



postal bulletin

Directives Control Division, Washington, DC 20260

PB 21021—Jan. 30, 1975—Nine Pages

10-Cent Collective Bargaining Commemorative Stamp

Description. The 10-cent Collective Bargaining commemorative stamp will be first placed on sale at Washington, DC 20013, March 13, 1975.

Do Not Sell Before March 14, 1975.



Image area: 1.44 x 0.84 inches.

Issued in sheets of 50.

Colors: Blue, orange and purple.

Marginal markings: Four plate numbers, Mail Early and Mr. Zip.

Initial printing: 140 million.

Designer: Robert Hallock.

Collectors. Request first-day cancellations from: Collective Bargaining Stamp, Postmaster, Washington, DC 20013 (see PSM, 257.2). Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20036, beginning March 13, 1975.

Supply. All classes of post offices will receive an initial supply of the stamps under the automatic distribution system. Before requisitioning additional stamps (Item 405), consider that the stock should be depleted prior to May 13, 1975, at all post office outlets—except designated philatelic windows and postal stores.

First-class post offices requiring additional bulk quantities: immediately requisition on Form 3356 from the Bureau of Engraving and Printing.

First-class post offices requiring additional stamps in less than bulk quantities and all other post offices: requisition on Form 17 from designated SCF on next scheduled requisitioning date.

Panels. A limited number of 8½ by 11¼ inches commemorative series stamp panels will be released with

Lockbox Keys

The Mail Equipment Shops has noted that many offices are not keeping at least one spare key on hand for immediate issuance to customers as outlined in section 169.441, PSM.

It is essential that all post offices having lockboxes equipped with key-type locks insure that a reasonable quantity of spare cylinder-type locks, with three keys each, are on hand for emergency purposes. At least two space locks should be on hand for every 100 lockboxes. Requisitions for spare cylinder-type locks should be submitted to the Mail Equipment Shops on Form 3915, *Lockbox Key Requisition.—Procurement & Supply Dept., 1-30-75.*

International Mail—Australia

The Postal Administration of Australia has advised that its service will no longer accept insured parcels containing banknotes, currency notes, or any kind of securities payable to bearer; platinum, gold, or silver (whether manufactured or unmanufactured); or precious stones, jewelry, or other precious articles.

These articles may be mailed to Australia as registered mail. Make an appropriate write-in notation under Australia in Publication 42, *International Mail*, under the Insured Value section. Pub. 42 will be revised accordingly.—*Rates & Classification Dept., 1-30-75.*

the stamps. The panels (Item 964) are printed on heavy art paper suitable for mounting and sell for \$2 each.

Sectional centers: requisition panels (in units of 10 or cartons of 100) on Form 17 from accountable paper depositories. **Associate Offices:** requisition any required quantity from designated SCF's. Panels are available on a first-come basis from all distributing offices.—*Offices of Stamps, 1-30-75.*

Possible Safety Hazard—Emergency Lighting Units

Postmasters/officers-in-charge shall see that an immediate inspection is made of all facilities under their jurisdiction to determine if Model No. 3DCS-3D, emergency lights manufactured by Lightalarm Electronics Corporation are in use.

An immediate modification of these lights must be made to prevent the possibility of a battery explosion. Follow the procedures below:

1. Purchase a plastic *in-line fuse holder* and 20-amp fuse for each of the light units in use. (In-line fuse holders are generally available at electrical or automotive supply stores. Use Graybar, Type HRJ or equal.)

2. Disconnect power supply to emergency light.

3. Remove the emergency light unit casing.

4. Cut the positive (+) wire *connecting the charger to the battery.* **Caution: Do not cut the Power Supply Cord.**

5. Splice the lead wires of the in-line fuse holder to the cut ends of the positive (+) connector wire and secure each splice (2) with wire nuts.
6. Double-check to be certain that a 20-amp fuse is in place in the in-line fuse holder before reconnecting power supply.

If the emergency light in question is found in offices without maintenance capability to make the modification, request assistance from an AMO.—*Real Estate & Bldgs. Dept., 1-30-75.*

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GRIEVANCE AND APPEAL PROCEDURE

The Grievance and Appeal Procedure for Employees Not Subject to the Provisions of a Collective-Bargaining Agreement is hereby revised to incorporate recent changes in Civil Service Regulations regarding the processing of adverse actions. These procedures will remain in effect and shall be followed until they are published in Part 444 of the **POSTAL SERVICE MANUAL**.

