



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



LXXXIX

Washington, D.C. 20260, Thursday, February 8, 1968—Fifteen Pages

20630

All Postal Installations

6-Cent F.D.R. Redesigned Coil Stamp

The 6-cent Franklin D. Roosevelt coil stamp in vertical format will be first placed on sale at Washington, D.C., on February 28, 1968. The FDR stamp in sheet and booklet form will remain in horizontal format.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE FEBRUARY 29, 1968

Size: 0.75"x0.87" (Perforated to the left and right of the portrait)

Color: Brown

ISSUED IN COILS OF 100, 500 and 3,000



The portrait remains the same with the lettering rearranged to accommodate the vertical stamp. This new format is being provided for the benefit of manufacturers and users of stamp affixing machines which were designed to dispense vertical format stamps.

To obtain first-day cancellations, collectors may submit requests to the Postmaster, Washington, D.C. 20013. See Postal Manual section 145.3. Mint stamps will be available in any

All Post Offices

Lobby Display

A copy of the U.S. savings bond tax refund ad which will be published in many magazines before April 15 is reproduced on the last page of this POSTAL BULLETIN.

Detach this page and display it in a prominent location in the public lobby as outlined in section 612.233, Postal Manual, from the date of receipt until April 15.

Postmasters in buildings operated by the General Services Administration should submit the page to the superintendent of the building.—*Bureau of Personnel, 2-8-68.*

quantity desired from the Philatelic Sales Unit, City Post Office, Washington, D.C. 20013, on and after February 28, 1968.

First- and second-class post offices may requisition a minimum of 50 coils of 100 and 500 stamps each, and 8 coils of 3,000 stamps each from the Bureau of Engraving and Printing, using Form 3356, in the following manner:

Coils of 100—order 50, 100, 200, 300, 400, 800, and multiples of 800 to a maximum of 24,000 coils per requisition, using item No. 747.

Coils of 500—order 50, 100, 150, 200, 400, and multiples of 400 to a maximum of 10,000 coils per requisition, using item No. 748.

Coils of 3,000—order 8, 16, 24, 32, 64, and multiples of 64 to a maximum of 768 coils per requisition, using item No. 749.

Offices requiring lesser quantities should submit requisitions on Form 17 to their accountable paper depository. Do not include stamps other than the Franklin D. Roosevelt vertical coil on the initial requisition.

Postmasters should order only such stock as is needed to meet the philatelic demand and the requirements of patrons who use stamp affixing machines to prepare their mailings.—*Office of the Special Assistant to the Postmaster General, 2-8-68.*

All First-, Second-, and Third-Class Post Offices

Annual Estimate of Work Hours—PFY 1969

A complete revision of Part 471, postal manual, is in clearance and should be published shortly. The revision conforms to the procedures followed last year in estimating and reporting work hours. No new procedures are included.

Forms 110, *Work-Hour Estimate*, and 111, *Work-Hour and Workload Estimate*, with edition date of February 1967 may continue to be used and are still available from supply centers. However, revisions of the forms are being printed. The only change being made is to show the correct title of the Postal Operations Division. Initial supplies of Forms 110 and 111 will be sent direct to each WMS office, without requisition, on or about March 8, 1968. Regional directors will furnish other first- and second-class post offices their initial supply of Form 110 if submission of estimates is required. Additional supplies of Forms 110 and 111 may be requisitioned from supply centers during regularly scheduled periods.—*Bureau of Finance and Administration, 2-8-68.*

CONTENTS

| | Page | Col. |
|--|------|------|
| 6-Cent Franklin D. Roosevelt Redesigned Coil Stamp | 1 | 1 |
| Annual Estimate of Work Hours—PFY 1969 | 1 | 3 |
| Conversion to Career Appointment | 7 | 1 |
| Dating Receipt of Tort Claims | 10 | 1 |
| Developing Vehicle Requirements | 10 | 2 |
| Federal Employees' Group Life Insurance | 2 | 1 |
| First-Level Adverse Action Appeals | 12 | 1 |
| Foreign Orders | 11 | 3 |
| Holiday Service | 11 | 1 |
| Lobby Bulletin Boards | 10 | 1 |
| Lobby Display | 1 | 2 |
| Money Order Forms, Canadian | 13 | 1 |
| Money Order Forms, U.S. | 14 | 1 |
| New Airmail Service AM-97 | 11 | 3 |
| "PAL" Rubber Stamp | 12 | 3 |
| Post Office Changes | 6 | 1 |
| Service Contract Act of 1965 | 12 | 1 |

All Postal Installations

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

Amendments Made by the Postal Revenue and Federal Salary Act of 1967
Public Law 90-206, Approved December 16, 1967

The several changes in the Federal Employees' Group Life Insurance Program are classified into the following three groups:

- a. Immediate increase in regular insurance coverage resulting from retroactive salary increases.
- b. Future increase in regular insurance.
- c. Future availability of optional insurance.

I. Immediate Changes in Regular Insurance

A. General. The new additional regular insurance is automatic for employees who are insured. Employees do not have to elect it, and no employee can waive the additional regular insurance without waiving all his insurance. The amount of regular insurance carried by an employee automatically changes, as heretofore, whenever his annual compensation is increased or decreased by an amount sufficient to raise or lower his compensation to a different \$1,000 bracket of the insurance schedule.

The amounts of an employee's regular life insurance and accidental death and dismemberment insurance are increased as follows:

- a. If his annual compensation is \$8,000 or less he is insured for \$10,000.
- b. If his annual compensation is more than \$8,000 he is insured for an amount equal to the sum of (1) his annual compensation rounded to the next higher thousand plus (2) \$2,000, up to a maximum of \$32,000 of insurance.

B. Minimum Amount of Insurance. Every insured employee whose annual compensation is \$8,000 or less is covered for the minimum \$10,000 of regular insurance. For such an employee, withholdings and contributions must be based on the \$10,000 minimum. This minimum applies also to eligible employees paid at an hourly rate.

C. Maximum Amount of Insurance. While the maximum amount of regular insurance is \$32,000,

this maximum is subject to future change.

D. Effective Date of New Regular Insurance. The higher amounts of regular insurance and the higher withholding and contribution rates are effective February 24, 1968.

E. Employees Separated Before Effective Date. Except as noted in item F., below, the higher regular insurance does not operate to increase the amount of insurance of an employee who is separated before February 14, 1968.

F. Employees Who Die or Retire Between Date of Enactment and the Effective Date. Any insured employee who dies, or who is separated for retirement on or after December 16, 1967, under conditions entitling him to continue regular insurance after retirement (see 725.262, PM) has the increased amount of insurance. This applies also to an employee separated on or after December 16, 1967, for disability retirement even though his pay ceased (and his annuity commenced) before December 16, 1967. However, withholdings from salary and agency contributions are to be made only for the old amount of insurance; no withholdings and contributions are to be made for the difference between the old amount and the new increased amount which attaches at the moment of death or retirement.

An insured employee who retires between the date of enactment and the effective date under conditions (PM 725.262) which do not permit him to continue his insurance after retirement does not have the increased amount of regular insurance for purposes of conversion to an individual policy. For this purpose, he has the old amount of insurance.

II. Increases in Regular Insurance

The rate of 25 cents biweekly for each \$1,000 of regular insurance is increased to 27.5 cents biweekly for each \$1,000 of regular insurance. This increase is effective on February 24, 1968.

III. Availability of Optional Insurance

Public Law 90-206 provides for optional life and accidental death and dismemberment insurance which employees may voluntarily elect. This optional insurance is in addition to the regular insurance. The optional insurance will become effective on a date no later than June 13, 1968, and no earlier than February 14, 1968, as determined by the Civil Service Commission. Employees appointed after June 13, 1968, will have an opportunity within 31 days to elect optional insurance. The Commission is working to make the optional insurance available at the earliest permissible date, i.e., February 14, 1968. As soon as details have been worked out they will be communicated to all employees by a Commission pamphlet which will be supplied to all installations for distribution to employees.

In the meantime, the following details are certain:

- a. Only an eligible employee who has the regular insurance will be eligible for the optional insurance.
- b. The only amount of optional insurance (life and accidental death and dismemberment) will be a flat \$10,000.

c. Full premium for the \$10,000 optional insurance will be withheld from the salary of all employees who elect the optional insurance. The amount of the withholding will depend on the employee's age and will increase when he moves into a higher age bracket. On a biweekly basis, withholdings will be: under age 35, \$3; ages 35 through 54, \$6; age 55 and over, \$20.

d. An employee who elects the optional insurance will be able to cancel it at any time without waiving his regular insurance.

e. An employee who elects not to take the optional insurance will be able to change this election under the same conditions as now apply to can-

(Continued on p. 3)

(Continued from p. 2)

cellation of waivers, i.e., 1 year must elapse from the effective date of the election out, the employee must be under age 50, and present satisfactory evidence of insurability.

f. An employee who is separated for retirement on or after the date of enactment (Dec. 16, 1967) but before the effective date (Feb. 14, 1968) will have a chance to elect the optional insurance. An employee who dies (or retires and dies) between the enactment and effective dates will be deemed to have been covered by the \$10,000 optional insurance. An employee who elects the optional insurance at his first opportunity and retires after it is effective (Feb. 14, 1968) may generally continue it during his retirement if he is eligible to continue his regular insurance.

g. After retirement, full premiums for the optional insurance will be withheld from annuity until age 65. The optional insurance is free for retirees age 65 and over and subject to the same 2-percent-a-month reduction as the regular insurance, until the maximum 75-percent reduction is completed.

