



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



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20489

All Postal Personnel

Use of FTS Telephones

As you all know, we are engaged in a continuing campaign to improve on our efficiencies and also reduce our costs wherever possible. In this regard, I would like to call attention to one particular area of concern: telecommunications.

During the past year we experienced a dramatic increase in the use of FTS telephone service and a corresponding rise in FTS costs. This would be a matter of management concern at any time, but this year it is especially painful because of our tight budget. It is essential, therefore, that everyone in the Postal Service exercise discretion and frugality in using FTS telephone service.

I want to emphasize that I have no desire to discourage proper and effective use of FTS. It has helped and it can continue to help us cut costs in innumerable areas from correspondence preparation to improved advance scheduling of manpower in individual offices. It is very possible that some offices and facilities are not using FTS services enough.

For this reason, I would like to avoid imposing a restrictive control system to discourage or limit FTS usage. I do not think that this is necessary or desirable. I think that your common sense and management judgment can hold FTS costs to a minimum while giving us the full benefit of the service. Just remember that every telephone call costs us money, and try to get your money's worth.

I hope to see a substantial improvement in this area during the coming quarter.

Postmaster General.

All Postal Installations

Youth Opportunity Program

On August 21, President Johnson announced a major campaign to get young Americans to return to school. He appointed Vice President Hubert H. Humphrey to direct the campaign, and he called upon employers, unions, civic, trade and religious organizations and State and local Governments to "exert every influence that they command to bring to our young people facts on the importance of education."

The facts to which the President referred are these:

—Life time earnings:

—A college graduate earns nearly two-thirds more than a high school graduate.

—The high school graduate earns over three-fourths more than a person who did not finish eight years of school.

—Employment and unemployment:

—In July of 1965, the unemployment rate for young people was 12.3 percent, more than two-and-one-half times that for all workers in the labor force.

—The unemployment rate for school dropouts, age 16 to 21, is 16.6 percent, almost four times the national average.

—The unemployment rate for everyone 18 years and over who does not finish high school is 6.6 percent—as compared to 3.4 percent for high school graduates.

—The scope of the dropout problem:

—In October of 1964, 14.1 million young people, 16 to 24, were out of school. Some 5.1 million, or 36 percent of them were school dropouts.

—During the coming school year, more than 750,000 boys and girls will drop out of school without having attained a high school diploma unless something effective is done about it. Many of these will not even begin the new school term.

—Six of ten of the Nation's school dropouts are in the 16-17-year-old age bracket.

—If the problem of school dropouts continued at its present pace, we could anticipate having 32 million adult, non-high school graduates in the labor force by 1975.

I am sure that all postal employees will wish to assist in this worthwhile campaign. Please talk to all young men or women of school age who you know are uncertain about going back to school. Point out to them the advantages of completing their education. Postmasters should counsel with summer post office employees on the importance of returning to school to enhance their future employment opportunities.

Posters are being furnished to all postal installations concerning this Youth Opportunity Program. You will be doing a real service to these young people and to the program if you point out the advantages as cited in the poster and in the facts to which the President referred.

Postmaster General.

All Postmasters

Recruitment of Teachers Poster—Lobby Display

Postmasters will be furnished in the near future a poster issued by the Department of the Army pertaining to recruitment of teachers for the Department of Defense Dependents Schools overseas for the 1966-67 school year.

Display the poster in a prominent location in the lobby as outlined in section 612.232 of the Postal Manual from the date of its receipt through December 31, 1965.

Postmasters in buildings operated by the General Services Administration should submit the posters upon their receipt to the superintendent of the building.—Bureau of Facilities, 9-2-65.

All Post Offices

ZIP Code Presorting and Consideration of Hardship Cases

Postmasters are again reminded that they shall, upon request by mailers, send post office representatives to help mailers make arrangements for ZIP Coding mailing lists and for packaging and sacking second-class and controlled circulation publications and third-class bulk mailings by ZIP Code. A new section 123.65 which states the duty of postmasters to provide help to mailers is being added to the Postal Manual. Cooperation between local post offices and mailers is essential to a successful transition to the ZIP Code system by or before January 1, 1967.

Pages containing the new ZIP Code presorting regulations which will become effective January 1, 1967 (sections 126.32 and 134.43, Postal Manual), were distributed with Post Office Services Transmittal Letter 162, Issue 877 dated July 20, 1965. These regulations were also published in the July 2, 1965, issue of the Federal Register. The notes preceding sections 126.32 and 134.43 are now being amended to show that an appropriate extension of time will be granted a mailer upon a proper showing of hardship and good faith effort to comply with the regulations by January 1, 1967.

The mailer's written request for an extension, accompanied with supporting documentation, must be submitted to the postmaster where mailings are made. The postmaster will submit the request to his regional director for a decision.—*Bureau of Operations, 9-2-65.*

All Part I Offices Where Individual Measurement is Authorized

Week of Individual Measurement, A/P No. 4, PFY 66

The designated week of individual measurement under the Work Measurement System is the first week of Accounting Period No. 4, PFY 66, September 11-17, 1965.—*Bureau of Operations, 9-2-65.*

All Offices Having Air Conditioning Systems

Control of Demand Charge

Soon the air conditioning equipment will be shut down. POSTAL BULLETIN dated May 6, 1965, states that a large saving is possible through proper coordination between the date and time of day the electric meter is read and the date and time of day the equipment is placed on the line. This means that a similar saving is possible through the same coordination at the end of the cooling season.