444.1 SCOPE AND PURPOSE

This Part establishes a grievance and appeal procedure for employees who are not subject to the provisions of a Collective-Bargaining Agreement. An employee who alleges that his rights regarding compensation, benefits, or other terms and conditions of employment have been adversely affected may file a grievance using the procedures set forth herein. **This part does not apply to actions for which other appeal procedures (except EEO procedures) are provided by Postal Service or other regulations.**

444.2 ADVERSE ACTIONS AND SUSPENSIONS OF 30 DAYS OR LESS

.21 COVERAGE

The procedures in this section apply to career employees in the Postal Service (PS), Postal Management Salary (PMS), Postal Executive Salary (PES) (except officers), and Fourth-Class Salary (FCS) schedules, who have completed:

- a. Six months of continuous service in the U.S. Postal Service; or
- b. A minimum of twelve months of combined service, without break of a workday, in positions in the same line of work in the Civil Service and the Postal Service, unless any part of such service was pursuant to a temporary appointment in the competitive service with a definite time limitation.

.22 PROCEDURES FOR ADVERSE ACTIONS AND SUSPENSIONS OF 30 DAYS OR LESS

.221 Adverse Actions (Discharges, Suspensions of More than 30 Days, Furloughs Without Pay or Reductions in Rank or Pay)

Whenever it is proposed to take adverse action against an employee, the procedures set forth below shall be followed:

- a. **Notice.** Normally, the individual with immediate supervisory authority over the affected employee shall issue

the employee advance written notice stating:

- (1) The proposed action and the reasons therefor set forth with sufficient specificity and detail.
- (2) The instructions for responding to the notice.
- (3) The right of the employee to review all of the material relied on in proposing the action.
- (4) That a reasonable amount of official time will be allowed for preparing and presenting the reply provided the employee is in a duty status.
- (5) The name of the official who will render the decision.
- (6) That the proposed action will not be effected sooner than 30 days after the employee's receipt of the notice.

b. **Response.** The employee may respond to the notice, in writing, in person, or both, to the decisionmaking authority or his designee, except that in those instances where the proposal notice is issued by an installation head or an officer, any response will be made to that official. The employee may respond and present appropriate documentation, including affidavits, within 10 days from receipt of the notice. The time limits for responding may be extended for reasonable cause shown.

c. **Decision.** Normally, the installation head or his designee (in other offices, a manager or above) shall consider the employee's response, if any, and shall render a written decision after the expiration of the employee's time limits to respond. However, in all cases, the decision must be issued by a management official higher in authority than the official who issued the proposal notice. The decision shall be due as soon as possible after receipt of the employee's reply or within 20 days after receipt of the proposal notice by the employee if no reply is made. The decision shall set forth the reasons therefor and, if adverse to the employee, shall inform the employee of his appeal rights (including Veterans Preference appeal procedures, for preference eligibles who have completed 1 year of current, continuous employment in the U.S. Postal Service or who meet the criteria set forth in .21b).

d. **Duty Status.** The employee shall, unless otherwise provided herein, remain either on the job or on the payroll at the option of the employer for a period of 30 days from the receipt

of notice. Thereafter the employee shall remain on the rolls in a nonpay status until disposition of his case through the grievance and appeal procedure.

e. **Exceptions.** 1. When there is reasonable cause to believe an employee guilty of a crime for which a sentence of imprisonment may be imposed, the advance notice requirement shall be reduced to no less than 24 hours. The employee shall have the opportunity to answer the notice of proposed action within the reduced notice period. At the expiration of the reduced notice period, a decision shall be issued forthwith by the appropriate decision making authority. Thereafter, the employee shall remain on the rolls in a non-pay status until a final administrative decision is made regarding his employment with the Postal Service. 2. When the nature of the circumstances concerned with a proposed removal action would preclude retaining the employee in a duty or pay status during the 30-day advance notice period, for reasons that this retention may result in damage to Postal Service property, loss of mail or funds, or where he may be injurious to himself or others, a 24-hour advance notice of emergency suspension, not to exceed 30 days, may also be imposed. Such action shall be accomplished under the procedures in .222, applying the reduced 24-hour advance notice period.

f. **Preference Eligibles.** A preference eligible (reference .221c) who chooses to appeal to the appropriate Federal Employees Appeals Authority Office of the Civil Service Commission rather than the grievance and appeal procedures shall remain on the rolls in a non-pay status after the expiration of the 30-day advance notice period and until the proceedings before the Civil Service Commission have been concluded.