IV. Miscellaneous Information

A. *Automatic Canceling of Life Insurance Waivers.* All existing life insurance waivers, SF 53, are automatically canceled the first pay period on or after February 14, 1968. This means that all employees will be eligible for life insurance coverage, regular or optional. Exceptions, see VI.C.

B. *SF 176-T.* All employees will be required to complete SF 176-T indicating whether:

a. They elect the optional insurance in addition to the regular insurance.

b. They decline the optional insurance without affecting their regular insurance.

c. They waive the regular insurance, which precludes them from having the optional insurance.

Automatic distribution of SF 176-T to all installations is being made by the supply centers. Offices not receiving their forms by February 15 should immediately submit an emergency requisition for the required quantity on Form 4750, *Special Requisition for Supplies.*

C. *New and Revised Insurance Forms and Procedures.* The Federal

Employees' Group Life Insurance Certificate (Form G-3385) will be revised for distribution to all insured employees. This certificate is not yet available and instructions concerning distribution will be published at a later date.

D. *Agency Certification of Insurance Status (Standard Form 56).* Certifying officers should take care to accurately complete SF 56. Item 5 on the form, the date of the event terminating insurance, is critical in determining whether the employee has the old or new amount of regular insurance. Item 6, annual compensation rate, is also critical in determining the actual amount of regular insurance; the annual compensation rate—not the amount of insurance—should be shown in this item. In connection with item 5, certifying officers should note on the face of the SF 56 the date on which falls the first day of the employee's first pay period which begins on or after February 14, 1968. This need be done only for insurance terminations occurring in February 1968.

V. Regular and Optional Insurance Differentiated

The main conceptual difference between the regular and optional insurance is that an employee automatically acquires regular insurance unless he waives it whereas he can acquire the optional insurance only if he elects it.

VI. Employees Required To Signify Decision

A. *In General.* To avoid disputes and misunderstandings after death, every employee, except as noted in item VI.C., is required to elect or decline the optional insurance. His decision is to be recorded on a new form (S.F. 176-T). (See IV. B.)

B. *Special Groups Required To Elect or Decline.* Employees who have to complete a SF 176-T include:

a. Those with an uncanceled waiver on file. (In this connection see item VII.)

b. Those in a leave status, including employees on leave without pay which has not exceeded 1 year who still have their regular insurance.

c. Those on detail or transfer to a public international organization or other agency in which they were eligible to, and did, elect to retain and pay for their regular insurance.

d. Those on approved leave without pay to serve with an employee organization and who elected to retain and pay for their regular insurance.

e. Applicants for retirement who are eligible to continue regular insurance.

C. *Special Groups Not Required To Elect or Decline.* Employees who do not have to signify their decision and who should not fill out SF 176-T include:

a. Those excluded by law or regulation from insurance coverage.

b. Those whose periodic salary, after all other deductions, is insufficient to cover the cost of the optional insurance.

D. *New Employees.* A new employee hired on or before April 14, 1968, automatically acquires regular insurance on his first day in a pay and duty status (provided, of course, he is eligible for coverage and does not waive). He must also file a SF 176-T no later than April 14, 1968, or within 31 days after his appointment, whichever gives him more time.

E. *Exceptions to Election Requirement.* By operation of law, every employee who has the regular insurance automatically has the optional insurance (except dismemberment protection) at no cost to himself between 12:01 a.m., December 16, 1967, and midnight, February 14, 1968.

An employee who has the regular insurance may have the optional insurance at no cost to himself and without election if he dies between 12:01 a.m., February 15, 1968, and midnight, April 14, 1968, and if the Civil Service Commission determines that he did not have a reasonable opportunity to elect it. (In this connection see item XI.)

VII. SF 176-T, Election, Declination, or Waiver of Life Insurance Coverage

A. *Purpose of Form.* SF 176-T is a temporary form for use through April 14, 1968, the end of the transitional period. It is a multiple-purpose form. By marking the appropriate box, the employee can:

a. Elect the optional insurance in addition to the regular insurance.

b. Decline the optional insurance without affecting his regular insurance, or

(Continued on p. 4)

(Continued from p. 3)

c. Waive his regular insurance, which precludes him from having the optional insurance.

B. *Control To Assure Return of Form.* To assure that employees have an opportunity to promptly elect the optional insurance and because of the possible need to know whether an employee who dies between February 15 and April 14, 1968, did or did not have a reasonable opportunity to elect, it is important that installation heads establish orderly procedures for distributing SF 176-T to employees and for assuring return of the completed forms. The procedure should permit the employing office to ascertain, if it becomes necessary to do so, when (or more precisely, the date on which) an employee was given his SF 176-T and to follow up on employees who do not promptly return a completed SF 176-T. Followups should begin after February 14, 1968, and after the employee has had the SF 176-T at least a week, and should take the form of a reminder that optional insurance, if elected, is not in force until the SF 176-T is returned. Followups should be completed by April 14, 1968. If an employee fails to file a SF 176-T by that date, his employing office should file one for him declining the optional insurance. As with the initial distribution of SF 176-T, the employing office should be able to ascertain when a followup was made, should it become necessary to do so later.

C. *Processing of SF 176-T.* The original of the completed SF 176-T is to be retained in the employee's official personnel folder as a permanent record of his decision. The duplicate copies checked under B of SF 176-T are to be returned to the employee to be included with his other personal insurance papers. Duplicate copies where A and C are checked should be forwarded to the postal data center on a regularly scheduled basis and not held until all forms are received by the employing office. The employee number and finance number should be entered in Block 1 of the right-hand side of the page.

The increase for the regular life insurance deductions will be reflected in the employee's salary check dated March 15, 1968, and any election for optional insurance effective on or be-

fore February 23, 1968, will also be reflected in this salary check.

All election forms received after February 23, 1968, become effective the first day of the first pay period beginning on or after date of receipt.

The statistical stub attached to the duplicate is important. It is to be detached if an employee elects the optional insurance or waives coverage. The stubs should be accumulated at each employing office and the accumulation sent to the Office of Federal Group Life Insurance, 4 East 24th Street, New York, N.Y. 10010.

D. *Employees Wishing To Change Decision.* An employee who elects optional insurance may cancel his election at any time by filing a new SF 176-T declining the insurance (or waiving coverage). Such a declination (or waiver) is effective at the end of the pay period in which it is received in the employing office.

If an employee first declines the optional insurance, and then on or before April 14, 1968, decides he wants it, he may file a new SF 176-T electing the optional insurance. His election should be processed the same way and with the same effective date as if it were an original election.

A Waiver of Life Insurance Coverage on SF 176-T cannot be withdrawn (as distinguished from canceled) after it has become effective.

E. *Employees on Leave Without Pay.* An employee on extended leave without pay and for whom regular insurance coverage is continuing without cost is eligible for the optional insurance and should be requested to file SF 176-T. If he elects it, the optional insurance is effective, the same as for any other employee, upon receipt of the SF 176-T in the employing office or February 14, 1968, whichever is later. The optional insurance, like the regular, is without cost to the employee so long as his regular insurance continues. Unless he returns to a pay status before his leave without pay exceeds 12 months, the optional insurance terminates when his regular insurance terminates at the expiration of 12 months' leave without pay.

F. Rural carriers (3d- and 4th-class) and postmasters who have their official personnel folders maintained in regional offices should follow nor-

mal procedures in submitting SF 176-T.

VIII. Automatic Cancellation of Waivers of Regular Insurance

All "Waivers of Life Insurance Coverage" (SF 53) on file are automatically canceled at midnight of the day before the first day of the pay period beginning on or after February 14, 1968. Regular insurance coverage and withholdings begin as of the day after automatic cancellation if the employee does not file a new waiver on SF 176-T on or before that day and if he is in a pay and duty status on that day; if not, then on the first day thereafter he is in a pay and duty status.

It is suggested that installation heads attempt to identify employees with an uncanceled waiver on file (Postal Data Centers may be able to provide a listing) and notify them personally that they will have the regular insurance and that withholdings therefor will be made unless they again waive the insurance on SF 176-T.

An employee whose waiver is automatically canceled must file a SF 176-T. He can elect the optional insurance, decline it, or, as indicated, waive his regular insurance again. (See VII.B. for employees who fail to file SF 176-T.)

IX. Employees Who Transfer, Retire, Die, or Otherwise Separate

A. *In General.* Until the standard forms normally used in connection with transfers, retirements, and deaths can be revised to reflect the employee's optional insurance status, the cooperation of installations is requested in noting this information on the forms now in use.

B. *Employees Who Transfer.* The losing installation should note in item 8 of Standard Form 75, *Request for Preliminary Employment Data*, whether the transferring employee elected or declined the optional insurance, or that he has not yet filed an SF 176-T, in which case the gaining installation or agency should ask him to file one. The gaining installation or agency should confirm his optional insurance status directly with the employee. If he elected optional insurance while with the losing instal-

(Continued on p. 5)

(Continued from p. 4)

lation or agency, this should be shown in item 9 of Form 50 by posting a code number "4". This should suffice to effect optional insurance withholdings from salary. If the employee declined optional insurance the present code number "1" will indicate that he has the regular insurance only.

