31201	Bibb	Georgia	11-15	S disc.
Add	Mulberry Street	Sx	do	1	31201	do	do	11-16	Sx estab.
Delete			Zanesville	3	46799	Wells	Indiana	9-18	}Change in site.
Add			do	3	46799	Allen	do	9-18	
Delete			Taulbee	4	41379	Breathitt	Kentucky	9-30	P.O. disc.
			(Mail to Sewell)	4	41371				
Delete	Beachville	RI	Saint Inigoes	3	20684	Saint Marys	Maryland	9-17	}Chgd to dependent.
Add	do	R	do	3	20684	do	do	9-17	
Delete			Maxton	2	28364	Robeson	North Carolina	10-21	}City del estab.
Add			do	2C	28364	do	do	10-21	
Delete			Zigzag	3	97073	Clackamas	Oregon	9-30	}Conv to RI.
Add	Zigzag	RI	Rhododendron	3	97073	do	do	9-30	
Add	Parkway Center	B	Pittsburgh	1	15220	Allegheny	Pennsylvania	9-10	B estab.
Delete	Westgate	B	New Castle	1	16101	Lawrence	do	9-15	B disc.
Delete			Bristol Ferry	4	02811	Newport	Rhode Island	9-30	}Conv. to RI.
Add	Bristol Ferry	RI	Portsmouth	2	02811	do	do	9-30	
Delete	No. 20	S	San Antonio	1	78216	Bexar	Texas	6-12	S disc.
Delete	Bowers Hill	R	Chesapeake	1	23321	Ind. City	Virginia	9-17	}Made independent
Add	do	RI	do	1	23321	do	do	9-17	
Add	Defense General Supply Center	B	Richmond	1	23212	Chesterfield	do	10-1	
									B estab. (Richmond is an Independent City).
Delete	Edgewood	R	Puyallup	1	98372	Pierce	Washington	9-30	R disc.
Add	Forest Park	B	Seattle	1	98155	King	do	10-16	B estab.
Delete			Cornwallis	4	26341	Ritchie	West Virginia	9-30	}Conv. to R.
Add	Cornwallis	R	Cairo	3	26337	do	do	9-30	

## All Post Offices

## Key Type Lockbox Disposal

Effective immediately, disregard existing disposal instructions in section 666.7a, Postal Manual, and observe the following procedures:

**Nestings:** Key type lockbox nestings removed from abandoned or remodeled post offices are obsolete equipment. Remove the locks and dispose of the nestings, including the fronts, in accordance with instructions presently contained in parts 665 and 666 of the Postal Manual. Prepare Form 969 after disposal of the nesting.

Purchasers or donees should be advised that the lockboxes are being released by the Post Office Department without locks but that a suitable lock is available from commercial sources. Regional offices will be apprised as to where the locks may be purchased and the approximate retail price,

within 30 days from the date of this POSTAL BULLETIN notice.

**Exception:** No. 5 drawer fronts, measurements 22" x 12½" x 14" are not obsolete and are excepted from the above procedures. They shall continue to be securely packaged, with the lock intact, and shipped to the Mail Equipment Shops, 2135 Fifth Street NE., Washington, D.C. 20260.

**Locks:** Locks removed from key type lockbox nestings, including available keys, shall be securely packaged and sent to the Mail Equipment Shops, 2135 Fifth Street NE., Washington, D.C. 20260.

Section 666.7 of the Postal Manual is being revised accordingly.—*Bureau of Facilities, 9-24-64.*

## All Post Offices

## GSA FEDSTRIP Program

GSA has indicated that all requisitioning from the GSA Stores Stocks

Catalog beginning January 1, 1965, will be under a coded system using punched or manually prepared requisition cards, referred to as FEDSTRIP (Federal Standard Requisitioning and Issue Procedure). GSA orientation conferences have been scheduled throughout the country to acquaint FEDSTRIP requisitioners with the details of this program.

The Department is currently planning necessary implementation procedures regarding application of FEDSTRIP for the Postal Service. These procedures will be issued during October 1964. Pending such issuance, attendance by postal personnel at GSA orientation programs is discouraged. If attendance is deemed desirable for background information only, it should be at no cost to the Department.—*Bureau of Facilities, 9-24-64.*