.222 Suspensions of 30 Days or Less

Whenever it is proposed to suspend an employee for 30 days or less, the responsible official shall follow the procedures set forth below:

- a. **Notice.** Normally, the individual with immediate supervisory authority over the affected employee shall serve the employee with a written notice of the proposed suspension and the reasons therefor, set forth with specificity and detail as well as instructions for response. The notice shall set forth the

right to review all of the material relied on in proposing the action and instructions for responding.

b. Response. The employee may respond to the notice, in writing, in person, or both, to the decisionmaking authority or his designee, except that in those instances where the proposal notice is issued by an installation head or an officer, any response will be made to that official. The employee may respond and present appropriate documentation, including affidavits, within 2 working days from receipt of the notice. The time limits for responding may be extended for reasonable cause shown.

c. Decision. Normally, the installation head or designee (in other offices, a manager or above) shall consider the employee's response, if any, and shall render a written decision as soon as possible after the expiration of the employee's time limits to respond. However, in all cases the decision must be issued by a management official higher in authority than the official who issued the proposal notice. The decision shall set forth the reasons for the decision and, if adverse to the employee, the effective and termination dates of the suspension, and inform the employee of his appeal procedure contained herein.

d. Duty Status. The employee shall, unless otherwise provided herein, remain either on the job or on the payroll at the option of the employer from the date of the notice until the effective date of the suspension which will be no sooner than 2 working days from the date the employee receives the letter of decision.

.23 NON-DISCIPLINARY EMERGENCY PROCEDURES

An employee may immediately be placed in an off-duty status (without pay) by the employer, but remain on the rolls where the allegation involves intoxication (use of drugs or alcohol); or failure to observe safety rules and regulations; or in cases where retaining the employee on duty may result in damage to Postal Service property, loss of mail or funds; or where the employee may be injurious to himself or others. The employee shall be returned to duty status when the reason for placement in a nonpay status no longer exists. Where disciplinary action, including action under .221e is also contemplated, such action must be initiated promptly.

.24 GRIEVANCE AND APPEAL PROCEDURE REGARDING ADVERSE ACTIONS AND SUSPENSIONS OF 30 DAYS OR LESS

.241 Following receipt of a letter of decision regarding an adverse action or suspension of 30 days or less, the employee may invoke the following grievance and appeal procedure:

a. Step I

(1) *Field Employees Administratively Responsible to the Regional Postmaster General.* A field employee administratively responsible to the Regional Postmaster General, may appeal by submitting a written request for a hearing within 15 days from the effective date of adverse action or within 5 days of receipt of a letter of decision on a suspension of 30 days or less. Such appeal shall be made to the Step I official (the Regional Postmaster General) or designee. A copy of the appeal will be sent to the official taking the action who will forward the case file to the Step I official.

(2) *Headquarters Employees or Field Employees not Administratively Responsible to the Regional Postmaster General.* A Headquarters employee or field employee not administratively responsible to the Regional Postmaster General may appeal by submitting a written request for a hearing to the Step I official (Assistant Postmaster General of his/her department) within 15 days from the effective date of the adverse action or within 5 days of receipt of a letter of decision on a suspension of 30 days or less. (If there is no APMG, the appeal shall be made to the department head.) A copy will be sent to the official taking the action who shall forward the file to the Step I official.

(3) Hearings.

(a) A Hearing Officer will be assigned by the Step I official. The hearing shall be conducted, normally, within 15 days from the date the Step I official receives the appeal. Hearings, normally, will be held at the installation in which the employee is located. The employee, shall receive at least 7 days advance notice of the hearing. Conduct of the hearing shall be as informal as is consistent with the orderly presentation of the case. While the hearing will not be limited by legal rules of evidence and procedures, testimony shall be within reasonable bounds of relevancy and materiality and shall be given under oath or affirmation.

(b) The employee and the employer have the right:

(i) to be present at the hearing;

(ii) to be represented (if the employee elects to be represented, he may select a person of his own choosing and he shall so advise the Hearing Officer or the Step I official in advance of the hearing.); and,

(iii) to present evidence, call witnesses and cross examine witnesses. (Only one witness is to be present at a time.)

(c) The employee, his representative and his witnesses, if they are Postal employees and in a pay status at the time of the hearing, shall be compensated for straight time hours spent at such hearing provided they are part of their regularly scheduled work day.

(d) The employee, witnesses and representative shall have freedom from restraint, interference, coercion, discrimination, or reprisal.

(e) The Hearing Officer will prepare a summary of the hearing, findings of fact and an analysis which will be forwarded to the Step I official, normally within 7 days from the date of the hearing. The case will be reviewed by the Step I Official and a written decision shall normally be issued within 15 days of the hearing date. The decision letter will include the reasons for the decision and will transmit a copy of the summary of the hearing, the findings of fact, and the analysis of the Hearing Officer.

b. Step II

An employee may appeal in writing, within 15 days of receipt of the Step I decision, to the Postmaster General or his designee with a copy to the Step I official. (Appeals will be addressed to the Postmaster General, c/o the Assistant Postmaster General, Employee Relations Department, U.S. Postal Service, Washington, DC 20260.) Upon receipt of a copy of the appeal, the Step I official will forward the file to the Assistant Postmaster General, Employee Relations Department. The case will be reviewed and a written decision shall normally be due within 15 days of the receipt of the appeal. The decision is final.

