

POST
OFFICE
MANUAL

UNITED STATES POST
OFFICE DEPARTMENT

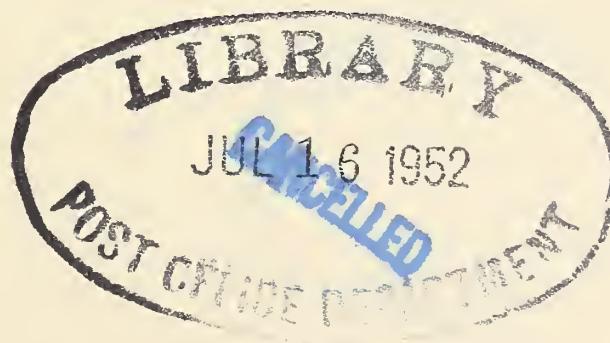
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FOREWORD

To the Members of the Postal Service:

This 1952 edition, bearing the new title "Post Office Manual," supersedes the 1948 edition of the Manual of Instructions for Postal Personnel.

The Manual is a reference book defining your more important duties, responsibilities, rights, and obligations as a member of the Postal Establishment.

It will increase your knowledge and improve your qualifications for advancement in your chosen career.

A familiarity with its contents will enable you to perform your work well and thus enhance the good reputation of the Post Office Department as a body of intelligent and well-informed public employees.

It is well to remember that in our daily work each of us makes a real contribution to the general welfare by maintaining and advancing through postal communications the social and business life of our communities and thereby the Nation. This should inspire us to do our best. We must know our business. Above all we must, in our relations with our patrons, conduct ourselves with unfailing courtesy and in the spirit of service.

I commend this manual to your careful study that we may better fulfill the beneficent purposes for which the Postal Service operates.



Postmaster General.

