



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



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Otis C. Doughty, chief draftsman at the Detroit Post Office, talks with Postmaster General Blount at the third annual Detroit Postal Employees' Art Show. Mr. Blount viewed the show while on tour of the Detroit Post Office. Mr. Doughty was chairman of the show. A number of post offices throughout the country hold such shows.

All Post Offices with Heavy Duty Rural Routes

Adjustment in Equipment Maintenance Allowance

The change in time of the annual inspection of rural routes from September to May will not require an adjustment in the equipment maintenance allowance on heavy duty rural routes based on the increase or decrease in the number of stops. The stop count is only verified by the route inspector during the May inspection. Adjustment in the heavy duty rural carrier's equipment maintenance allowance will be made in conjunction with the annual mail count, effective with the first pay period in November, as presently provided.

Section 755.413b Postal Manual will be changed accordingly.—Bureau of Operations, 6-4-70.

All Post Offices

International Air Parcels

Reports from exchange offices indicate that many international parcels prepaid for air service reach dispatching exchange offices as surface mail because they have not been identified as air parcels. Most of these parcels are mailed by firms.

Postmasters shall see that accepting clerks at service windows identify air parcels by placing airmail labels on the parcels as prescribed in 241.42, Postal Manual. Also, see that firms which regularly deposit prepaid parcels at post office platforms, instead of bringing them to service windows for mailing, are furnished sheets of airmail labels (Label 19). The mailing firms should be asked to use the labels to identify those parcels that are prepaid for air service.—Bureau of Finance and Administration, 6-4-70.

Savings Bonds Campaign

EMPLOYEE PARTICIPATION
THRU MAY 22, 1970
75.1%

Headquarters ----- 86.5

REGIONAL

Atlanta ----- 85.0

Boston ----- 82.7

Chicago ----- 66.4

Cincinnati ----- 76.0

Dallas ----- 81.6

Denver ----- 74.8

Memphis ----- 88.5

Minneapolis ----- 73.2

New York ----- 58.6

Philadelphia ----- 91.5

St. Louis ----- 78.1

San Francisco ----- 56.4

Seattle ----- 78.3

Washington ----- 84.4

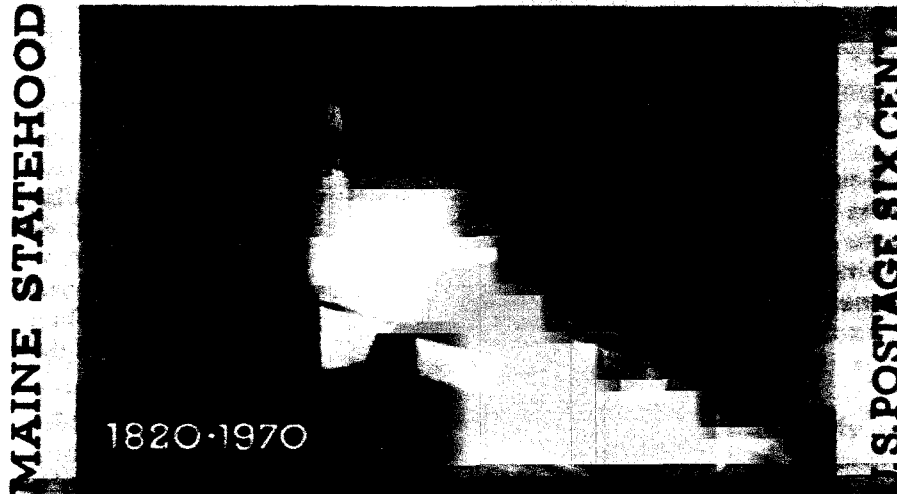
Wichita ----- 100.0

Total Regional --- 75.0

*All Postal Installations***6-Cent Maine Statehood Commemorative Postage Stamp**

The 6-cent stamp commemorating the 150th anniversary of Maine Statehood will be first placed on sale on July 9, 1970 at Portland, ME, the State's first capital.

**POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE
BEFORE JULY 10, 1970**



Size: 0.84" x 1.44" (horizontal)

ISSUED IN PANES OF 50

Colors: Yellow, blue, red, and black
Initial printing: 130 million
Designer: Stevan Dohanos

To obtain first-day cancellations, collectors may submit requests to the Postmaster, Portland, ME 04101. See Postal Manual, section 145.3. Selected mint stamps will be available at the Philatelic Sales Unit, City Post Office, Washington, DC 20013, on and after July 10, 1970. All of this issue will be tagged.

All classes of post offices will receive an initial supply of the stamps under the automatic distribution schedule.

First- and second-class post offices requiring additional *bulk quantities* should immediately submit a separate requisition (Form 3356) to the Bureau of Engraving and Printing (Item 428).

All post offices requiring *less than bulk quantities* in addition to the automatic distribution may submit a separate requisition (Form 17) to their accountable paper depository and endorse at top "Additional."—*Office of the Special Assistant to the Postmaster General, 6-4-70.*

*All Post Offices***Canceling Stamps**

The incidence of delivering mail bearing uncanceled postage stamps has increased. Section 332.31, Postal Manual, provides that the post office of address must cancel all postage stamps which have escaped prior cancellation. Postmasters are requested to bring this to attention of all employees concerned.

*All Post Offices***Mail for Somalia**

The country formerly known as "Somali Republic" is now called "Somali Democratic Republic." The official short form "Somalia" may be used in addressing mail.

The Directory of International Mail will be amended.—*Bureau of Finance and Administration, 6-4-70.*

*All Postal Installations***International Inaugural Service**

Seaboard World Airlines will inaugurate service from New York to Pisa, Italy, on or about June 9, 1970.

Souvenir covers will be accepted, but no official cachet is authorized.

To send souvenir covers on this inaugural, prepare them in the usual manner addressed for delivery to Italy, United States, and Canada, affixing postage at 20 cents per half ounce. **AEROGRAMMES AND POSTAL CARDS WILL NOT BE ACCEPTED.**

The covers should be inclosed in another envelope, addressed as follows, and should reach Kennedy International Airport Mail Facility no later than 2 days prior to the scheduled flight.