C. Employees Who Retire. For an employee who is separated for retirement between December 16, 1967, and April 14, 1968 (both dates inclusive), the installation should note in item 3 of its Certification of Insurance Status (SF 56) whether the employee "elected optional insurance by SF 176-T received (date)," "declined optional insurance", or "did not file SF 176-T". In the latter case and in cases submitted to the Civil Service Commission before receipt of these instructions, the employee will be contacted by the Commission to secure his decision if he is eligible to continue his regular insurance.

D. Employees Who Die. An employee with regular insurance who dies between December 16, 1967, and February 14, 1968 (both dates inclusive), automatically has the optional insurance (even though he may have filed a declination of optional insurance). For employees who die after February 14 and not later than April 14, 1968, the installation should note in item 3 of its Certification of Insurance Status (SF 56) whether the employee "elected optional insurance by SF 176-T received on (date)," "declined optional insurance", or "did not file SF 176-T". In the latter case, the installation should accompany the SF 56 with a letter stating whether, in its opinion the deceased employee had a reasonable opportunity to file a SF 176-T and, if not, the basis for the opinion. (In connection with "reasonable opportunity" see item XI.)

E. Employees Who Otherwise Separate. An employee who is separated by resignation, removal, etc., on or after February 14, 1968, may convert the optional insurance if he elected it. If an employee had elected the optional insurance, the SF 56 issued for conversion purposes should be noted in item 3 "elected optional insurance by SF 176-T received (date)."

X. Reemployed Annuitants

A. Rights as an Employee. A reemployed annuitant who has regular insurance as an employee must also elect or decline the optional insurance. For optional insurance purposes, he is subject to the same rules as any other insured employee.

B. Rights After Termination of Reemployment. If the reemployed annuitant elects optional insurance and is separated after earning a supplemental annuity or acquiring a new retirement right, he may continue his optional insurance after his reemployment terminates.

C. Employees Retired and Reemployed During Transitional Period. If a retiring employee who elected the optional insurance is reemployed without a break in service of more than 3 days in a position in which he continues his regular life insurance, withholdings from his salary for the optional insurance should be continued as if he had not retired. In addition to the notation that he had elected optional insurance, a notation should be made on the Certification of Insurance Status (SF 56) accompanying the retirement application that he had been reemployed and that withholdings therefor would continue to be taken from salary. If the retired employee with optional insurance is so employed after a break in service of over 3 days (or by a different agency than the one from which he retired), his retirement system should be notified that withholdings are being made so it can discontinue the withholdings, if any, being made from his annuity.

XI. Reasonable Opportunity To Elect

The law provides, in effect, that an employee who dies during the 60 days after the effective date (i.e., after February 14 and not later than April 14, 1968) shall have the optional insurance if the Commission determines that he did not have a reasonable opportunity to elect it. To minimize questions as to whether an employee who died during this 60-day period had a reasonable opportunity to elect, installations must make every effort to get the SF 176-T into the hands of each employee as soon as possible. This includes employees who are on extended leave, especially sick leave.

The Commission will administer the "reasonable opportunity" provision fairly, but strictly rather than liberally. It is impossible to anticipate and define what reasonable opportunity is in every case but where an employee has completed the SF 176-T declining the optional insurance (or waiving life insurance coverage), he will conclusively be presumed to have had a reasonable opportunity.

An employee who did not elect and who dies before he has had the SF 176-T for at least 7 days will be presumed to have died before he had a reasonable opportunity to elect. After the 7 days, an employee will be presumed to have had a reasonable opportunity to elect. This presumption may be overcome by evidence that he did not submit his election because of a cogent reason such as (1) he died while on extensive travel, (2) he was too mentally or physically ill to elect the optional insurance, or (3) the serious illness or death of a family member or relative caused him to be away from work. There may be other valid reasons for delay.

In all cases where the deceased employee had the SF 176-T for more than 7 days, the burden of proof that there was no reasonable opportunity to elect will be on the employee's survivors and persuasive documentary evidence will be required for a favorable determination. Employing offices will be called on, as required, to furnish factual information such as the date SF 176-T was issued generally, and to the particular deceased employee, what efforts were made to contact the employee to get him to return the SF 176-T, his leave record, etc.

XII. Special Rules Applying During the Transitional Period

A. Effective Date. February 14, 1968, is the day on which the optional insurance program is effective.

B. Life of Election or Declination. The election of optional insurance remains in effect until canceled by a declination or waiver, which may be filed at any time. A declination of optional insurance remains in effect until canceled by an election of optional insurance which is permitted only if 1 year has elapsed since the effective date of the declination, the

(Continued on p. 6)

(Continued from p. 5)

employee is then under age 50, and presents evidence of insurability.

C. Cessation and Conversion. Optional insurance terminates the same date as regular insurance upon separation from employment, after 12 months of continuous leave without pay, upon entry into the uniformed services, or upon appointment to an excluded position. Upon such termination there is, the same as regular insurance, a 31-day extension of life insurance coverage during which the employee can convert to an individual policy without medical examination. There is no 31-day extension or conversion if termination is because of cancellation of the election of optional insurance or because of termination of annuity.

D. Insurance Policy and Legal Actions. Optional insurance is provided under an amendment to the policy purchased by the Civil Service Commission for the regular insurance. The policy is administered for the insuring company by the Office of Federal Employees Group Life Insurance, 4 East 24th Street, New York, N.Y. 10010. The Commission will furnish the name and address of the insuring company upon the written request of an employee or beneficiary.

E. Appeals. An appeal may be taken to the Civil Service Commission's Board of Appeals and Review from the final action or order of the Bureau of Retirement and Insurance denying optional insurance coverage. The time for filing such an appeal is not later than 6 months from the date of mailing notice of the final action or order of the Bureau.—*Bureau of Personnel, 2-8-68.*

fiary. Actions at law or in equity to recover on the policy, in which there is not alleged any breach of obligation undertaken by the United States, should be brought against the insuring company.

tion or conversion if termination is because of cancellation of the election of optional insurance or because of termination of annuity.

POST OFFICE CHANGES NO. 35

(Supplemental to July 1967 Directory of Post Offices POD Publication 26)

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, Disc.=Discontinued, Estab.=Established, IC=Independent City, MOU=Money Order Unit, NP=Nonpersonnel, RB=Rural Branch, Resc.=Rescinded, RS=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 1968 unless otherwise shown.

| State | Name of post office | County-parish | Class | Name of station, branch, or unit | Type S/B | ZIP Code | Change action | Effective Date | Explanation of change |
|-------|-------------------------|----------------|-------|----------------------------------|----------|----------|---------------|----------------|---|
| AZ | Chinle | Apache | | Rough Rock | RB | 86508 | Add | 3-1 | RB estab. |
| AZ | Kearny | Pinal | | Kelvin | RB | 85237 | Delete | 3-1 | } Change in name. |
| AZ | do. | do. | | Riverside Stage Stop | RB | 85237 | Add | 3-1 | |
| AR | Appleton | Pope | 4 | | | 72822 | Delete | 2-9 | P.O. disc. |
| AR | (Mail to Atkins) | do. | | | | 72823 | | | |
| AR | Winslow | Washington | | Brentwood | RB | 72069 | Delete | 1-25 | RB disc. |
| CA | North Hollywood | Los Angeles | | Toluca Lake | S | 91602 | Delete | 2-9 | } Changed from S to SX. |
| CA | do. | do. | | do. | SX | 91602 | Add | 2-9 | |
| CA | San Francisco | | | APO 96229 | B | 96229 | Add | 1-19 | APO estab. |
| CT | Unionville | Hartford | | Burlington | RB | 06085 | Add | 2-1 | RB estab. |
| FL | Winter Park | Orange | | Towers | S | 32790 | Add | 3-1 | S estab. |
| GA | Atlanta | Fulton | | John Hancock | SX | 30303 | Delete | 1-2 | } Amend PB 12-14-67 to change effective date. P.O. disc. in PB 1-25-68 resc. |
| GA | do. | do. | | do. | SX | 30303 | Add | 2-1 | |
| GA | Summertown | Emanuel | 4 | | | 30466 | Add | 1-31 | |
| IN | Indianapolis | Marion | | Air Mail Field | S | 46241 | Delete | 2-1 | } Change from S to SX. |
| IN | do. | do. | | do. | SX | 46241 | Add | 2-1 | |
| KY | Creekmore | McCreary | 4 | | | 42612 | Delete | 2-9 | P.O. disc. |
| KY | (Mail to Strunk) | do. | | | | 42649 | | | |
| KY | Lancaster | Floyd | 4 | | | 41644 | Delete | 2-9 | P.O. disc. |
| KY | (Mail to Prestonsburg) | do. | | | | 41653 | | | |
| MA | Lowell | Middlesex | | Kearney Square | SX | 01852 | Add | 1-27 | SX estab. |
| MA | do. | do. | | Parcel Post | SX | 01854 | Delete | 1-26 | SX disc. |
| MS | Jackson | Hinds | | Montgomery | | 39209 | Delete | 2-1 | } Amend PB 2-1-68 to show proper ZIP Code. |
| MS | do. | do. | | do. | | 39209 | Add | 2-1 | |
| NY | South Valley | Otsego | 4 | | | 13467 | Delete | 2-9 | P.O. disc. |
| NY | (Mail to Cherry Valley) | do. | | | | 13320 | | | |
| ND | Judson | Morton | 4 | | | 58548 | Delete | 2-9 | } P.O. conv. to RB. |
| ND | New Salem | do. | | Judson | RB | 58548 | Add | 2-9 | |
| ND | Lehr | Logan | | | | 58460 | Delete | 1-29 | } Change in location. |
| ND | do. | McIntosh | | | | 58460 | Add | 1-29 | |
| OH | South Charleston | Clark | | Plattsburg | RB | 45368 | Delete | 1-24 | RB disc. |
| SC | New Ellenton | Aiken | 2 | | | 29909 | Delete | 2-9 | } C estab. |
| SC | do. | do. | 2C | | | 29909 | Add | 2-9 | |
| TX | Charleston | Delta | 4 | | | 75424 | Delete | 1-26 | } Amend PB 1-25-68 to change eff. date. P.O. disc. |
| TX | do. | do. | 4 | | | 75424 | Add | 2-26 | |
| TX | Monthalla | Gonzales | 4 | | | 78657 | Delete | 2-9 | |
| TX | (Mail to Cost) | do. | | | | 78614 | | | |
| VA | Ditchley | Northumberland | 4 | | | 22480 | Delete | 2-9 | P.O. disc. |
| VA | (Mail to Kilmarnock) | Lancaster | | | | 22482 | | | |
| WI | Green Bay | Brown | | La Verne Dilweg | SX | 54306 | Add | 3-16 | SX estab. |