*All Post Offices***MISSING OR STOLEN MONEY ORDER FORMS—DO NOT CASH THESE ORDERS**

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

14,980,172 to 14,980,499	3,944,211,916 to 3,944,211,999	6,441,285,700 to 6,441,285,999
1,847,094,400 to 1,847,095,999	3,945,162,622 to 3,945,162,999	7,383,457,678 to 7,383,457,999
1,850,930,000 to 1,850,930,199	3,947,390,311 to 3,947,390,499	7,384,582,458 to 7,384,583,999
2,207,435,760 to 2,207,435,999	3,950,341,032 to 3,950,341,049	7,386,979,123 to 7,386,979,249
2,211,562,751 to 2,211,563,999	3,953,216,084 to 3,953,216,499	7,388,048,134 to 7,388,048,299
2,213,966,500 to 2,213,967,999	415,878,905 to 415,878,942	7,388,138,197 to 7,388,139,999
2,217,951,331 to 2,217,951,399	420,115,200 to 420,115,499	7,389,180,317 to 7,389,180,499
2,218,622,954 to 2,218,622,999	421,096,556 to 421,096,999	7,390,556,000 to 7,390,559,999
2,220,389,068 to 2,220,389,999	424,417,523 to 424,417,599	7,392,255,087 to 7,392,255,299
2,223,156,575 to 2,223,156,600	4,548,831,200 to 4,548,831,999	7,392,330,435 to 7,392,330,499
2,223,659,487 to 2,223,659,599	4,552,156,684 to 4,552,156,999	7,393,799,828 to 7,393,799,899
2,225,113,511 to 2,225,113,599	4,553,767,657 to 4,553,767,999	7,394,331,455 to 7,394,331,499
2,227,929,000 to 2,227,929,499	4,555,277,585 to 4,555,277,999	7,396,808,500 to 7,396,808,999
2,227,942,182 to 2,227,942,499	4,555,943,283 to 4,555,943,499	7,397,216,941 to 7,397,216,999
2,227,980,000 to 2,227,981,999	4,557,158,658 to 4,557,158,999	7,694,349,168 to 7,694,349,247
2,228,349,266 to 2,228,349,499	4,557,275,103 to 4,557,275,999	7,695,560,007 to 7,695,561,999
2,865,706,417 to 2,865,707,999	4,558,118,762 to 4,558,118,999	7,698,892,800 to 7,698,892,999
2,869,769,871 to 2,869,769,999	4,560,228,989 to 4,560,228,999	7,700,383,406 to 7,700,383,499
2,872,357,584 to 2,872,357,999	4,561,425,000 to 4,561,425,862	7,700,815,369 to 7,700,815,397
2,874,334,625 to 2,874,334,999	4,562,070,963 to 4,562,071,999	7,703,412,000 to 7,703,413,999
2,874,368,410 to 2,874,368,499	4,565,154,071 to 4,565,159,999	7,706,042,649 to 7,706,042,899
2,874,368,937 to 2,874,368,999	4,565,525,320 to 4,565,525,599	7,706,207,400 to 7,706,207,999
2,879,010,023 to 2,879,010,199	4,568,992,105 to 4,568,992,378	8,295,747,330 to 8,295,747,389
2,883,650,174 to 2,883,650,199	4,575,477,565 to 4,575,477,999	8,301,574 to 8,301,999
2,885,577,921 to 2,885,577,999	5,528,711,228 to 5,528,711,499	8,436,380,622 to 8,436,380,999
2,887,628,796 to 2,887,628,816	5,529,379,787 to 5,529,379,999	8,436,381,024 to 8,436,381,049
2,888,568,561 to 2,888,568,799	5,531,769,750 to 5,531,769,799	8,447,464,599 to 8,447,465,999
2,888,671,542 to 2,888,671,699	5,533,528,567 to 5,533,528,999	8,448,824,077 to 8,448,824,999
2,889,654,200 to 2,889,654,499	5,537,156,800 to 5,537,156,999	8,452,688,000 to 8,452,689,999
2,893,306,949 to 2,893,307,199	5,802,612 to 5,802,700	8,685,700 to 8,685,949
2,897,624,200 to 2,897,624,999	5,886,089,113 to 5,886,089,499	871,108,623 to 871,108,999
2,898,690,716 to 2,898,691,499	5,891,168,372 to 5,891,168,499	875,378,200 to 875,378,499
2,900,926,600 to 2,900,927,999	5,897,314,263 to 5,897,315,999	875,380,000 to 875,383,999
3,272,896 to 3,274,499	5,897,924,733 to 5,897,924,799	881,376,684 to 881,376,749
3,615,779 to 3,615,799	5,897,962,936 to 5,897,962,953	881,457,366 to 881,457,999
3,660,841,374 to 3,660,841,599	5,898,025,344 to 5,898,025,499	881,790,919 to 881,790,999
3,661,187,964 to 3,661,187,999	5,900,761,046 to 5,900,761,999	883,699,372 to 883,699,999
3,661,301,073 to 3,661,301,199	5,901,422,726 to 5,901,422,999	883,703,928 to 883,703,999
3,662,601,300 to 3,662,601,499	5,901,529,480 to 5,901,529,499	886,003,701 to 886,003,999
3,663,466,608 to 3,663,467,499	5,901,582,300 to 5,901,582,999	889,749,964 to 889,749,999
3,663,508,514 to 3,663,508,799	5,911,523,448 to 5,911,523,499	891,833,788 to 891,833,799
3,665,798,735 to 3,665,798,999	6,388,284,380 to 6,388,284,499	892,386,310 to 892,386,999
3,666,348,504 to 3,666,348,899	6,412,049,352 to 6,412,049,399	892,542,252 to 892,543,079
3,666,653,000 to 3,666,653,899	6,412,394,064 to 6,412,394,499	893,871,400 to 893,871,999
3,666,829,700 to 3,666,829,799	6,414,958,015 to 6,414,958,499	894,455,481 to 894,455,999
3,667,184,747 to 3,667,184,799	6,416,647,900 to 6,416,647,999	895,608,671 to 895,609,999
3,669,145,418 to 3,669,145,999	6,419,678,800 to 6,419,679,999	896,145,111 to 896,145,146
3,670,212,798 to 3,670,212,999	6,421,602,211 to 6,421,602,499	897,140,491 to 897,140,692
3,670,333,500 to 3,670,333,599	6,422,583,384 to 6,422,583,411	897,529,750 to 897,529,999
3,670,969,901 to 3,670,969,999	6,422,865,415 to 6,422,865,699	898,408,000 to 898,409,999
3,671,040,725 to 3,671,040,999	6,424,610,604 to 6,424,610,699	901,380,220 to 901,380,399
3,928,252,918 to 3,928,252,999	6,426,548,466 to 6,426,548,499	901,381,820 to 901,381,999
3,931,320,480 to 3,931,320,799	6,429,814,344 to 6,429,814,849	903,181,837 to 903,181,999
3,933,697,239 to 3,933,697,499	6,431,166,117 to 6,431,166,999	904,809,245 to 904,809,284
3,936,919,246 to 3,936,919,999	6,433,352,450 to 6,433,352,999	904,809,797 to 904,809,910
3,937,861,786 to 3,937,861,999	6,434,728,259 to 6,434,728,399	905,809,155 to 905,809,249
3,938,282,194 to 3,938,282,299	6,434,738,624 to 6,434,738,899	907,304,123 to 907,304,699
3,942,075,559 to 3,942,075,699	6,435,207,358 to 6,435,207,399	9-18,562,874 to 9-18,563,000
3,942,758,001 to 3,942,758,199	6,436,839,292 to 6,436,839,999	12-46,918,551 to 12-46,919,000
3,943,773,163 to 3,943,773,200		12-71,099,032 to 12-71,100,000