For example, assume (1) a building with a 1,000 kw. refrigeration machine, (2) the maximum demand is based on a 15-minute period and (3) the meter is read on the 28th of September at 2:15 p.m. If the machine is run for only 15 minutes after the meter is read and then shut down for the balance of the year, the maximum demand registered on the meter at the time will be the basis for the Demand Charge for the month of October even though the maximum demand registered during the balance of the month of October was only 250 kw. Assuming a demand rate of \$1.25 per kw., this means that the 15-minute operation cost the Department \$1,250.

If the instructions of POSTAL BULLETIN of May 6, 1965, and this BULLETIN are not clearly understood, the region should be contacted for advice.—*Bureau of Facilities, 9-2-65.*

All First-Class Post Offices

Cord and Buckles for Tying Outside Parcels

Non-metallic strapping, Item O-928 and buckles, Item number O-929, are now available in supply centers. This material is to be used only for tying bundles of long outside parcels and is available to first-class offices having sufficient need.

Requisitions shall be submitted during authorized periods, with a limit of two rolls and a corresponding supply of buckles per requisition. Sixteen hundred buckles are sufficient for use with each roll of cord.—*Bureau of Operations, 9-2-65.*

All Installation Heads

Information on Health Benefit Plans

The Department has received complaints that some installation heads are providing prospective new employees at preemployment interviews with SF-2809, *Health Benefits Registration Form*, and with brochures covering only the governmentwide plans explained in sections 728.21a and 728.21b of the Postal Manual.

This is in conflict with Postal Manual sections 728.22 and 728.41 which state that information on health benefits and appropriate forms and brochures should be provided every eligible employee at the time he becomes eligible for coverage.

At the time he becomes eligible for coverage, each employee should be advised of the employee organization plans available for the craft to which he is assigned and furnished the current brochure for any employee organization plan which he requests.—*Bureau of Personnel, 9-2-65.*

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All 3d- and 4th-class offices and 1st- and 2d-class offices ordering less than bulk quantities

Christmas Stock of 4¢ and 5¢ Stamps

Postmasters at above offices shall make a careful estimate of this year's requirements for 4¢ (Item 025) and 5¢ (Item 035) postage stamps, being guided by actual sales last year and any normal or anticipated increase in sales this year. The quantities should be in addition to normal periodic requirements and the requisitions should be endorsed "For Christmas Stock."

In determining the number of additional 4¢ and 5¢ stamps that will be required, postmasters must keep in mind that the Department will announce a special Christmas stamp, 100 per sheet, of 5¢ denomination to be issued later this year. All post offices will receive an initial supply of this stamp under the automatic distribution schedule. The quantity to be automatically furnished each post office will be that which is nearest to six times the amount that is being furnished in the automatic distribution of 50-stamp sheets of commemorative stamps. Christmas stock requisitions should reflect an allowance for the automatic distribution of the special Christmas stamps.

Postmasters at 1st- and 2d-class offices requiring less than bulk quantities of stamps, and postmasters at all 3d- and 4th-class offices requiring additional regular issue of 4¢ (Item 025) and 5¢ (Item 035) shall submit a separate requisition for 4¢ and 5¢ stamps only to their accountable paper depositories or regional distributing post offices. Requisitions for less than bulk quantities shall be prepared on Form 17, *Stamp Requisition*, endorsed "For Christmas Stock." They shall be submitted to accountable paper depositories (or regional distributing post offices) no later than September 13. This early submission of requisitions is necessary to provide an even pattern of work in accountable paper depositories (or regional distributing post offices). Christmas stock of 4¢ and 5¢ stamps will be shipped out from accountable paper depositories (or regional distributing post offices) beginning November 15.

To All Postmasters and Personnel Processing Mail for Dispatch Abroad

Foreign Orders

Post these names in POD Publication 43:

AUSTRIA

September 2, 1965

Vienna

Lifka, Erich, at Erzbischofsgasse 33 (U)

CANADA

September 2, 1965

Agincourt, Ontario

Select Movie Service, at Box 143 (U)
Hamilton

Clarkson's Book Store, at 288 James St. N. (U)

Toronto

Box 712, Station F (U)

P & G Distributors or any other name, at 371 Queen St. W. (U)

DENMARK

September 2, 1965

Copenhagen

BOG-SHOP, at Peder Hvidfeldts-
straede 5 (U)

GREAT BRITAIN

September 2, 1965

London

Freeman, John, or any other name, at 38 Crawford Street (U)

New Century Laboratories Limited, at 632c Finchley Road (F)

ITALY

September 2, 1965

Brescia

Angel, at Casella Postale 184 (U)

"V", or any other name, at Casella Postale 184 (U)

Visclub, at Casella Postale 184 (U)

MALTA

September 2, 1965

Hamrun

Ellul, Albert, at 30 High Street (U)

MEXICO

September 2, 1965

Mexico City

Box No. 13-492 (U)

Note that the above instruction applies only to requisitions submitted to accountable paper depositories (or regional distributing post offices) and not to requisitions submitted to Bureau of Engraving and Printing for bulk stock. Instructions will be issued later for requisitioning of bulk stock.—*Bureaus of Operations and Finance and Administration, 9-2-65.*

All Postal Installations

Special Social Security Retroactive Check Mailing

Public Law 81-97 provides a retroactive benefit increase to recipients of Social Security Checks. The retroactive benefits will be incorporated in a special check mailing to be deposited in the mails at the five Treasury Department regional disbursing cities.