Send covers to:
Superintendent,
Airport Mail Facility, POD,
Kennedy International Airport,
Jamaica, LI, NY 11430.

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not be processed.—*Bureau of Operations, 6-4-70.*

CONTENTS

	Page	Col.
6¢ Maine Statehood Commemorative Postage Stamp.....	2	1
Adjustment in Equipment Maintenance Allowance.....	1	1
Appointment in Inspection Service.....	8	1
Canceling Stamps.....	2	1
Certification of Mail Messenger Service.....	7	1
Delegation of Authority.....	5	3
Distribution of Cashbooks and Statement of Accounts of PFY.....	8	2
Foreign Orders.....	5	2
FEDSTRIP Procurements.....	8	3
International Air Parcels.....	1	2
International Inaugural Service.....	2	3
International Inaugural Service.....	5	1
Money Orders, Canadian.....	9	1
Money Orders, U.S.....	10	1
Mail for Somalia.....	2	2
Mail Nigeria.....	8	3
Monthly Labor-Management Meeting.....	3	1
POD Publication 22.....	8	1
Post Office Changes No. 27.....	7	1
Promotion Eligibility of Lower Level Employees.....	7	2
Savings Bonds Campaign.....	1	3
Reminder to Freedom Share Purchasers.....	7	3
Truck Display.....	8	3
Uniform Items.....	6	1
Uniform Program—Licensed Vendor Listing.....	6	1
Wanted Circular Canceled.....	8	1

All Postal Employees

MONTHLY LABOR-MANAGEMENT MEETING

During the May 1970, Labor-Management Meeting with the seven employee organizations having exclusive recognition at the national level, the following items were discussed and disposed of as indicated. This disposition represents current departmental policy with regard to the subject matter and is to be observed by all field employees until specifically rescinded.

(1) *Flexible Budgeting*.—The Federation has had several inquiries from various parts of the country and have read items referring to a program called: "Flexible Targeting," "Flexible Budgeting," and sometimes "Flexible Apportionment." We would appreciate being advised as to the content of the program and its intended objectives.

Disposition: "The Flexible Budget or Flexible Target" concept is a pilot budgeting program under study in a few regions, at their request, which anticipates a more flexible procedure in the allocation of man-hour resources with a corresponding reduction in paperwork.

Under the established procedures in the Postal Manual, post offices submit man-hour requests (POD Form 111) wherein they estimate the anticipated mail volume, the expected overall office performance level, and the estimated mail processing work hours that are required. During the course of the Postal Quarter, it is necessary to adjust these estimates as the actual mail volume develops, resulting in supplemental allowances which either increase or decrease the original budget.

Under the "Flexible" or "Variable" concept, the post office would propose only an overall office performance level. After discussion and approval of the proposal by the region, the man-hours are automatically granted as the mail volume develops each day, as long as the post office maintains the expected overall office level of performance.

(2) *PROMPT*.—The Federation request information on the "PROMPT" program. Newspaper clippings brought to our attention in-

dicate that this is some type of electronic mail detection system.

Disposition: The Department has completed primary testing of an electronic mail-tracing system designed to gather information about the movement of the mail between the patron deposit at origin to availability for delivery at final destination.

Called *PROMPT* by the contractor, the acronym means Program to Record Official Mail Point to Point Times.

By use of special electronic tracing equipment, placed at strategic locations at the post office of origin and post office of final destination, the time required for movement of the mail from patron deposit to availability for delivery can be monitored.

At this time, we have only established technical and operational feasibility of this approach and its full benefits have yet to be determined. Some of the anticipated benefits of utilizing this approach are:

- A. Ability to quantify the impact on the quality of postal service as a function of:
 1. Patron mailing practices.
 2. The point the patron selects for entry of his mail.
 3. The delivery option elected by the mail patron.
- B. Essential information available to management to evaluate proposed products/services.

(3) Interpretation Article XIII, B.l.a., second paragraph. ". . . The request shall be supported by a medical statement from a licensed physician stating when possible the anticipated duration of the convalescence period . . ."

Question: Should the approval of the request for temporary light duty assignment be denied on the sole basis that the physician did not specify the definite date for the duration of the light duty assignment?

Disposition: No. Since it may be medically impossible to determine the exact date an employee with a recognized temporary disability

could return to his regular work assignment, it would be unreasonable to refuse him light duty work solely because that date cannot be determined at the time of the request.

The postmaster may require further examinations to establish need for light duty work, or to determine the progress of convalescence or the fact that the disability may be permanent rather than temporary. The postmaster "will be guided by the examining physician's report" (Art. XIII, D, 4) in making his decision.

(4) Filling the Position of Civil Service Examiner-in-Charge, Level 6, SP 2-188. The position of Civil Service Examiner, level 6, SP 2-188, was posted for bid as provided in the National Agreement. The two successful bidders both had the same seniority date: Clerk A/April 1, 1955; Carrier B/April 1, 1955.

Question: Which employee is the senior bidder?

Disposition: Service seniority ties will be broken in the following manner in the order listed:

1. Relative total length of career postal field service.
2. Relative total length of postal field service.
3. Relative total length of Federal service as shown in the Service Computation Date.
4. Relative standing on the substitute roll.
5. Relative scores on the examination from which selected for career appointment.

(5) When filling the position of MPE Mechanic, PFS-6 or PFS-7, (1) is it necessary for the applicant to be on the Civil Service Register for MPE Mechanics, or (2) can this position be filled by the best qualified applicant in the Maintenance Service, before going to the Civil Service Register?

Disposition: It is not necessary for a career employee to be on a Civil Service Commission register of eligibles to be promoted or reassigned to an MPE Mechanic position if all of the qualification requirements in Handbook X-118B are met. A qualified applicant from the Main-

tenance Craft should be assigned to the position before making a competitive appointment from a Civil Service Commission certificate of eligibles.

(6) We have information that at least 3 regions are hiring MPE Mechanics "off the street," without requiring them to pass the Electro-Mechanical Exam. Any maintenance employee who presently desires promotion to these positions is required to pass this test. Does the Department feel that this double standard is fair to employees of the maintenance craft?

Disposition: To understand the Department's position one must understand the differences between the qualifications standards and methods used under inservice qualifications rating and Civil Service Commission competitive rating.