.242 A veteran-preference eligible (see .221c) is not hereunder deprived of whatever rights he may have under the provisions of Chapters 75 and 77 of Title 5, U.S.C.; however, if he appeals under said Chapter 77, he waives all redress under this grievance

and appeal procedure. If an employee elects to file an appeal through this grievance and appeal procedure, his rights to appeal to the Federal Employees Appeals Authority of the Civil Service Commission will be lost at the expiration of 15 calendar days from the effective date of the adverse action, as stated in the decision letter.

.243 Nothing herein contained is to be construed as depriving an employee of his rights to pursue a remedy regarding an allegation of discrimination in violation of Executive Order 11478 through the Equal Employment Opportunity procedures (see Part 445).

444.3 GRIEVANCES OTHER THAN ADVERSE ACTIONS OR SUSPENSIONS OF 30 DAYS OR LESS

The following procedures are extended and applicable to all career PS, PMS, and FCS employees regardless of length of service:

a. Step A

An employee shall state his/her grievance in writing to his/her immediate supervisor within 5 days of when the employee has learned of its cause. The employee shall also have the opportunity to discuss the grievance with the supervisor during such period. The supervisor shall render a written

decision within 2 working days. If the decision cannot be rendered within 2 working days because of extenuating circumstances, the decision when rendered must explain the reason(s) for the delay.

b. Step B

A field employee may appeal in writing within 5 days after receipt of the Step A decision to the installation head. (If the installation head is the immediate supervisor, appeals shall be made to the next higher level of management.) A Headquarters or Inspection Service employee may appeal within the same time limits to the next higher level of management (superior to his supervisor) which is at least a manager or above. The appeal must include the employee's name, title, grade, location, nature of the grievance, and basis for the appeal. Upon receipt of the appeal, the Step B official will discuss the grievance with the employee, and render a decision in writing within 10 days after receipt of the appeal. Normally, this decision is final, unless review is granted under c.

c. Review

The employee may request a review of the Step B decision. Such request, in the case of a field employee administratively responsible to the Regional

Postmaster General, shall be directed to the Assistant Regional Postmaster General, Employee and Labor Relations or, in the case of a Headquarters employee, or Field employee not administratively responsible to the Regional Postmaster General, to the Assistant Postmaster General, Employee Relations Department, with a copy to the Step B official who will forward the file to the review official. Such request for review shall be in writing and shall set forth specific reasons why the employee believes the Step B decision should be reviewed. Such request shall be made within 15 days from receipt of the Step B decision and the review official shall reply in writing, within a reasonable period of time as to the disposition of the employee's request.

444.4 GUIDE TO GRIEVANCE AND APPEAL PROCEDURES

The table (exhibit A) provides a guide to the grievance and appeal procedures outlined in sections 444.2 and 444.3.

444.5 EFFECT OF PART 444

Part 444 shall not be construed in any way to modify or limit the rights of the U.S. Postal Service contained in P.L. 91-375, the Postal Reorganization Act.

GRIEVANCE AND APPEAL PROCEDURE

Employees NOT Subject to the Provisions of a Collective-Bargaining Agreement (Except as set forth in Section 444.3)

Field employees administratively responsible to the RPMG		Headquarters employees and field employees NOT administratively responsible to the RPMG	
Adverse actions and suspensions of 30 days or less	Time limits	Adverse actions and suspensions of 30 days or less	Time limits
1. Step I—Appeal to RPMG.....	15 days—adverse action. 5 days—30-day suspension or less.	1. Step I—Appeal to Assistant Postmaster General of department (if no APMG, appeal to department head).	15 days—adverse action. 5 days—30-day suspension or less.
2. Hearing.....	15 days.	2. Hearing.....	15 days.
3. Decision rendered by RPMG—designee.....	Do.	3. Decision.....	Do.
4. Step II—Appeal to PMG or designee.....	Do.	4. Step II—Appeal to PMG or designee.....	Do.
5. Decision.....	Do.	5. Decision.....	Do.
Other grievances (excluding PES employees)		Other grievances (excluding PES employees)	
1. Step A—Discuss with supervisor.....	5 days.	1. Step A—Discuss with supervisor.....	5 days.
2. Decision.....	2 days.	2. Decision.....	2 days.
3. Step B—Appeal to installation head.....	5 days.	3. Step B—Appeal to next higher level of management who is at least a manager or above in title.	5 days.
4. Meeting and decision.....	10 days.	4. Meeting and decision.....	10 days.
5. Review—Assistant Regional PMG—Employee and Labor Relations.	15 days.	5. Review—Senior Assistant PMG—Employee and Labor Relations Group.	15 days.
6. Decision.....	Reasonable time.	6. Decision.....	Reasonable time.