The envelopes containing these checks will be identified by the word "RETRO" appearing after the letters "SS" in the second line of print.

These checks will be received at destination post offices from the same source as the regular monthly checks and should be scheduled for delivery on September 17, 1965, if received prior to that date. Otherwise, delivery should be scheduled on September 18, 1965.—*Bureau of Operations, 9-2-65.*

All Post Offices With Motor Vehicles

Form 1543, On-The-Job Driving Evaluation

New Form 1543 (Apr. 1965), similar to Civil Service and other locally-used driving evaluation forms, is now in supply centers. It will be used by supervisors responsible for driver training to evaluate postal drivers' performance during training, retraining, or renewal of SF-46. It will not be used to evaluate driving by applicants for employment.

Post offices requiring Form 1543 should requisition copies sufficient for their needs on Form 1580, *Requisition for Supplies*. If the new forms are needed before regular requisition periods, they may be requested on Form 4750, *Special Requisition for Supplies*.

The form is designed to fit a clipboard so the trainer may check items on the first and third pages while the trainee is driving. The fourth page, covering driver attitude, shall be completed after the actual test drive. Instructors and/or driver trainers must familiarize themselves with the form before performing an evaluation. Due to the limited number of supervisors who will use the form, it is not being reproduced in this BULLETIN.

File Form 1543 with Form 4582 and SF-47 (PM 762.24).—*Bureau of Operations, 9-2-65.*

*All Post Offices***Unnecessary Shipments
To Mail Equipment Shops**

For many years post offices have used the Mail Equipment Shops as a disposal point for miscellaneous items of supplies and equipment. However, under existing instructions these items should have been disposed of locally which would have eliminated the unnecessary expense and burden of shipping and handling.

In one month 18 post offices forwarded to the MES excess and/or unserviceable property items of eleven different categories. One instance, a 100-pound bundle of broken sack racks was sent from a Far West post office. Not only were existing instructions ignored, but transportation costs and handling charges were improperly incurred.

Among the items forwarded to the MES during a recent 30-day period were:

- Drawer locks—window service cabinets
- Numbering machines
- Screenline locks
- Cash drawer locks
- Door latch
- Door locks
- Sash balance
- Cancelling machine motor
- Four (4) cartons of Inspectors' lookout panels
- Key cabinet

The instructions on how to dispose of the above and similar items are contained in chapter 6 of the Postal Manual. Particular attention is directed to parts 622, 654, 655, and 666. It is the responsibility of postmasters to see that Postal Manual instructions and existing property regulations are observed. To this end an appropriate notification will be provided by the MES to the postmaster in each instance of unauthorized shipment.

Other questions on how to dispose of excess and/or unserviceable items of equipment are to be directed to the regional procurement and supply officer.—*Bureau of Facilities, 9-2-65.*

*All Postal Installations***Experimental Lacing
Cords**

The Department will conduct service tests to evaluate performance of a new type nylon lacing cord with that of the customary cotton cord. To make this comparison 2,400 domestic surface sacks (800 each Nos. 1, 2, and 3's) have been laced with navy blue nylon cord and the same quantity and types laced with red cotton cord. The different colors are to readily identify the two types of cord.

The 4,800 sacks will be shipped to the postmaster at New York City, in early September, with instructions that they be put in service immediately. It is desired that these sacks be subjected to maximum usage. Therefore, a determination has been made *not* to pack them in bundles with other sacks. *Do not* send them to mailbag depositories. If practicable, confine their use to the Boston, New York, Philadelphia, Washington, and Atlanta Regions. Any of these serviceable sacks found outside of those regions shall be returned promptly to a post office located in the regions listed, either loaded with mail or rolled and securely tied with twine and properly labeled.

About March 1, 1966, another BULLETIN will be issued instructing postmasters to return all of these empty sacks on hand to the Washington Mailbag Depository.

Any of these sacks which are found to be unserviceable shall be securely packed in cartons or heavy wrapping paper and sent to the nearest mailbag depository. If the sack can be restored to service *without removing or replacing the lacing cord*, it shall be repaired and released for service. Otherwise, the depository and/or repair facility will send the sack to the Washington Mailbag Depository.

Post office and mobile unit personnel are requested and encouraged to submit their views and comments concerning the service aspects of the blue, nylon cord. The letters should be addressed to Chief, Mailbag Equipment Branch, Procurement Di-

*All Post Offices***New Insurance Receipt
And Endorsement**

A new self-service insurance receipt and endorsement sticker are now being vended at unmanned postal facilities. The sticker which is printed in red on white pregummed paper is illustrated below.



This sticker serves as an official postal endorsement. The receipt or sticker is acceptable as evidence of insurance on which to base a claim for damage or loss under section 164.451, Postal Manual.—*Bureau of Operations, 9-2-65.*

*All Post Offices***5¢ Traffic Safety
Commemorative
Postage Stamp**

Production difficulties have delayed shipment to some offices of the 5¢ Traffic Safety commemorative postage stamp, Item 460.