For inservice ratings the Post Office Department uses Code: 5300c in Handbook X-118B which requires 3 years' general experience for Maintenance Mechanic, Mail Processing Equipment, PFS-6. This experience:

Must have demonstrated a good working knowledge of the more conventional or less involved and complex parts of mechanical, electrical and electronic, pneumatic and hydraulic mechanisms; ability to use the proper tools, gauging devices, mechanical, electrical and electronic test equipment in repair and adjustment of the above mentioned mechanisms; ability to troubleshoot and to correct equipment malfunctions and failures.

Since the Headquarters of the POD has prescribed the Electrical, Mechanical, and Electronics written examination, applicants are required to qualify on this test, which along with 3 years' experience, determines basic eligibility. Much more emphasis is usually placed on the candidate's ability to pass the written test than on an analysis of the scope and depth of the 3 years' experience.

For competitive ratings which lead to appointments in trade and labor occupations the Civil Service Commission uses a special job qualifications system based on job element examining. This system is

used to match what an applicant can do against what the work calls for. The knowledges, skills, and abilities of the applicant are compared with the knowledges, skills, and abilities (called job elements) needed for success. Sufficient job information is obtained to show the extent to which the applicant has acquired the specific skills, knowledges, and abilities. The CSC may or may not use a written test to determine ability under one or more elements.

Emphasis in rating is on quality and intensity of experience and training rather than the length of an experience record. This type rating is usually more accurate than a rating based on possession of a certain number of years of general or specialized experience. In the case of one competitive examination candidates were rated on the basis of ability, knowledges, and skills in five elements:

- I. Ability to read blueprints (electrical and electronic)
- II. Knowledge of pertinent equipment
- III. Ability to use tools of the trade
- IV. Ability to work within established safety regulations
- V. Ability to perform the duties of the position with normal supervision

Civil Service Commission competitive announcements are open to postal employees as well as people from "off the street". All competitors are evaluated against the same criteria. Any maintenance employee who does not meet the test or experience requirements for inservice placement actions may file for a rating under the open competitive examination announcement if one is announced by the Civil Service Commission. In this manner a postal employee has not one but two opportunities to become eligible for a promotion.

(7) The position of Cleaner, KP-51, states that the incumbent will "perform a variety of light cleaning and housekeeping tasks." How light is the "light cleaning" referred to?

Disposition: See Duties and Responsibilities described in KP-51. If the employee feels his duties are inconsistent with his job description, he may use the appeal

procedures in section 757.4 of the Postal Manual.

(8) The position of Letter Box Mechanic, SP 6-46, PFS-6, has been established to perform letter box maintenance and repair. The position of Fireman, SP 6-4, PFS-4, states that "at offices where this is the highest level maintenance service position, takes care of the small amount of outside letter box maintenance work performed at a post office of this size. Such work involves painting and occasionally installing, replacing or making minor repairs on letter boxes." At an office where neither of these two positions are available, who is responsible for performing this work? If he is of a lower level than either of these two positions, is he entitled to higher level compensation?

Disposition: In instances such as the cited example, it is departmental policy to assign the higher level duties to an employee whose regular position is already ranked to PFS-4, or higher. No additional position will be authorized for this purpose. An employee may receive credit for the performance of higher level duties only if he is detailed to a position which has been authorized (See 756.542(b)(2), Postal Manual).

(9) Section 714.432 of the Postal Manual refers to the 30-day qualifying period prior to the payment of higher level payment. Is this 30-day qualifying period applicable to the technical positions in the maintenance craft?

Disposition: Employees detailed to technical positions in the maintenance craft in PFS-7 or above must serve the 30-day qualifying period. The subject matter of the question as it pertains to higher level pay relates more directly to section 756.54 of the Postal Manual rather than section 714.432 as stated.

(10) Under what conditions may former Post Office Branch Supervisors who accept a PFS-8 or PFS-10 Electronic Technician position be reassigned, demoted, or promoted to initial level supervisory positions in the maintenance craft?

Disposition: Such an employee may be selected for an initial-

Continued on p. 5

All Postal Installations

International Inaugural Service

Northwest Orient Airlines will inaugurate Boeing 747 service from New York, Chicago, and Seattle to Tokyo on or after July 1, 1970.

Official cachet and philatelic treatment is authorized as outlined in Section 145.5 of the Postal Manual.

To send covers on this inaugural, prepare them in the usual manner addressed for delivery to Japan, United States, and Canada, affixing postage at 25 cents per half ounce. **AEROGRAMMES AND POSTAL CARDS WILL NOT BE ACCEPTED.**

The covers should be enclosed in another envelope addressed as follows and should reach the office applying the cachet no later than 3 days prior to the scheduled flight:

<i>Cachets to be applied by:</i>	<i>Send covers to:</i>
Kennedy Internatl. Airport, Mail Facility.	Superintendent, Airport Mail Facility, POD, Kennedy International Airport, Jamaica, LI, NY 11430.
New York City Post Office.	Postmaster, General Post Office, New York, NY 10001.
O'Hare Internatl. Airport, Mail Facility.	Superintendent, Airport Mail Facility, O'Hare Internatl. Airport, Chicago, IL 60668.
Chicago City Post Office.	Postmaster, General Post Office, Chicago, IL 60607.
Seattle International Airport, Mail Facility.	Superintendent, Airport Mail Facility, Seattle International Airport, Seattle, WA 98158.
Seattle City Post Office.	Postmaster, General Post Office, Seattle, WA 98101.

Cachets will also be applied at the United Nations Post Office. Send covers to:

Superintendent,
United Nations Post Office,
Room 1-B-26,
United Nations Headquarters,
New York, NY 10017.

Covers sent through the United Nations Post Office should be prepared as outlined above except that UN (NOT UNITED STATES) postage must be applied. They should reach the UN Post Office at least 5 days prior to the scheduled flight.

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive cachets.—*Bureau of Operations, 6-4-70.*

To All Postmasters and Personnel Processing Mail for Dispatch Abroad

Foreign Order

Post names in POD Publication 43.