Exhibit A

—Employee Relations Dept., 1-30-75.

RANDOLPH-SHEPPARD ACT AMENDMENTS OF 1974

I. Background

The Randolph-Sheppard Act was recently amended (Title II of 93-516) to require, among other things, the payment of vending machine income obtained from the operation of vending machines on Federal property to (1) the blind licensee operating a vending facility on such property, or (2) in the event there is no blind licensee operating such facility on such property, to the State agency in whose State the Federal property is located, for uses designated in the law and in accordance with formulae established in the law. These amendments are effective January 1, 1975.

II. Purpose

The purpose of this instruction is to call attention to the income-sharing provisions of the new Act and to provide interim guidance for complying with them until regulations are published by the Commissioner, Rehabilitation Services Administration, HEW.

III. Definition of Vending Machine Income

Vending machine income means receipts (other than those of a blind licensee) from vending machine operations on Postal Service property, after cost of goods sold (including reasonable service and maintenance costs), where the machines are operated, serviced, or maintained by, or with the approval of the Postal Service, or commissions paid (other than to a blind licensee) by a commercial vending concern which operates, services, and maintains vending machines on Postal Service property for or with the approval of the Postal Service. All vending machine operations on Postal Service property under the nominal control of employee groups or associations are covered by this definition.

IV. Formulae for Determination of Distribution of Vending Machine Income (Other than Income of Licensed Blind Operations)

Vending machine income that results from operations that occur on or after January 1, 1975, shall accrue, (1) to the blind licensee operating a vending facility on Postal Service property or, (2) in the event there is no blind licensee, to the appropriate State agency in accordance with the following formulae and in accordance

with further regulations to be issued by the Commissioner, Rehabilitation Services Administration, HEW:

a. One hundred per centum of vending income from vending machines on Postal Service property which are in direct competition with a blind vending facility. *Direct Competition* as used in this section means the existence of any vending machines on the same premises as a blind vending facility except that vending machines operated in areas serving employees the majority of whom normally do not have direct access to the blind vending facility shall not be considered to be in *direct competition* with the blind vending facility.

b. Fifty per centum of all income from vending machines on Postal Service property which are not in direct competition with a blind vending facility, except that on Postal Service property at which at least 50 per centum of the total hours worked on premises occurs during periods other than normal working hours, 30 per centum of such income shall so accrue. For the purposes of this section, normal work hours are defined as follows: (1) *Window Service Offices*. From approximately 8 a.m. to 5 p.m. Monday through Friday, and from approximately 8 a.m. to 12 noon Saturday. (2) *Non-Window Service Locations*. From approximately 8 a.m. to 5 p.m. Monday through Friday.

c. Vending machine income from vending machines not in direct competition with a blind vending facility at individual locations, installations or facilities on Postal Service property the total of which at such individual locations, installations, or facilities does not exceed \$3,000 annually is specifically exempted from these income sharing requirements.

V. Actions Required

Under the law the Postal Service is required to insure compliance with the requirements concerning income distribution and is responsible for collection of, and accounting for such vending machine income with respect to buildings, installations, and facilities under its control. While the actual distribution of vending machine income to licensed blind operators and/or State agencies must await regulations to be promulgated by the Commissioner, Rehabilitation Services Administration, HEW, the following

actions must be taken immediately to assure ability to comply with the requirements of the law which were effective January 1, 1975. In reaching the determinations that follow, Employee Social and Recreation Committees shall be consulted:

a. A written determination shall be made for each individual location, installation, or facility as to whether vending machine income for CY 75 is likely to exceed \$3,000 and therefore subjecting each location to the requirements of this instruction (see IVc). In making this determination, consideration shall be given to vending machine income levels for CY 73 and CY 74, as well as any known or likely population changes or other factors that may cause CY 75 vending machine income to vary significantly from the past. The determination is to be signed by the installation head, approved by the district manager, and forwarded to the Assistant Regional Postmaster General for Employee and Labor Relations by February 15, 1975.

b. For those locations, installations, or facilities where CY 75 vending machine income is determined to be less than \$3,000 but which have a blind vending facility on premises, a written determination shall be made which identifies specifically those vending machines, if any, which are in direct competition with the blind vending facility (see IVa and IVc). This determination shall be signed by the installation head and approved by the district manager.

c. For those locations, installations, or facilities where the CY 75 vending machine income is determined likely to exceed \$3,000 and which have a blind vending facility on premises, written determination shall be made which enumerates the following:

(1) Identifies specifically those vending machines on premises which are in direct competition with the blind vending facility (see IVa).