*All Postal Installations*

## INTERPRETATIONS OF 1964 NATIONAL AGREEMENTS

The following Interpretations of the 1964 National Agreements are furnished in response to specific questions, presented by various regions, that affect nationwide application of the Agreements. These interpretations should be maintained together with other Questions and Answers provided in connection with the National Agreements.

### ARTICLE VI

1. *Question on part C:* How does an organization with local informal recognition make an allegation that the National Agreement has been violated?

*Answer:* Such an organization would make the allegation only through its regional or national organization representative.

2. *Question on part E:* In specifying the total number of representatives who may attend meetings held on a regular basis at the local level, the "Big O" is used to define those crafts which are entitled to negotiate the number.

The mailhandler craft may be represented by an organization ("small o") at the local level, and it is assumed from reading the second paragraph of paragraph E that this organization may not negotiate the number of employees attending such meeting because the mailhandler craft is not represented by an Organization having national exclusive recognition. On the other hand, if one of the affiliates of the six Organizations holding national exclusive recognition represents the mailhandler craft at the local level, it may negotiate the number of representatives attending these meetings.

In citing those representatives who may be entitled to official time benefits, all crafts represented by local exclusive recognition organizations ("small o") are included, making no exceptions for the mailhandler craft.

As the area of possible exception to these agreements is cloudy, can this issue be clarified?

*Answer:* The representatives of the six "Big O" Organizations are entitled to the benefits of part E by virtue of the Agreement. The other organizations are not, as they are not parties to the Agreement. However, the Agreement establishes Departmental policy which should be followed with other organizations.

### ARTICLE VII

1. *Question on part A1:* Employee organizations in some of the

smaller offices are requesting members of the same organization from larger offices to come in and negotiate a local agreement in their behalf. May this be done if the members are not area, Regional or National officials of such organization?

Postmasters are requesting assistance in their negotiations from Postal Service Officers and other regional officials. May such officials actively participate in local negotiations under the provisions of Article VII of the Agreement?

*Answer:* The answer to the first part of your question is yes. In respect to the second part, it is not a policy of the Department for Postal Service Officers or other regional officials to participate in local negotiations.

2. *Question on part A2:* This section states that either party has the right of one extension of two (2) negotiation sessions within the 7-day period following October 3, 1964.

We presume that if craft negotiations are being conducted at the end of October 3, 1964, and extensions are required, that each craft negotiating is entitled to two (2) meetings during the ensuing week—7 crafts, 14 meetings. Can this presumption be confirmed?