*All Installations Except Fourth-Class Post Offices***CONVERSION TO CAREER APPOINTMENT**

Public Law 90-105, approved October 11, 1967, provides that certain employees serving on or after February 8, 1968, under temporary appointments without a definite time limitation in competitive positions in the postal field service (other than postmaster and rural carrier positions) may acquire a competitive status and have their appointments converted to career appointments.

The Civil Service Commission has issued the following regulations for administration of the law:

INSTRUCTIONS AND PROCEDURES FOR PROCESSING CONVERSIONS OF POSTAL FIELD SERVICE EMPLOYEES UNDER CIVIL SERVICE REGULATION 315.703a

I. Basic Requirements for Conversion to Career Appointment

A. *Basic eligibility.* Each employee in the postal field service has basic eligibility to acquire competitive status and career appointment under Civil Service Regulations 315.703a if he meets all of the conditions stated below:

1. He is serving after February 7, 1968, in a position in the competitive service under a temporary appointment without definite time limitation (i.e., a temporary appointment pending establishment of a register or a temporary appointment without definite time limitation authorized under section 300.901 of the Commission's regulations);

2. In each year of the 3-year period, immediately preceding the date of the recommendation for conversion, he was paid for not less than 700 hours of work in a position in the postal field service under an appointment without a definite time limitation;

3. The appointing authority recommends to the Civil Service Commission that the appointment be converted to career appointment (subject in the case of postal substitutes to section 3302 of title 39 of the United States Code) and certifies to the Commission that his work performance for the past 12 months has been satisfactory;

4. He passes a suitable noncompetitive examination;

5. He meets Commission qualification requirements for the position held on the date of recommendation and is otherwise eligible for career appointment; and

6. He is not serving in a position of postmaster or rural carrier.

B. *Recommendation at Department's discretion.* Recommendations for conversion to career appointment are made in the discretion of the Department. The Department's decision is not appealable to the Commission.

C. *Career substitute vacancy necessary.* Conversion of an appointment of a postal substitute to a career appointment under section 315.703a of the regulations may be effected only when a career substitute vacancy is available. When there are not enough quota vacancies in an office to permit conversion of all postal substitutes who are otherwise eligible for conversion, the order of conversion to career appointment will be governed by total length of postal field service. However, a substitute employee who meets all requirements for conversion under section 315.703a of the regulations may not be given a career appointment ahead of a substitute employee in the same office who qualified for conversion to career appointment under Public Law 84-836, Executive Order 10880, or Executive Order 11187, but has not been given a career appointment.

D. *Nondiscrimination.* In recommending an employee for conversion under section 315.703a of the regulations, the Department shall make its decision without regard to race, color, religion, sex, national origin, politics, marital status, or physical handicap.

II. Service Required for Conversion

A. *Postal field service.* The employee must have been paid for at least 700 hours of work in each year of the 3-year period ending on the date he is recommended for conversion. The paid work must have been for a position or positions in the competitive service in the postal field service and under temporary appointment (or appointments) without a definite time limitation.

For example.—An employee is recommended for conversion on Feb-

ruary 15, 1968, and otherwise meets the requirements for conversion. Counting back in this case, the 3-year period must begin on 2-15-65, and the employee would need 700 hours of paid work between 2-15-65 and 2-14-66; 700 hours between 2-15-66 and 2-14-67; and 700 hours between 2-15-67 and 2-15-68, inclusive. It would make no difference whether or not the employee was first appointed on 2-15-65, or before that date, or on a later date, so long as he was paid for 700 hours of work between 2-15-65 and 2-15-66 and for 700 hours in each of the 2 following years.

B. *Intervening military service.* In computing the service requirement for conversion under this paragraph, military service is creditable for an employee who left a temporary appointment without definite time limitation in the postal field service to enter the Armed Forces, if he is reemployed under a temporary appointment without definite time limitation in a competitive position in the postal field service (other than a postmaster or rural carrier position) within 120 days after separation under honorable conditions. In such case, the period from the date he left his position to the date he is reemployed is creditable.

III. Qualification in Suitable Civil Service Examination

A. *Eligible rating in competitive examination.* The employee meets the qualification standards for conversion upon verification that:

1. Within the 5-year period immediately preceding date of recommendation he was rated eligible in a competitive examination or his name appeared on a civil service register either of which was appropriate for filling a position he held during his qualifying service; and

2. He also meets Commission qualification requirements for the position held at the time of recommendation.

B. *Qualification through noncompetitive examination.* If an employee's claimed rating in a suitable competitive examination is not verified,

(Continued on p. 8)

(Continued from p. 7)

or if no rating is claimed, the Commission shall noncompetitively examine the employee for the position held on the date he is recommended for conversion.

IV. Satisfactory Work Performance

The certification that the Department must make to the Commission with regard to an employee's work performance for the past 12 months immediately preceding the date of recommendation for conversion, shall be based on the same evaluation standards that would be used in rating an employee under the Department's performance rating plan. For example, the rating will be treated just as if an employee's performance rating were due on the date of the recommendation, and if the Department would rate the employee satisfactory for the past 12 months under the plan, it would certify on CSC Form 649 that the employee's work performance has been satisfactory.

Note.—An employee will be considered as having performed satisfactory work during qualifying military service that falls within the 12-month period immediately preceding the date on which he is recommended for conversion. The Department would need to evaluate his work performance only for postal field service employment that falls within the 12-month period immediately preceding date of recommendation.

V. Other Requirements for Conversion

A. *Citizenship.* The employee must meet the citizenship requirements prescribed in FPM chapter 338.

B. *Members-of-family.* Employees not entitled to veteran preference must meet the members-of-family requirements prescribed in FPM chapter 338 on the date of conversion to career appointment.

C. *Appointment forms.* Execution of Standard Form 61-B, Declaration of Appointee, is required to the extent necessary to determine citizenship in questionable cases, and to determine members-of-family requirements for employees not entitled to veteran preference.

VI. Delegation of Authority

The Department is authorized to process a recommendation for conversion and convert an employee's ap-

pointment to career without referring the recommendation to the Commission when it can verify from available records that the employee passed an appropriate competitive examination as described in III-A above. Acceptable evidence of the employee's eligible rating will include:

The Commission's notice of rating or an authentic copy of it, or

A civil service register or a certificate of eligibles bearing the employee's name.

If the Department can verify the employee's eligible rating, and determines that he meets the other conditions and requirements for conversion (including Commission qualification standards for the position held on the date of recommendation), it will complete all applicable items in part A of CSC Form 649 to record its recommendation and determination of the employee's eligibility. CSC Form 649 will be filed as a permanent record in the employee's official personnel folder.

VII. Submission of Recommendation to the Commission

A. *For verification of rating.* If the Department cannot verify an employee's claimed rating from available records it shall request the Commission office in which the employee claims the rating was issued to verify the rating.

B. *For qualification in noncompetitive examination.* If the employee claimed no rating, the Department shall submit the recommendation for conversion to the appropriate Commission office.

C. *Recommendation on CSC Form 649.* All requests for verification of claimed rating, or for noncompetitive examination, must be submitted in duplicate on CSC Form 649. The Department will complete, on both the original and duplicate forms:

The applicable items in parts A and B.

The employee's name and birth date in part C.

Both address boxes.

A completed Standard Form 57 or 60 must be attached in all cases. If a noncompetitive examination is requested and the position title of the job held on the date of recommendation is not self-explanatory, a statement of duties or a job description for

such position must be attached to the recommendation.

D. *Commission action.* The original CSC Form 649, showing the action taken will be returned to the requesting office. The form must be filed on the permanent side of the employee's official personnel folder.