WASHINGTON, D. C., *March 1, 1952.*

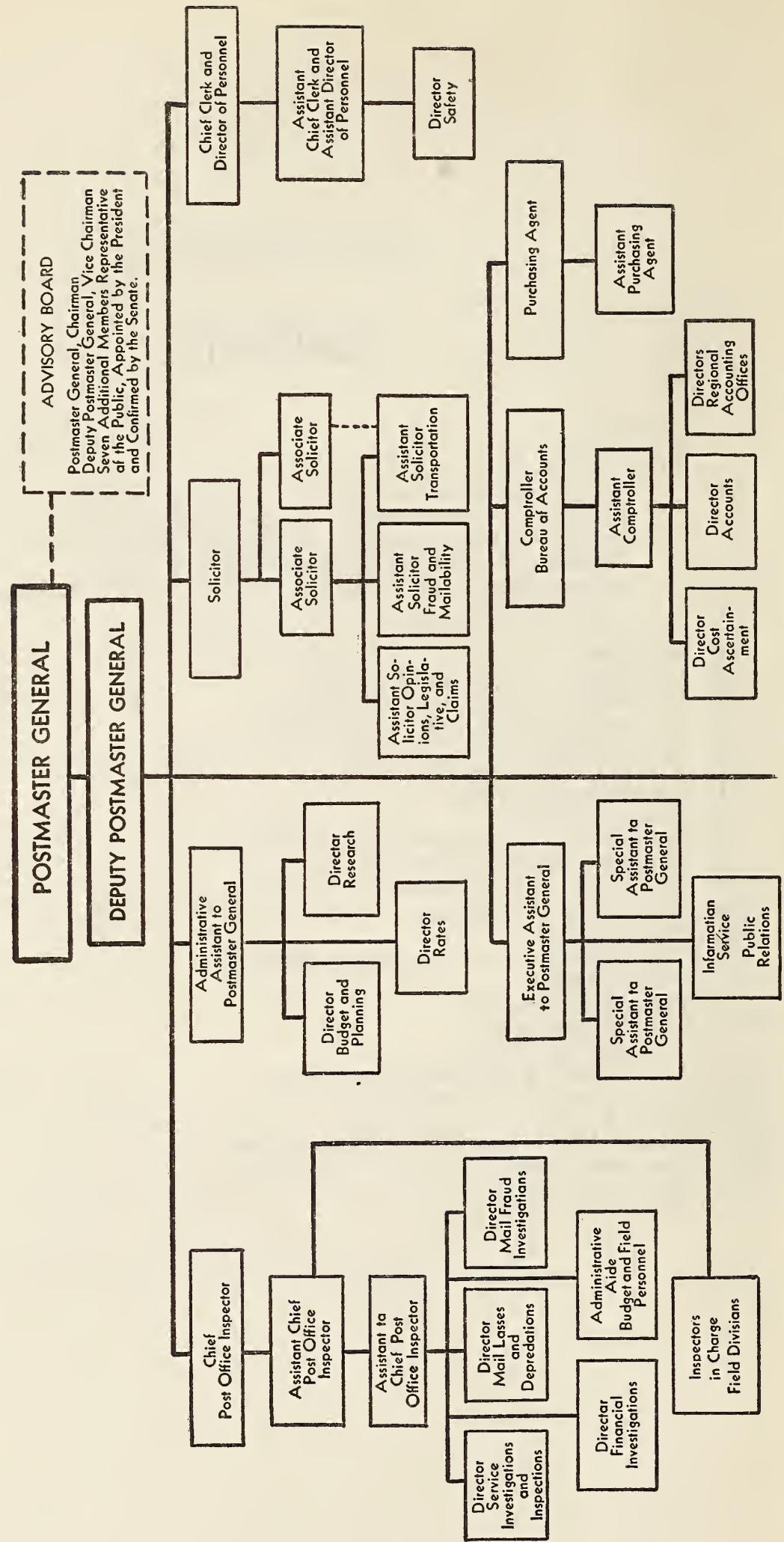
CONCORDANCE

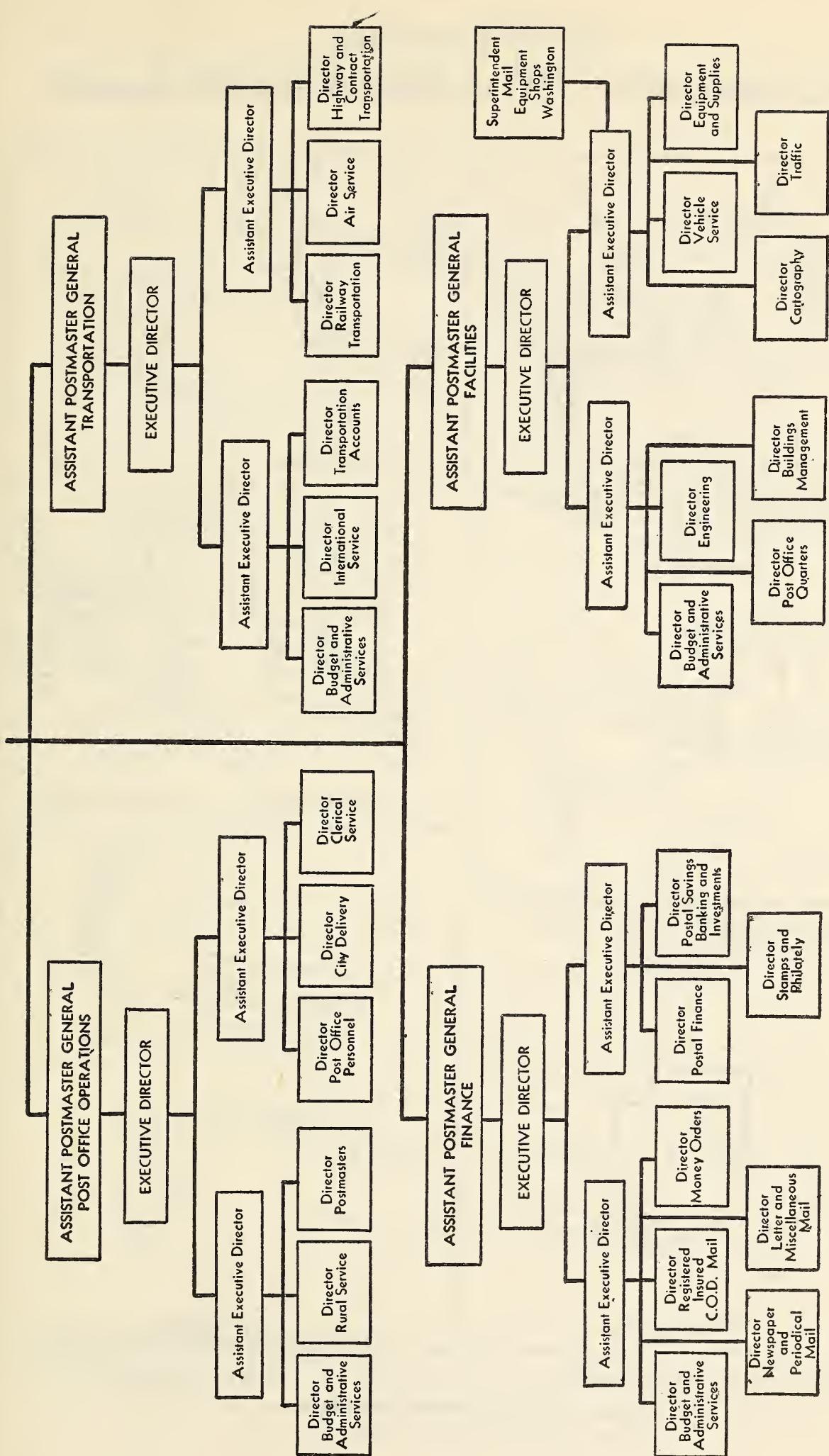
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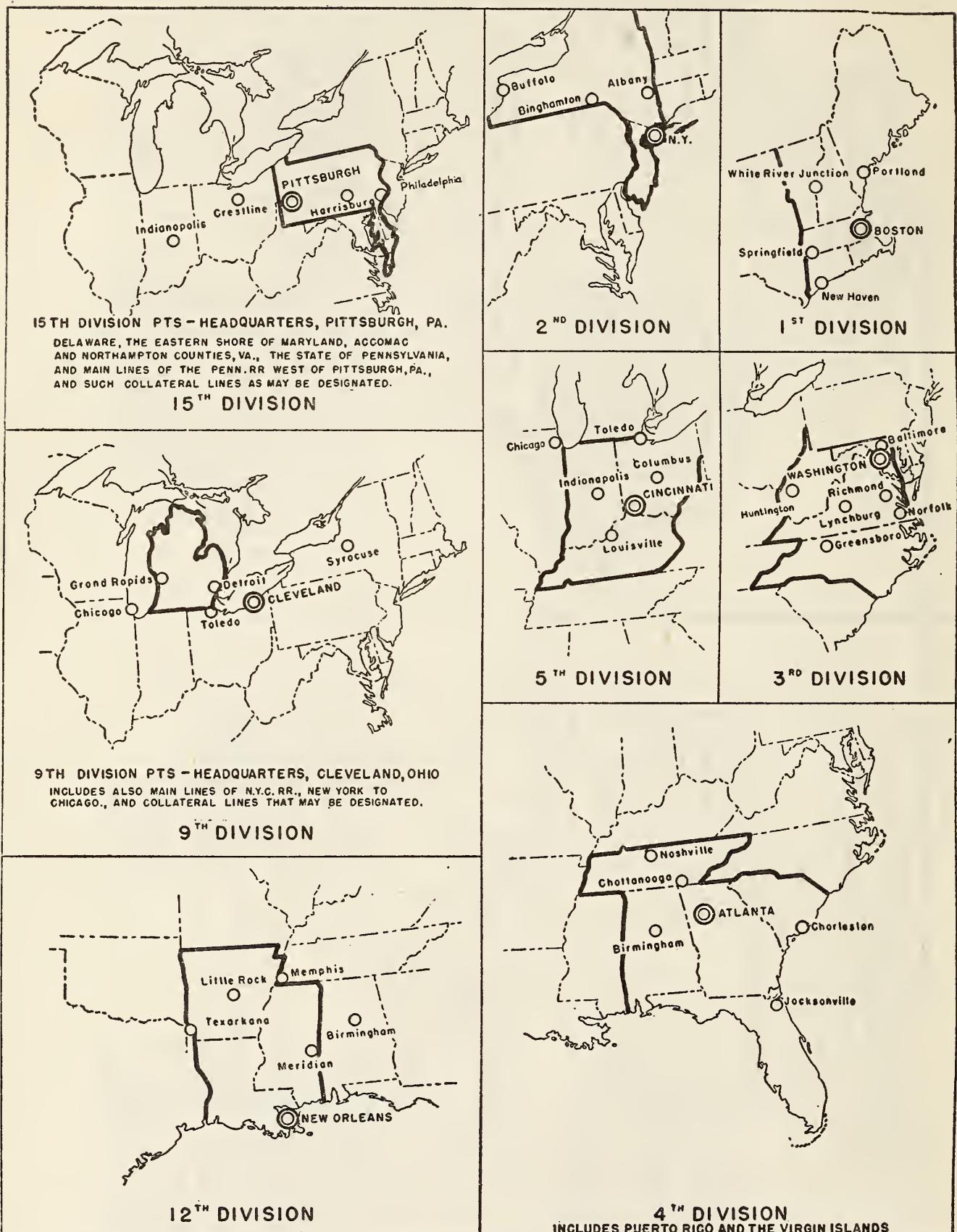
POST OFFICE DEPARTMENT





POST OFFICE DEPARTMENT

FIELD DIVISIONS OF POSTAL TRANSPORTATION SERVICE



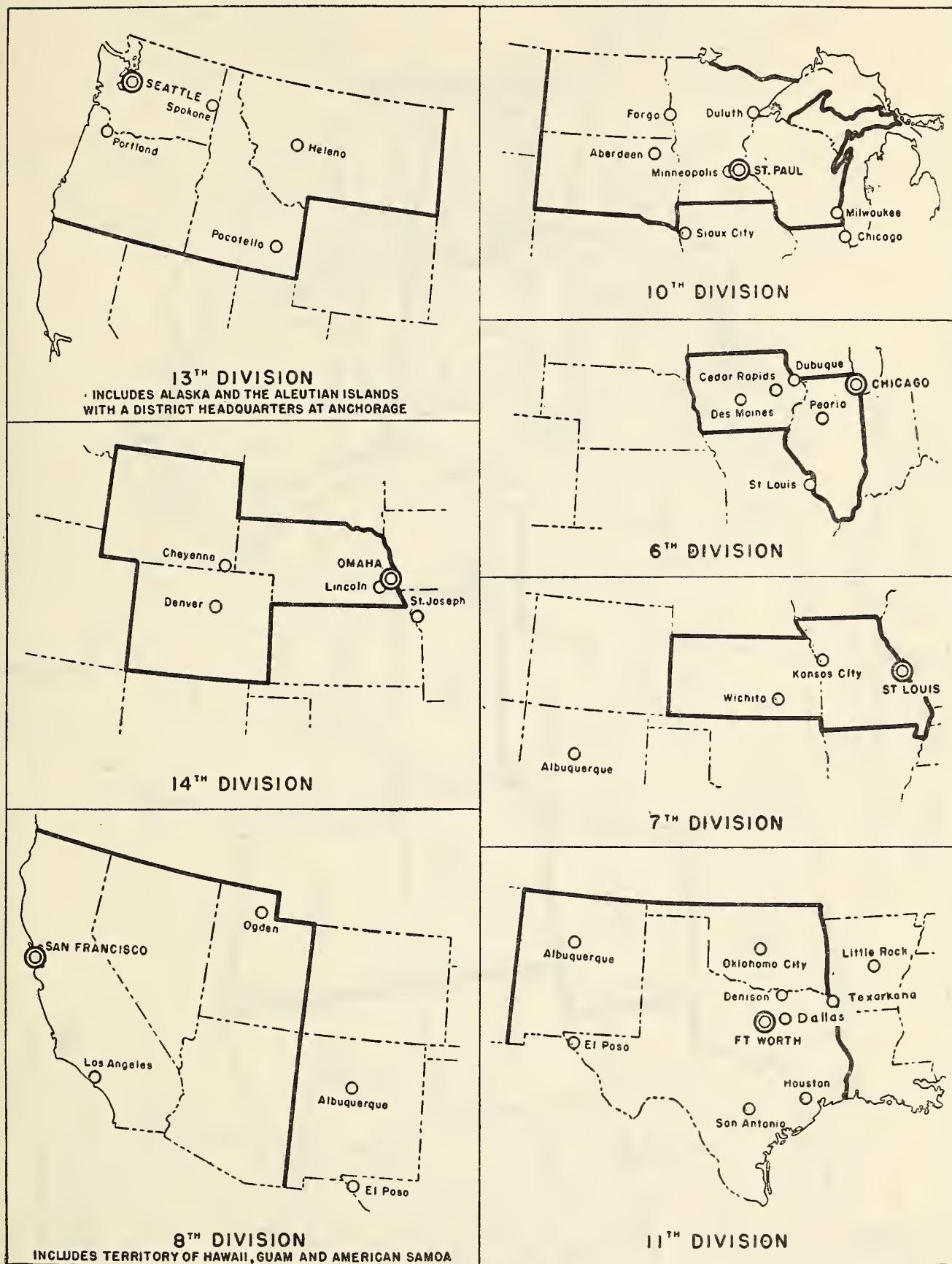
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DISTRICT HEADQUARTERS ○