*Answer:* If seven crafts are meeting on one agenda item of interest to all seven crafts, only two negotiating sessions will be held. If any one of the individual crafts wishes to negotiate on an item of interest only to that craft, it is entitled to two sessions.

3. *Question on part A3:* This procedure requires that the installation head shall arrange a meeting with representatives of the "Big O" organizations having local installation exclusive recognition, but it does not require the same arrangements for other organizations having local level exclusive recognition.

We have assumed this to mean that the "small o" organizations should receive the same treatment even though the national agreement apparently protects only those locals affiliated with the nationally exclusive Organi-

zations. However, the question arises as to whether or not the "Big O" affiliate must be invited to attend this specific meeting and also to attend negotiation sessions if it holds only informal recognition at the local level. We intend to maintain that this local affiliate of the "Big O," although holding only informal recognition locally, must be invited to attend all meetings on negotiations including the pre-negotiation meeting, but shall act only as observers without active participation in the arrangements made or agreements reached. Examples of this situation would be Newark and Philadelphia where the National Postal Union has exclusive local recognition for the clerical craft while the local UFPC has only informal recognition.

May we have a confirmation of this interpretation?

*Answer:* Your interpretation is substantially correct. See POSTAL BULLETIN of August 27, 1964.

4. *Question on part A12, 14:* Both of these items use the "Big O" to describe the local organization involved. We are extending this same procedural privilege to local organizations having exclusive recognition who are not affiliated with national exclusively recognized Organizations. Was the "Big O" in these items intentional or inadvertent without thought to the now accepted meaning for "Big O"?

*Answer:* Article I-A identifies the six exclusives as "Organizations." Therefore, all references in the Agreement to the six exclusives when the word "organization" is used are capitalized. The use of "Big O" is intentional. See Article I.

5. *Question on part A16:* Do the instructions on the submission of impasses preclude the possibility of submitting impasses after the 20th day of the negotiation period?

*Answer:* Yes.

6. *Question on part A20:* Several offices in this Region have raised the question as to who may and/or who must sign the signature page of each local agreement. On the part of Management, must the Postmaster and/or the Chief Negotiator sign it? On the part of the Organization, is the President and/or the Chief Negotiator to sign it?

*Answer:* The highest ranking official in management and the highest ranking official in employee organizations with authority to sign agree-

ments should do so. This should be the Postmaster if at all possible.

7. *Question on part D:* This portion of the Article, in the last paragraph, provides for "Big O" representation at discussions at the national level on invalidations. No similar arrangement is made for Regional "Big O" representation when discussions are held at the Regional level.

We, therefore, do not intend to invite the Regional representative of the UFPC, for instance, if an invalidation is being discussed with the Regional representative of the NPU regarding a clerical craft item negotiated by a local affiliate of the NPU.

Are we correct in taking this position?

*Answer:* You are incorrect. See Article IV-D, second paragraph, page 5.

#### ARTICLE IX

1. *Question on part E:* We currently have a grievance pending at the local level. The grievant has utilized as her representative, in the discussions to date, a local postal employee. (This postal employee is the Chairman of the grievance committee of the local employee organization.) She desires to name him as her designee on the hearing committee. While there appears to be nothing in the agreement to preclude this, the theory that the committee, to act as an unbiased group to objectively hear and evaluate information, seems at odds with this procedure.

*Answer:* The employee wishes to designate as her selection of an employee to sit on the hearing committee, the employee who has been her representative in all discussions to date. Your conclusion is correct, that there is nothing in the Agreement to preclude this. The Department is bound by the Agreement and the only restriction placed on the choice of membership on the hearing committee is that the person selected be an employee of the Post Office. This requirement is met in this instance.

2. *Question on part I:* The grievant requested permission to have her attorney sit in on the grievance hearing as an observer. When the Chief Personnel Officer told her this could not be done, she then decided to designate him as her representative. The National Agreement makes it necessary that all members of the

grievance committee be postal employees but does not so provide with respect to the grievant's representative.

*Answer:* The decision of the Chief Personnel Officer was correct in denying the grievant's request for her attorney to sit in on the hearing as an observer. The attorney may serve as the grievant's representative since the Agreement permits the grievant to select anyone in his choice without a restriction as to employment in the Postal Service.

3. *Question on part I:* The grievant desired to postpone the hearing for approximately one week because her attorney was out of the city. I suggested this be permitted. It should be noted that whereas time limits appear to be otherwise set in the agreement, nothing seems to be said with respect to the date or the time limits within which the hearing will be held.

*Answer:* The request for postponement was a reasonable one, and was properly honored. Time limitation with respect to the date of the hearing or time limits within which the hearing will be held are not stated in the Agreement, but of course such a hearing is not to be delayed an unreasonable period of time. A prompt settlement of the grievance is desirable in the interest of sound employee-management relations.

4. *Question on part Q:* Since a promotion appeal seeks to obtain a promotion for a person who was not selected, can the selected person be demoted without a letter of proposed adverse action, since demotion is an adverse action? In such a case, what would the selected employee be charged with, since he did not accomplish his own promotion action?

