



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly

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Washington, D.C. 20260, Thursday, August 6, 1970—Ten Pages

20770

All Postal Installations

6-Cent South Carolina Tricentennial Commemorative Postage Stamp

The 6-cent South Carolina Tricentennial commemorative stamp will be first placed on sale at Charleston, SC on September 12, 1970.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE SEPTEMBER 13, 1970



Size: 0.84" x 1.44" (horizontal)
ISSUED IN PANES OF 50
Color: Black, red, brown, and yellow
Initial printing: 130 million
Designer: George Samerjan

To obtain first day cancellations, collectors may submit requests to the Postmaster, Charleston, SC 29401. 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 Monday, September 14, 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 using item 430.

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." All requisitions not so endorsed will be returned.

All Postal Installations

New Pre-Retirement Counseling Service

I am pleased to announce that employees who are approaching retirement age will soon begin to receive personal copies of a series of booklets designed to help anticipate some of the problems and opportunities of retirement.

All employees 55 or over with a minimum of 25 years of service will receive a different booklet every 3 months on a variety of subjects ranging from finance to recreation. Four booklets a year will be mailed to the homes of eligible employees for their personal use and retention.

This is a new and additional service which supplements the pre-retirement counseling procedures in Part 723 of the Postal Manual. Employees desiring information on retirement eligibility, deposits or redeposits, creditable service, annuity rates, survivor benefits, life insurance, and health benefits coverage should contact their personnel office or postmaster.

L. T. Keenan

Deputy Postmaster General.

All Mailer Cooperation Program Offices

Mailer Cooperation Test for Quarter I

The Mailer Cooperation Test for Quarter I is scheduled for the 5-day (Monday-Friday) period of August 17-21, and will be conducted under the instructions on the reverse of Form 2368-F, Analysis of Originating First-Class Mail Deposits.

Each office will also submit a Form 3779, Postmaster Report, analyzing test results. Please complete the entire Form 3779, making certain that all figures are current and correct.

Following this test, postmasters should use the data to assist in adjusting employee work assignments to match the flow of originating mail deposits.—Bureau of Planning and Marketing, 8-6-70.

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*All Postal Installations***Holiday Service—Labor Day Weekend**

Labor Day, Monday, September 7, 1970, will be observed as a national holiday. The following holiday service and holiday leave instructions and policies shall apply to all postal installations on Saturday, September 5, Sunday, September 6, and Monday, September 7. Appropriate signs or notices must be placed in conspicuous places in lobbies or on doors at entrances and exits informing patrons of the weekend service to be provided.

I. Saturday, September 5

The normal Saturday service will be provided.

II. Sunday, September 6

A. Collection Service—At city delivery offices collection service will be limited to lobby drops and collection boxes located at SSPU's and in front of main post offices, larger stations and branches, and other known heavy collection points. Collections must be completed in time to connect dispatches of value.

B. Window Service—No window service will be provided.

C. Lockbox Service—The usual Sunday lockbox service will be provided.

D. Special Delivery—Special delivery service must be provided.

E. Receipts and Dispatches—Sunday schedules for receipt and dispatch of mail shall be observed.

III. Monday, September 7

A. Delivery Service—There will be no delivery of mail by city or rural route carriers and these employees shall not be scheduled for duty to case mail for window delivery.

B. Collection Service—Holiday schedules for collection of mail will be observed.

C. Window Service—No window service will be provided.

D. Lockbox Service—The usual holiday lockbox service will be provided. The level of service given at main offices, branches, and stations should be consistent with local needs of the particular unit. Past experience of the requirements at the local business community should be a governing factor in determining adequate

but not excessive lockbox service to be provided.

E. Special Delivery—Special delivery service must be provided.

F. Receipts and Dispatches—Holiday schedules for receipt and dispatch of mail shall be observed.

IV. Use of Substitute Employees

Substitute employees of all crafts shall be used to the maximum extent possible in covering required duty assignments on September 5, 6, and 7, in order that as many annual rate and hourly rate regular employees as possible may be excused from duty on their designated holiday.

V. Holiday Pay and Leave

A. Annual Rate Regular Employees:

1. For those eligible annual rate regular employees whose basic workweek includes Monday as a scheduled workday, Monday, September 7, will be their designated holiday.

2. For those eligible annual rate regular employees whose workweek includes Monday as a scheduled day off, the first scheduled workday immediately preceding Monday, September 7, will be their designated holiday.

3. Those annual rate regular employees in PFS-11 and below 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 services 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. Annual rate regular 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. The duty schedules of annual rate and hourly rate regular employees shall not be changed for the purpose of avoiding or providing payment of the extra compensation outlined in 3 and 4 above.

6. The holiday compensation and compensatory time provisions do not

*All First- and Second-Class Offices***Registered and COD Quarterly Reports on Form 835**

Form 835, Quarterly Report of Originating Registered and COD Transactions, will be furnished without requisition to each first- and second-class office prior to the close of each postal quarter.

Information to be entered on this report includes the number of Registered and COD articles accepted for mailing during the postal quarter, including domestic, international, penalty, and postage and fees paid registered articles originating at the reporting office. A report on Form 835 will be required at the end of each postal quarter and should be submitted to the postal data center.—*Bureau of Finance and Administration, 8-6-70.*

apply to postmasters, postal inspectors, mobile unit employees, rural carriers and employees in salary level PFS-16 and above.

B. Hourly Rate Regular Employees:

1. Monday, September 7, 1970, is a designated holiday for all hourly rate regular employees whose regular work schedule includes Monday as a workday.