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POST OFFICE DEPARTMENT

FIELD DIVISIONS OF POSTAL TRANSPORTATION SERVICE

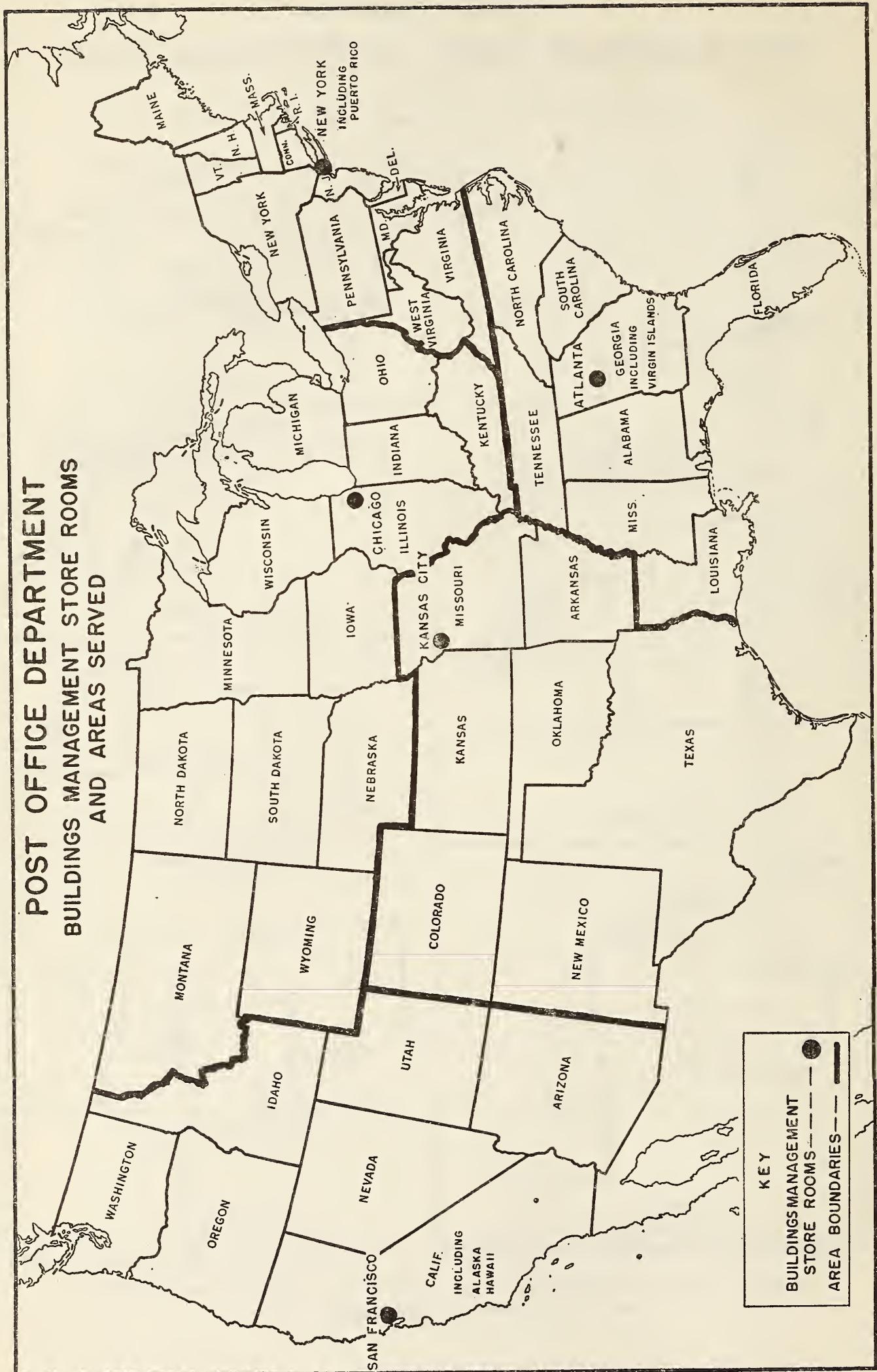


LEGEND: DIVISION HEADQUARTERS

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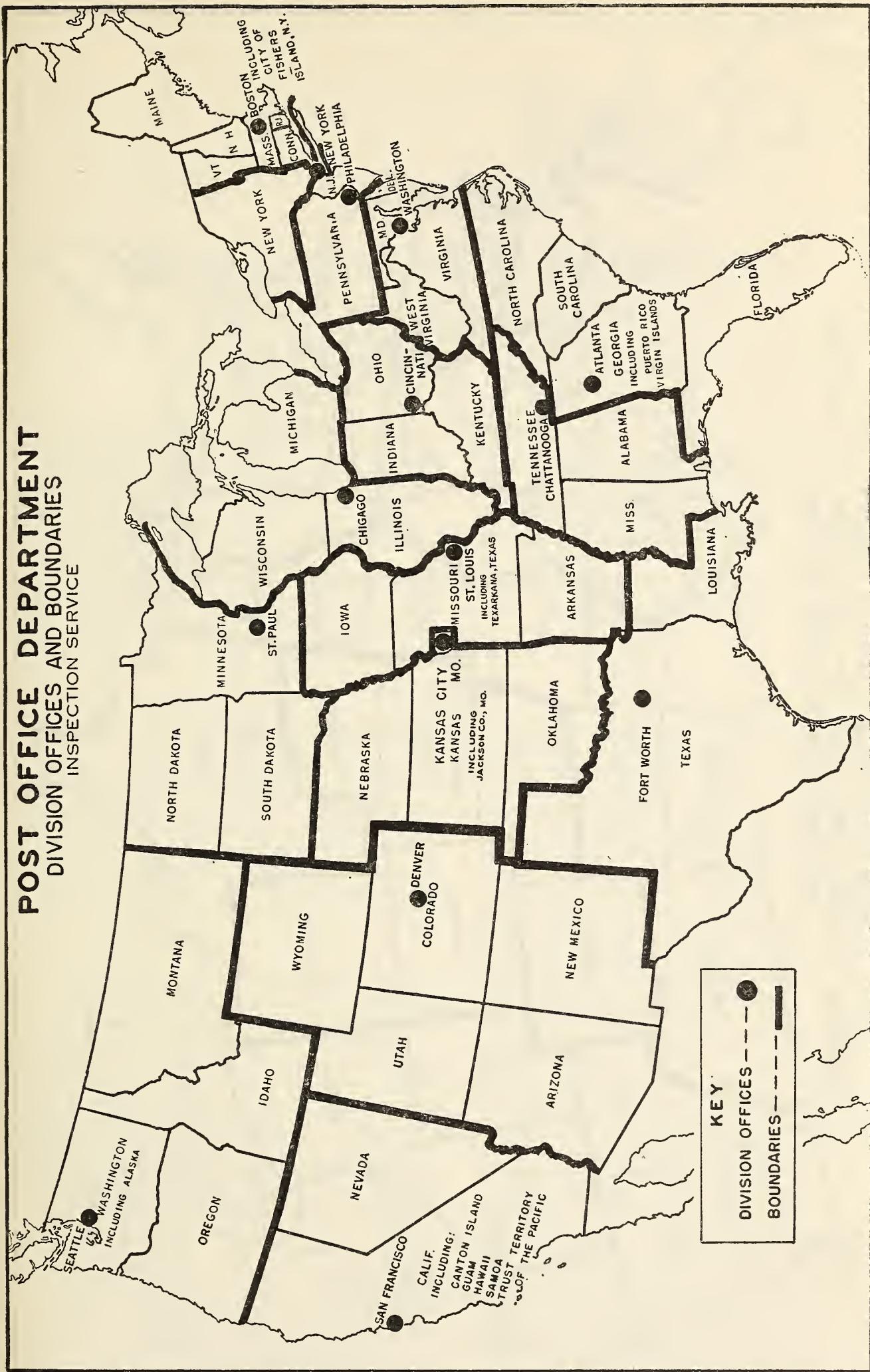
DISTRICT HEADQUARTERS