(2) Identifies those vending machines and vending machine areas on premises which are not considered in *direct competition* with the blind vending facility because of lack of *direct access* of employees to the blind vending stand(s) and the reasons why employees are not considered to have *direct access* to such machines and areas (see IVa). This determination shall be signed by the installation

head and approved by the district manager.

d. At locations, installations, or facilities with anticipated vending machine income of \$3,000 or more and where vending machines are determined not to be in *direct competition* (there may or may not be blind stands at such locations) a written determination of the percentage of total daily work hours worked on premises that occur other than during normal work hours (Tour 2) shall be made (see IVb). This determination shall be signed by the installation head and approved by the district manager. Copies of determinations required by Vb, c, and d shall be forwarded to the Assistant Postmaster General for Employee Relations, Headquarters, via the Assistant Regional Postmasters General for Employee and Labor Relations by February 15, 1975.

e. Determination made in accordance with Vb, c, and d will determine the probable percentage (100%, 50% or 30%) of vending machine income required ultimately to be distributed to licensed blind operators and/or State agencies in accordance with formulae set forth in part IV of this instruction. In order to assure the availability of these monies for ultimate distributions, installations heads shall arrange for the collection of all vending machine income as defined in part III. The appropriate percentage of such vending machine income required to meet the probable liability to the licensed blind operator and/or State agency shall be deposited in regular bank accounts of the Postal Service and recorded in a special trust fund, A/C 16661, *Funds for the Blind—Received*, pending further instructions for distribution of such monies. When withdrawals are made, as directed in later instructions, they will be recorded in A/C 16662, *Funds for the Blind—Payments*. Collections and deposits shall be made on a monthly basis except that where contracts with private contractors call for quarterly commission payments, then collections and deposits shall be made on a quarterly basis. The balance of monthly or quarterly vending machine income that remains after such deposits may be disbursed to the Welfare and Recreation Fund provided

that officers of the Welfare and Recreation Committee sign the statement set forth in exhibit A, agreeing that should a later determination be made by appropriate authority that the monies set aside in trust fund accounts are insufficient to meet the income sharing requirements of the Randolph-Sheppard Act, then such additional monies will be delivered to the blind licensee and/or State agency from the Welfare and Recreation Fund or from future vending machine income that may accrue. Records shall be maintained that will permit audit by appropriate authori-

ties for the Postal Service's ultimate liability for distribution of this income. Monthly or quarterly (as appropriate) reports of dollars deposited in these special trust fund accounts shall be made to Assistant Regional Postmasters General for Employee and Labor Relations who shall in turn report such deposits for their regions to the Assistant Postmaster General for Employee Relations, Headquarters.

VI. Effective Date

These instructions are effective immediately.

AGREEMENT

THIS AGREEMENT WITNESSETH that whereas it is the intention of the undersigned parties to fully subscribe to the income-sharing provisions of Public Law 93-516 (Randolph-Sheppard Act) by paying in full the prescribed amount of vending machine income secured from the operation of vending machines, to the appropriate blind licensees or to the State Agency, the undersigned members of _____ hereby agree to indemnify and save harmless the United States Postal Service from and against all liabilities should a subsequent determination be rendered by appropriate authority that the monies set aside in trust fund accounts are considered insufficient to meet the income-sharing requirements of the Act.

It is further agreed, that undersigned members shall transfer to the United States Postal Service within sixty (60) days from receipt of request thereof the additional monies, required by the appropriate authority from the welfare and recreation fund or from future accruable vending machine income, and shall further save free and harmless the Service from the payment of said monies or any part thereof to the appropriate authority.

Dated this ____ day of _____, 1975.

In Witness Whereof, The Parties Hereby Set Their Hand And Seal:

Exhibit A

—Employee Relations Dept., 1-30-75.

Federal Energy Administration Brochure

Within the next few weeks each management sectional center will receive one carton of 3,000 *take-one* brochures from the Federal Energy Administration. The brochures are entitled, *Tips for the Motorist—30 Good Ways to Make Gas Go Further* and should help drivers get better mileage and conserve gasoline.

Sectional centers should send 100 brochures to each first-class office and classified station and branch for distribution to lobby customers.