2. The first scheduled workday preceding Monday, September 7, 1970, 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 Monday 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 will receive pay at the overtime rate of 150 per centum of their hourly rate of basic compensation.—*Bureau of Operations, 8-6-70.*

*All Postal Installations***VETERANS READJUSTMENT APPOINTMENTS**

The President signed Executive Order 11521 on March 26, 1970. This order authorized Veterans Readjustment Appointments for veterans of the Vietnam Era. Transitional Appointments were discontinued as of April 9, 1970, but veterans presently serving under Transitional Appointment may be given a Veterans Readjustment Appointment any time prior to April 9, 1971. Any Transitional Appointment erroneously made on or after April 9, 1970 should be converted to Veterans Readjustment Appointment under personnel action code 576, as provided below under Documenting Personnel Actions.

Those postal installations which receive the Federal Personnel Manual may refer further to FPM Letter No. 307-3, issued April 13, 1970. Any questions on the program should be submitted to the Director, Personnel Division, in your regional office.

Basic Eligibility

A veteran has basic eligibility for a Veterans Readjustment Appointment if he meets all the following conditions:

He is a U.S. citizen.

He has been discharged under honorable conditions after performing active military duty (other than active duty for training) (a) during the period from December 7, 1941 to July 1, 1955, (b) in a campaign for expedition for which a campaign badge has been authorized, (c) for a period of more than 180 consecutive days after January 31, 1955, exclusive of active duty for training in the National Guard or as a Reserve, or (d) at any time, if he has a service-connected disability.

Some or all of his active military duty has been after August 5, 1964 (i.e., during the Vietnam Era).

He has completed not more than 14 years of education (i.e., not more than 2 years beyond graduation from high school, or the equivalent).

He has agreed in writing that he will pursue a training or educational

program during employment under the appointment.

His separation from the armed forces (or release from hospitalization or treatment immediately following separation from the armed forces) occurred within the year preceding appointment. However, a veteran presently serving under Transitional Appointment may be given a Veterans Readjustment Appointment without regard to this restriction if he is appointed before April 9, 1971. In addition, a veteran who is separated involuntarily without cause from a Transitional or a Veterans Readjustment Appointment may be given a Veterans Readjustment Appointment without regard to this restriction if he is appointed within 1 year after his involuntary separation.

Appointment Authority

Section 307-103 of the Civil Service regulations authorizes the Post Office Department to give a veteran a Veterans Readjustment Appointment to any PFS-3, 4 or 5 position in the Postal Field Service if he meets the basic eligibility requirements described above. A Veterans Readjustment Appointment may not be made at a level below PFS-3.

Any veteran with basic eligibility whom the Post Office considers capable of performing the duties of a position at PFS-3 may be appointed, without competing in a written examination. At levels PFS-4 and 5, the appointee must have passed the appropriate written test, but he does not have to be within reach on the civil service register for this type of appointment. The appointing officer shall not discriminate because of race, color, religion, sex, national origin, or political affiliation. In accordance with section 302.304 of the Civil Service regulations veterans with a compensable service-connected disability of 10 percent or more are entitled to priority in consideration for Veterans Readjustment Appointments. Veterans Readjustment Appointments are made subject to

investigation by the Civil Service Commission.

Noncompetitive Movement

(a) A person serving under Veterans Readjustment Appointment may move noncompetitively to any other position which the employing agency is authorized to fill by Veterans Readjustment Appointment even though he has not yet completed his training or educational program. A person serving under Transitional Appointment is not eligible for noncompetitive movement, but may be given a Veterans Readjustment Appointment instead during the period the employee has basic eligibility for such an appointment.

(b) Noncompetitive movements are processed as reassignments, promotions, or transfers, as appropriate. To be promoted, an employee must rank among the best qualified when evaluated under merit promotion procedures with other employees eligible for promotion consideration. Veterans Readjustment Appointment appointees must have the same, but no greater, opportunities to be considered for promotion as other employees under the agency promotion program.

(c) An employee who is moved noncompetitively is not relieved of the obligation to complete any applicable training or educational program. In some circumstances it may be preferable to develop a new training or educational program instead.

(d) The same qualification standards apply in noncompetitive actions as in original appointments.

Conditions of Employment

An employee appointed under part 307 of the Civil Service regulations serves subject to satisfactory performance of assigned duties and satisfactory participation in the training or educational program under which he was appointed. Veterans Readjustment Appointments are without time limitation. Accordingly, employees who are otherwise eligible

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Continued from p. 3

are entitled to step increases, annual and sick leave, retirement, life insurance, health insurance, and other fringe benefits associated with non-temporary employment. The adverse action procedures in part 746.4, Postal Manual, are applicable to veterans readjustment appointees who have completed 6 months of continuous employment.

Documenting Personnel Actions

As indicated above, persons given Veterans Readjustment Appointments must meet basic eligibility requirements and must be United States citizens. Their appointments are made subject to investigation by the Civil Service Commission. In other respects, Veterans Readjustment Appointments are processed like other excepted appointments. The following new personnel action codes and terminology will be used to document Veterans Readjustment Appointments on POD Form 50:

176—Veterans readjustment appointment.

576—Conversion to veterans readjustment appointment (used in any case where the employee already is on the post office roll when he is given a veterans readjustment appointment).

Show "Reg. 307.103" as authority for the appointment or conversion. If an employee serving under a Veterans Readjustment Appointment moves without a break in service of a work day to another Federal agency report the action as "176—veterans readjustment appointment" and cite "Reg. 307.106" as the authority. A sample POD 50, identified as exhibit A in the POSTAL BULLETIN item, is furnished to show how to process a Veterans Readjustment Appointment. Use the instructions on this sample POD Form 50 for appointments, and use the new personnel action code and terminology cited above on any conversion action, pending revision of the instructions in Part 781, Postal Manual.

Conversions to Career

An employee serving under a Veterans Readjustment Appointment

shall have his appointment converted to career appointment within 30 days after he meets the following conditions:

1. He has satisfactorily completed 2 years of substantially continuous service under a Veterans Readjustment Appointment or under a combination of Transitional and Veterans Readjustment Appointments; and

2. He has completed his training or educational program, or that portion required for completion under Veterans Readjustment Appointment.