POST OFFICE DEPARTMENT BUILDINGS MANAGEMENT STORE ROOMS AND AREAS SERVED



**BUILDINGS MANAGEMENT
STORE ROOMS — —
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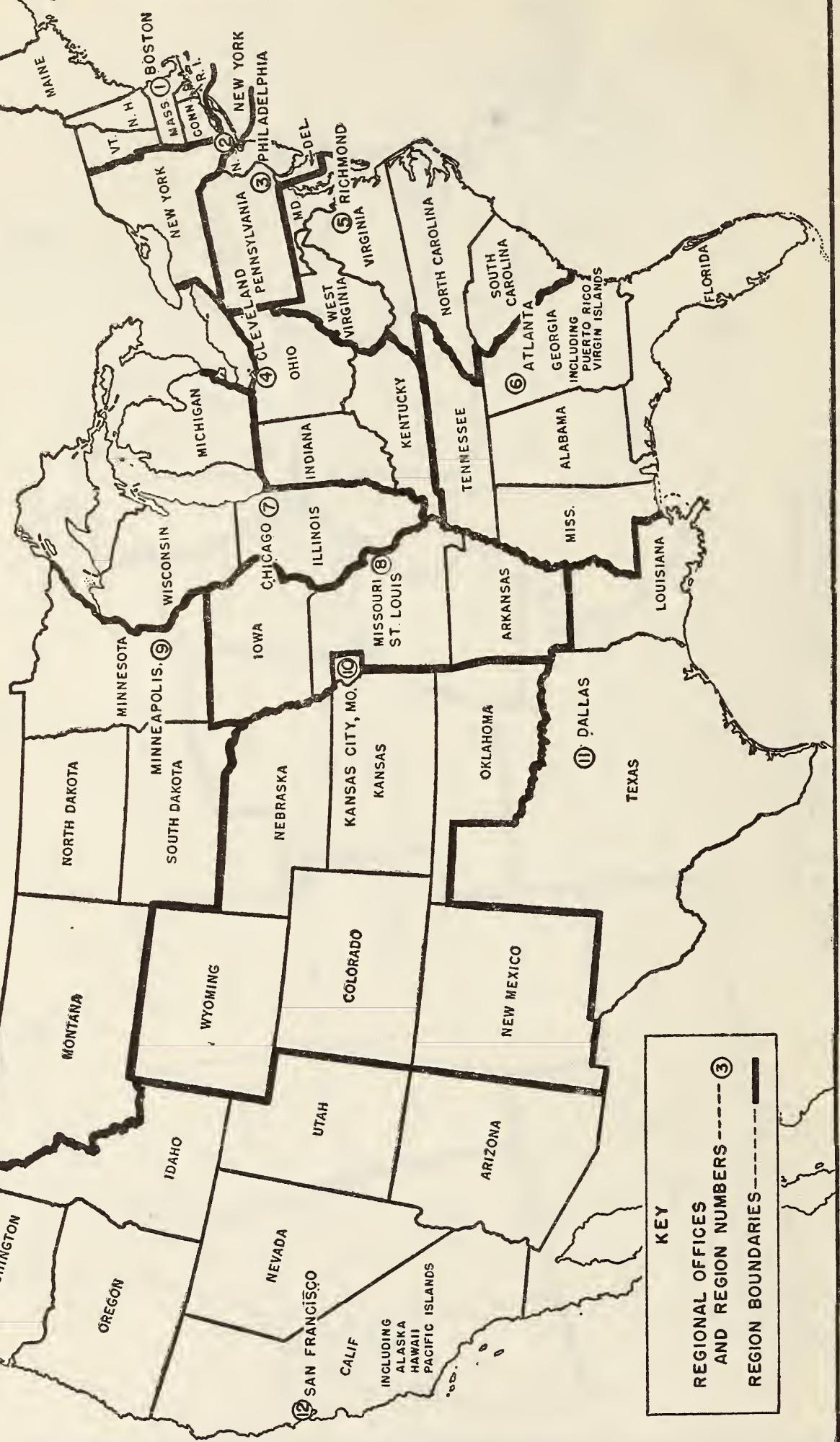
POST OFFICE DEPARTMENT
DIVISION OFFICES AND BOUNDARIES
INSPECTION SERVICE



KEY

- DIVISION OFFICES — ●
BOUNDARIES — — — — —

**POST OFFICE DEPARTMENT
REGIONAL OFFICES, AND AREAS FOR ACCOUNTING AND AUDITING
AND THE MONEY ORDER SYSTEM**



CHAPTER I

General Provisions Relating to Post Offices

Art.

- 1. Establishment of post offices.
- 7. Postmasters.
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- 46. Allowances.
- 60. Contracts for miscellaneous services.
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- 108. Damage to person or property.
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- 111. Delivery zone numbering system.
- 112. General supplies.
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- 156. Burial flags for deceased veterans.
- 157. Disposition of waste material and unserviceable property.

ESTABLISHMENT OF POST OFFICES

1. Post offices are established by authority of the Postmaster General at such places as he may deem expedient. He may also discontinue any post offices where the safety and security of the Postal Service and revenues are endangered from any cause whatever, or where the efficiency of the service requires such discontinuance.

Stations and Branches

2. When the public convenience requires it, the Postmaster General may establish within the delivery limits of any post office one or more branch offices or stations.

Postal units that are located outside the corporate limits of the city or town in which the principal office to which they are attached is located are known as branch post offices and designated by local names only. The name of every branch post office is entered separately in its alphabetical order in the State list of post offices in the Official Postal Guide.

Stations located within the corporate limits of the city or town in which the post office to which they are attached is situated, are designated by numbers, letters, or local names. Numbered stations may be located outside the corporate limits.

Stations and branch post offices are divided into two classes:

"Classified," those in charge of classified employees and occupying quarters provided by the Government; and

"Contract," those usually located in drug stores or other places of business and operated under contract by persons not in the classified service who are required to furnish quarters and equipment, heat, light, and the necessary clerical assistance. Where the needs of the service require, contract stations may be established in Government buildings, provided that the required space and equipment are furnished by the proper Federal authority, and that the contractor receives no salary, pay, or emolument from any other department or office of the Government, and also provided that the rate of compensation takes into consideration the fact that the contractor is not required to furnish space or equipment.

All stations and branch post offices shall transact money order and registry business and shall sell postage supplies except where the purpose of the establishment of the station or branch is such as not to require these facilities, and when specially designated shall transact postal savings business. Stations and branch post offices are "independent" when designated as such for the receipt and dispatch of registered mail direct, without passing through the office to which they are attached.

Summer and Winter Post Offices

3. Post offices at summer resorts and winter resorts shall be continued as offices, although no mail is received or dispatched during certain seasons.

(a) When the postmaster at a summer resort or winter resort post office closes the office for the season he shall return all unsold postage stamp stock together with a sufficient amount of cash to balance out the fixed credit to his central accounting postmaster who shall cancel the fixed credit. Fixed credits of other than postage stamp stock shall be treated in a similar manner. In the event funds are not available to meet authorized disbursements, they should be requested from the central accounting office on Form 1847 in the regular manner. Fifteen days before the proposed reopening of a summer resort or winter resort post office, the postmaster shall notify his central accounting postmaster who shall furnish him with stamp stock on fixed credit. The post office equipment and records at a summer resort or winter resort post office may be retained by the postmaster provided he remains in the locality during the closed season; otherwise they should be turned over to the nearest post office for safekeeping.