CANADA

May 28, 1970

Hamilton

"Photography by KRISS", 85 McNulty Blvd. (U)

Willowdale

Carne Productions, P.O. Box 697, Station B (U)

DENMARK

May 28, 1970

Brønshøj

Dora Petersen, P.O. Box 132 (U)
Frederikssundsvej 273 (U)

Copenhagen

Messrs. Northern, P.O. Box 288 (U)

Zenith Trading Co., Hallingsgade 39 (U)

SWEDEN

May 28, 1970

Alvsjo

Beson, Box 2071 (U)

Bromma

DIANA forlag, Box 97 (U)

Lidingo

Miss Eva Lind, Box 902 (U)

Linkoping

Scandinavian Press AB, or any other name, Box 292 (U)

Malmö

E. K. Order, Box 18049 (U)
Rolf Sjogren, Gulsparvsgatan 42 (U)

WEST GERMANY

May 28, 1970

Freiburg

Buch-Service, Postfach 167, Tunibergstrabe 7 (U)

Affected Post Offices

Delegation of Authority

Authority is now delegated to postmasters at those offices providing mail supply to intermediate offices to receive reports of irregularities, complaints and administrative problems relating to this supply of mail, and to take the necessary corrective action. Previously, this was a function of regional offices. Postmasters at post offices supplied by rural routes will now submit reports of irregularities involving the carrier direct to the postmaster at the office from which the route emanates. Section 353.443d, Postal Manual, will be amended.—*Bureau of Operations, 6-4-70.*

Continued from p. 4

level supervisory position in the maintenance branch if he meets the Handbook X-118B qualification standard and

- (a) is on the maintenance branch supervisory register, or
- (b) has been in a nonsupervisory position in the maintenance branch at PFS-8 or above for at least 2 years and is an eligible on the maintenance supervisory register, or passes the written maintenance supervisory examination non-competitively.

(11) The Managed Mail Processing Program has resulted in a drastic reduction in employees on the workroom floor on weekends. It is reported that this procedure has seriously affected the handling of incoming Special Delivery Mail.

Have any minimum manpower requirements been set over the weekend to assure that all Special Delivery Mail will be properly processed?

Disposition: Special Delivery Mail is not included in the processing procedures used in the handling of first-class, letter-size mail under the Managed Mail Processing Program. Special delivery mail continues to receive the most expeditious processing and transportation available.—Bureau of Personnel, 6-4-70.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

All Postal Installations

The following uniform vendors have received their vendor's license since distribution of POD Publication 136, **Licensed Vendor Listing**.

This additional listing **must be attached to POD Publication 136**. These lists must be posted where they are readily available for employees' perusal.

Abts Shoe Store	115 West Main Street	Arcadia	WI 54612	Mitchell's Clothing Store	317 West Broadway	Frankfort	KY 40601
Atwell's Inc.	P.O. Box 742	Columbus	MS 39701	P. & S. Sales	1856 Chester Ave.	Abington	PA 19001
Baumgartner's	1705 Broadway	Scottsbluff	NE 69361	Pagley Shoe Service	17 North Mill Street	New Castle	PA 16101
Birkholtz Shoes, inc.	214 South 15th St.	Omaha	NE 68102	Rankin Shoe Store	3917 Oak Ridge Hwy.	Knox	TN 37921
Brown Shoe & Repair	717—6th Avenue	DeWitt	IA 52742	Ravazzini, P. Clothiers	1301 Stockton St.	San Francisco	CA 94133
Cardell's	Bankers Trust Bldg.	Jackson	MS 39201	Red Wing Shoe Store	941 North Euclid	Anaheim	CA 92801
Factory Shoe Store, Inc.	231 West Federal St.	Youngstown	OH 44503	Red Wing Shoe Store	5131 Schaefer Rd.	Dearborn	MI 48126
Fairview Shoe Store	Dallas Shpg. Ctr.	Dallas	PA 18612	Red Wing Shoe Store	225 Ridgewood Village	Garland	TX 75040
Gerrit Shoe Repair	831 Washington Ave.	Sioux Center	IA 51250	Remy, R. H., Inc.	63 Main Street	Pittsfield	ME 04967
Gotman's Shoes	37 Glen Street	Detroit Lakes	MN 56501	Recco's Shoe Rebuilding	215 Main Street	Closter	NJ 07624
Hilliard's A & N, Inc.	106 Washington St.	Glen Cove	NY 11542	Sam's Shoe Repair	601 Hampshire Ave.	Pittsburgh	PA 15216
Johnson's Shoe Shop	Avenue de Diego 312	McLeansboro	IL 62359	Smith Shoe Shop	202 West Court St.	Paris	IL 61944
Judhill's	1366 South Main St.	Arecibo	PR 00612	Swedish Cobbler, The	103 North Main St.	Lindsborg	KS 67456
Kinney Shoe Corp.	792 Meridian Ave.	Salinas	CA 93901	Thomas Clothiers	1666—7th Street	Oakland	CA 94607
Kinney Shoe Corp.	1111 Fulton Mall	San Jose	CA 95150	Thunderbird Shoe Store	P.O. Box 806	Los Alamos	NM 87544
Larry's Uniform Service	122 North Main	Fresno	CA 93721	Tom's Toggery Shop	594 Charles St.	Providence	RI 02904
Lash's Shoe Store	830 Southern Blvd.	Sebastopol	CA 95472	Universal Uniforms	500 University Pkwy W.	Baltimore	MD 21210
Lawson's Shoes, Inc.	218 West Broadway	W. Palm Beach	FL 33405	Velchhoff's Dept. Store		Rayville	LA 71269
LeRoy's Shoes	29 South Los Robles	Eagle Grove	IA 50533				
Linde's Correct Shoes	28—32 Woodside Ave.	Pasadena	CA 91101				
Marcus Men's Shpg	205 Main Street	Winthrop	MA 02152				
McCoy's Shoe Store		Vincennes	IN 47591				

—Bureau of Personnel, 6-4-70.

All Postal Installations

UNIFORM ITEMS

The Post Office Uniform Quality Control Office, U.S. Army Natick Laboratories has developed and designed an attractive new uniform *cap* in a deep blue shade, a matching *necktie* and *raingear* in a nylon coated fabric in the Post Office blue color. These new items will supersede the present regulation wear.