*Answer:* Article X, Adverse Action and Appeal Procedure, requires notice of proposed adverse action to "state specifically and in detail the reasons for the action." The reasons to be stated in this situation are those which were developed in processing the promotion appeal to reverse the promotion.

5. *Question on part R:* Does this Section indicate that the on the clock required Labor-Management meetings be conducted as joint meetings of all crafts, rather than individually by crafts? Who will make up the Labor-Management Committee, a

representative from each of the exclusive organizations?

*Answer:* It is intended that Labor-Management meetings be joint. Matters of interest to all organizations shall be presented at such meetings. Matters of interest to one or more but not all of the crafts should be referred to subcommittees of the Labor-Management Committee. The Labor-Management Committee shall be as prescribed in Article VI-E, page 11.

#### ARTICLE XI

1. *Question on part A:* This section permits a request for advisory arbitration by all employees in crafts represented by Organizations having exclusive recognition at the national level.

In our opinion, therefore, postmasters and supervisors, as well as mailhandlers, would be excluded from this benefit. Can this opinion be confirmed?

*Answer:* Yes, your opinion is correct.

#### ARTICLE XII

1. *Question on part B6:* In case of reductions in HPO and RPO employment, do these same procedures apply to mobile unit supervisors, even though supervisors are not a party to the Agreement?

*Answer:* The Agreement does not cover supervisors. Administrative instructions will be issued.

#### ARTICLE XIII

1. *Question:* Does a regular carrier, with 10 or more years of postal service, who requests reassignment to a regular clerk vacancy, on account of disability (not duty injury) and presents satisfactory medical evidence in accordance with Item B of Article XIII, have priority for a vacant regular clerk position over the senior career substitute clerk?

*Answer:* I note your question states a regular carrier requested reassignment to a regular clerk vacancy. No employee has a right to request only certain specific reassignments. He may be given any light duty assignment, preferably within his own craft such as a mounted route or office building route where elevators could be used. After all efforts have been exhausted to reassign him within his own craft, he may be considered for reassignment in any other craft. If all efforts have been exhausted to



place him in his own craft, then he will have priority over substitutes in another craft for filling regular vacancies.

2. *Question on part E2:* If the senior substitute on the opposite roll does not desire to accept the vacant duty assignment, is the opportunity offered to the next senior substitute until an option is obtained or the list exhausted?

*Answer:* Yes. If the posting for application by regular employees in the gaining craft results in no application, post the opportunity for substitute employees. The Agreement makes assignment available to "the senior substitute on the opposite roll who wishes to accept the vacancy."

#### ARTICLE XIV

1. *Question:* Annual Leave and Sick Leave—Replacement for T-5. Are substitutes eligible for higher level pay?

*Answer:* Substitutes are eligible for higher level pay, as replacements for Carrier Technicians, PFS-5, absent on annual and sick leave, if they are detailed as provided in Article XIV, C.3, and if they have accumulated 30 days of prior creditable service, as provided in Article XIV, A.

2. *Question:* "Does 4 hours work in higher level call for 8 hours pay after 30 days?"

*Answer:* No. It calls for 4 hours of higher level pay, except, as provided in Article XIV, A.4., for service by a clerk in replacement of a postmaster in a third-class post office. Since a postmaster is not an "hourly" employee, when a clerk replaces a postmaster and is otherwise eligible, he receives the daily rate at the postmaster's salary level irrespective of the number of hours of duty for that day.

#### ARTICLE XV

1. *Question on part A:* Is the following appropriate for an inclusion in the Local Agreement?

"When a carrier regularly assigned a city route is granted a Saturday off and he is normally replaced on compensatory time by a carrier technician, it shall be understood that the carrier granted the Saturday off will be required to use eight hours' annual leave (OR LEAVE WITHOUT PAY IN THE EVENT THE CARRIER HAS NO ANNUAL LEAVE TO HIS CREDIT) on the day he is normally replaced by the carrier technician."

*Answer:* No.

2. *Question on part A:* When Saturday service is not performed and compensatory time is not earned, does the carrier or the carrier technician serve the route on the carrier's normal compensatory day?

*Answer:* The carrier.

3. *Question on part C2a(3):* Does this section replace Postal Manual, section 714.22b?

*Answer:* Yes.

4. *Question on part C3:* A substitute should be given a day off in each calendar week. What constitutes a calendar week? Sunday thru Saturday? Saturday thru Sunday?

*Answer:* "Calendar week" means a week as shown on a calendar; that is Sunday to Saturday, inclusive.

5. *Question on part C4:* Can a substitute clerk or carrier collect 48 hours of sick leave per week if normally scheduled for 48 hours a week, or if the average substitute hours total 48 hours? What are the maximum hours a substitute may collect on sick leave?