(b) Thirty days before the close of each season, the postmaster at a winter resort or summer resort post office shall notify the Bureau of Post Office Operations, Division of Postmasters, of the date on which the office is to be closed for the season, so that necessary changes in mail service may be made. The postmaster shall also notify the following of his own post office address during the period the office is to be closed: the Bureau of Post Office Operations, Division of Postmasters, the postmaster at the office to which mail is sent during the period the office is closed, the regional accounting office, and the central accounting postmaster.

(c) Thirty days before the proposed reopening of a winter resort or summer resort post office the postmaster shall notify the Bureau of Post Office Operations, Division of Postmasters, so that arrangements may be made for supplying the office with mail.

Change of Name

4. The name of a post office shall be changed only by order of the Postmaster General.

A suitable exterior sign containing the words "Post Office" and the name of the office shall be displayed.

Change of Site

5. Application for authority to change the site or location of a post office shall be made to the Bureau of Facilities, Division of Post Office Quarters, when the office is

of the first, second, or third class; and to the Bureau of Post Office Operations, Division of Postmasters, when of the fourth class. Should the site of an office be changed in emergent cases without authority, the postmaster shall provide for the exchange and carrying of the mails without additional expense to the Post Office Department.

The postmaster shall state in his application the distance and direction of the proposed new site from the one occupied, and whether the cost of transportation of mails will be increased or decreased. He shall also furnish a map or diagram of the city, town, or village, showing the present and proposed locations with respect to the principal places of business and at an office of the fourth class, if the distance is $\frac{1}{4}$ -mile or more, a petition signed by a majority of the patrons of his office that the change is satisfactory to them. In the case of first, second, and third class post offices the postmaster shall also forward a diagram of the present and proposed quarters, upon which is accurately indicated the dimensions of each and the space to be used for post office purposes exclusively. At such offices the postmasters shall also state the amount that will be required for rent, light, and fuel per year for the proposed new quarters. Where post offices are located on railroads the application shall show the distance between the proposed site and the railroad station by the nearest route open to public travel, and shall state whether mails are handled by railroad employees or a Department mail messenger.

Postmasters at post offices located on railroads shall also inform the general superintendent, Postal Transportation Service, in advance of a change in site of the office, giving the distance between the railroad station and the new site, and stating whether mails are handled between post office and station by employees of the railroad or of the Post Office Department. Where mails are handled by railroad employees the local railroad agent or other representative shall also be advised before change of site is made.

Change of Boundaries

6. When a post office is changed from one county to another by reason of change of county boundaries, or the creation of a new county, the postmaster shall promptly notify the Bureau of Post Office Operations, Division of Postmasters.

POSTMASTERS**Eligibility for Appointment**

7. **Qualifications.**—No person shall be eligible for appointment as postmaster in the continental United States unless he is a citizen of the United States or a person in the service of the United States on July

30, 1947, who being eligible for citizenship has filed a declaration of intention to become a citizen or who owes allegiance to the United States. (Continental United States does not include Alaska.)

The husband or wife of a rural carrier shall not be appointed postmaster, nor shall the husband or wife of a postmaster be appointed rural carrier.

8. Residence.—A postmaster shall reside within the delivery limits of his office, but may reside outside the State where his office is located if his residence is within the delivery limits thereof.

To be eligible for appointment as postmaster at an office of the first, second or third class, the applicant must actually reside within the delivery of the office to

First class:

Receipts of \$300,000 or more	-----	30th birthday	63d birthday
Receipts of less than \$300,000	-----	25th birthday	63d birthday

Second class-----

Third class-----

Fourth class-----

Persons granted veterans' preference are released from the minimum and maximum age limitations, except that such persons who have passed their seventieth birthday are not eligible for examination.

Classified postal employees who are under 70 years of age may be given a noncompetitive examination for promotion to the position of postmaster without regard to the age limitations applicable to competitive examination.

Appointment

10. Postmasters at offices of the first, second, and third classes shall be appointed without term by the President by and with the advice and consent of the Senate and may be removed by the President. Postmasters at offices of the fourth class shall be appointed and may be removed by the Postmaster General.

Appointments to the position of postmaster shall be in accordance with the provisions of the Civil Service Act and Rules. At offices of the first, second and third classes, they may be made by promotion from within the Postal Service or by competitive examination.

Commissions

11. A commission shall be issued to every person appointed postmaster upon the filing and acceptance of his bond and oath of office. The duties of the office shall not be assumed by the person appointed until after he has received his commission or notice that the commission has been issued.

Assumption of Duties

12. After a new postmaster has been

which he is appointed or within the city or town where the same is situated for one year next preceding the date of such appointment, if the appointment is made by noncompetitive examination, or for one year preceding the date fixed for the close of receipt of applications for examination, if the appointment is made after competitive examination. To be eligible for appointment at an office of the fourth class, the person is only required to live within the delivery of the office at the time of filing application.

9. Age.—On the closing date for receipt of applications, candidates for postmaster, other than persons granted veterans' preference, must have reached the minimum but not the maximum age as follows:

	<i>Minimum</i>	<i>Maximum</i>
Receipts of \$300,000 or more	30th birthday	63d birthday
Receipts of less than \$300,000	25th birthday	63d birthday
Second class-----	23d birthday	63d birthday
Third class-----	21st birthday	63d birthday
Fourth class-----	21st birthday	65th birthday

commissioned, the old postmaster shall continue to be recognized as postmaster, and his requisition shall be honored until his successor has actually taken possession of the office.

The outgoing postmaster shall transfer the post office and all records, supplies, and other Government property in his custody to his successor upon presentation of his commission, or notice that the commission has been issued, or at such time thereafter as may suit the convenience of the new postmaster.

When a postmaster takes possession of the post office, he immediately assumes responsibility for the proper handling and protection of Government funds. It is imperative that postmasters familiarize themselves with the instructions concerning public funds, adhere strictly to them, and understand that any disregard thereof or substitution of systems of their own may result in violations of law.

At all Government-owned post office buildings under the administration of the Post Office Department the postmaster shall upon his appointment assume jurisdiction over the Federal building, the grounds and their appurtenances, and the direction and supervision of the custodial or operating force assigned for their operation and maintenance.

Official Duties of Postmasters

13. General.—Postmasters are responsible for proper organization of their offices, for proper and efficient conduct of the employees, and for courteous and efficient postal service to their patrons.

The attitude of the postmasters toward

the public should be helpful, and inquiries regarding postal matters given prompt attention. Personal supervision of each section of the post office should be of such character as will assure the full respect and loyalty of the employees and the confidence of the public.

Postmasters will be held personally responsible for unnecessary expenditures in the service, whether they are for excess regular employees, excess auxiliary service, or extravagance in the use of supplies or equipment. In the very large offices where immediate supervision cannot always be given by the postmaster he will be responsible for the organization essential to fixing the individual responsibility for any unnecessary expenditures.

Postmasters at offices where branch offices and stations are maintained shall visit the branch offices and stations frequently.

In addition to such other duties as will provide for the proper conduct of their offices, postmasters are required to perform personally the duties outlined below:

14. First- and second-class offices.—(a) At offices having receipts of \$500,000 or more, the postmaster shall have direct contact with the public on administrative matters, and shall supervise the handling of complaints. He shall direct and coordinate the work of the ranking supervisors and confer with such supervisors at frequent intervals in the interest of efficient and economical operation of the service; personally analyze and sign all accounts and requests for allowances; review all departmental correspondence; direct proper methods of auditing to insure individual responsibility; see that a check is made once each quarter of all accounts, the main stamp stock, and all fixed credits, and arrange for all serious irregularities to be brought to his attention. Employees' surety bonds and personnel and efficiency records shall be kept under his supervision. He shall see that the duties of the auditor and station examiner are properly performed. The postmaster shall make a diligent study of the postal service at his office with a view to acquiring a thorough knowledge of all phases of the service. He shall also act as custodian where the office is located in a Federal building under the administration of the Post Office Department.

(b) At offices having receipts of \$400,000 but less than \$500,000, the postmaster shall have direct contact with the public on administrative matters, and shall supervise the handling of complaints. He shall personally analyze and sign all accounts and requests for allowances; personally review and sign all departmental correspondence; direct proper methods of auditing to insure individual responsibility; see that a check is made once each quarter, of all accounts, the main stamp stock, and all

fixed credits, and arrange for all serious irregularities to be brought to his attention. Employees' surety bonds and personnel and efficiency records shall be kept under his supervision. He shall see that the duties of auditor and station examiner are properly assigned and performed. The postmaster shall make a diligent study of the postal service at his office with a view to acquiring a thorough knowledge of all phases of the service. The postmaster shall also act as custodian where the office is located in a Federal building under the administration of the Post Office Department.