The new caps and ties apply to male employees in the following crafts (except that the cap is not applicable for window clerks):

1. Letter carrier
2. Special delivery messenger
3. Letter box mechanic
4. Area maintenance mechanic
5. Ramp transfer clerk
6. Window clerk (no cap)

Specifications for these newly designed items have been issued to the uniform industry. Requirements covering these items and the effective dates for wear and reimbursement are specified below:

1. Cap.—Specification PODUQC No. 33A. Only authorized and specified uniform fabrics in color POD

blue 5013 (dark blue) shall be used in the manufacture of this cap. The new cap has an oval crown, a plastic visor, black vinyl chin strap held by two gold POD buttons and dark blue braid. The above requirements apply to winter, summer, and mesh type caps.

a. Fur Cap.—Chin strap shall be in new dark blue color.

b. Pith Helmet.—Braid shall be in the new dark blue color.

2. Tie.—The new tie shall be manufactured in POD blue 5014. This is a dark blue color to match the braid on the cap. The new color applies to all style ties; four-in-hand, bow and pre-knotted.

3. Necktab.—*Female letter carriers and female special delivery messengers.* The necktab worn with blouse shall be manufactured in new dark blue color.

4. Raingear.—Specification PODUQC No. 44 and 31A. Only the specified nylon coated fabric in color POD blue 5005 shall be used in the manufacture of raingear. Only rain-

gear meeting the new specifications shall be purchased for reimbursement on and after **July 1, 1970**. This applies to all uniformed crafts for whom rainwear is an authorized uniform item.

5. Effective Dates.—On and after **July 1, 1970**, only the new dark blue tie, the dark blue necktab, the new specification raingear and the cap manufactured in accordance with the new specifications and new color may be purchased. Reimbursement shall be made for the above uniform items, purchased after **July 1, 1970**, only if they are manufactured in conformity with the new specifications.

6. Purchase of New Uniform Items.—Employees should purchase the new tie and cap as soon as they have money available in their uniform account.

On and after **July 1, 1971**, all uniformed employees specified above may *not* wear items of uniform made obsolete by this announcement.—*Bureau of Personnel, 6-4-70.*

POST OFFICE CHANGES NO. 27

(Supplemental to July, 1969 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.)

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
AK	Tok	Central		Border	RB	99780	Add	6-1-70	RB estab.
FL	Tallahassee	Leon		Leon	Sx	92303	Delete	4-1-70	To correct ZIP Code shown in PB 4-23-70.
FL	do.	do.		do.	Sx	32308	Add	4-1-70	
IL	Rantoul	Champaign		Chanute A.F.B.	Sx	61866	Delete	5-20-70	Change in ZIP Code.
IL	do.	do.		do.	Sx	61866	Add	5-20-70	
IL	LaGrange	Cook		Hodgkins	B	60527	Delete	8-1-69	To correct ZIP Code shown in PB 8-23-69.
IL	do.	do.		do.	B	60525	Add	8-1-69	
IL	Robinson	Crawford		Eaton	RB	62455	Delete	5-31-70	RB disc.
NJ	Stockton	Hunterdon		Sand Brook	RB	08559	Delete	5-21-70	RB disc.
NY	Hilton	Monroe	1			14468	Delete	6-13-70	C estab.
NY	do.	do.	1C			14468	Add	6-13-70	
NY	Maybrook	Orange	2			12543	Delete	6-13-70	C estab.
NY	do.	do.	2C			12543	Add	6-13-70	
OR	Klamath Falls	Klamath		Lake of the Woods	RB	97603	Add	5-16-70	RB estab.
OR	do.	do.		Crater Lake	RB	97604	Delete	6-1-70	To show change in parent office.
OR	Chiloquin	do.		do.	RB	97604	Add	6-1-70	
PR	Bayamon	Bayamon		Bayamon Gardens	Sx	00619	Add	6-1-70	Sx estab.
SC	Columbia	Richland		Cedar Terrace	B	29209	Delete	6-1-70	Change in designation.
SC	do.	do.		do.	S	29209	Add	6-1-70	
TN	Clarksville	Montgomery		New Providence	Bx	37040	Delete	6-1-70	Change in designation.
TN	do.	do.		do.	Sx	37040	Add	6-1-70	
VT	Burlington	Chittenden		North Burlington	Sx	05401	Add	6-15-70	Sx estab.
VA	Reedville	Northumberland		Sunnybank	RB	22639	Delete	5-31-70	RB disc.

All Postal Installations Having Mail Messenger Service

Certification of Mail Messenger Service

POD Forms 2640, Postmasters' Certification of Mail Messenger Service Performed, should be forwarded to the Postal Data Center, St. Louis, MO 63180, immediately following the close of each accounting period.

An increasing number of POD Forms 2640 are being received after noon on the first Wednesday following the close of the accounting period. Since these certifications must be received before Wednesday to be processed in the first week, there is a delay of 1 week in payment which causes undue hardship for many Mail Messengers.

All postmasters having Mail Messenger Service shall certify this service and mail the certification to the St. Louis Postal Data Center immediately after the close of the accounting period on Friday.—Bureau of Finance and Administration, 6-4-70.

All First-Class Post Offices

Promotion Eligibility of Lower Level Employees

Postmasters shall give career mail handlers and post office maintenance employees who have performed at a satisfactory level for a period of not less than 6 months, and have evidenced the necessary aptitude to perform at a higher level position, priority consideration for promotion to clerk and carrier positions provided they have qualified in an open competitive or noncompetitive clerk-carrier examination. These employees are not required to be within reach on a CSC certificate of eligibles but qualify for promotion if their score is passing.

Postmasters must take positive steps to:

1. Assure that all lower level employees who have passed the clerk-carrier test and have performed at a satisfactory level, are identified and given priority consideration for promotion to appropriate vacancies;

2. Assure that all lower level employees who have performed at a satisfactory level and have not

All Postal Personnel

Reminder to Freedom Share Purchasers

POSTAL BULLETIN 20741, January 29, 1970, contained requirements and plans for discontinuing issuance of Freedom Share Notes by June 26, 1970.