It is expected that delivery by the Bureau of Engraving and Printing will be completed by September 7, 1965.—*Bureau of Facilities, 9-2-65.*

vision, Bureau of Facilities, Post Office Department, Washington, D.C., 20260. As information, we know that the 200 pounds of nylon cord used in lacing the 2,400 sacks is approximately 0.015 inch in diameter in excess of the allowable tolerance and it is excessively stiff. Those factors contribute to some difficulty in initially sliding the cordfastener on the cord. Those deficiencies can and will be corrected if the nylon cord is eventually adopted to replace cotton cord.—*Bureau of Facilities, 9-2-65.*

POST OFFICE CHANGES NO. 12

(Supplemental to July 1965 Directory of Post Offices)

Abbreviations: B=Branch. C=City Delivery. I=Independent for receipt or dispatch of mail. MOU=Money Order Unit. 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 1965 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	Myers Chuck	R	Ketchikan	1	99903	Southeastern	Alaska	10-1	} Change in name.
Add	Meyers Chuck	R	do.	1	99903	do.	do.	10-1	
Add	Fedhaven	RI	Lake Wales	1	33853	Polk	Florida	9-16	} RI estab. B estab.
Add	Kennedy Space Center.	B	Orlando*	1	32815	Brevard	do.	7-1	
Add	LaVista	B	Atlanta**	1	30329	De Kalb	Georgia	9-16	} B estab. S estab.
Add	Greenbriar	S	Atlanta	1	30331	Fulton	do.	9-9	
Delete			Blocher	4	47105	Scott	Indiana	9-10	} P.O. disc. R estab.
Add	Blocher	R	Scottsburg	1	47170	do.	do.	9-10	
Delete			Sweetser	3	46987	Grant	do.	10-1	} Change in name.
Add			Sweetser	3	46987	do.	do.	10-1	
Delete	Otranto	RI	Saint Ansgar	2	50463	Mitchell	Iowa	8-31	RI disc.
Delete			Belfast	3	42567	Pulaski	Kentucky	9-11	} Correction of notice in PB 8-26.
Add			Eubank	3	42567	do.	do.	9-11	
Delete	Westland Center	Bx	Wayne	1	48184	Wayne	Michigan	7-29	} Name changed to Nankin.
Add	Nankin	Bx	do.	1	48184	do.	do.	7-29	
Add	East Keansburg	B	Keansburg	1	07734	Monmouth	New Jersey	10-1	B estab.
Add	East Side	Sx	Bridgeton	1	08302	Cumberland	do.	8-23	Sx estab.
Delete			Laplata	4	87418	San Juan	New Mexico	10-1	} Change in name.
Add			La Plata	4	87418	do.	do.	10-1	
Add	North Hills	Sx	Raleigh	1	27609	Wake	North Carolina	10-1	Sx estab.
Add	Marion Plaza	B	Marion	1	43305	Marion	Ohio	9-1	B estab.
Delete	"A"	Sx	Saint Helens	1	97052	Columbia	Oregon	8-27	Sx disc.
Add	Jenkins	B	Pittston	1	18640	Luzerne	Pennsylvania	8-1	B estab.
Delete	Neshaminy	B	Warrington	1	18976	Bucks	do.	8-25	B disc.
Add	Mount Carmel	B	Church Hill	2	37642	Hawkins	Tennessee	10-1	B estab.
Delete	Arcade	Sx	Nashville	1	37219	Davidson	do.	9-1	} Name changed to Up- town Nashville.
Add	Uptown Nashville	Sx	do.	1	37219	do.	do.	9-1	
Delete	Bryan Park	B	Richmond	1	23228	Henrico	Virginia	9-3	B disc. (Richmond is an Independent City).

*In Orange County.
**In Fulton County.

Corrections to 1965 Directory of Post Offices

MISSOURI: Delete "84785 Stockton" under Harrisonville, Missouri Sectional Center, page 385.

FLORIDA: Insert symbol (C) (city delivery) by "33472 Okeechobee, Okeechobee County," page 51.

MAINE: Insert international money order symbol by "04092 Westbrook, Cumberland County," page 103.

NEW HAMPSHIRE: Correct class from 4 to 3 for "03267 Rumney Depot, Grafton County," page 150.

WINTER POST OFFICES (Opening)

ZIP Code

ARIZONA

85330 Castle Hot Springs, Yavapai County (4th cl), 10-1-65.

SUMMER POST OFFICES (Closing)