Guidelines on Training or Educational Programs

The Civil Service Commission has furnished the following guidelines:

1. Veterans Readjustment Appointments are made in connection with training or educational programs, to be designed to prepare appointees for greater responsibility, prepare them for particular trades, occupations or positions, or achieve other educational, professional, or vocational objectives. Each program should be developed jointly by the veteran and his employer, with the participation of the prospective supervisor and an employee development or personnel staffing specialist. Consideration must be given to the veteran's aspirations and potential, agency resources of career opportunities and training capabilities, and skills development or educational resources in the locality. The total program should provide him with useful skills and knowledges that will enhance his utility as an employee and his growth and development as a person.

2. A written plan will be prepared in each case, setting forth the veteran's objectives, developmental activities to be undertaken to achieve them, agency support to be provided, and conditions to be met to fulfill the requirement of satisfactory participation. In most cases, it should prepare the employee for a target career or job. If the veteran does not have a high school diploma or equivalent, he should be given maximum encouragement to make this the objective, or one of the objectives, of his program. However, he should always be guided toward objectives which are consist-

ent with his highest level career aspirations, his ability to attain them, and the extent to which they will help him build a successful career in the employing organization or elsewhere.

3. Developmental activities may include any, or any combination of, the following, as appropriate to achieve the veteran's objectives:

(a) Planned on-the-job training;

(b) Off-job classroom training;

(c) Basic and/or remedial education;

(d) High school or high school equivalency (GED);

(e) Education beyond high school.

4. The program must provide for a minimum of 1 year of developmental activity. The veteran's objectives need not be attainable within 1 or 2 years however; plans for those with more ambitious goals should specify the portion which is considered to meet the training or educational requirement under VRA. In other words, plans need not be arbitrarily limited because of the minimum requirement for a year of developmental activity or the fact that conversion to career or career-conditional appointment normally occurs after 2 years.

5. When the developmental plan provides for job-related outside educational activities, agencies are urged to allow up to 10 hours duty time per week for this purpose, especially when the veteran contributes an equal amount of his own time. In approving such arrangements, any educational activity toward acquisition of a high school diploma or equivalency certificate is considered to be job-related.

6. The agreement should provide for periodic progress reviews, including discussions with the veteran and his supervisor concerning work performance and on-job training activities. When the plan includes an educational component or attendance at training courses, the veteran should arrange for appropriate evidence of satisfactory participation.

7. Counseling should be an integral part of each veteran's program. It should not only assist him in achieving his immediate goals, but in coping with problems of adjustment,

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fulfilling work-related interests and needs, and attaining longer-range career aspirations. Good counseling is provided in response to perceived needs, but situations may arise in which the individual is not aware of his needs, so agency personnel must be sensitive to the potential problems of Veterans Readjustment Appointees. Whenever a veteran has trouble fulfilling the requirements of his plan, he should be given help. Every effort should be made to determine the cause of the problems and decide on steps to remedy them. Some problems may signal a need for revision in the plan, including its objectives.

8. When the appointee does not participate as required by the plan, or if his participation is unsatisfactory, and counseling indicates that appropriate changes cannot be made, the agency may have to consider termination. If the plan includes an educational component, termination should never be based solely on academic failure unless it is clear that failure is due to lack of effort and interest. Consideration should be given to circumstances beyond the employee's control, such as extended illness on his part or within his immediate family, heavy overtime work, or unsuccessful counseling which led him to undertake a program beyond his capabilities.

9. The veteran may use GI bill benefits for training or education undertaken in connection with his program, but he may not be required to do so as a condition of employment. When it is determined that educational activities can be paid for by the agency, it must be in accordance with chapter 41 of title 5, United States Code. Agencies are encouraged to waive, for Veterans Readjustment Appointees, the 1 year continuous civilian service requirement (FPM 410 subchapter 5-5a) for training through non-Government facilities. Personnel officers should be alert to the possibility of dual compensation infractions; a veteran cannot claim GI bill benefits for training provided or paid for by the employing agency.

10. The training plan documents the mutual understandings of the agency and the veteran about the training and/or education to be undertaken as part of his Veterans Readjustment Appointment. Details of the plan should be stated as briefly as possible but clearly indicate the nature and extent of the developmental activities to be undertaken.

Veterans Readjustment Plan

The model Veterans Readjustment Appointment Plan furnished with the FPM letter has been adapted for post office use. POD Form 2549, which was issued in June 1968 for use in Transitional Appointments, has been revised for reissue under the

heading Veterans Readjustment Appointment Plan. A copy of the revised form is furnished in this POSTAL BULLETIN item identified as exhibit B. Requests for the form should be submitted to supply centers during regular requisitioning periods.

Post Office Actions

1. Responsibility for this program and for furnishing counseling to veterans hired under Transitional and Veterans Readjustment Appointments should be established in each post office making such appointments.