*Answer:* No. Postal Manual, section 721.433b maximum limitations of 8 hours a day, 40 hours a week, and 80 hours a pay period continue.

6. *Question on part D-1c:* The supervisory administrative position apparently may be filled by selection of qualified people without regard to previous experience in RPO, HPO, or transfer office?

*Answer:* Supervisors are not covered by the Agreement. The qualification standard, Code 2300F, Handbook X-118B, "Qualification Standards for Postal Field Service" specifies the experience required for eligibility; mobile unit or transfer office experience is not mandatory.

7. *Question on part D, and on Article XII, B6b(2):* A highway post office foreman, PFS-7, is surplus and the HPO discontinued. Upon his election, the foreman is changed to clerk, PFS-5, in another HPO, away from his headout. Does he have bidding rights for a future vacancy in a PFS-7 HPO assignment at the headout he left?

*Answer:* Article XV. D. is applicable to him only as a PFS-5 applicant for a PFS-5 assignment. Refer to Postal Manual section 716.242 as to the promotion status of former supervisors who have been changed to lower level through no fault of their own.

8. *Question on part D3e:* "May a regular Mobile Clerk be assigned a sub clerk, at his request, to another RPO unit at the same headout under priority five, if the employee has eligibility under priority 3 of this Article?"

*Answer:* Yes.

9. *Question on part D5:* Does this preclude reorganization of an RPO line (without opening all assignments for bids) for the primary purpose of adjusting time credits to reduce excessive paid overtime due to increased train delays or to avoid the accumulation of excessive deficiency?

*Answer:* No.

#### ARTICLE XVI

1. *Question:* Is a local agreement provision valid if it includes a restriction applicable only to a reservist or National Guardsman, on limiting the annual leave he may use in the choice vacation period because his paid military leave is also within the choice vacation period?

*Answer:* No.

#### ARTICLE XVIII

1. *Question on part B:* "Does the term 'made available' mean furnish copies or does it mean permit to read?"

*Answer:* The term "made available," as used in the first sentence of Article XVIII, B., includes the meaning given in section 751.424, *Postal Manual*. In addition, it includes permission for the employee to make a copy of the description for himself.

This term "made available," as used in the second sentence of Article XVIII, B., means that an accredited representative of the organization has the right, upon request to see and read the copies on file in the installation of the concerned position descriptions and to make copies of these descriptions for the organization.

2. *Question on part C:* Will this criteria be furnished when a position is authorized, or only when it is requested? Is there any objection to furnishing postmasters the same criteria?

*Answer:* The Department intends to furnish directly to each organization that is a party to the National Agreement a copy of each item already in the *Regional Manual* containing the concerned criteria. It also intends to furnish directly to each such organization a copy of each item subsequently published in this

*Manual* which contains such criteria. Regional offices should furnish copies to local organizations having exclusive recognition only in response to their requests. There are no objections to the furnishing by regional offices to postmasters of the same information.

#### ARTICLE XIX

1. *Question:* An office has one rural carrier who has no recognition insofar as rural carriers are concerned. Since safety is a major part of his job, and the instructions specify "one representative from each craft," will he be a member of the committee: Will the same criteria apply to a rural carrier attending a safety and health committee meeting as applies to his attendance at a labor-management meeting?

*Answer:* If the office has more than 100 employees, the first question is answered "yes." If less than 100, he may or may not be selected as the single representative of all crafts with less than 25 employees. If the second part of the question relates to "official time" the criteria is different. Safety committees meet on "official time" and labor-management meetings are held on a "no loss-no gain" basis. If the question relates to the right to attend a labor management meeting, the single rural carrier has no right, as there is no recognized unit in the office. He does not have a right to be on the Safety committee.

2. *Question:* This article provides that one representative shall be selected from each craft as a member of the Health and Safety Committee.

This selection process does not appear to provide for the contingency where there is an organization with exclusive recognition in the installation but which is not a member of the "Big O". It also does not provide for the situation where a craft is not represented at the local level by either exclusive or formally recognized organizations.

For example, at Philadelphia and Newark the clerk craft is represented exclusively at the installation by the National Postal Union, and the "Big O" affiliate has only informal recognition. None of the three selection provisions seem to apply. Provision 1 seems to guarantee representation only to the "Big O" affiliates with local exclusive recognition, while Provisions 2 and 3 apply only to instances

where there are no exclusive local craft organizations but where two or more organizations share formal recognition for the craft.

Can this area be clarified to demonstrate the role of "small o" organizations with exclusive recognition in the installation in the selection process as well as those instances where a craft has neither exclusive nor formal recognition locally?

*Answer:* The absence of specific provisions in the Agreement covering the situation where an organization has local, but not national, exclusive recognition leaves the matter open for local negotiations as to the method of selection of one craft member. In the absence of any form of recognition the postmaster may make the selection of one member.

The same is true in the case of informal recognition although the postmaster may consider the petition of such an organization in the absence of formal or exclusive.