E. *Review of disapproval by the Commission.* If the Commission does not approve the recommendation for conversion of an employee's appointment, the Department may request the Commission office that disapproved the recommendation to review its action within 15 calendar days after receipt of the disapproval. In its request, the Department should include any representations the employee may wish to make in his own behalf. If the Department does not request a review of the action, it must immediately notify the employee that he may, within 15 calendar days from the date of the Department's notice to him, request the Commission office to review its disapproval action. In such case, the Department's notice must give the employee the name and address of the Commission office to which he may address the request for review. If approved on review, the conversion to career appointment will be effective as of the date of the initial recommendation, or as of the date the employee is placed in a quota vacancy in the case of a substitute employee.

VIII. Administrative Error

A. If an employee met the service requirements for conversion but timely recommendation was not made for conversion of his appointment, the Commission may, within its discretion, upon a showing that the Department failed to recommend him under section 315.703a of the regulations because of error or oversight, authorize the Department to recommend him for conversion as of the date on which he met the service requirement. The recommendation may be based on an error or oversight such as an erroneous assumption that the employee did not meet the service requirement for conversion or already had career status.

B. The recommendation for conversion must in all cases be submitted to the appropriate Commission office

(Continued on p. 9)

(Continued from p. 8)

on CSC Form 649. The form should be completed in accordance with instructions in VII-C above, and in the space above the address of the Commission office, show the following: "Administrative Error case. Employee met the service requirements for conversion on _____." A statement showing the circumstances under which the error or oversight occurred should be supplied by the employing office responsible for the error and this statement should be attached to the recommendation.

IX. Responsibility for Processing Recommendations and Conversions

A. *Timely recommendation.* The Department should establish and maintain strict controls on the service of employees having potential eligibility for conversion under section 315.703a of the regulations. As soon as the employee completes the service requirement, the Department should immediately determine whether it will recommend him for conversion.

B. *Conversion to career appointment.* The Department, upon completing its recommendation and determinations that an employee meets all conditions and requirements for conversion (as authorized under VI above), or upon receipt of the Commission's approval of a recommendation for conversion, shall take the following action, as appropriate:

1. *Substitutes.* If the conversion of a substitute employee has to be held up until a quota vacancy occurs, notify the employee that he has been recommended for conversion to career appointment and that if he continues in employment, his appointment will be converted to a career appointment when a quota vacancy is available for him if he meets all requirements for conversion at that time. A copy of the notice will be filed in the employee's official personnel folder. When a quota vacancy becomes available for the employee, Form POD 50 will be issued as directed below:

2. *All others.* Convert the employee's appointment to a career appointment by issuing Form POD 50 as directed below.

C. *Issuance of Form POD 50.* Form POD 50 should be prepared covering conversion to career ap-

pointment in accordance with the following:

1. *Nature of action.* Show "501 Conversion to Career Appointment".

2. *Authority.* Show "Reg. 315.703a".

3. *Effective date.* For substitutes subject to the quota, the effective date will be the date the employee is placed in a quota vacancy; for all others, such as maintenance or custodial employees, the effective date will be the date of the appointing officer's recommendation for conversion.

4. *Remarks.* Show "Employee acquires competitive status".

5. *Other items.* Complete other items on Form POD 50 under instructions in the Postal Manual covering career appointment.

6. *Submission to the Commission.* Copies of Form POD 50 covering these conversions must be submitted to the Civil Service Commission.

D. *Inspection and correction of conversion action.* Conversions effected under these instructions are subject to inspection and correction by the Commission. The Commission may direct cancellation or correction of any conversion found to have been based upon an erroneous determination by the Department.

X. Status of Employees

A. *Substitutes.* A substitute who is recommended and approved for conversion cannot be given a career appointment until he can be placed in a career substitute vacancy. Therefore, a recommended employee does not acquire a competitive status under regulation 315.703a unless or until the Department converts his appointment to a career appointment.

B. *All others.* Employees not subject to the quota who meet all the requirements for conversion under these instructions acquire competitive status as of the date of recommendation.

XI. Effect of Conversion to Career Appointment

A. *Order of entry on substitute rolls.* Substitutes whose appointments are converted to career under these instructions must be entered on the substitute rolls as of the effective date of conversion to career appointment. When more than one conversion is effected on the same date, entry on the rolls will be determined by total length of postal field service.

B. *Retirement coverage.* An employee given a career appointment under these instructions automatically comes under the Civil Service Retirement System, if he is not already covered by it. Retirement deductions should start, in such cases, on the first pay period beginning on or after the date the Department issues the POD Form 50 covering conversion to career appointment.

IMPLEMENTING DEPARTMENTAL INSTRUCTIONS

1. Conversions will be made to career vacancies. Substitutes who are eligible for conversion may be converted only as vacancies occur in the career substitute quota. Postmasters will immediately prepare a list of all employees who will become eligible for conversion during the next year. The maximum possible number of current eligibles will be converted as of February 8, 1968, and other employees will be converted as vacancies occur and in order of length of continuous postal service.

2. No conversions can be made under Public Law 90-105 until all employees in a post office eligible for conversion under Public Law 84-836, or Executive Orders 10880 and 11187, have been given career appointments.

3. Postal appointing officers must not make selections from civil service registers when there are conversion eligibles available, except as noted in paragraph 4 below.

4. In conversions in the clerk and carrier crafts, employees in the same craft should be converted as vacancies occur. After all eligibles in a craft have been converted, employees in the other craft can be converted but the employee can elect not to be converted. If he elects not to be converted in the other craft, he will be converted in his own craft when he is reached on the roster for conversion.

5. Postmasters and other appointing officers will take prompt action to process conversions. Any questions concerning the conversion program should be submitted to the director, industrial relations division, in the appropriate regional office.

6. The effective date for the POD Form 50, *Notification of Personnel*

(Continued on p. 10)

*All Postal Installations***Dating Receipt of Tort Claims**

Upon receipt of a claim or written demand for payment for damage to property, or for personal injury or death, arising out of an accident or occurrence happening on or after January 18, 1967, same shall be immediately stamped or otherwise officially receipted to show date received whenever the amount claimed or demanded exceeds \$99.99. The claim form or written demand shall then be promptly forwarded to the resident postal inspector or inspector-in-charge with the reports required by part 852, Postal Manual.—*Office of the General Counsel, 2-8-68.*

First-, Second-, and Third-Class Post Offices

Lobby Bulletin Boards

To eliminate the possibility of destruction of official notices by vandals or loiterers in post office lobbies, item 308, enclosed bulletin board, should be used in lieu of item 307, open bulletin board, in a lobby that remains open at night. Item 307 may be used whenever the lobby is closed at night or whenever the lobby is open at night and a guard or watchman is on duty.—*Bureau of Operations, 2-8-68.*

(Continued from p. 9)

Action, is given in section IX-C-3, above.

7. CSC Form 649, revised January 1968, has been printed and furnished to supply centers. Postmasters and other appointing officers will requisition this form from supply centers on Form 4750, *Special Requisition for Supplies*. Do not requisition more than needed for conversion cases anticipated in the next year.

8. Recommendation for, and conversion to, career employment of employees on the rolls as authorized under Public Law 90-105 is not the type of appointment, employment, promotion, or advancement restricted by the provisions of section 3110 of title 5, United States Code, which deals with the employment of relatives.—*Bureau of Personnel, 2-8-68.*

*All Post Offices Using Vehicle Hire, Carrier Drive-Out Agreements, Equipment Maintenance Allowance Agreements, and Offices Requiring Motorization of Foot Routes***DEVELOPING VEHICLE REQUIREMENTS****I. New Form**

Form 4515, *Vehicle Assignment Justification and Request*, has been revised and is available at the supply centers. From this date forth, all vehicle assignments, either vehicle hire or Government-owned vehicle, to new and additional services will be made only on the basis of valid Form 4515 on file in the regional office.

II. Measures Required

A. Present Conditions.—Documenting existing contracts, equipment maintenance allowance, carrier drive-out agreements and foot routes susceptible to motorization:

1. For each route now using vehicle hire contracts or equipment maintenance allowance (special delivery), complete, in quadruplicate, sections A and B and lines 6 and 7 of section C of Form 4515. Send original and two copies to regional director. Remember, there must be one Form 4515 for each route or run presently using vehicles acquired either by vehicle hire contract or by equipment maintenance allowance.

On lines 6 and 7, section C, identify the contractor by name. In the case of vehicle hire, list the contract number. Indicate established rate per hour or per day as the case may be. For special delivery equipment maintenance allowance, place an "X" in the appropriate block, line 7.

2. For each route presently covered by Form 1311, *Carrier Drive-Out Agreement*, complete a Form 4515 as in 1, above, placing an "X" in the appropriate box. Show daily rate.

3. For each foot route susceptible to motorization and not covered in 2 above, complete Form 4515, section A only. Send completed forms to regional director. Follow the procedures already established by delivery services for motorization of foot routes. Form 4315, *Estimate of Savings—City Delivery Mechanization Program*, will not be required with this initial submission of Form 4515.

B. Future Conditions.

1. Requirements for new or additional service.

a. Vehicles needed for extensions

to city delivery service must be requested on Form 4515.

b. Submit Form 4515, in triplicate, with justification where an additional vehicle is needed, to regional director.

c. Complete only section A of Form 4515. Route characteristics (item 4) must be accurately stated.

d. Based on local knowledge, indicate optimum vehicle type for the assignment. Complete certification as to need.