(c) At offices of the first class having receipts of less than \$400,000, and if a superintendent of mails is authorized, the postmaster shall have direct contact with the public on administrative matters, and shall supervise the handling of complaints. He shall have custody of employees' surety bonds; supervise the maintenance of the personnel and efficiency records of all employees; personally open all incoming official correspondence from the Department; supervise the opening of all other official correspondence; supervise the preparation of outgoing correspondence, and personally sign all departmental correspondence. He shall have direct supervision of the preparation of accounts, assist with the handling of the postal account, personally analyze and sign all accounts and requests for allowances; direct proper methods of auditing to insure individual responsibility; personally check the main stamp stock once each quarter and see that all fixed credits are checked once each quarter. He shall also see that classified and contract stations and branches are checked once each quarter. The postmaster shall make a diligent study of the postal service at his office with a view to acquiring a thorough knowledge of all phases of the service. At offices located in Federal buildings, under the administration of the Post Office Department the postmaster shall also act as custodian.

(d) At the offices of the first class where a superintendent of mails is not authorized and at all offices of the second class, the postmaster shall have direct contact with the public on administrative matters and give personal attention to complaints. He shall have the custody of employees' surety bonds; supervise the maintenance of the personnel and efficiency records of all employees; open all incoming official correspondence from the Department, and supervise the opening of all other official correspondence; personally sign all correspondence with the Department and, where practicable, keep the postal account cash-book. Where the postal account cashbook is not personally kept by the postmaster, all entries shall be personally verified by him with supporting data for each item. The postmaster or his assistant, where an as-

sistant is provided, shall have personal custody and care of the main stamp stock; keep a record of fixed credits; prepare or supervise the preparation of pay rolls and the payment of salaries to employees; make bank deposits, where practicable; supervise the preparation of and sign all official checks; personally analyze and sign all accounts and requests for allowances; make such examination of the money order, U. S. savings bonds, and postal savings accounts as to assure they are in balance; see that the fixed credits and financial assignments are arranged so as to insure individual responsibility, and personally check or see that fixed credits are checked by a responsible supervisor once a quarter. He shall also see that classified and contract stations and branches are checked once each quarter. The postmaster shall make a diligent study of the postal service at his office with a view to acquiring a thorough knowledge of all phases of the service. At offices located in Federal buildings under the administration of the Post Office Department, the postmaster shall also act as custodian.

15. Third class offices.—At offices of the third class postmasters shall have personal custody and care of the stamp stock and all funds, personally keep and render all accounts, and be familiar with and able to perform all the work of the office, including the distribution of mail.

16. Fourth class offices.—At offices of the fourth class postmasters shall have personal custody of all stocks and funds, personally maintain all official records, reports, and accounts, and perform such other work as is necessary to provide prompt and efficient postal service to the patrons of his office.

Preservation of Orders, Instructions, Etc.

17. Postmasters shall file and preserve in their offices all correspondence, records, books of regulations, guides, instructions, circulars, and orders received from any officer of the Department. (See Chapter XXV for retention periods.)

Supplemental Instructions

18. Whenever a postmaster at a first-class office is in doubt as to the interpretation of a provision of law or regulation or other departmental requirement affecting a matter requiring his official action, he shall, before taking action, ask instructions from the proper bureau of the Post Office Department, provided the necessary information cannot be found in the Postal Laws and Regulations, Post Office Manual, Official Postal Guide, the Postal Bulletin, or other official publications of the Post Office Department. Except for requests for interpretation of registry, insured, and c. o. d. regulations, which shall be addressed to the Bureau of Finance, Division of Regis-

tered, Insured, and C. O. D. Mail in the case of domestic mails and to the Bureau of Transportation, Division of International Service, in the case of international mails, postmasters at second-, third-, and fourth-class offices shall address requests for information as follows:

Matters to be taken up with central accounting or rural disbursing postmasters:

- (1) Burial flags.
- (2) Correction of mailing lists.
- (3) Directory service.
- (4) Employees' hours of service.
- (5) Holidays—local and State.
- (6) Holiday and Sunday service.
- (7) Hotel mail.
- (8) List of names and patrons and addresses of.
- (9) List of names, former patrons.
- (10) Mail matter—addressing of.
- (11) Mail matter—recall by sender.
- (12) Mail receptacles.
- (13) Mutilated mail.
- (14) Office hours.
- (15) Parcel post, handling and delivery.
- (16) Pay rolls.
- (17) Postmarking and canceling mail.
- (18) Reports from postmasters required periodically.
- (19) Treatment of ordinary, nixie, and dead matter of domestic origin.
- (20) Post office lobby hours.
- (21) Window service.
- (22) Inquiries concerning the following subjects pertaining to clerks, city and village carriers, mail handlers and substitutes, should also be addressed to the central accounting postmaster:

Appointment of substitutes from civil service registers.

Promotion of substitutes to regulars.

Annual leave.

Sick leave.

Oath of office.

Bonds (employees').

Compensatory time.

Overtime.

Employees' hours of service.

(23) Carriers' uniforms:

Badges, city carriers' and special-delivery messengers'.

(24) Rural delivery service:

Pay of rural carriers and deductions therefrom.

Annual leave.

Sick leave.

Holidays.

Bonds.

Appointment and separation of substitute rural carriers.

(25) Money-order business.

Matters to be taken up with inspectors-in-charge:

(1) Addresses:

When furnished _____

When not to be furnished _____

- For telegrams.....
 Fictitious.....
 (2) Boxholders—names not to be furnished.
 (3) Boxholders—mail addressed to.
 (4) Complaints against employees and the service.
 (5) Complaints regarding the loss, delay, or mistreatment of ordinary mail matter.
 (6) Files and records—copies of.
 (7) Files and records—disposition of.
 (8) Government departments—furnishing information to.
 (9) Husband and wife—mail addressed to.
 (10) Information — regarding patron and mail matter.
 (11) Information to representatives of other departments.
 (12) Leave of absence for postmasters.
 (13) Minors—delivery of mail of.
 (14) Persons of the same name.
 (15) Prisoners' mail.
 (16) Telephone inquiries concerning mail matter.
 (17) Lost or stolen money-order forms.
 Matters to be taken up with regional accounting offices:
 All matters relating to accounts.

Other Business of Postmasters

19. Postmasters of all classes should not engage in any business or activity which in any way interferes with the proper discharge of their duties as postmasters, and must not engage in any business which involves canvassing or soliciting of their patrons.

Postmasters at post offices of the third and fourth classes may transact other business in the same room in which the post office is located; but such business shall be kept separate and distinct from that of the post office.

Misuse of Official Signature

20. Postmasters shall not use their official signatures for advertising purposes, or stamp their own or any other advertisement upon mail passing through their offices.

No postmaster or other postal officer or employee in his official capacity shall, without special authority from the Postmaster General, give any endorsement to a private enterprise or business institution; and no postmaster shall give official endorsements of patrons of his office, or testimonials, or guaranties as to their honesty, reliability, etc.

Hours of Duty

21. At offices of the first, second, and third classes postmasters shall devote not less than 8 hours during the business part

of the day to the conduct of their offices and the performance of duties appropriate to their positions.

At offices of the fourth class the following schedule of the minimum daily number of hours of duty for postmasters has been adopted:

<i>Receipts</i>	<i>Hours of duty</i>
Less than \$150	2
\$150 but less than \$250	3
\$250 but less than \$350	4
\$350 but less than \$450	5
\$450 but less than \$600	6
\$600 but less than \$800	7
\$800 and over	8

The hours of service of postmasters at third- and fourth-class offices should be during the usual business hours of the day when the principal mail is received and dispatched.

Absence From Office

22. Postmasters shall not absent themselves from their offices without written authority in advance from the inspector in charge of the division in which the post office is located; except that in an emergency a postmaster may absent himself for not longer than 2 days without first securing such prior written authority. In such cases a prompt report of the nature of the emergency and period of absence must be made to the inspector in charge.

(See ch. II, art. 94, for annual, sick leave.)