If your authorized payroll deduction for Freedom Share Notes has not been terminated, either automatically or through a new authorization, please carefully review instructions on page 2 of the January 29 Bulletin.—Bureau of Finance and Administration, 6-4-70.

taken the clerk-carrier test, but want to do so, are given the opportunity to take the test noncompetitively; and

3. Establish programs to provide lower level employees who need help in preparing to take the test with such assistance. Civil Service Commission publication AN 2450-R will be of value in this type of activity.—Bureau of Personnel, 6-4-70.

*All Postal Installations***Appointment in the Postal Inspection Service**

The following appointment is effective June 13, 1970.

C. N. Benson: Assistant Postal Inspector in Charge, San Francisco Division (assignment at Los Angeles).

—Bureau of Chief Postal Inspector, 6-4-70.

*All Post Offices***POD Publication 22, Forms Catalog**

Please make the following addition and corrections to the Forms Catalog, 2-2-70, Chapter 1:

Page 1-16 Add: Form 2397 6-65 Summary of Basic Operating Data WMS offices SC Set 476.2 W1

Page 1-27 Form 3813; change text in parenthesis to read: (\$15 or less) Form 3813-P; add (More than \$15)

Page 1-11 Form 1514-A; change supply source to "SC"

Page 1-15 Form 1996; change supply source to "SC" Form 2016; change supply source to "Top SC"

Page 1-36 Form 5398; change supply source to "SC"

—Bureau of Finance and Administration, 6-4-70.

*All Postal Installations***Wanted Circular Canceled**

The following postal offender has been apprehended:

Oscar Lee Davis

Destroy the wanted circular concerning him.—Bureau of the Chief Postal Inspector, 6-4-70.

*All Post Offices***Distribution of Cashbooks and Statement of Accounts for PFY 1971**

Cashbooks, Forms 1550, 1551, and 1552; Statements of Accounts, Forms 1553, 1554, and 1555; and Daily Financial Statement, Form 1558, to be used during Postal Fiscal Year 1971 will be distributed by the area supply centers. Post offices which have not received the appropriate forms by June 19 should immediately contact the supply center serving their area.

Changes Made in Cashbooks.—Forms 1550, 1551, and 1558.

A/C's 5B245, 5B255, and 5B269 were added.

All A/C's relating to Savings Stamps have been deleted. Form 1552, all A/C's relating to Savings Stamps have been deleted.

A column has been provided at the center of the books to facilitate cross-balancing at end of the first 6 days each 2-week period. At the top of the column titled Period to Date or Quarter to Date, in the Daily Accounts Pages, spaces have been provided to identify A/P No. or Quarter No.

The account number column that appeared at the center of the book has been printed to the right of the Period to Date column.

The last page of the book, where the Postal Revenue for the year is recorded, has been inverted to facilitate posting the data from the Daily Account Pages.

Changes Made in Statements of Accounts.—Forms 1553, 1555.

A/C's 5B245, 5B255, and 5B269 were added.

All A/C's relating to Savings Stamps have been deleted. Form 1554, all A/C's relating to Savings Stamps have been deleted.

Pen and Ink Correction.—Due to an error in printing the left pages of the Daily Accounts Section of Form 1551, the vertical lines that separate the dollars and cents within the columns were not printed. However, it is felt that this minor problem can be solved by drawing the missing lines with a ruler.—Bureau of Finance and Administration, 6-4-70.

*All FEDSTRIP Requisitioning Offices***FEDSTRIP Procurements**

Installations authorized to make FEDSTRIP purchases should anticipate their needs for Accounting Period 13, 1970, and issue FEDSTRIP requisitions in the first 2 weeks of Accounting Period 13. Except in the case of an emergency, no FEDSTRIP requisitions will be issued from June 13 through June 30, 1970. FEDSTRIP requisitions should be submitted to the Postal Data Centers Accounts Payable Branch on Friday, June 12, 1970.—Bureau of Finance and Administration, 6-4-70.

*All Postal Installations Operating Government-Owned Vehicles***Truck Display**

The U.S. Marine Corps poster, which will be furnished automatically to postmasters without requisition, will be displayed on the curb side of postal vehicles during the month of July 1970.

The U.S. Coast Guard's Safe Boating poster will be displayed on the street side during this same period.

*All Post Offices***Mail for Nigeria**

Mail service has been restored to the following Nigerian post offices:

Abakaliki	Nimo
Aguata	Nkwogwu
Ajalli	Nnewi
Arondizuogu	Nsukka
Enugu	Nwaniba
Etinan	Obubra
Ikeduru	Obudu
Itu	Oguta
Nbawsi	Ontisha

The Directory of International Mail will be amended.