2. Requirements for replacement vehicles not yet on disposal list.

a. Where vehicle failure or damage resulting in uneconomical repair cost dictates sidelining of vehicle before its normal disposal time and the consequent recording of this action on Form 4587, *Government-Owned Vehicle Survey*, and where the service need must be covered by vehicle hire, complete also Form 4515. Fill out sections A and B in full. In the remarks portion of section C state: "For replacement of vehicle No. _____ See Form 4587 dated _____."

b. Send original and two copies of Form 4515 to regional director. Attach also one copy of the applicable Form 4587.

III. Deadlines Required

A. Initial Survey.—All existing vehicle usage, as in A above, must be reported on Forms 4515 not later than March 1, 1968. This phase is a one-time program only.

B. Future Conditions.—Complete Forms 4515 for continuing requirements as in "B" above as the need arises. Postmasters should anticipate the imminent completion of new housing developments for orderly and timely planning of vehicle assignments. Bear in mind that, to be included in the vehicle planning for the second fiscal year ahead, Forms 4515 must be received in the region not later than April 15 each year.

IV. Obsolete Editions

All previous editions of Form 4515 are obsolete, must not be used, and must be destroyed as waste. Order revised Form 4515 (October 1967) from your supply center on Form 4750, *Special Requisition for Supplies*.—*Bureau of Operations, 2-8-68.*

All Postal Installations

HOLIDAY SERVICE—WASHINGTON'S BIRTHDAY

The following holiday service and holiday leave instructions are applicable to Washington's birthday which falls on Thursday, February 22, 1968. These instructions must be followed closely by all post offices and postal installations.

I. Holiday Service

A. No window service will be provided, except that a call window may be opened for a period of not more than 2 hours to hand out mail to business firms whose mail is regularly handled as holdouts on primary or secondary distribution cases. Also, "left notice" mail may be delivered at this window.

B. There will be no delivery of mail by city or rural carriers, and these employees shall not be scheduled for duty to case mail for window delivery.

C. Regular holiday lockbox service must be maintained in all post offices, stations and branches.

D. Special delivery service must be provided.

E. Holiday schedules for the collection, receipt, and dispatch of mail shall be observed, except that collection schedules must be augmented as necessary to provide for the prompt and orderly movement of mail, with particular attention to the collection of mail in the business sections.

F. Appropriate signs or notices must be placed in conspicuous locations in lobbies or on doors at entrances and exits advising patrons of the service to be provided.

II. Holiday Leave

A. Annual rate regular employees.

1. For those eligible regular employees whose basic workweek includes Thursday as a scheduled workday, Thursday, February 22, will be their designated holiday.

2. For those eligible regular employees whose workweek includes Thursday as a scheduled day off, the first scheduled workday immediately preceding Thursday, February 22, 1968, will be their designated holiday.

3. As many regular employees as can be spared must be excused from duty on their designated holiday. Those employees in PFS-11 and be-

low who are required to work on their designated holiday shall be paid extra compensation at the rate of 100 per centum of their hourly rate of basic compensation for any service up to 8 hours. For service in excess of 8 hours, they will receive pay at the overtime rate of 150 per centum of their hourly rate of basic compensation.

4. Eligible employees in salary levels PFS-12 through -15, who are required to work on their designated holiday shall be granted compensatory time in an amount equal to the time worked within 30 working days thereafter.

5. Employee schedules shall not be changed solely for the purpose of avoiding or providing payment of the extra compensation outlined in 3 and 4 above.

6. The provisions of the foregoing instructions relating to compensation or compensatory time for work performed on a holiday, do not apply to postmasters, postal inspectors, mobile unit employees, employees in salary level PFS-16 and above, and to rural carriers, including those serving heavy-duty K routes for whom Thursday is a regularly scheduled day off.

B. Hourly rate regular employees.

1. Thursday, February 22, 1968, is designated as a holiday for all hourly rate regular employees whose regular work schedule includes Thursday as a workday.

2. The first scheduled workday preceding Thursday, February 22, 1968, is designated as a holiday for all hourly rate regular employees who are regularly scheduled for at least 5 days a week and whose regular work schedule includes Thursday as a day off.

3. As many hourly rate regular employees as can be spared must be excused from duty on their designated holiday. Those who are required to work on their designated holiday will be paid extra compensation at the rate of 100 per centum of their basic hourly rate of compensation for the hours worked within, or in excess of, their regular schedule up to 8 hours. For service in excess of 8 hours, they

All Postal Installations

**New Airmail Service
AM-97**

On or after March 1, 1968, Allegheny Airlines will inaugurate new airmail service at Nashville and Memphis, Tenn.; Lexington, Ky., and Albany, N.Y.

An official cachet will be furnished for these post offices and the airport mail facilities at Memphis and Nashville. The usual philatelic treatment, outlined in section 145.5, Postal Manual, will be provided.

Patrons desiring to receive these cachets should forward their covers in another envelope as follows:

| | |
|---------------------------|--|
| <i>For dispatch from:</i> | <i>Send covers to:</i> |
| Albany Post Office | Postmaster, Albany, N.Y. 12207 |
| AMF Memphis | Superintendent, Airport Mail Facility, Memphis, Tenn. 38180 |
| Memphis Post Office | Postmaster, Memphis, Tenn. 38101 |
| Nashville Post Office | Postmaster, Nashville, Tenn. 37202 |
| AMF Nashville | Superintendent, Airport Mail Facility, Nashville Tenn. 37217 |
| Lexington Post Office | Postmaster, Lexington, Ky. 40507 |

First-flight covers should reach the office applying the cachet at least 5 days before flight date.

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive the cachet.—*Bureau of Transportation, 2-8-68.*

*All Postmasters and Personnel
Processing Mail for Dispatch Abroad*

Notice

FOREIGN ORDERS

Post these names in POD publication 43:

SWEDEN
February 8, 1968
Hagersten

Nils Jansson, at Box 732 (U)
or any name, at Box 732 (U)

will receive pay at the overtime rate of 150 per centum of their hourly rate of basic compensation.

C. *Substitute Employees.* Substitute employees will be used to the maximum extent feasible in covering required duty assignments on February 22, 1968.—*Bureau of Operations, 2-8-68.*

*All Installation Heads***First-Level Adverse Action Appeals**

Postal employees (except postmasters; see 746.5) who appeal adverse actions must direct their appeals to the appropriate official as outlined in article XG, appendix A, chapter 7, Postal Manual, and must submit a signed copy of the appeal simultaneously to the installation head.

Upon receipt of the signed copy of the appeal submitted by the employee, the installation head shall immediately submit to the appropriate official all records and facts pertinent to the case, other than security or other classified material.

The usual record content of the case will be (1) the letter of proposed adverse action, (2) various memorandums, affidavits, or other record which formed the basis for the letter of proposed adverse action, (3) the employee's reply, (4) the letter of decision, and (5) the employee's letter of appeal. Other material which may or may not be in the case file would

include: (a) the employee's personnel folder, (b) affidavits and/or exhibits submitted by the employee, (c) a letter from appellant designating a representative, (d) letters from interested parties in behalf of the appellant, and (e) a summary of a report of investigation.

In adverse action cases involving post office employees in which the regional director made the initial decision and the employee has appealed to the Assistant Postmaster General, Bureau of Operations, Post Office Department, the adverse action file should be sent to the regional director, Attn: Director, Industrial Relations Division, who will retain them until a hearing or investigation has been conducted. Upon completion of the summary and findings of fact report, the complete adverse action file will then be promptly forwarded to the Assistant Postmaster General, Bureau of Operations.—*Bureau of Personnel, 2-8-68.*

*All Postal Installations***"PAL" RUBBER STAMP**

Public Law 90-206, which became effective January 7, 1968, provides an airlift service on a space available basis upon payment of a flat fee (\$1) in addition to surface rate postage for parcels weighing up to 30 pounds and not exceeding 60 inches in length and girth combined when addressed to servicemen overseas. Regulations require these parcels to be marked "PAL" as a means of identifying them in transit to assure diversion to air service.

A rubber stamp with the letters "PAL" in the same size and form as the "SAM" rubber stamp will be stocked in the supply centers under Item R-1300-301. Requisitioning instructions will be published in the POSTAL BULLETIN as soon as it is available.

The "PAL" stamp must not be ordered from Sterrett Manufacturing Co., the present contractor for Item 502 line stamps. Any orders submitted to that source will not be honored.—*Bureau of Facilities, 2-8-68.*

*All Contracting Officers***SERVICE CONTRACT ACT OF 1965**

Public Law 89-601, 89th Congress, amended the Fair Labor Standards Act of 1938 by raising the minimum wage to \$1.60 per hour effective February 1, 1968.

The Service Contract Act of 1965 applies generally to contracts with the United States Government, subcontracts thereunder, which have as their principal purpose the furnishing of services through the use of service employees. (See sec. 643.12, Postal Manual.)

Effective February 1, 1968, contractor employees covered by an existing or new service contract, which is or may be subject to the Service Contract Act of 1965, must be paid according to the determined wage rate, if any, or \$1.60 per hour, if no wage rate has been issued.

This act does not apply when the contractor hires no employees in the performance of the contract but instead performs the services himself.

POD Notice 82, Additional General Provisions for Service Contracts, has been revised to include reference to Part 1516, Safety and Health Standards for Federal Service Contracts and revised Labor Standards clauses published in the Federal Register of December 30, 1967.