Postmasters are not included in the scope of the 40-hour-week law. They may, however, take time off on Saturday or such other day when there is a suspension of business, provided they have made necessary arrangements for proper and efficient service to the public, protection of the finances, and prompt handling of the mail. However, an additional allowance may not be granted in such cases by reason of the absence of the postmaster.

Articles 26 to 29 of this chapter provide for the performance of the duties of postmaster during his absence.

Transfer Privileges

23. (a) A postmaster of the fourth class appointed (1) before August 14, 1946, and having an annual compensation of less than \$500; or (2) appointed on or after August 14, 1946, and before November 10, 1948, and having an annual compensation of less than \$1,000; or (3) appointed on or after November 10, 1948, and having an annual compensation of less than \$1,300, shall not be eligible for transfer to any other position under the civil-service rules.

(b) Where the annual compensation of the office has amounted to \$500 or more at

any time during his incumbency in the case of appointment before August 14, 1946; or \$1,000 or more at any time during his incumbency in the case of appointment on or after August 14, 1946, and before November 10, 1948; or \$1,300 or more at any time during his incumbency in the case of appointment on or after November 10, 1948, a fourth-class postmaster may, after serving 1 year and upon passing an appropriate noncompetitive examination, be transferred to a position of rural carrier at the office at which he is serving. After 3 years' service and upon passing an appropriate noncompetitive examination, he may be transferred to a position of rural carrier at any other post office, or to any other position for which he can qualify.

(c) When the annual compensation of an office is increased to (1) \$500 or more in the case of a person appointed before August 14, 1946; or (2) \$1,000 or more in the case of appointment on or after August 14, 1946, and before November 10, 1948; or (3) \$1,300 or more in the case of appointment on or after November 10, 1948, the incumbent of such office shall be given all rights and privileges of persons appointed before August 14, 1946, to offices with annual compensation of \$500 or more; or appointed on or after August 14, 1946, and before November 10, 1948, to offices with compensation of \$1,000 or more; or appointed on or after November 10, 1948, to offices with compensation of \$1,300 or more.

Abandonment of Office

24. When a postmaster voluntarily abandons his office, such action may be regarded as sufficient cause for removal.

Death of Postmaster

25. When a postmaster dies, a report thereof should be made by telegram by the assistant postmaster or senior employee of the office to the Bureau of Post Office Operations.

ASSISTANT AND ACTING POSTMASTERS

Performance of Duties During Absence of Postmaster

26. **Appointment of assistant postmasters.**—The position of assistant postmaster at first- and second-class offices is in the competitive classified service, and appointments thereto may be made when authorized by the Bureau of Post Office Operations. The position of assistant postmaster is not authorized at third- and fourth-class offices.

The authorized assistant postmaster shall in all cases manage the business of the post office during the absence of the postmaster.

Contractors or subcontractors for carrying the mail, mail messengers, assistant messengers, or persons concerned in the prosecution of claims against the Government shall not be appointed assistant postmaster or clerk in a post office. (See ch. II, art. 170, relative to employees interested in mail contracts.)

27. **Designation of employee to perform duties of office.**—At second-class offices where the appointment of an assistant postmaster has not been specifically authorized the postmaster shall designate a clerk to perform the duties of the postmaster during his absence.

The position of assistant postmaster is not authorized at third-class offices. Postmasters at such offices shall designate a clerk to perform the duties of the postmaster during his absence. If the office has no regular clerk, a substitute must be so designated.

At fourth-class offices the postmaster shall designate a member of his family, a surety on his bond, or any other competent person to perform the duties of the postmaster during his absence. Such persons may also be employed to assist the postmaster in the performance of the duties of the office.

When at any office a clerk is authorized to take charge of the office during the absence of the postmaster, such clerk shall, whenever the postmaster is absent, assume the duties of the postmaster, and all employees therein shall observe his instructions the same as those of the postmaster.

Acting Postmaster

28. When, upon the death, resignation, retirement, transfer, or removal of a postmaster, an acting postmaster is designated by the Postmaster General and takes charge of the post office, he shall sign all papers, returns, accounts, requisitions, etc., as "acting postmaster."

The accounts up to and including the day of the death or retirement of the postmaster shall, however, unless they have been rendered by the assistant postmaster, be signed by the acting postmaster thus: "A. B., acting postmaster, _____, postmaster deceased" (or removed, resigned, etc., as the case may be).

An acting postmaster shall not claim compensation as postmaster nor shall his requisitions be honored until his bond is approved by the Assistant Postmaster General, Bureau of Post Office Operations.

The qualifications for appointment as acting postmaster are the same as for appointment as postmaster.

Signature of Assistant Postmaster or Clerk During Absence of Postmaster

29. When an assistant postmaster or clerk is in charge of the post office during the

absence of the postmaster, he shall sign all papers, returns, accounts, requisitions, etc.: "A. B. postmaster, by D. C., assistant postmaster," or "A. B. postmaster, by E. F., clerk."

When the postmaster dies, resigns, retires, transfers, or is removed, the assistant postmaster, during such time as he conducts the business of the office before the designation of an acting postmaster, shall sign all papers, etc.: "A. B. postmaster, deceased (or resigned, removed, etc., as the case may be), by C. D., assistant postmaster." (See article 30 of this chapter relative to signing checks.)

Postmasters may authorize their assistants to sign their names to such reports, letters, and papers as are not specially required to be signed by the postmaster himself. The signature should be: "A. B., postmaster, by C. C., assistant postmaster." The name of the postmaster may be either written or stamped, but the signature of the assistant shall be in ink.

Authorization of Employees to Sign Checks

30. A postmaster who is authorized to pay salaries or other expenses by means of checks drawn on the Treasurer of the United States, shall designate one or more of the employees of his office to sign checks in his name when authorized and such employees shall give bond covering such duties on a special form which may be obtained from the Bureau of Post Office Operations, Division of Post Office Personnel. After the bond is approved, the postmaster shall certify to the Bureau of Finance, Division of Postal Finance, in triplicate on Form 3012, that the employee is authorized to sign checks, which certificate shall bear a specimen of the employee's signature. Such checks shall be signed thus: "A. B., postmaster by". During

(Name of authorized employee)

the period from the date of the death, resignation, retirement, or removal of a postmaster to the date his successor or an acting postmaster takes charge of the post office, funds shall be deposited, and checks issued, exactly as if the postmaster were still in office. (See ch. XVI, arts. 154 to 156, relative to checks issued in transaction of money order business.)

CARE AND CONDUCT OF POST OFFICES

31. Post offices shall not be allowed to become resorts for loungers or disorderly persons, or the scene of disputes or controversies. Whenever necessary, postmasters should call on the civil authorities to preserve order, and if they refuse or fail to do so, the office may be closed.

Post offices shall be kept at all times in a clean and orderly condition.

No post office or branch or station of any post office shall be located in a room where intoxicating liquor is sold to be consumed on the premises or in any room directly connected therewith.

Postmasters at offices located in Federal buildings should consult Form BOM-38 for instructions concerning the maintenance of such buildings.

Unauthorized Persons Not Allowed on Workroom Floors

32. Unauthorized persons shall not be allowed access to the workroom floor of post offices. Employees of the office, while off duty, are unauthorized persons within the meaning of this requirement, and they shall not be permitted access to mail matter, or allowed to loiter in post offices after their tour of duty has ended or before the beginning of their tour of duty.

Display of Advertisements in Post Offices

33. Advertisements, circulars, placards, handbills, cards, or notices relating to any private business, and pictures, cartoons, or other documents of a political character, or concerning any election, or designed to influence an election in favor of any candidate, shall not be placed upon the walls or elsewhere, for public exhibition, within post offices or the lobbies thereof, or on any portion of the post office premises.

For the convenience of the public, postmasters may allow bulletin boards to be placed in the post office or may set apart some convenient place where notices of public assemblies, judicial sales, and other like announcements, printed or written, may be displayed; but these privileges shall be afforded without discrimination as to party or sect.

Postmasters shall post in a conspicuous place Weather Bureau reports received at their offices.

The bulletin boards in post office workrooms and lobbies shall, except as stated in paragraph 2 of this article, be used only for the display of official notices, and no notices relating to the activities of employees' organizations shall be posted thereon.

Postmasters may permit bulletin boards to be placed in the employees' swing rooms, on which may be posted notices unobjectionable to the postmaster relating to the activities of employees' organizations. Such boards shall be equally available to all organizations. They shall be erected according to specifications prepared by the postmaster, the expense thereof to be borne by the interested employees or organization of employees.