ARIZONA

86330 Iron Springs, Yavapai County (4th cl), 9-30-65. Mail to Prescott 86301.

CALIFORNIA

95716 Fallen Leaf, El Dorado County (4th cl), 9-15-65. Mail to Tahoe Valley 95731.

95339 Mather, Tuolumne County (4th cl), 9-17-65. Mail to Groveland 95321.

COLORADO

80437 Eldora, Boulder County (4th cl), 9-30-65. Mail to Nederland 80466.

MAINE

04045 Kennebunk Beach, York County (3d cl), 9-30-65. Mail to Kennebunk 04043.

04053 Merepoint, Cumberland County (4th cl), 9-10-65. Mail to Brunswick 04011.

MASSACHUSETTS

02550 Falmouth Heights, Barnstable County (3d cl), 9-30-65. Mail to Falmouth 02540.

02560 Popponesset, Barnstable County (4th cl), 9-18-65. Mail to Waquoit, Sta. East Falmouth 02536.

NEW YORK

14166 Van Buren Point, Chautauqua County (4th cl), 9-15-65. Mail to Dunkirk 14048.

PENNSYLVANIA

18345 Pecks Pond, Pike County (4th cl), 9-17-65. Mail to Dingmans Ferry 18328.

18348 Pocono Lake Preserve, Monroe County (4th cl), 9-15-65. Mail to Pocono Lake 18347.

*Offices with Rural Routes
May Remove these Pages if Needed*

ANNUAL COUNT OF MAIL ON RURAL ROUTES

Introduction

These instructions are designed to provide standardized and uniform procedures in conducting the count of mail on rural routes. A careful reading and complete understanding of this material and the instructions on the reverse of mail count and route evaluation forms by postmasters, supervisors, and rural carriers will insure the accuracy of the count data, the prompt evaluation, and correct classification of rural routes.

I. Purpose and Definition of Count

The count of mail is the physical counting and recording at specific times of the number of pieces of mail delivered, collected, or handled on each rural route. The count of mail is used to assemble data which provide the basis for the evaluation of the individual route. These route statistics will indicate:

- A. The volume of mail handled.
- B. The amount of office and route time used by the carrier.
- C. The adequacy of service to the rural public.
- D. The efficiency and performance of the carrier.

II. Coverage and Count Periods

A 2-week mail count for each presently classified heavy duty route must be made during the period September 13-25. A 1-week mail count for each "O" mileage route (non-heavy-duty—RCS schedule) will be made for each workday during the week of September 20-25, except that no count will be necessary on those "O" mileage routes where it is clear that (1) a route evaluation would not result in placing the route under the heavy-duty compensation schedule and (2) the rural carrier and the postmaster agree that the count would serve no purpose. (See 353.162a, Postal Manual.)

III. Responsibility

Postmasters or supervisors will be held responsible for the accuracy and completeness of all mail count information entered on the report forms,

as well as the manner in which the count of mail is conducted. The carrier shall be given the opportunity to review the completed Form 4241, *Rural Route Statistics Report*, before signing. Verification of count data on Form 4241 is indicated by the carrier's signature, which certifies the validity of the data. Any written comments furnished by the carrier should be submitted with Form 4241.

IV. Conducting the Count

All classes of mail handled by each rural carrier will be counted during the official count period. Mail must be counted before it is cased. On "O" routes (non-heavy-duty) the carrier will count the mail 3 days and the postmaster or supervisor will count 3 days. Persons other than the carrier will write their initials on Form 4241 next to the days they make the count. On presently classified heavy-duty routes, the postmaster or supervisor will make the count on all days during the 12-day count period. The carrier will observe and may also count if he desires on the days he is not responsible for making the count.

V. Definition and Explanation of Heavy Duty Routes

A. *Definition*—a heavy-duty rural route is one on which the evaluated weekly hours of service, as determined by the official time standards (Postal Manual 353.144) provides higher salary under the heavy-duty compensation schedule than provided under the mileage salary of the RCS schedule.

B. *Explanation*—There are three distinct types of heavy-duty routes:

1. "H" Route—regular carrier works 6 days a week.
2. "J" Route—regular carrier has a day off every other week.
3. "K" Route—regular carrier has a day off every week.

Important—To determine whether or not a particular route is classified heavy duty, examine the current Form 4003, *Official Rural Route Description*. If the route is presently heavy duty, entries of hours, stops, and equipment allowance will appear in the three boxes under the heading "HEAVY DUTY ROUTES." Also, the abbreviation "HD" will be shown after the annual salary in the "NEW SALARY" block.

VI. Casing of Mail by Carrier

Postmasters and supervisors must see that all mail available up to the normal cut-off time for distribution on the day preceding the count is delivered, and that all mail available up to the normal cut-off time on the last day of the count is delivered. Available mail is that mail distributed and placed on carrier case ledges, in hampers, trays, or on the floor beneath the carrier desk, and that which is in distribution cases up to the cut-off or final withdrawal time prior to departure time to serve the route. It does not include mail distributed after the scheduled cut-off or final withdrawal time, or mail received too late for distribution, as long as the requirements in Postal Manual 333.322 are met. During the count period mail will not be cased after the carrier returns to the office upon completion of the trip.

VII. Form 4239, Carrier's Count of Mail—Rural Routes

Description—How to Use (see Exhibit No. 1).

Form 4239 is designed to function as a combination daily worksheet and mail count record. This important daily record provides the basic source of mail volume and time data which are transferred to Form 4241 and consolidated for the weekly operation.

A separate form is used to record each day's mail count. The carrier or official responsible for making the count will prepare two copies daily (*use carbon paper*). After completion daily, both copies are retained by the postmaster. Complete the worksheets in rough form as they are prepared each day; do not later type them from the forms used as worksheets. Keep both copies for your office records.

1. *Work Sheet for Counting*

Use the upper half of the form as a daily work sheet for adding the mail volume in the different categories.

Column A. *Letter-Size Mail*—All first- and third-class pieces which can be conveniently cased, without folding, in the separations of the standard carrier case. Newspapers, magazines, catalogs, box-holders, small parcels, flats, and rolls must not be included in the count of letter-size mail. Each direct bundle distributed and tied out at the distribution cases is counted as one parcel; enter each bundle of let-

ter mail tied out, for delivery to one family or firm as one parcel in Column C.