Offices should keep brochures in lobbies until February 28, 1975, or until the supply of 100 is exhausted. Do not reorder brochures.—*Customer Services Dept., 1-30-75.*

Bicentennial Lockboxes

There is increasing inquiry concerning the availability of post office lockboxes numbered 1776 and 1976. Most of these inquiries are coming from organized bicentennial groups. In the spirit of cooperating with these organizations in the celebration of our bicentennial, the Postal Service has determined that to the extent feasible lockbox numbers 1776 and 1976 will be made available to official groups. Effective immediately and through FY 1977, the following policy shall apply:

a. Lockboxes numbered 1776 and 1976, if not currently rented, shall be immediately reserved for possible future assignment to official bicentennial groups approved by the American Bicentennial Commission. Additional information will be published in a future issue of the POSTAL BULLETIN regarding the procedures that will be followed to assign the boxes to approved groups.

b. Lockboxes with these numbers which are rented, shall continue to serve the current customer(s) and no change will be made. Such box numbers are to be continued for that customer's use as long as all applicable POSTAL SERVICE MANUAL regulations for their use are met and as long as the box rental rates are duly paid for each renewal period. In the event lockboxes with number 1776 or 1976 are surrendered place them on reserve, as above.—*Rates & Classification Dept., 1-30-75.*

To Banking Postmasters

Bank Deposit Verification Code

Effective January 27, 1975, National Data Corporation (NDC) instituted a new four-digit verification code that will be given to postmasters calling in deposit amounts. This code should be recorded on the Bank Transaction Record (BTR) in the same manner as the former two-digit code.—*Finance Dept., 1-30-75.*

Maintenance Bulletins

During the second quarter of FY-75 (October 12, 1974, through January 3, 1975), the following maintenance bulletins were published and distributed by MTSC:

Number	Subject	Distribution
MMO-6-75	Adjustment & Cleaning of Bill Grabber MMI 1300 Validator used in MMI 4101 Currency Coin Changer.	All SSPC Technicians, AMO Offices and Maintenance Capable Offices.
MMO-10-75	Field Maintenance, AM 14-75 Data Recorder (Item of Supply No. 0-7400, Money Order Imprinter).	All Sectional Center Facilities.
MMO-11-75	Preventive Maintenance—All Types of Stamp and Commodity Vending Machines and SSPC Equipment.	All SSPC Technicians, AMO Offices and Maintenance Capable Offices.
MMO-12-75	PSDS In-House Technical Support	All Operating PSDS Offices.
MMO-13-75	Distribution and Control of Maintenance Handbooks.	All AMO and Maintenance Capable Offices.
MMO-14-75	Full Bin Trip Solenoids—MPLSM	All MPLSM Offices.
MMO-15-75	Procedures to Prevent Jams in MMI 3400 Stamp Vending Machines.	All SSPC Technicians and AMO Offices.
MMO-16-75	CR 3000 Bar/Half Bar Code Reader Alignment.	All ABMPS Offices.
MMO-17-75	MPLSM Preventive Maintenance Supplement.	All MPLSM Offices.
MMO-19-75	Field Maintenance, A-M 14-75 Data Recorder (Item of Supply No. 0-7400, Money Order Imprinter).	All SCF Offices.
MMO-20-75	AMO Cost Report, Form 4292	All AMO Offices.
MMO-21-75	PSDS In-House Maintenance Plan and Master PM Checklists.	Applicable PSDS Sites.

Copies of all maintenance bulletins were also distributed to regional maintenance staffs and to all districts. If an office designated above did not receive a bulletin, notify the Maintenance Technical Support Center, P.O. Box 1600, Norman, OK 73069. Postmasters and office managers should insure internal routing of maintenance bulletins to their local maintenance personnel in order to preclude unnecessary ordering of bulletins.—*Real Estate & Buildings Dept., 1-30-75*

HIDDEN DIVIDENDS

You may think the only dividend your credit union has to offer is a high passbook savings dividend, probably compounded quarterly. NOT SO! It has money to lend (with automatic life insurance to eligible borrowers at no extra charge), payroll deductions, and personal, confidential service in all business transactions. Best of all, it is a select-membership group and you are a part of it. Members like you control the credit union through the board of directors you elect. You tell them what you need, and they listen. So, join your local credit union. If you have none available, write USPSFCU, Box 23650, Washington, DC 20024.