**BUY U.S. SAVINGS
BONDS**

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 PREFIX, ORDERS WITH PREFIX "A", "B" AND "C-00" TO "C-53". 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-54,255,691 to C-54,255,750 | C-72,721,286 to C-72,721,322 | C-91,382,312 to C-91,382,323 |
| C-54,516,070 to C-54,516,150 | C-73,493,623 to C-73,493,650 | C-91,578,972 to C-91,579,000 |
| C-54,739,925 to C-54,739,950 | C-73,974,501 to C-73,974,700 | C-91,673,143 to C-91,673,185 |
| C-55,223,631 to C-55,223,680 | C-73,997,101 to C-73,997,200 | C-92,220,313 to C-92,220,350 |
| C-56,027,361 to C-56,027,500 | C-71,144,376 to C-74,144,500 | C-92,286,813 to C-92,287,100 |
| C-56,505,258 to C-56,505,299 | C-74,284,550 to C-74,284,920 | C-92,316,674 to C-92,316,800 |
| C-56,537,464 to C-56,537,500 | C-74,828,742 to C-74,828,800 | C-93,697,364 to C-93,697,500 |
| C-56,855,291 to C-56,856,000 | C-75,143,746 to C-75,143,799 | C-94,126,122 to C-94,126,162 |
| C-57,209,803 to C-57,209,840 | C-75,418,750 to C-75,418,900 | C-94,167,847 to C-94,167,900 |
| C-57,371,116 to C-57,371,200 | C-75,583,189 to C-75,583,500 | C-94,212,301 to C-94,212,500 |
| C-58,956,044 to C-58,956,050 | C-75,601,112 to C-75,601,300 | C-94,743,063 to C-94,743,200 |
| C-59,431,484 to C-59,431,500 | C-75,617,204 to C-75,617,300 | C-95,516,330 to C-95,516,400 |
| C-60,269,101 to C-60,269,440 | C-75,617,752 to C-75,617,800 | C-95,711,451 to C-95,711,500 |
| C-60,384,218 to C-60,384,600 | C-75,947,751 to C-75,948,000 | C-96,112,551 to C-96,112,700 |
| C-61,804,069 to C-61,804,250 | C-76,775,506 to C-76,775,700 | C-96,151,948 to C-96,152,000 |
| C-61,928,038 to C-61,928,065 | C-78,323,844 to C-78,323,850 | C-96,242,128 to C-96,242,300 |
| C-62,302,601 to C-62,303,000 | C-78,994,590 to C-78,994,600 | C-96,269,809 to C-96,269,868 |
| C-62,852,385 to C-62,852,500 | C-79,110,185 to C-79,110,200 | C-97,953,001 to C-97,954,000 |
| C-62,950,594 to C-62,950,650 | C-79,458,188 to C-79,458,200 | D-00,057,808 to D-00,058,000 |
| C-63,525,201 to C-63,525,400 | C-79,564,808 to C-79,564,828 | D-00,100,400 to D-00,100,500 |
| C-63,527,171 to C-63,527,175 | C-79,873,491 to C-79,873,500 | D-00,496,912 to D-00,496,929 |
| C-64,099,209 to C-64,099,300 | C-79,917,396 to C-79,917,500 | D-00,610,883 to D-00,611,000 |
| C-64,126,468 to C-64,126,500 | C-80,435,524 to C-80,435,780 | D-01,076,736 to D-01,076,800 |
| C-64,428,699 to C-64,429,000 | C-81,490,977 to C-81,491,000 | D-01,176,151 to D-01,176,210 |
| C-65,138,820 to C-65,138,880 | C-81,876,714 to C-81,876,800 | D-01,383,846 to D-01,383,900 |
| C-65,300,001 to C-65,300,250 | C-82,677,142 to C-82,677,300 | D-02,251,751 to D-02,251,900 |
| C-66,929,466 to C-66,929,500 | C-83,309,090 to C-83,309,500 | D-02,475,216 to D-02,475,250 |
| C-66,945,546 to C-66,945,650 | C-83,788,554 to C-83,788,570 | D-02,502,501 to D-02,503,000 |
| C-66,970,595 to C-66,971,000 | C-84,613,449 to C-84,613,450 | D-02,587,318 to D-02,587,350 |
| C-67,049,971 to C-67,049,996 | C-84,738,601 to C-84,738,700 | D-02,977,271 to D-02,977,300 |
| C-67,121,431 to C-67,121,500 | C-86,065,546 to C-86,065,651 | D-03,326,959 to D-03,327,000 |
| C-67,384,247 to C-67,384,290 | C-86,320,561 to C-86,320,630 | D-03,365,801 to D-03,366,000 |
| C-67,446,054 to C-67,446,150 | C-86,886,901 to C-86,887,000 | D-03,740,023 to D-03,740,100 |
| C-67,493,851 to C-67,494,000 | C-87,071,902 to C-87,072,000 | D-04,135,919 to D-04,136,000 |
| C-67,627,327 to C-67,627,400 | C-87,109,641 to C-87,109,800 | D-04,808,888 to D-04,809,000 |
| C-67,691,137 to C-67,691,800 | C-87,911,899 to C-87,911,950 | D-05,104,840 to D-05,105,000 |
| C-68,710,302 to C-68,710,400 | C-88,693,467 to C-88,693,500 | D-06,172,900 to D-06,172,908 |
| C-70,784,196 to C-70,784,500 | C-88,805,191 to C-88,805,300 | D-06,188,295 to D-06,188,491 |
| C-71,018,518 to C-71,018,600 | C-91,044,562 to C-91,044,600 | D-06,271,110 to D-06,271,400 |
| C-71,344,501 to C-71,344,600 | C-91,065,960 to C-91,066,000 | D-06,306,001 to D-06,306,500 |
| C-71,714,813 to C-71,715,000 | C-91,097,963 to C-91,098,000 | D-06,356,876 to D-06,356,900 |
| C-72,437,569 to C-72,437,570 | C-91,110,101 to C-91,110,500 | |

"Safety is in the eye of those who see it.
... accidents are made by those who don't"

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.