Column J1. Enter the number of pieces of letter-size mail marked up. Markups are mail undeliverable as addressed which must show the new address, or be endorsed with reason for nondelivery specified in Postal Manual 355. Mail missorted to a route shall not be recorded as a markup except when it is deliverable from another local delivery unit, if known, in which case it must be endorsed with carrier initials and route number. Missent mail, properly addressed, but intended for another local delivery unit, if known, shall be endorsed with carrier initials and route number, and recorded as a markup. Missorted and missent mail is included in the original count of mail.

Column B. *Papers, Magazines, etc.*—Newspapers, magazines, flats, catalogs, and rolls which cannot be conveniently cased without folding. NOTE: Newspaper rolls and similar second-class items exceeding 2 pounds in weight shall be counted as parcel post.

Column J2. Enter the number of pieces of other than letter-size mail marked up, but do not include second-class for which Form 3579, *Undeliverable Second Class Matter*, was prepared.

Column K. Enter the number of Forms 3579 completed and attached to second-class publications.

Column C. *Parcel Post*—All classes and sizes of parcels including books and records but excluding small pieces which can be conveniently cased.

Column D. *Boxholders*—Simplified address mail including samples so addressed. (Postal Manual 123.4.)

The number of pieces of boxholder mail must not exceed the number of families on the route for each mailing.

Column E. *Boxholders Strapped Out*—Show here the number of boxholders (counted in Column D) which were cased and strapped out.

Column M. *Letters and Flats Collected*—Mail collected on the route. Show parcels separately at bottom of column.

Column O. *Registered, Certified, Insured*—Accepted on the route.

Column U1. *Counting Time*—The number of minutes actually used

in counting the mail. Include only time used by carrier.

Column U2. *Waiting Time*—The number of minutes carrier spent waiting for mail after the official starting time.

2. *Daily Totals*

The totals of Columns A, J1, B, J2, K, C, D, E, M, O, U1, and U2, are entered in the "Total" line in the appropriate columns.

3. *Daily Totals—Other Items*

Part II of the form is reserved for recording those items which ordinarily are not numerous enough to require listing and counting in the worksheet portion above. Enter the number of pieces (or items) in Columns F, G, H, K, L, N, P, Q, X, Y, and R.

Column Q. *Loading*—Postmaster or supervisor must actually observe operation and record time used daily.

Column X. *Services Performed at Intermediate Offices*—Show the number of intermediate post offices served daily. Carriers who perform functions or services at intermediate offices for which time allowances are provided shall receive appropriate time credit for these services. Collection mail deposited, financial transactions completed, etc., at intermediate offices shall be recorded daily by that postmaster on Form 4239 and forwarded to the postmaster at the carrier's originating office. The latter postmaster, in completing Form 4241 for the week, will include in the proper "Total" columns the items applicable to the intermediate office, and will write in above "Date" line (lower right of form) the words "Includes services performed at intermediate office." On the reverse of the form under "Remarks," indicate the functions or services performed.

Column Y. *Locked Pouch Service*—Show the weight in pounds (rounded to the nearest whole pound) of locked pouches of all mail for intermediate offices.

Column R. *Other Suitable Allowance*—A reasonable time allowance may be claimed for unusual conditions or for other services rendered on a daily basis not accounted for under the normal work functions. Items for which time is claimed under this heading must be of a recurring, daily nature. Do not include personal time or time used for purchasing and checking stamp

stock; these are automatically granted by mechanical means.

VIII. Form 4241—Rural Delivery Statistics Report

How to Use (see Exhibit No. 2).

At the end of each day during the count period, transfer the mail volume and time items under "Daily Totals" on Form 4239 (all lines except Y) to the proper lines on Form 4241. This information may be made available to the carrier. Draw a circle around the day of the week when a substitute serves the route. Complete Form 4241 in duplicate; at the end of the count period, mail both the original and copy to the regional office; the copy of Form 4241 will be returned later with necessary corrections shown. NOTE: For presently classified heavy duty routes, complete a separate Form 4241 for the week of September 13-18, and one for the week of September 20-25. Do not consolidate the 2-week count information on a single Form 4241.

Important: For those "O" routes on which a count of mail is not to be conducted, "No Count Necessary" shall be written on Form 4241 in duplicate and signed by the postmaster and rural carrier.

A. At the top of the form, show the class of office; inclusive dates of the count period (September 13-18 or September 20-25); the name of the post office and State; the name, employee number, and social security number of the carrier.

Columns 1-6. Show your post office finance number (not ZIP Code number) in 6 digits. Include your State number. If your State has a 1-digit number, place a zero in the first box on the left, i.e., for Alabama start with 01 and for Ohio start with 38; then add the four digits designated for your office, omitting the last zero.

Columns 7-8. Show the route number in two digits, i.e., route number 1 would be shown as 01. Enter a zero in the first box for all routes from 1 to 9. (Designate a triweekly route with an "X" in the box provided at the top left of the form.)

Columns 9-13. The official length of the route must be shown to TWO DECIMAL PLACES. However, do not use the decimal point on the form. For example: a route 61.38 miles in

time, if any, in minutes for each day of the count period. The column "Total Daily Time Required (Less Lunch)" must be totaled in hours and minutes on the line "Total Hours and Minutes"; 38 hours, 47 minutes must be shown: 38:47.