2. Maintain adequate records on appointees and develop followup

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POD Form 25, Nov. 1968 Exception to Standard Form 50		NOTIFICATION OF PERSONNEL ACTION EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE				Approved by Civil Service Commission, November 1968	
1-NAME (CAPS) LAST - FIRST - MIDDLE VETERAN, JOHN JAY		MR. - MISS - MRS. MR.	2-EMPLOYEE NO.	3-BIRTH DATE (Mo., Day, Yr.) 03-31-30	4-SOCIAL SECURITY NO. 234-12-1234		
5-VETERAN PREFERENCE 1 - NO 2 - 5-PT. 3 - 10-PT. DESAB. 4 - 10-PT. COMP. 5 - 10-PT. OTHER		6-TERRITORY GROUP		7-SERVICE COMP. DATE (Mo., Day, Yr.) 06-01-70			
8-PEEL (Indicate the extent of the award for 30-EF-GNSP) 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12		9-RETIREMENT 1 - CS 2 - PS 3 - FCRA 4 - NONE		11-(Per CSC and)			
12-NATURE OF ACTION 176 VETERANS READJUSTMENT APPOINTMENT		13-EFFECTIVE DATE (Mo., Day, Yr.) 06-01-70		14-CIVIL SERVICE OR OTHER LEGAL AUTHORITY Reg. 307-103(a)			
15-FROM: POSITION TITLE DISTRIBUTION CLERK (Sub)		16-PAY PLAN EP-12	OCCUPATION CODE 2315-04	17-LEVEL 5	STEP 1	18-SALARY	
19-NAME AND LOCATION OF EMPLOYING OFFICE POST OFFICE CHARLESTON, SOUTH CAROLINA		BLOCK	FINANCE NO. 45-14800	CLASS 1	CAS	PAY LOC. 016	DESIGN ACTIVITY
20-TO: POSITION TITLE DISTRIBUTION CLERK (Sub)		21-PAY PLAN EP-12	OCCUPATION CODE 2315-04	22-LEVEL 5	STEP 1	23-SALARY	
24-NAME AND LOCATION OF EMPLOYING OFFICE POST OFFICE CHARLESTON, SOUTH CAROLINA		BLOCK	FINANCE NO. 45-14800	CLASS 1	CAS	PAY LOC. 016	DESIGN ACTIVITY
25-DUTY STATION (City - State - ZIP Code) CHARLESTON, SOUTH CAROLINA 29401		26-SEA LOCATION CODE 390-410019				RURAL DATA	
27-		CLASS	ROUTE NO.	TR-WK	LENGTH OF ROUTE	L.P. AMT.	STOPS
30-REMARKS: <input type="checkbox"/> A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING _____ <input type="checkbox"/> B. SEPARATION. SHOW REASON BELOW, AS REQUIRED. CHECK IF APPLICABLE: <input type="checkbox"/> DURING PROBATION <input type="checkbox"/> FROM APPOINTMENT OF 6 MONTHS OR LESS		In Exempted Service Standard Forms 173, 85 and 87 sent to CSC Regional Director 06-01-70					
31-DATE OF APPOINTMENT AFFIDAVIT (Annexes only) 06-01-70		34-SIGNATURE (Or other authentication) AND TITLE John F. Moyalson Postmaster					
32-OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office)		35-DATE 06-01-70					
33-CODE EMPLOYING DEPARTMENT OR AGENCY PO 82 POST OFFICE DEPARTMENT							

EXHIBIT A

Continued from p. 5

procedures to assure maximum program success.

3. Assistance to supervisors in selecting Veterans Readjustment appointees and carrying out their developmental responsibilities.

4. Make maximum use of the expected appointment authority under Civil Service regulation 213.3102(U) to appoint severely handicapped veterans; and of the authority in Civil Service regulation 315.604 for employment of disabled veterans who have completed training courses under chapter 31, title 38, United States Code.

Reports

The Director, Personnel Division, in each regional office, will furnish a quarterly narrative report covering significant actions in all phases of the veterans employment program, including innovative efforts undertaken and breakthroughs in placement of disabled veterans. Narrative reports will be submitted promptly to the Director, Manpower Development Division, Bureau of Personnel, for the periods ending September 30, and December 31, 1970, and March 31, 1971, and June 30, 1971. These reports need not include statistical data, which will be obtained separately.

All Postal Installations

Military Leave

Installation heads should be aware that there are two types of Military Leave provided in section 721.7 of the Postal Manual: (a) the regular 15 days for active duty or training, and (b) up to 22 workdays for military aid to enforce the law as provided under Public Law 90-588 (See Postal Manual 721.78).

Pay Procedures

Public Law 90-588 has been interpreted to provide that the gross amount received by an employee on account of military duty must be credited to his civilian pay; that is, pay for which the employee was granted leave. Pay received for reserve or guard duty under the Law for nonscheduled workdays may be retained by the employee. It shall be the responsibility of the installation head to review a copy of the employees orders on returning to duty to ascertain the scheduled days employees should be granted leave and the appropriate gross amount that must be deducted from employees gross pay prior to submitting this information to the data centers for adjustment in the current pay period.

Where reduced civilian pay is due as the result of military service, retirement and taxes will be deducted to the extent of the reduced civilian pay, but other deductions will be normal.

If military pay for scheduled days is more than civilian pay then no civilian pay is due and the employee is to be so advised.—*Bureau of Finance and Administration, 8-6-70.*

All International Airmail Exchange Offices

Red Fly Tag

The "Red Fly Tag" used by international airmail exchange offices to alert handlers of mail sacks containing registers and/or C12 (letter bills) has been revised and is now available as an item of supply in both POD area supply centers. The new fly tag is identified under POD Item 0-153, packaged in units of 1,000 (MX), and can be requisitioned by users on POD Form 1580 from their appropriate supply center under regular requisitioning cycles.—*Bureau of Facilities, 8-6-70.*

POST OFFICE DEPARTMENT VETERANS READJUSTMENT APPOINTMENT PLAN	
I, _____, having been	
selected for a veterans readjustment appointment to the position of _____	at level _____ in the
(Position Title)	(Post Office)
_____ understand the following:	
1. I must do my job to the satisfaction of the Post Office, and I must make satisfactory progress in the developmental program (education and/or training) specified in Item No. 2. If I fail to do either, the Post Office may stop my employment under the veterans readjustment appointment authority.	
2. I agree to undertake the following developmental activity during the first year of appointment.	

3. I will cooperate with the Post Office in obtaining progress reports on my training, when appropriate.	
4. I will advise the Post Office in advance and get approval before making changes in developmental program.	
I agree to all of the conditions stated above.	
Signed _____	(Employee)
Signed _____	Date _____
(Postmaster or Representative)	
cc to Veteran	

POD Form 2549
June 1970

EXHIBIT B
—Bureau of Personnel, 8-6-70.