#### ARTICLE XX

1. *Question on part B:* This section provides allowances for window clerk uniforms to employees assigned on a *continuing basis* for a minimum of 4 hours on 5 days a week or not less than 30 hours a week.

We would assume that the 5 days a week could apply to any 5 days out of the 7-day week and that a continuing basis means every week in the year and not spasmodically or intermittently. Can this assumption be verified?

*Answer:* Your interpretation is correct.

#### ARTICLE XXI

1. *Question on paragraphs 2 and 3:* Do the cited paragraphs preclude a supervisor from serving on the Employee Welfare Committee, if selected by the postmaster? Is the intent of the Article to exclude supervisors from serving on the Employee Welfare Committee?

*Answer:* The cited paragraphs do not preclude a supervisor from serving on the Employee Welfare Committee. The Article is not intended to exclude supervisors.

2. *Question:* If postal employees, members of the Welfare Committee particularly, are used to service vending machines, may reimbursement for these services (off the clock) be reimbursed from vending machine

profits, the same as for utilities furnished by the Department? Is this a negotiable area or may it be decided by the Committee members themselves?

*Answer:* This is not a negotiable item with the postmaster. It is a matter to be decided by the committee in their regular course of business. The amount of compensation shall be reasonable for actual services performed.

3. *Question:* This article provides that an Employee Welfare Committee shall be formed and that this Committee shall meet regularly. No mention, however, is made as to whether this meeting shall or shall not be on official time. Can this area be clarified?

*Answer:* The Employee Welfare Committee shall meet on official time.

#### SUPPLEMENTAL AGREEMENT— HOURLY RATE REGULAR EMPLOYEES

1. *Question:* Item No. 1 states that hourly-rate employees in the Maintenance Service are subject to the provisions of the 8-in-10 rule.

Our office has one hourly rate regular employee who is scheduled normally to work 5 hours per day and 6 days per week. Normally, his present tour is 2:00 p.m. to 5:00 p.m. and 6:00 p.m. to 8:00 p.m. Monday through Friday. However, on Saturday his normal tour is 5:00 a.m. to 8:00 a.m. and 6:00 p.m. to 8:00 p.m.

Our employee is happy with this schedule and it meets the needs of our office. Please advise whether or not the 8-in-10 rule applies even though the hourly rate maintenance employee is scheduled less than 8 hours.

*Answer:* The 8-in-10 hour rule is applicable in such instances even though the employee is scheduled to perform less than 8 hours in a day. See also section 843.54, Postal Manual.

#### SUPPLEMENTAL AGREEMENT— SENIORITY

1. *Question on part C:* What is negotiable about the "application of seniority"?

*Answer:* The applications of seniority to employees in varying circumstances are open to negotiation. The principles are fixed in the National Agreement.

2. *Question on part D-1, 2c:* Does the 5-year rule apply to changes be-

(Continued on page 11)

**SUPPLEMENTAL AGREEMENT—Con.**  
(Continued from page 10)

tween substitute clerk and substitute carrier?

**Answer:** Yes. This question is answered in the POSTAL BULLETIN of August 20, 1964, page 5, center column.

3. **Question on part D-1, 2c:** "Is seniority regained only in the case of reassignments initiated by management as opposed to an employee's request? Paragraph E.2.a., page 79, and Paragraph H.1.b., page 83, appear to conflict with this provision."

**Answer:** No. Section E.2.a., deals with changes between substitute assignments and standing on substitute roll. Section D-1.c. deals with the seniority of regular employees for choice of regular assignments.

4. **Question on part I:** A temporary substitute is eligible for noncompetitive conversion to career appointment under C.S. Reg. 3.1(4). However, he is given a competitive appointment from a certificate of eligibles. The personnel action prescribed by the Civil Service Commission is "Conversion to Career Appointment." It is our view that conversion rules in section I do not apply and that the rule in section E.1. is applicable.

**Answer:** It is agreed this is a competitive career appointment and that section E.1. applies to establish standing on the substitute roll.

5. **Question on part I 5:** The statement "When a vacancy in a regular (annual rate) position is filled by change from a substitute, the senior career substitute of the same designation shall be entitled to the vacancy," leaves some question as to whether it is the intention to allow a substitute to decline change to regular.

**Answer:** The employee has no option. The intent of this provision is to make clear that the postmaster cannot convert a junior substitute to regular.

**SUPPLEMENT AGREEMENT—CITY CARRIER TRANSPORTATION (DRIVE-OUT) AGREEMENTS**

1. **Question:** May a carrier use his car to go home for lunch even though his car is not under contract? The carrier is not using his car to drive to and from the route. On his way to work the carrier parks his car by a relay box located on his route. This question was raised in regards to a one-trip route carrier.