Columns 73-76. Convert the hours and minutes to minutes by multiplying the hours by 60 and adding to this the minutes; 38 hours, 47 minutes would be shown as 2,327 (38 hours × 60 = 2,280 minutes; plus 47 minutes = 2,327).

Columns 77-80. In those few instances where auxiliary assistance has been authorized show the daily time used IN MINUTES in the "Auxiliary Assistance Used" column and show the total minutes for the week at the bottom of the column. Do not include relief days for the regular carrier serving "J" and "K" heavy-duty routes.

Columns 81-83. Actual time spent daily by the carrier waiting for mail and/or counting mail must be shown

under the "Waiting and Counting Time" column, totaled in minutes for the week; 90 minutes would be shown as 090. Include only the time used by the carrier in counting mail.

Columns 84-86. Show the number of vehicle stops required to serve all boxes on the route. (Read Postal Manual section 755.413b.)

Column 87. Where a carrier normally and regularly withdraws his own mail from clerical distribution cases, enter the figure "1" on the "Total" line for that column. If an employee other than the carrier regularly withdraws mail and places it on the carrier's case, enter a zero on the "Total" line for that column. If the carrier usually withdraws his mail each day from distribution cases, credit must be given for this function by showing a figure "1" as provided above, even though on certain days during the count week another employee may perform this function.

Column 88. Where a carrier is required to deliver or collect pouch


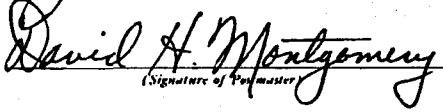
mail at intermediate offices, and does not receive a regular locked pouch allowance under the provisions of 755.412, Postal Manual, enter the figure "1" on the "Total" line for this column. Otherwise, show a "0". Note: If a carrier serves more than one intermediate office, show the total number of offices served daily in this column. Example: If no intermediate offices are served, enter a "0"; if one office is served, enter a "1"; if three intermediate offices are served, show a "3".

D. Important: Each box or square at the top of the form and on the "Total" line must be filled in with a number or a zero. Be sure the last digit of each number appears in the box farthest to the right in each column. Where you have a 3-digit number such as 982, and there are five blank boxes on the "Total" line or elsewhere on the form, use zeros in the boxes in front of the 982. Thus, 982 would be shown as 00982 in such a case. Be sure to:

EXHIBIT #2

DESIGNATE WITH AN "X" IF TRI-WEEKLY		RURAL DELIVERY STATISTICS REPORT												PERIOD (From - Through)		CLASS OF OFFICE		
(Cols. 1-6)		(Cols. 7-8)		(Cols. 9-13)			(Cols. 14-17)			(Cols. 18-19)			(C. 20)		(C. 21)			
POST OFFICE NO.		ROUTE NO.		MILES (In hundredths)			BOXES			SAL. STEP			HD		WK			
259999		0104183		028709			1			9-13-65-9-18-65		2						
POST OFFICE, STATE AND ZIP CODE				NAME OF CARRIER				EMPLOYEE NO.				SOCIAL SECURITY NO.						
FORD CITY, MICHIGAN 48144				J.F. WOOD				591870				228-60-2569						
DAY	LETTER SIZE A	PAPERS MAGAZINES AND CATALOGS B	PARCEL POST C	BOX-HOLDERS D	BOX-HOLDERS STRAPPED OUT E	REG. CERT. AND INS. DEL. F	C.O.D. DEL. G	CHANGE OF ADDRESS H	MARK-UPS J	FORMS 3579 AND/OR 3868 K	MONEY ORDER APPLICATIONS L	LETTER SIZE AND FLAT SIZE COLLECTED M	PARCEL POST COL. N	REG. CERT. AND INS. COL. O	POST. AGE DUES P	LOADING IN ACTUAL MINUTES Q	OTHER SUITABLE ALLOWANCE (See reverse) R	
MON.	312	216	35	0	0	0	1	1	6	3	4	141	2	1	3	15	0	
TUE.	245	138	11	287	287	0	1	0	8	2	3	124	0	0	0	5	0	
WED.	427	225	19	287	0	1	1	1	13	5	1	123	2	1	5	15	0	
THU.	302	86	16	0	0	0	0	0	5	1	4	107	0	0	0	9	0	
FRI.	461	193	18	0	0	1	1	1	7	3	2	99	1	0	0	10	0	
SAT.	490	238	26	0	0	0	3	0	12	4	7	110	4	0	2	11	0	
TOTAL	02237	11096	125	0574	02870	0207	03	0051	18	021	0704	0902	1006	5000	000	000	000	
COLS.	(22-26)	(27-30)	(31-33)	(34-37)	(38-41)	(42-43)	(44-45)	(46-47)	(48-51)	(52-53)	(54-56)	(57-60)	(61-62)	(63-64)	(65-66)	(67-69)	(70-72)	

DAY OF WEEK	CARRIER'S DAILY TIME RECORD (Exact hours and minutes)						TOTAL DAILY TIME REQUIRED (Less lunch) S	AUXILIARY ASSISTANCE USED T	WAITING AND COUNTING TIME U	NO OF VEHICLE STOPS V	W	X
	RE-PORTED AT P.O.	LEFT P.O. FOR ROUTE	TURNED TO P.O. FROM ROUTE	END WORK AT P.O.	LUNCH PERIOD ACTUAL TIME							
MON.	0816	0939	1341	1422	15	5:51	0	16				
TUE.	0817	0906	1332	1406	15	5:34	0	13				
WED.	0817	0907	1337	1452	15	6:20	0	17				
THU.	0818	0920	1334	1451	15	6:18	0	22				
FRI.	0818	0929	1326	1447	15	6:14	0	15				
SAT.	0816	0938	1355	1515	15	6:44	0	20				
TOTAL HOURS AND MINUTES						37:01						
TOTAL IN MINUTES						2221	0000	103	254	10		
COLS.						(73-76)	(77-80)	(81-83)	(84-86)	87	88	

CERTIFIED TO BE CORRECT:	
 (Signature of Rural Carrier)	 (Signature of Postmaster)
Sept. 20, 1965 (Date)	

POD Form 4241 July 1965 POD, WASH., D.C.