All Post Offices

Delegation of Authority

On receipt of notice of establishment of postal units at military, defense or other strategic installations from the Regional Director, postmasters may authorize employees detailed from post offices to the units an allowance, in lieu of actual expenses, of not more than \$4 for each day while so detailed (39 U.S.C. 3336).

Allowable Expenditures

Fares, tolls, and use of privately owned automobiles may be allowed as stated in sections 452.341 and 452.342, Postal Manual, if the employee must travel a greater distance to his post of duty at the military installation than to the main post office or to a branch or station not serving a military installation, but only to the extent that travel to the post of duty at the military installation causes the employee to incur costs over and above the costs he would incur if he traveled to the main post office or branch, or station from which he was detailed. Travel expenses will not be allowed if the unit to which the employee is detailed is within the corporate limits of the city in which the main post office is located, or if the employee was hired with the specific understanding that his place of employment would be at a military base. A reasonable amount for lunch may be included as part of the daily allowance if additional expense is incurred for meals at installations where food service is not available at reasonable prices. Allowances for food will not be made unless the employee incurs expense for meals which he would not incur if he were assigned elsewhere.

Approving and Making Payments

A travel order will not be prepared for this type of travel. Form 1312, Local Transportation Payments, or Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business, will be used and payment made as in section 452.341 or 452.342. Approval of the voucher form by a designated official will constitute authorization for expenses incurred. Record payment in A/C 52532, except for tolls which are to

All Post Offices Having Government-Owned Vehicles

Vehicle Maintenance Bulletins and Modification Orders

The following publications were sent to the field by the Vehicles Branch during accounting period 1, fiscal year 1971:

Publication Number	Date	Title	Summary (If title not self-explanatory)
VMO No. 1-71.....	7- 1-70	Retrofit kits, Kaiser-Jeep ¼-ton, Part No. I Exhaust System-Muffler and tailpipe. Part No. II Flexible Brake tube.	To eliminate premature failure of the muffler and tailpipe brackets and burning of the flexible brake tube.
VMO No. 2-71.....	7- 2-70	Retrofit kit, relocation of the Operator's seat, Kaiser-Jeep ¼-ton.	To provide additional clearance between the steering wheel and the seat back.
VMO No. 3-71.....	7- 6-70	Transmission Band adjustment 1969 Chevrolet ¼-ton Sedan Delivery.	Provides access hole for easier adjustment.
VMO No. 4-71.....	7-23-70	Axle Shaft Bearings, 1968-69 Kaiser-Jeep RHD ¼-ton.	Inspect and install 2 rear axle grease fittings on "as needed" basis on vehicles with less than 6,000 miles.
VMB No. V-1-71.....	7- 2-70	Gas tank protection 1968-69 IHC 5-ton Make/Model 55.	Protective measure to preclude dirt from getting into the fuel system in areas where needed.
VMB No. V-2-71	7- 6-70	Lubrication of Steering Gear Assembly, 1968-69 Kaiser-Jeep ¼-ton LHD, Make/Model Code 63.	Identification of the Gear Box Filler plug.

NOTE.—VMO is Vehicle Modification Order. VMB is Vehicle Maintenance Bulletin—Bureau of Operations, 8-6-70.

For all Group I and II NIMS, Sectional Center, and Multi ZIP Coded Post Offices and Regional Offices

New Customer Complaint Reporting System

The Customer Complaint Analysis Reporting System has been revised to provide more meaningful information and more frequent reporting. The new system will become effective August 22, 1970 (third accounting period, fiscal year 1971). Revised Form 4316 (March 1970), Customer Complaint Tally, and Form 4317 (February 1970), Recapitulation of Customer Complaints, are now in supply centers. Postmasters concerned should submit requisitions for the forms. They should not be used until August 22. Previous editions of Forms 4316, 4316A, and 4317 will become obsolete on August 22. Forms on hand should be disposed of as waste.—Bureau of Planning and Marketing, 8-6-70.

be recorded in A/C 52533, as stated in 452.352.

Procedures in the Postal Manual will be revised accordingly.—Bureau of Finance and Administration, 8-6-70.

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

Lightweight Snow Thrower

Lightweight snow throwers (Item 1919—Snow Thrower, Lightweight, 24-inch, 6 hp., 2-wheel, self-propelled) may now be requisitioned by first-, second-, and third-class offices meeting the following standards:

- a. For use in areas where space is available for throwing snow without danger of striking passersby.
- b. For smaller facilities having paved areas over 1,000 square feet and under 4,000 square feet including driveways, sidewalks and parking areas, and having over 20 inches average snowfall annually.
- c. May be used as auxiliary equipment at larger installations having over 4,000 square feet of paved sidewalk and driveway only.

Postmasters shall include a statement on Form 73, Equipment Requisition, certifying that the office meets the above-stated criteria for being furnished this item.

Form 73 should be sent to the Chief, Procurement and Supply Branch, your region, for procurement action no later than October 1, 1970, in order to assure delivery for use during this snow season as a 90-day lead time is to be expected.—Bureau of Operations, 8-6-70.

All Postal Installations

Experimental Parcel Post Service Test

The exhibit below was not printed in POSTAL BULLETIN 20769 of July 30, 1970. The article referring to it appears on page 7, column 1, of that bulletin.

POD Form 5610-BX, June 1970 PARCEL POST

SURFACE PARCEL POST
Service Experiment

Delivering Employee:
Please detach this card from parcel before delivery. Fill in the lines below. Return card to your supervisor.

DATE 7/16/70 TIME 10:15 AM

NOTE: Date and time shown must be when parcel is first offered for delivery.

Post Office and State CROZET, VA
Where delivered
22932

Serial No. 0199

EXHIBIT 1

—Bureau of Operations, 8-6-70.