*All Postal Employees*

**Monthly Labor-Management Meeting**

During the September 1964 Labor-Management Meeting with the six employee organizations having exclusive recognition at the national level, the following items requiring immediate attention in the field were discussed and disposed of as indicated. The disposition represents the current Departmental policy with regard to the subject matter and is to be observed by all field employees:

**(1) Request that clarification of procedures for local negotiations be published in the Postal Bulletin of September 17, 1964.**

**Disposition:** The Department agreed to reprint the notice in the POSTAL BULLETIN of 8-27-64—"Local Negotiations" in caps, in the next issue of the POSTAL BULLETIN with the following addition "Proposals made at the bargaining sessions by either party must be accepted for negotiations and either be accepted by the opposite party or responded to with counterproposals." The Department also agreed to delete the third line last sentence, "and except for unusual situations, shall adjourn in not more than-----"

(Insert hours agreed upon) of page 3, Exhibit, Article III of Format for Local Negotiations in training pamphlet used in the recent Postmasters' Conference.

**(2) Interpretation of Article VI-C, National Agreement:**

**Question:** How does an organization with local informal recognition make an allegation that National Agreement has been violated? This organization may be allied to ones having regional and national recognition. Must such an organization make allegation only through its Regional or National Representative?

**Disposition:** It was agreed that an Organization with informal recognition at the local level could only take

**Answer:** A carrier may use his own car as he pleases when not on duty. This includes his regular lunch period.—Bureau of Personnel, 9-24-64.

the matter up through its Regional or National Representative. The Agreement provides for procedures that cover only local exclusive and formal organizations.

**(3) Interpretation of Article XIII, E.2., National Agreement:**

**Question:** If the senior substitute on the opposite roll does not desire to accept the vacant duty assignment, is the opportunity offered to the next senior substitute until an option is obtained or the list exhausted?

**Disposition:** It was agreed that if the posting for applications by regular employees in the gaining craft results in no application, post the opportunity for substitute employees. The Agreement makes the assignment available to "the senior substitute on the opposite roll who wishes to accept the vacancy."

**(4) Interpretation of Article XVI, Vacation Planning:**

In paragraph B-4 (a, b, and c) interpretation of meaning of "shall be granted up to 10 days (15 days) during the choice vacation period." Is this to mean up to the designated number of days at the option of the employee or supervisor?

**Disposition:** It was agreed that, as provided in the National Agreement, employees shall be granted up to 10 or 15 days as appropriate during the choice vacation period. It was not intended that employees be required to take the 10 or 15 days 1 or 2 days at a time during these periods.

The designated number of days is not at the option of the employee or supervisor.

**(5) Safety and Health—Final action on guidelines for implementation of Article XIX of National Agreement. Report of subcommittee.**

**Disposition:** The subcommittee reported to the full committee as follows: "Careful review was made of Guidelines I, II, and III, which were developed by Ad Hoc committee of representatives of both Labor and Management. Changes agreed upon were incorporated into the guidelines."

The guidelines have been cleared by the various Bureaus in the Department and adopted by the full Labor-Management committee.

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## Monthly Labor- Management Meeting

(Continued from page 11)

### (6) Clarification of requirements for carrier substitutes to qualify on schemes.

*Disposition:* The Department stated that substitute carriers who perform clerical work involving scheme distribution shall be required to pass scheme examinations pertaining to the assignment. The employee will be relieved of such work for failure to qualify on the required schemes.

### (7) Questions concerning application of the Supplemental Agreement of Seniority as it related to Articles XII and XIII of the National Agreement. Report of subcommittee.

*Disposition:* The subcommittee reported that the Department and

the organizations signatory to the Supplemental Agreement on Seniority agreed to the following Memorandum of Understanding:

#### "MEMORANDUM OF UNDERSTANDING—SUPPLEMENTAL AGREEMENT, SENIORITY

A. 1. Subsection A., Introduction, specifies that the agreement replaces "all former rules, instructions, and practices."

2. Subsection B., Coverage, specifies: "No employee solely by reason of this agreement shall be displaced from an assignment he gained in accord with former rules."

3. Subsection D-1, 2.a., Seniority for Preferred Assignments, specifies such seniority "is computed from career appointment in a particular craft and level and continues to accrue so

long as service is uninterrupted in the same craft and level in the same post office, except as otherwise specifically provided."

B. It is the understanding of the parties that the July 1, 1964, agreement will continue relative seniority standings properly established under past instructions, rules, and practices and the agreement shall be so applied. It is further understood that seniority established before July 1, 1964, shall not be changed except to correct an error. It is further understood that when an Organization or an employee requests a correction of seniority standing, it is the responsibility of the requesting party to identify and restate the specific instruction, rule, or practice in support of the request."

The subcommittee report was accepted by the full committee.—*Bureau of Personnel, 9-24-64.*

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**REDUCE DAMAGE TO PARCELS—  
ENCOURAGE THE USE OF  
REINFORCED GUMMED TAPE  
WHERE BETTER CLOSURES  
ARE NEEDED.**

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