The revised February 1968 edition of Notice 82 is being printed. A notice will be published in the POSTAL BULLETIN as soon as the forms are available, together with appropriate requisitioning instructions.

Contracting officers do not have authority to terminate an existing service contract for the purpose of

obtaining a new service contract to grant relief for increased wages inasmuch as POD Notice 82, March 1967 edition, paragraph (a), contains a provision whereby the rate payable by the contractor is \$1.60 per hour as of February 1, 1968. However, in the event the service contract contains special conditions which permit termination by the contractor, and the contractor properly exercises this right, contracting officers may obtain a new service contract to cover the period of time remaining in the contract, by negotiation or advertisement, whichever is applicable, at the determined rate or new minimum wage in accordance with Postal Manual 643.12.—*Bureau of Facilities, 2-8-68.*

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

This current list is to be posted and used by window clerks. Destroy all previous notices. Interim notices of individual series received from the Inspection Service should be inserted in proper sequence pending publication of a new consolidated listing.

THE CANADIAN POSTAL ADMINISTRATION HAS DECLARED THE FOLLOWING ORDERS VOID: ORDERS WITHOUT LETTER PREFIX AND ORDERS WITH PREFIX "A" AND "B". THESE ORDERS SHOULD NOT BE CASHED: HOLDERS THEREOF SHOULD BE ADVISED TO SEND THEM TO THE POST OFFICE DEPARTMENT AT OTTAWA, CANADA, FOR VALIDATION.

| | | |
|------------------------------|------------------------------|------------------------------|
| C-00,212,881 to C-00,212,900 | C-19,383,919 to C-19,384,000 | C-37,500,179 to C-37,500,300 |
| C-02,341,121 to C-02,341,220 | C-19,474,160 to C-19,474,200 | C-39,180,051 to C-39,180,150 |
| C-02,511,535 to C-02,511,800 | C-19,483,610 to C-19,483,700 | C-39,279,808 to C-39,280,000 |
| C-03,652,248 to C-03,652,300 | C-19,819,311 to C-19,819,500 | C-39,469,772 to C-39,469,800 |
| C-04,037,840 to C-04,038,000 | C-22,258,597 to C-22,258,615 | C-39,526,770 to C-39,526,809 |
| C-05,377,264 to C-05,377,300 | C-23,504,435 to C-23,504,500 | C-39,876,301 to C-39,876,500 |
| C-05,506,901 to C-05,506,940 | C-23,833,501 to C-23,833,508 | C-39,942,501 to C-39,942,800 |
| C-05,515,737 to C-05,516,000 | C-24,110,167 to C-24,110,170 | C-40,069,109 to C-40,069,300 |
| C-05,609,774 to C-05,609,850 | C-25,080,512 to C-25,080,550 | C-40,097,300 (single) |
| C-06,162,231 to C-06,162,288 | C-25,871,195 to C-25,871,400 | C-40,130,076 to C-40,130,146 |
| C-07,081,041 to C-07,081,300 | C-27,032,321 to C-27,032,330 | C-40,196,159 to C-40,196,500 |
| C-07,251,677 to C-07,251,700 | C-28,214,097 to C-28,214,200 | C-43,054,501 to C-43,054,800 |
| C-07,503,248 to C-07,503,300 | C-28,321,261 to C-28,321,500 | C-43,075,042 to C-43,075,300 |
| C-08,944,545 to C-08,944,600 | C-28,439,501 to C-28,439,700 | C-43,606,119 to C-43,606,650 |
| C-10,941,929 to C-10,942,000 | C-28,759,665 to C-28,759,800 | C-43,638,846 to C-43,638,940 |
| C-11,095,797 to C-11,096,000 | C-29,101,939 to C-29,102,000 | C-43,979,956 to C-43,979,975 |
| C-11,114,001 to C-11,114,700 | C-29,284,451 to C-29,284,500 | C-44,636,602 to C-44,636,800 |
| C-12,615,282 to C-12,615,300 | C-30,257,001 to C-30,257,500 | C-44,912,720 to C-44,913,000 |
| C-14,252,857 to C-14,253,000 | C-32,580,101 to C-32,580,200 | C-45,487,501 to C-45,487,640 |
| C-14,440,844 to C-14,441,000 | C-32,770,872 to C-32,770,900 | C-46,159,514 to C-46,159,700 |
| C-15,900,001 to C-15,900,200 | C-32,827,040 to C-32,827,100 | C-46,393,545 to C-46,393,800 |
| C-16,392,932 to C-16,393,000 | C-33,501,144 to C-33,501,391 | C-46,514,709 to C-46,514,876 |
| C-16,660,696 to C-16,661,000 | C-33,910,901 to C-33,911,000 | C-46,517,161 to C-46,517,195 |
| C-17,108,192 to C-17,108,400 | C-34,650,401 to C-34,650,500 | C-46,526,574 to C-46,527,000 |
| C-17,416,461 to C-17,416,480 | C-35,278,723 to C-35,278,725 | C-47,258,221 to C-47,258,400 |
| C-18,180,600 to C-18,180,800 | C-35,522,883 to C-35,522,900 | C-48,132,201 to C-48,132,400 |
| C-19,303,771 to C-19,303,793 | C-36,304,767 to C-36,304,800 | C-48,289,603 to C-48,289,791 |
| C-19,303,799 to C-19,303,800 | | |

**FOLLOW INSTRUCTIONS IN JANUARY 4, 1968
POSTAL BULLETIN NOTICE (PAGE 7)
REGARDING POST OFFICE SCALE CHART
MODIFICATIONS**

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.