All Post Offices

Jewelry and Watches for Overseas Military Post Offices

The Department of the Air Force reports that in spite of the prohibition in section 127.162, Postal Manual, packages containing jewelry and watches valued in excess of \$10 are being accepted as **insured mail**. These items for mailing to overseas military post offices are acceptable only as **registered mail**.

Postmasters shall see that the prohibition is brought to the attention of all employees accepting mail addressed to military post offices overseas.—Bureau of Finance and Administration, 8-6-70.

All Post Offices

Union of Soviet Socialist Republics—Prohibitions and Import Restrictions

The postal authorities of the U.S.S.R. have given notice that the following articles are prohibited by parcel post to that country:

- Military firearms.
- Printed matter, pictures, films, recordings, etc., which are contrary to the interests of the U.S.S.R.
- Toys and games of militaristic nature, including those resembling pistols and other firearms.
- Soviet currency and government bonds.
- Postage stamps, cancelled or not, and philatelic collections.
- Seeds, grain and legumes suitable for planting.
- Foods and beverages in glass or hermetically sealed containers.
- Medicines, vitamins and chewing gum.

Commodities admitted

- Medical thermometers, eyeglass lenses, eyeglasses and frames, prosthetic devices, orthopedic corsets, hearing aids, etc.
- Hand tools
- Photographic articles except films
- Coffee, tea, chicory
- Tea
- Spices, all kinds
- Foodstuffs, not in glass or hermetically sealed
- Tobacco (except leaf) and tobacco products
- Overcoats and dresses (new)
- Shirts and blouses (new)
- Underwear (new)
- Bed and table linen (new)
- Stockings, socks (new)
- Headwear (including shawls) (new)
- Blinds, curtains, etc.
- Gloves, all kinds (new)
- Briefcases and handbags
- Other articles of haberdashery
- Footwear (new)
- Tablewear
- Perfumes and cosmetics, all kinds
- Soap and toilet articles
- Household articles (including electric appliances)
- Printed matter (books and periodicals), manuscripts, etc.
- Miniature graphics (cards, labels, etc.)
- Disk recordings
- Musical instruments
- Hunting and sporting equipment (except firearms)
- Toys, games and Christmas tree decorations
- Office supplies and stationery
- Miscellaneous small items (pens, pencils, etc.)
- Gold, silver or platinum articles
- Plastic manufactured items: window curtains, blinds, tablecloths, etc.

Maximum quantities

- One of each.
- One of each kind.
- 1 article or 1 set.
- 4 lbs. 6 oz.
- 7 oz.
- 3 1/2 oz.
- 4 lbs. 6 oz. of each kind.
- 2 lbs. 3 oz.
- One of each.
- One of each.
- Three sets.
- Two sets.
- Six pairs of each kind.
- One.
- Three sets.
- One pair.
- One item.
- 2 items or sets.
- Two pairs.
- 11 lbs.
- 1 lb. or 1 set.
- 4 lbs. 6 oz.
- One article.
- 1 copy of each.
- 1 of each, but not more than 10 in all.
- 12.
- One.
- 1 article or 1 set.
- 2 articles or 2 sets.
- 1 article or 1 set.
- 5 articles or 1 set.
- Unlimited.
- 1 lb.

The Directory of International Mail will be amended.—Bureau of Finance and Administration, 8-6-70.

All Money Order Offices

International Money Orders

U.S. International Money Orders returned to purchasers or payees from Great Britain cannot be repaid by post offices. Repayment can be made only by the submission of Form 6684, Inquiry Concerning International Money Order Issued in the United States, with returned money order attached, to the Money Order Division.—Bureau of Finance and Administration, 8-6-70.

All Postmasters

Domestic Order

Enforced by Postmaster at city listed
False Representation

State and city Name covered by order
Pennsylvania, Phil- Queen Cosmetics Prod-
adelphia. ucts, Inc.

A SAFE OPERATION IS A GOOD OPERATION

All Postal Installations

Request for Verification of Military Service

The Civil Service Commission has authorized us to show on the back of CSC Form 813 where to send requests for verification of military service. The revised forms are available from your supply center and may be or-

dered on your next regularly scheduled requisition.

Pending receipt of the revised forms this information is printed below to assist in sending requests to the proper records location.

WHERE TO WRITE REQUEST PERTAINING TO MILITARY RECORDS	
<p>IMPORTANT: If the individual has two or more periods of service within the same branch of service, send your request to the office having the record for the latest period. If the person was only recently separated, send the request to the active file location until lapse of time shown under various categories below.</p>	
<p>AIR FORCE</p> <p>Active members (incl. Nat'l Guard on active duty in Air Force); TDRL*; & general officers retired with pay. Reserve; retired reservists in non-pay status; & Nat'l Guard released from active duty & rfd. to Reserve. Current Nat'l Guard officers not on active duty in Air Force. Current Nat'l Guard enlisted not on active duty in Air Force. Discharged; deceased; & retired with pay (less general officers retired with pay)—30 days after separation.</p> <p>USAF, Military Personnel Center Military Personnel Records Division Randolph AFB, Texas 78148 Air Reserve Personnel Center 3800 York Street Denver, Colorado 80205 National Guard Bureau Washington, D.C. 20310 The Adjutant General of the appropriate State; D.C.; or Puerto Rico. National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132</p>	<p>ARMY</p> <p>Officers separated before 7-1-17 & enlisted separated before 11-1-12. Reserve; TDRL*; Nat'l Guard released from active duty in U.S. Army; & retired members less general officers. Active officers (incl. Nat'l Guard on active duty in U.S. Army) & retired general officers. Active enlisted (incl. Nat'l Guard on active duty in U.S. Army). Current Nat'l Guard officers not on active duty in U.S. Army. Current Nat'l Guard enlisted not on active duty in U.S. Army. Discharged and deceased members—30 days after separation.</p> <p>National Archives and Records Service National Archives Building Washington, D.C. 20408 Commanding Officer U.S. Army Administration Center, TAGO 9700 Page Boulevard St. Louis, Missouri 63132 The Adjutant General Army; AGPF Department of the Army Washington, D.C. 20310 Commanding Officer U.S. Army Enlisted Personnel Support Center Ft. Benjamin Harrison, Ind. 46249 National Guard Bureau Washington, D.C. 20310 The Adjutant General of the appropriate State; D.C.; or Puerto Rico. National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132</p>
<p>COAST GUARD</p> <p>Active, reserve & TDRL* members plus officers separated before 1-1-29. Discharged, deceased and retired—officers 3 months after separation; enlisted 6 months after separation.</p> <p>Commandant U.S. Coast Guard Washington, D.C. 20226 National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132</p>	<p>NAVY</p> <p>Active & TDRL* members, reserve officers, & Class II enlisted reserve. Class III Reserves Discharged, deceased, and retired—4 months after separation Form 813 (reverse)</p> <p>Commandant of the Marine Corps Headquarters, U.S. Marine Corps Washington, D.C. 20380 Marine Corps Reserve Forces Class III 1500 E. Bannister Road Kansas City, Missouri 64131 National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132</p> <p>Chief of Naval Personnel Department of the Navy Washington, D.C. 20370 National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132</p>