POST OFFICE CHANGES NO. 26

(Supplemental to 1974 Directory of Post Offices, Publication 26)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. DOPO=Directory of Post Offices. Estab.=Established. F=Finance. IC=Independent City. MOU=Money Order Unit. MR=Mailing Restrictions (from Part 126 PSM) apply. NP=Nonpersonnel. NZCD=National ZIP Code Directory. 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
AL	Pine Hill	Wilcox	2	Yellow Bluff	RB	36789	Delete	1-31-75	RB disc.
AR	Fruitt	Newton	4			72871	do	2-28-75	} P.O. disc.
AR	(Mail to Dogpatch)	do	3			72848		3-1-75	
CA	Carlsbad	San Diego	1	Rancho La Costa	RB	92008	Delete	1-22-75	} RB conv. to S.
CA	do	do	1	do	S	92008	Add	1-23-75	
CO	Walden	Jackson	2	Glendevey	RB	80485	Delete	1-31-75	RB disc.
CT	Windsor	Hartford	1	Wilson	S	06095	do	12-31-75	S. disc.
ME	Bancroft	Aroostook	4			04409	do	2-28-75	} P.O. disc.
ME	(Mail to Wytopitlock)	do	4			04497		3-1-75	
TN	Wales	Giles	4			38484	Delete	3-14-75	} P.O. disc.
TN	(Mail to Pulaski)	do	1			38478		3-15-75	
TN	Lane	Dyer	4			38234	Delete	3-14-75	} P.O. disc.
TN	(Mail to Obion)	Obion	2			38240		3-15-75	
TN	Devonia	Anderson	4			37728	Delete	2-28-75	} P.O. Conv. to CPO.
TN	Briceville	do	3	Devonia	CPO	37728	Add	3-1-75	
WV	Mount Hope	Fayette	2	Willis Branch	RB	25880	Delete	1-31-75	RB disc.

—Customer Services Department, 1-30-75.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

To be posted and used by window clerks. Destroy previous notices. Insert interim notices in sequence.

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—099,999,999

Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

104,757,201 to 104,757,500	145,856,825 to 145,856,884	160,919,925 to 160,920,000
104,911,301 to 104,911,500	146,232,640 to 146,232,700	160,921,817 to 160,921,900
106,023,259 to 106,023,300	147,043,701 to 147,043,900	161,799,901 to 161,800,000
106,550,419 to 106,550,500	149,007,901 to 149,008,000	161,981,006 to 161,981,900
120,742,680 to 120,742,800	149,744,083 to 149,744,100	162,015,701 to 162,015,800
128,201,700 to 128,202,100	149,877,756 to 149,878,100	162,314,201 to 162,314,700
129,360,793 to 129,360,800	150,616,137 to 150,616,200	162,600,001 to 162,600,200
131,316,241 to 131,316,500	150,679,320 to 150,679,500	163,420,501 to 163,420,800
131,462,524 to 131,462,540	153,209,301 to 153,210,300	163,573,201 to 163,573,900
132,338,160 to 132,338,300	153,757,563 to 153,757,700	165,349,901 to 165,350,200
134,519,591 to 134,519,600	155,654,809 to 155,655,300	165,618,226 to 165,618,300
134,928,645 to 134,928,700	155,857,068 to 155,857,200	166,278,201 to 166,278,500
135,878,662 to 135,878,700	156,129,112 to 156,129,200	166,951,587 to 166,951,700
137,328,801 to 137,329,300	157,287,547 to 157,287,600	170,477,105 to 170,477,200
139,732,942 to 139,733,000	157,401,111 to 157,401,136	171,471,801 to 171,472,100
141,568,001 to 141,568,800	157,554,201 to 157,554,300	171,815,673 to 171,816,000
141,631,601 to 141,631,700	158,014,440 to 158,014,500	173,562,701 to 173,563,700
141,655,112 to 141,655,500	158,109,070 to 158,109,100	173,890,301 to 173,890,500
141,980,101 to 141,980,300	158,767,040 to 158,767,300	176,226,349 to 176,226,700
143,979,583 to 143,979,650	159,474,549 to 159,474,900	178,514,939 to 178,515,100
143,991,521 to 143,991,580	159,564,346 to 159,564,400	179,838,411 to 179,838,600
145,573,801 to 145,574,800	160,193,201 to 160,193,300	182,975,501 to 182,976,200
145,690,901 to 145,691,000	160,507,331 to 160,507,400	183,769,412 to 183,769,500
145,787,864 to 145,787,900	160,606,501 to 160,606,900	186,446,001 to 186,446,500

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

A. Old Style. The listing from PB 21007 is still valid.
B. New Style. The actual serial numbers consist only of the first 10 digits. Destroy the PB 21020 article.

Table with 3 columns of serial numbers. Column 1: 1602963462 to 1693870781. Column 2: 1696499809 to 1756102623. Column 3: 1756102798 to 8005023999.