| | | |
|--------------------------------|--------------------------------|--------------------------------|
| 1,883,639,173 to 1,883,639,999 | 3,737,858,000 to 3,737,859,999 | 5,590,698,892 to 5,590,698,899 |
| 1,890,072,156 to 1,890,072,999 | 3,741,289,057 to 3,741,289,074 | 5,595,075,386 to 5,595,075,999 |
| 1,892,293,943 to 1,892,293,999 | 3,743,183,427 to 3,743,183,499 | 5,595,213,747 to 5,595,213,999 |
| 1,893,720,969 to 1,893,720,999 | 3,743,869,250 to 3,743,869,999 | 5,599,954,700 to 5,599,954,899 |
| 1,895,052,992 to 1,895,053,999 | 3,743,974,250 to 3,743,974,499 | 5,600,942,414 to 5,600,942,499 |
| 1,895,114,683 to 1,895,114,699 | 3,744,374,124 to 3,744,375,991 | 5,600,967,417 to 5,600,967,441 |
| 1,897,367,945 to 1,897,367,999 | 3,744,520,805 to 3,744,521,999 | 5,601,153,330 to 5,601,153,499 |
| 1,898,630,230 to 1,898,630,292 | 3,748,218,250 to 3,748,218,399 | 5,601,685,176 to 5,601,685,649 |
| 1,899,657,683 to 1,899,657,999 | 3,752,834,150 to 3,752,834,249 | 5,602,337,565 to 5,602,337,718 |
| 1,899,823,900 to 1,899,823,999 | 47,159,724 to 47,159,999 | 5,602,810,065 to 5,602,810,199 |
| 1,900,861,843 to 1,900,861,899 | 48,346,211 to 48,347,999 | 5,603,859,789 to 5,603,859,999 |
| 1,901,149,038 to 1,901,149,399 | 456,392,367 to 456,392,499 | 5,603,942,182 to 5,603,942,499 |
| 1,901,376,642 to 1,901,376,669 | 456,868,121 to 456,868,199 | 5,604,420,300 to 5,604,420,399 |
| 1,901,377,935 to 1,901,377,942 | 462,918,685 to 462,918,699 | 5,606,185,418 to 5,606,185,499 |
| 1,903,191,496 to 1,903,191,510 | 471,634,208 to 471,634,499 | 5,607,067,450 to 5,607,067,499 |
| 1,904,214,004 to 1,904,214,499 | 471,999,323 to 471,999,499 | 5,607,101,917 to 5,607,101,999 |
| 1,905,717,982 to 1,905,717,999 | 473,901,500 to 473,901,599 | 5,608,146,213 to 5,608,146,499 |
| 1,907,496,202 to 1,907,496,499 | 473,901,900 to 473,901,999 | 5,608,420,441 to 5,608,420,499 |
| 1,908,378,682 to 1,908,378,899 | 477,507,500 to 477,507,999 | 5,608,441,790 to 5,608,441,919 |
| 1,909,529,116 to 1,909,529,176 | 479,208,803 to 479,208,999 | 5,609,006,800 to 5,609,007,499 |
| 1,911,857,343 to 1,911,857,999 | 482,429,250 to 482,429,499 | 5,610,688,400 to 5,610,688,699 |
| 1,921,603,250 to 1,921,603,299 | 483,654,900 to 483,655,999 | 5,610,747,689 to 5,610,747,700 |
| 2,905,599,880 to 2,905,599,899 | 484,723,967 to 484,723,999 | 5,610,812,114 to 5,610,812,499 |
| 2,911,981,200 to 2,911,981,499 | 484,724,000 to 484,724,138 | 5,612,083,109 to 5,612,083,499 |
| 3,691,594,950 to 3,691,595,249 | 485,677,600 to 485,677,799 | 5,614,726,500 to 5,614,726,999 |
| 3,692,448,201 to 3,692,448,849 | 487,170,327 to 487,170,399 | 5,617,120,000 to 5,617,129,499 |
| 3,696,520,032 to 3,696,520,049 | 487,171,419 to 487,171,899 | 5,619,908,709 to 5,619,908,725 |
| 3,700,335,571 to 3,700,335,699 | 487,710,596 to 487,711,999 | 5,620,220,000 to 5,620,220,999 |
| 3,704,660,883 to 3,704,661,999 | 493,922,393 to 493,922,799 | 5,620,520,783 to 5,620,521,099 |
| 3,709,546,725 to 3,709,546,899 | 4,595,240,000 to 4,595,241,999 | 5,623,192,300 to 5,623,192,549 |
| 3,710,340,500 to 3,710,341,999 | 51,302,154 to 51,303,999 | 5,910,509,769 to 5,910,509,999 |
| 3,711,712,000 to 3,711,713,999 | 51,306,170 to 51,307,999 | 64,055,207 to 64,055,499 |
| 3,714,962,500 to 3,714,963,999 | 51,573,899 to 51,573,999 | 6,458,748,000 to 6,458,749,999 |
| 3,716,818,039 to 3,716,819,999 | 52,901,200 to 52,901,599 | 7,417,769,050 to 7,417,769,849 |
| 3,717,151,032 to 3,717,151,199 | 52,984,300 to 52,984,999 | 7,420,175,255 to 7,420,175,449 |
| 3,717,992,498 to 3,717,992,699 | 53,007,375 to 53,007,999 | 7,420,896,366 to 7,420,896,399 |
| 3,719,119,787 to 3,719,119,799 | 53,449,024 to 53,449,249 | 7,429,214,400 to 7,429,215,999 |
| 3,719,938,120 to 3,719,938,299 | 53,676,937 to 53,676,999 | 7,434,069,566 to 7,434,069,599 |
| 3,719,941,293 to 3,719,941,999 | 53,678,204 to 53,678,249 | 7,434,619,858 to 7,434,619,899 |
| 3,719,953,100 to 3,719,953,499 | 53,929,733 to 53,929,999 | 7,435,034,870 to 7,435,034,899 |
| 3,720,741,700 to 3,720,741,899 | 54,030,134 to 54,030,149 | 7,435,084,325 to 7,435,084,499 |
| 3,720,761,315 to 3,720,761,999 | 54,316,505 to 54,316,799 | 7,442,462,349 to 7,442,462,999 |
| 3,721,431,723 to 3,721,431,999 | 54,596,017 to 54,597,499 | 7,442,994,248 to 7,442,994,399 |
| 3,721,507,928 to 3,721,507,999 | 54,733,000 to 54,733,499 | 7,443,189,575 to 7,443,189,598 |
| 3,721,944,997 to 3,721,945,999 | 57,325,708 to 57,325,999 | 7,443,526,354 to 7,443,526,499 |
| 3,722,627,254 to 3,722,627,999 | 58,941,150 to 58,943,999 | 7,444,360,000 to 7,444,360,999 |
| 3,723,923,453 to 3,723,923,999 | 59,934,000 to 59,934,899 | 7,448,501,600 to 7,448,501,999 |
| 3,726,780,791 to 3,726,781,399 | 59,940,000 to 59,940,649 | 7,448,730,426 to 7,448,730,499 |
| 3,728,767,100 to 3,728,767,999 | 5,550,886,753 to 5,550,886,999 | 7,449,413,175 to 7,449,413,999 |
| 3,729,086,693 to 3,729,086,749 | 5,552,982,000 to 5,552,982,499 | 7,451,844,750 to 7,451,844,999 |
| 3,729,989,777 to 3,729,989,999 | 5,560,870,330 to 5,560,870,499 | 7,453,510,050 to 7,453,510,499 |
| 3,730,295,000 to 3,730,295,299 | 5,576,499,843 to 5,576,499,999 | 7,464,413,350 to 7,464,413,949 |
| 3,730,386,471 to 3,730,386,499 | 5,578,810,850 to 5,578,811,099 | 8,315,931,851 to 8,315,931,878 |
| 3,730,388,475 to 3,730,388,494 | 5,578,922,963 to 5,578,922,999 | 8,517,885,454 to 8,517,885,999 |
| 3,731,674,000 to 3,731,675,999 | 5,579,202,500 to 5,579,202,999 | 8,521,724,468 to 8,521,724,499 |
| 3,731,788,954 to 3,731,789,999 | 5,579,370,000 to 5,579,370,927 | 8,521,731,768 to 8,521,731,800 |
| 3,731,948,111 to 3,731,948,999 | 5,582,927,710 to 5,582,927,799 | 8,523,177,442 to 8,523,177,699 |
| 3,734,984,875 to 3,734,984,999 | 5,583,669,712 to 5,583,669,799 | 8,525,702,906 to 8,525,703,999 |
| | 5,584,643,100 to 5,584,643,499 | |
| | 5,590,104,669 to 5,590,105,999 | |

1040 U.S. Individual Income Tax Return 1967

U.S. Treasury Department, Internal Revenue Service

1967, ending 19

First name and initial (If joint return, use first names and middle initials of both) Last name Your social security number

Home address (Number and street or rural route) Your occupation

City, town or post office, and State ZIP code Spouse's social security number

Enter below name and address used on your return for 1966 (If same as above, write "Same"). If name filed, give reason. If changing from separate to joint or joint to separate returns, enter 1966 names and addresses. Spouse's occupation

Your present employer and address

Spouse's present employer and address, if joint return

Your Filing Status—check only one:

1a Single

1b Married filing joint return (even if only one had income)

1c Married filing separately. If spouse is also filing a return, enter her (his) social security number in space provided above and give first name here

1d Unmarried Head of Household

1e Surviving widow(er) with dependent child

Your Exemptions Regular 65 or over Blind

2a Yourself . . . Enter number of boxes checked

2b Spouse . . .

3a First names of your dependent children who lived with you

3b Number of other dependents (from page 2, Part I, line 3)

4 Total exemptions claimed

Income If joint return include all income of both husband and wife

5 Wages, salaries, tips, etc. If not shown on attached Forms W-2 attach explanation

6 Other income (from page 2, Part II, line 5)

7 Total (add lines 5 and 6)

8 Adjustments to income (from page 2, Part III, line 5)

9 Total income (subtract line 8 from line 7)

Find tax from table

10 If you do not itemize deductions and line 9 is less than \$5,000, find your tax from tables in instructions. Do not use lines 11a, b, c, or d. Enter tax on line 12.

Figure tax using tax rate schedule

11a If you itemize deductions, enter total from page 2, Part IV, line 17. If you do not itemize deductions, and line 9 is \$5,000 or more enter the larger of: (1) 10 percent of line 9; OR (2) \$200 (\$100 if married and filing separate return) plus \$100 for each exemption claimed on line 4 above. Deduction under (1) or (2) limited to \$1,000 (filing separately).

11b Subtract line 11a from line 9

11c Multiply total number of exemptions (line 4) by line 11b

11d Subtract line 11c from line 11a

12 Tax (from either Tax Table or line 11d)

13 Total credits (from lines 14a, 14b, 15, and 16)

14a Income tax (subtract from line 12)

14b Tax from recomputation

15 Self-employment tax

16 Total credits (add lines 14a, 14b, 15, and 16)

17 Total tax (subtract line 16 from line 12)

18 Estimated tax withheld (see instructions on page 5 of Inst.)

19 Federal gift tax—Form 4136, Reg. tax—Form 2439

20 Estimated tax payments (Exclude 1966 overpayment allowed as a credit)

21 Total (add lines 17, 18, 19, and 20)

Balance Due or Refund

22 If payments (line 21) are less than tax (line 16), enter Balance Due. Pay in full with this return

23 If payments (line 21) are larger than tax (line 16), enter Overpayment

24 Amount of line 23 you wish credited to 1968 Estimated Tax

25 Subtract line 24 from line 23. Apply to: U.S. Savings Bonds, U.S. Savings Bonds, U.S. Savings Bonds, Refund only

Under penalty of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true and correct. If prepared by a person other than myself, his declaration is based on all information of which I have any knowledge.

Sign here

Taxpayer's signature (If filing jointly, BOTH must sign even if only one had income) Signature of preparer other than taxpayer

Some of the easiest saving you'll ever do!

Just make one checkmark on your Federal income tax return, and you can be certain your refund—if you have one coming—will go into savings.

Here's how it works: You check the box on Line 25 that brings your tax refund to you in the form of a United States Savings Bond. Then, when you get it, just tuck the Bond away.

As easily as that you've saved money that otherwise could trickle away. As easily as that you've put something aside to be part of a down payment on a home, or added something to your children's educational fund, or provided a bit of extra security when an emergency comes along.

Another thing, when you choose to take your tax refund in a Savings Bond,

your money grows. Bonds pay you back \$4 for every \$3 invested in only seven years.

It's nice to know, too, that every Bond dollar helps to keep our country strong, and shows our men in Vietnam that they have our support.

So think it over when you ask for your tax refund. Taking it in Savings Bonds is some of the easiest saving you'll ever do—and the most important for your country.

Bond facts: Savings Bonds pay you back \$4 for every \$3 in only seven years . . . are replaced if lost, destroyed or stolen . . . have special tax advantages . . . can be redeemed whenever the need arises.

U.S. SAVINGS BONDS