—Bureau of Finance and Administration, 8-6-70.

All Postal Installations

Questionnaires to the Public

Questionnaires sent to 10 or more persons or business firms are governed by the requirements of the Federal Reports Act. They may not be used without prior clearance from the Bureau of the Budget.

All requests for approval of such questionnaires must be sent to Director, Reports and Records Management Division, Room 2321, Post Office Department, 12th and Pennsylvania Avenue NW., Washington, D.C. 20260. That office has liaison responsibility with the Bureau of the Budget.

Each request must include:

1. Five copies of the proposed questionnaire.

2. A statement concerning the purpose and use of the questionnaire containing such information as:

- (a) Frequency of use (one time, weekly, etc.).
- (b) Reporting method (mail, telephone, personal interview, etc.).
- (c) Estimated number to be sent.
- (d) Sampling method.
- (e) Estimated date on which questionnaires will be sent to the public.
- (f) Names of persons having accessibility to the collected information.
- (g) Security measures for protection of the information.

—Bureau of Finance and Administration, 8-6-70.

All Postal Installations

Postal Clean-up Week

The following procedures are prescribed for the files maintenance and records disposition portion of Postal Clean-up Week, August 16-22, 1970, as announced by the Postmaster General in the POSTAL BULLETIN of July 30, 1970.

Regional Directors, postmasters and heads of all postal installations will promptly initiate action to accomplish the following objectives:

1. Appoint a records liaison officer at each office. At those sections of larger offices which maintain major files accumulations a records control officer will also be designated.

2. Review files maintenance and records disposition instructions:

- Post Offices—Postal Manual, Part 846;
- Regional Offices—Regional Instructions 180-1;
- Postal Data Centers—POD Publication PDC-1.

3. Inventory records and apply disposition instructions. Destroy records eligible for disposal. Transfer from active office space to inactive storage areas those records which are not required for active reference but which are not yet eligible for disposal.

4. Review supplies of blank forms, publications, etc. Destroy superseded and obsolete copies. Return current copies which are excess to the needs of the office of the central supply unit.

5. About August 16, 1970, postal data centers will send to each post office a Form 1273-X to be used in reporting results. All offices will complete the requested information and return Form 1273-X in a window envelope to their PDC by September 1, 1970.—Bureau of Finance and Administration, 8-6-70.

To All Postmasters and Personnel Processing Mail for Dispatch Abroad

Foreign Orders

Post names in POD Publication 43.
 ENGLAND
 August 6, 1970
 London

Media Capital Corp.
 BCM/MEDIA (F)
 J. P. Morgan & Co., Ltd. Bankers,
 175 Piccadilly (F)