1. Enter numbers as far to the right of each column as possible.

2. Enter only one number in each box.

The postmaster and rural carrier, by signing the report form, certify all mail volume and time items to be correct, accurate, and complete. Show the date the form was completed under the signatures. A separate

Form 4241 must be submitted for each of the 2-week count periods on heavy-duty routes. Submit a Form 4241 for "O" routes even though the count of mail, by mutual consent, was not made.

E. NOTE: On heavy-duty routes, be sure to circle the day of the week the route was served by a substitute. ("J" and "K" routes only.)

IX. Disposition of Forms

Mail the copies of Form 4241, as indicated in paragraph VIII, so they are received at the regional office (Attention: Chief, Delivery Services Branch) not later than Wednesday, September 29, 1965, for all rural routes.—*Bureau of Operations, 9-2-65.*

All City Delivery Offices

Apartment House Mailboxes

Mail receptacles in apartment house buildings must conform to the manufacturing standards and installation requirements shown in section 155.6, Postal Manual. A number of serious deviations have been reported involving the restrictions on height, limitations on width of individual master doors on horizontal-type, front loading units, and other essential conditions for delivery service. Only the Distribution and Delivery Division, Bureau of Operations, has the authority to grant exceptions to the apartment house mailbox regulations.

Publication 17, a reprint of section 155.6, Postal Manual, has been revised, and the new June 1965 edition is available from supply centers during authorized requisitioning cycles for distribution to prospective and interested owners and builders of apartment buildings. It is intended that contact will be made with these people before construction begins or in the early stages so that compliance with the requirements is insured.

Postmasters are expected to assign experienced supervisors to inspect and approve apartment house mailbox installations prior to affixing Arrow locks and authorizing delivery service.—*Bureau of Operations, 9-2-65.*

All Rural Delivery Offices

Temporary Rural Route Changes

The termination of temporary rural route deviations is not being reported promptly to regional offices as required by the regulations. See section 353.454b(2), Postal Manual, which explicitly states that the Re-

All City Delivery Offices

Sacking Relay Mail

Generally, standard No. 3 sacks should be used for sacking of relay mail, unless quantity warrants and large relay boxes are installed, in which case No. 2 sacks may be used. Strapping out small parcels, many of which contain eyeglasses and similar fragile articles, results in damage, which requires costly processing of claims and payment of claims.

Sacks protect mail from water on rainy days, from dirt usually found in collection and relay boxes, and from damage in normal handling between the office and relay points. Sacks will hold more than one bundle of papers and magazines, thus allowing for speedier handling by relay carriers in the office, on the platform, and at relay boxes.

Relay sacks can be piled on nutting trucks and in vehicles more efficiently than loose bundles, and are easily identified by relay carriers through the use of uniform strip labels prepared in advance, showing the relay location, route number, and relay number, and inserted in the label holder by the foot carrier. Bundles containing small packages, many of which are odd-shaped, are difficult to strap out securely without crushing and are apt to come apart en route.—*Bureau of Operations, 9-2-65.*

gional Director must be notified immediately when the official line of travel is resumed.

It is important to report promptly when temporary detours are expected to last more than 30 successive calendar days; it is equally important to report immediately when the deviation is discontinued. Failure to do so results in improper payments of salary and equipment maintenance

All City Delivery Offices

Special Delivery—Improper Workhour Charges

Numerous instances have been disclosed where special delivery messengers have been assigned other duties and the time involved has been charged against the special delivery account. This practice distorts the manpower control system, reflects unfavorably on the production performance of special delivery messengers, and is contrary to Postal Manual instructions.

Work-hours must be charged to the proper category of employment. (See Timekeepers Instructions, *Fiscal Handbook Series F-21*, parts 312 and 315 covering the use of Form 1232, *Other Service Card and Form 1670, Total Number of Hours Transferred To and From Payroll Accounts.*) Special delivery work-hours should reflect only those hours devoted to this type of work and must not include time spent on any other work. The number of special delivery articles taken out for delivery; the messenger's leaving and returning time shall be entered on Form 1597, *Special Delivery Messenger Work Assignment and Mail Count Record*, by a supervisor or designated clerk. Postal service officers, inspectors and other regional representatives will give attention to this matter during regular visits to post offices.—*Bureau of Operations, 9-2-65.*

allowance, and subsequent collection from the carrier.

Postmasters and supervisors shall review the instructions relating to reporting changes in the line of travel on rural routes in the Postal Manual section cited above, and shall ask the regional office for additional information if the procedures are not completely understood.—*Bureau of Operations, 9-2-65.*