1,914,785,752 to 1,914,785,998	3,822,181,169 to 3,822,181,249	5,694,400,150 to 5,694,400,748
1,915,377,243 to 1,915,377,499	3,822,241,700 to 3,822,242,049	5,696,794,651 to 5,696,794,749
1,915,414,781 to 1,915,414,999	3,822,851,800 to 3,822,852,999	5,697,479,576 to 5,697,479,999
1,916,167,500 to 1,916,167,699	3,824,755,350 to 3,824,755,549	5,697,680,050 to 5,697,680,899
1,922,965,200 to 1,922,965,499	3,829,844,700 to 3,829,846,199	5,699,976,800 to 5,699,977,349
1,923,904,133 to 1,923,905,999	48,346,211 to 48,347,999	5,701,386,592 to 5,701,386,999
1,927,782,600 to 1,927,782,999	4,595,240,000 to 4,595,241,999	5,701,927,195 to 5,701,927,299
1,934,695,700 to 1,934,696,399	58,941,150 to 58,943,999	5,702,674,800 to 5,702,674,999
1,939,279,589 to 1,939,279,999	522,490,800 to 522,491,399	5,702,676,097 to 5,702,676,499
1,940,484,700 to 1,940,485,449	522,491,500 to 522,491,899	5,705,090,201 to 5,705,090,449
1,944,011,284 to 1,944,011,499	533,249,000 to 533,249,499	5,705,679,042 to 5,705,679,999
1,945,919,000 to 1,945,919,649	535,109,469 to 535,109,699	5,710,155,501 to 5,710,155,599
1,951,442,300 to 1,951,442,949	537,564,731 to 537,564,999	5,710,478,100 to 5,710,478,249
1,952,455,800 to 1,952,456,149	537,772,395 to 537,772,499	66,826,500 to 66,826,599
1,954,467,172 to 1,954,467,199	538,289,050 to 538,289,899	72,077,164 to 72,077,999
1,956,032,989 to 1,956,032,999	538,327,581 to 538,327,699	73,764,000 to 73,767,999
1,957,988,651 to 1,957,988,799	538,359,663 to 538,360,049	73,969,450 to 73,969,549
1,958,016,000 to 1,958,016,499	538,361,375 to 538,361,999	76,453,150 to 76,453,249
1,961,462,068 to 1,961,462,499	539,427,650 to 539,428,049	77,229,217 to 77,229,449
1,962,031,050 to 1,962,031,199	540,529,081 to 540,529,499	79,396,800 to 79,396,899
1,966,920,600 to 1,966,920,649	543,487,350 to 543,488,399	7,388,138,197 to 7,388,139,999
1,970,719,611 to 1,970,719,624	5,583,514,274 to 5,583,515,999	7,390,556,000 to 7,390,559,999
1,972,869,200 to 1,972,869,249	5,611,934,000 to 5,611,935,999	7,426,790,000 to 7,426,793,999
2,270,328,000 to 2,270,331,999	5,617,120,000 to 5,617,129,499	7,433,118,931 to 7,433,118,949
3,750,454,701 to 3,750,455,599	5,621,652,564 to 5,621,652,999	7,442,462,349 to 7,442,462,999
3,762,257,750 to 3,762,258,949	5,634,099,997 to 5,634,101,999	7,444,360,000 to 7,444,360,999
3,775,270,600 to 3,775,271,699	5,640,743,812 to 5,640,744,349	7,462,196,750 to 7,462,196,799
3,775,271,722 to 3,775,271,999	5,643,597,711 to 5,643,597,749	7,482,784,310 to 7,482,785,599
3,775,655,500 to 3,775,655,649	5,644,984,000 to 5,644,985,999	7,484,295,708 to 7,484,295,899
3,780,914,000 to 3,780,915,999	5,646,932,000 to 5,646,933,999	7,486,840,031 to 7,486,840,599
3,783,862,300 to 3,783,862,699	5,650,189,400 to 5,650,190,399	7,489,060,600 to 7,489,061,349
3,784,278,600 to 3,784,279,999	5,655,123,300 to 5,655,123,849	7,506,705,190 to 7,506,705,999
3,791,928,650 to 3,791,929,099	5,656,140,000 to 5,656,143,999	7,508,727,000 to 7,508,727,199
3,792,897,867 to 3,792,897,999	5,656,522,036 to 5,656,525,999	7,508,872,650 to 7,508,873,399
3,793,403,050 to 3,793,404,949	5,659,292,000 to 5,659,293,999	7,509,488,028 to 7,509,488,049
3,794,469,350 to 3,794,469,399	5,659,763,800 to 5,659,765,299	7,511,613,960 to 7,511,614,049
3,795,256,308 to 3,795,256,449	5,666,020,000 to 5,666,021,999	7,512,192,517 to 7,512,192,549
3,796,184,450 to 3,796,185,699	5,667,365,925 to 5,667,365,999	7,512,674,036 to 7,512,674,099
3,799,925,250 to 3,799,926,349	5,668,669,900 to 5,668,671,399	7,514,290,319 to 7,514,291,499
3,800,811,000 to 3,800,813,499	5,669,971,950 to 5,669,972,749	7,514,610,785 to 7,514,611,199
3,802,370,150 to 3,802,370,349	5,671,762,600 to 5,671,763,999	7,517,768,850 to 7,517,768,999
3,802,585,385 to 3,802,585,499	5,674,179,117 to 5,674,179,999	7,518,391,000 to 7,518,391,299
3,803,056,800 to 3,803,057,099	5,674,407,000 to 5,674,410,499	7,519,006,425 to 7,519,006,445
3,803,111,413 to 3,803,111,449	5,675,410,750 to 5,675,410,999	7,519,542,179 to 7,519,542,499
3,807,175,050 to 3,807,176,849	5,678,191,600 to 5,678,191,999	80,177,950 to 80,178,449
3,808,725,052 to 3,808,725,099	5,678,194,000 to 5,678,194,399	84,116,555 to 84,116,599
3,809,515,971 to 3,809,515,999	5,679,794,000 to 5,679,795,999	86,701,478 to 86,701,549
3,809,585,750 to 3,809,585,949	5,680,311,775 to 5,680,312,049	87,516,462 to 87,516,749
3,810,430,750 to 3,810,431,049	5,687,197,100 to 5,687,197,199	88,519,250 to 88,519,299
3,810,433,250 to 3,810,433,349	5,690,592,968 to 5,690,593,049	89,044,000 to 89,046,999
3,810,639,792 to 3,810,639,999	5,692,340,350 to 5,692,341,849	868,047,108 to 868,047,999
3,813,032,850 to 3,813,033,349	5,692,944,412 to 5,692,944,649	8,381,268,241 to 8,381,268,276
3,813,850,150 to 3,813,850,899	5,693,050,627 to 5,693,050,799	8,381,268,323 to 8,381,268,499
3,814,699,327 to 3,814,700,399	5,693,052,233 to 5,693,052,499	8,525,702,906 to 8,525,703,999
3,814,850,950 to 3,814,851,499	5,693,147,100 to 5,693,148,099	8,551,457,947 to 8,551,457,989
3,817,011,007 to 3,817,011,099	5,694,032,000 to 5,694,033,999	8,552,624,000 to 8,552,624,999
3,817,260,100 to 3,817,260,299	5,694,094,987 to 5,694,095,299	8,566,539,177 to 8,566,539,499
3,820,102,224 to 3,820,102,399	5,694,251,950 to 5,694,253,249	8,567,570,609 to 8,567,570,999
3,821,218,295 to 3,821,218,949	5,694,315,000 to 5,694,315,099	8,559,277,900 to 8,559,278,099