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	3,831,452,950 to 3,831,452,999	5,701,927,195 to 5,701,927,299
1,915,377,243 to 1,915,377,499	3,831,749,000 to 3,831,749,199	5,702,674,800 to 5,702,674,999
1,915,414,781 to 1,915,414,999	3,836,105,450 to 3,836,105,699	5,702,676,097 to 5,702,676,499
1,923,904,133 to 1,923,905,999	48,346,211 to 48,347,999	5,702,742,677 to 5,702,742,999
1,927,782,600 to 1,927,782,999	58,941,150 to 58,943,999	5,702,916,078 to 5,702,916,499
1,927,869,531 to 1,927,869,549	521,072,954 to 521,073,099	5,705,679,042 to 5,705,679,999
1,934,695,700 to 1,934,696,399	522,490,800 to 522,491,399	5,710,155,501 to 5,710,155,599
1,939,279,589 to 1,939,279,999	522,491,500 to 522,491,899	5,710,478,100 to 5,710,478,249
1,940,484,700 to 1,940,485,449	537,564,731 to 537,564,999	66,826,500 to 66,826,599
1,944,011,284 to 1,944,011,499	538,289,050 to 538,289,899	72,077,164 to 72,077,999
1,945,919,000 to 1,945,919,649	538,327,581 to 538,327,699	73,764,000 to 73,767,999
1,951,442,300 to 1,951,442,949	538,359,663 to 538,360,049	73,969,450 to 73,969,549
1,952,455,800 to 1,952,456,149	538,361,375 to 538,361,999	76,429,126 to 76,429,199
1,954,467,172 to 1,954,467,199	539,427,650 to 539,428,049	76,453,150 to 76,453,249
1,956,032,989 to 1,956,032,999	540,304,321 to 540,304,499	77,229,217 to 77,229,449
1,958,016,000 to 1,958,016,499	540,529,081 to 540,529,499	79,396,800 to 79,396,899
1,961,462,068 to 1,961,462,499	543,487,350 to 543,488,399	7,388,138,197 to 7,388,139,999
1,966,920,600 to 1,966,920,649	5,550,886,753 to 5,550,886,999	7,390,556,000 to 7,390,559,999
1,970,719,611 to 1,970,719,624	5,552,982,000 to 5,552,982,499	7,426,790,000 to 7,426,793,999
1,972,020,251 to 1,972,020,999	5,611,934,000 to 5,611,935,999	7,433,118,931 to 7,433,118,949
1,972,869,200 to 1,972,869,249	5,617,120,000 to 5,617,129,499	7,462,196,750 to 7,462,196,799
1,973,517,860 to 1,973,517,949	5,621,652,564 to 5,621,652,999	7,484,295,708 to 7,484,295,899
1,979,517,850 to 1,979,518,499	5,634,099,997 to 5,634,101,999	7,486,840,031 to 7,486,840,599
2,270,328,000 to 2,270,331,999	5,640,743,812 to 5,640,744,349	7,489,060,600 to 7,489,061,349
3,750,571,077 to 3,750,571,149	5,643,597,711 to 5,643,597,749	7,506,526,350 to 7,506,526,649
3,762,257,750 to 3,762,258,949	5,646,932,000 to 5,646,933,999	7,506,705,190 to 7,506,705,999
3,775,270,600 to 3,775,271,699	5,650,189,400 to 5,650,190,399	7,509,488,028 to 7,509,488,049
3,775,655,500 to 3,775,655,649	5,655,123,300 to 5,655,123,849	7,509,732,835 to 7,509,732,999
3,780,914,000 to 3,780,915,999	5,656,140,000 to 5,656,143,999	7,512,192,517 to 7,512,192,549
3,783,862,300 to 3,783,862,699	5,656,522,036 to 5,656,525,999	7,514,290,319 to 7,514,291,499
3,784,278,600 to 3,784,279,999	5,659,292,000 to 5,659,293,999	7,514,610,785 to 7,514,611,199
3,787,168,209 to 3,787,168,299	5,659,763,800 to 5,659,765,299	7,516,888,971 to 7,516,889,000
3,787,392,427 to 3,787,392,500	5,666,020,000 to 5,666,021,999	7,518,391,000 to 7,518,391,299
3,791,928,650 to 3,791,929,099	5,667,365,925 to 5,667,365,999	7,519,006,425 to 7,519,006,445
3,795,243,100 to 3,795,243,699	5,668,669,900 to 5,668,671,399	7,519,542,179 to 7,519,542,499
3,799,925,250 to 3,799,926,349	5,669,971,950 to 5,669,972,749	7,519,547,129 to 7,519,547,249
3,800,811,000 to 3,800,813,499	5,671,762,600 to 5,671,763,999	7,519,937,563 to 7,519,937,999
3,802,330,640 to 3,802,330,699	5,674,179,117 to 5,674,179,999	7,521,154,843 to 7,521,154,899
3,802,370,150 to 3,802,370,349	5,674,407,000 to 5,674,410,499	7,521,358,275 to 7,521,358,499
3,803,056,800 to 3,803,057,099	5,675,410,750 to 5,675,410,999	7,524,396,064 to 7,524,396,099
3,803,111,413 to 3,803,111,449	5,678,191,600 to 5,678,191,999	7,528,356,600 to 7,528,357,199
3,807,175,050 to 3,807,176,849	5,678,194,000 to 5,678,194,399	80,177,950 to 80,178,449
3,808,725,052 to 3,808,725,099	5,679,794,000 to 5,679,795,999	84,116,555 to 84,116,599
3,809,515,971 to 3,809,515,999	5,680,311,775 to 5,680,312,049	86,701,478 to 86,701,549
3,809,585,750 to 3,809,585,949	5,687,197,100 to 5,687,197,199	87,516,462 to 87,516,749
3,810,430,750 to 3,810,431,049	5,690,592,968 to 5,690,593,049	88,519,250 to 88,519,299
3,810,433,250 to 3,810,433,349	5,692,340,350 to 5,692,341,849	89,044,000 to 89,046,999
3,810,639,792 to 3,810,639,999	5,693,050,627 to 5,693,050,799	868,047,108 to 868,047,999
3,814,699,327 to 3,814,700,399	5,693,052,233 to 5,693,052,499	8,381,268,241 to 8,381,268,276
3,817,260,100 to 3,817,260,299	5,693,147,100 to 5,693,148,099	8,381,268,323 to 8,381,268,499
3,821,218,295 to 3,821,218,949	5,693,615,948 to 5,693,615,999	8,552,624,000 to 8,552,624,999
3,822,241,700 to 3,822,242,049	5,694,032,000 to 5,694,033,999	8,563,415,296 to 8,563,415,999
3,822,780,159 to 3,822,780,249	5,694,094,987 to 5,694,095,299	8,566,539,177 to 8,566,539,499
3,822,851,800 to 3,822,852,999	5,694,251,950 to 5,694,253,249	8,567,570,609 to 8,567,570,999
3,824,755,350 to 3,824,755,549	5,694,315,000 to 5,694,315,099	8,559,277,900 to 8,559,278,099
3,825,325,650 to 3,825,326,199	5,694,400,150 to 5,694,400,748	8,566,492,869 to 8,566,492,999
3,826,834,548 to 3,826,834,649	5,696,794,651 to 5,696,794,749	91,663,500 to 91,663,699
3,827,770,059 to 3,827,770,074	5,697,479,576 to 5,697,479,999	92,593,796 to 92,593,849
3,829,844,700 to 3,829,846,199	5,697,680,050 to 5,697,680,899	
	5,701,386,592 to 5,701,386,999	