Testing Devices

34. Postmasters shall not permit any person or firm to leave or install in post offices or upon post office premises, for test, approval, or otherwise, any machine, invention, or device, on any pretext whatsoever, without first obtaining a specific written authority from the Bureau of Post Office Operations. However, a postmaster is not prohibited from utilizing in his office any typewriter, adding machine, or other office appliance or article purchased at his own expense, unless otherwise directed by the Department.

Local Daylight Saving Law

35. Postmasters will be held responsible for the prompt handling of the mails, and any changes of schedule deemed expedient to conform to the provisions of local or State laws regarding daylight saving may be inaugurated, provided such changes comply with the law governing hours of service of post office employees and will not cause delay to mails or impair the service.

Office Hours

36. **General.**—Post offices shall be kept open for the delivery of mail and the sale of stamps every business day during the hours when the principal business houses are open. Any postmaster desiring specific instructions as to general delivery and stamp window hours should write to the Bureau of Post Office Operations, stating when mails arrive and depart and what hours are observed by the principal business houses.

Service to the public at post office windows shall not be suspended on account of the distribution of mails during the regular hours of service at such windows if the clerical force is sufficient to attend to both distribution and delivery at the same time.

37. **For registry business.**—Offices of the first class shall be kept open for the receipt and delivery of registered mail until 6 p. m., and their stations and branches until 5:30 p. m. Offices of other classes shall be kept open during the hours observed by the principal business houses.

38. **For money-order business.**—Offices of the first class shall transact money-order business from 9 a. m. to 5 p. m.; offices of the second class from 8 a. m. to 6 p. m.; and stations of offices of the first and second classes from 8 a. m. to 5:30 p. m. Additional time shall be allowed by the postmaster if necessary.

Third- and fourth-class offices shall transact money-order business during the hours observed for the transaction of postal business; and, as a general rule, during the period in which stamps are sold.

39. **For postal savings business.**—Every post office designated as a postal savings depositary shall transact postal savings busi-

ness every weekday during the hours prescribed for the transaction of money-order business, and at such other times as the business of the office may require or as the Department may direct.

Sunday Hours

40. Post offices of the first and second classes shall not be open on Sundays for the purpose of delivering mail to the general public, but prompt delivery of special delivery mail shall be made.

Postmasters at first- and second-class offices shall not require more clerks and carriers to be on duty on Sundays than are needed to collect and prepare mail for dispatch, to make such distribution of incoming mail as is necessary, to make delivery of special delivery mail, and to avoid congestion or accumulation of mail that would prevent prompt deliveries on Monday. Renters of lock boxes may be permitted to obtain on Sundays such mail as may be distributed into their boxes.

When the distribution of mail to lock boxes is necessary, lobbies may be left open for such length of time thereafter as is safe and expedient.

Third- and fourth-class offices need not be opened on Sundays unless mail arrives after the Saturday closing hour and before 6 p. m. Sunday. If such mail arrives and the public convenience requires its delivery on Sunday, the office may be opened to the public not more than once nor for more than 1 hour. The time of service to patrons shall not be during that of church services.

If such an office is open to the public on Sundays, the sale of postage stamps, registration of mail, and delivery of registered mail is left to the option of the postmaster. Money orders need not be issued or paid. Special delivery mail, however, shall be delivered if the mail arrives between the closing hour on Saturday and 6 p. m. on Sunday.

Night Service

41. Postmasters shall not maintain night service, either at the main office or stations, where such service involves any additional expense, without authority from the Bureau of Post Office Operations.

Holiday Service

42. Holidays in the postal service are New Year's Day (January 1); Washington's Birthday (February 22); Memorial Day (May 30); Independence Day (July 4); the first Monday in September, known as Labor Day; Armistice Day (November 11); Thanksgiving Day (fourth Thursday in November); and Christmas (December 25). All days, other than the holidays enumerated herein, set aside by the President of the United States as holidays to be observed by the other departments of the Government

throughout the United States are construed as applicable to the Postal Service in the same manner and to the same extent as the executive departments.

On the holidays specified above, post offices shall render window service such length of time as may be necessary to meet the reasonable postal requirements of the public. Mails shall be made up and dispatched on such holidays as on other weekdays.

When any of the holidays specified falls on Sunday, the following Monday shall be observed.

Lobbies Open

43. The lobby of a post office may remain open at the postmaster's discretion when no one is on duty if the screen work extends to the ceiling and if all doors, windows, and wickets connecting the lobby with the working portion of the office are securely locked and police protection is adequate.

Letter Drops at Third- and Fourth-Class Offices

44. At third- and fourth-class post offices a slot shall be cut in the outer door of the post office for the deposit of mail. If that is not feasible, a letter box shall be provided, so constructed that it will be accessible to the public at all hours and will properly protect the mail therein.

Suspension of Business on Local Holidays

45. Whenever there is a total suspension of business in a State, city, or town, or whenever there is a substantial suspension of business so that the requirements and demands upon the Postal Service on the part of the patrons are very materially reduced, a postmaster may curtail and reduce the service of the office to an extent reasonably commensurate with such suspension of general business; provided always that the postal service at all places shall be adequate to meet the reasonable requirements of the public on such days. Mail shall be received and dispatched as usual. The release of employees from work resulting from such curtailment of the postal service on such days should be distributed as equitably as practicable among them, because compensatory time may not be granted to those who of necessity cannot be released from duty in such cases. This provision is not intended as adopting or sanctioning the observance of State holidays, as such, because the Department has no legal power to do that; but is intended rather to allow postmasters discretionary authority to reduce postal service to the extent of the public requirements on such days and on other days when general business is suspended.

Postmasters should at all times carefully exercise their discretion as to the day on which service may be curtailed or suspended,

always considering the service needs of each particular office.

A record should be kept of the extent of the curtailment of the service on all such days so that the Department and the public may have such information available.

A close observance of these instructions will eliminate much unnecessary correspondence and expense on the part of postmasters and the Department.

Additional expense must not be incurred to grant time off to employees on State and local holidays. Employees scheduled for compensatory time on a State and local holiday will have that compensatory time charged to them on those days, even though other employees may be excused without a charge to compensatory time.

The provisions of the above instructions cannot, however, be applied on account of the death of a postmaster or any postal employee. Post offices may not be closed in such cases to permit the attendance of fellow postal employees at the funeral of one of their members. Such number of employees may, however, be excused to attend these funerals as can be spared conveniently without impairment of service.

ALLOWANCES

Personal Services

46. (a) Postmasters at first-class offices must obtain authority for expenditures for all personal services by submitting quarterly or annual estimates to the Bureau of Post Office Operations, except that estimates covering the vehicle service shall be submitted to the Bureau of Facilities, Division of Vehicle Service. Estimates for offices with receipts of \$90,000 or more shall be submitted on Form 024 for clerks and mail handlers, and on Form 024-CD for city carriers and special delivery messengers. Estimates covering the vehicle service shall be submitted on Form VS-14. These estimates shall be personally reviewed and signed by the postmaster and submitted so as to reach the Department not later than February 1, May 1, August 1, November 1, preceding the quarter for which they are applicable, accompanied with proper letters of justification.

(b) Postmasters at first-class offices with receipts of less than \$90,000 and second- and third-class offices shall submit annual estimates for auxiliary and overtime allowances on forms furnished by the Department not later than May 1 for the following fiscal year.

Use of Overtime

47. In emergencies, overtime may be used without advance authority in order to avoid delays to mail, but in each case an immediate report by letter of the amount used and

the reason therefor must be submitted to the proper bureau of the Department. (See also ch. II, arts. 176 to 180, concerning use of overtime.)

Carfare Allowance

48. (a) Annual allowances issued on Form 1542 for carfare are automatically renewed at the beginning of each fiscal year and continue in operation until canceled or amended where there is no change in the annual rate.

(b) Where transportation is necessary the postmaster should obtain it at the lowest rate possible. This can often be accomplished by buying tickets in quantities for less than the regular price, the needs of the office being estimated in advance or by entering into an agreement with the operating companies.

(c) If at any time a saving in carfare is feasible by reason of a change in rates or readjustment of routes, a prompt report stating the minimum sum required under the changed conditions must be forwarded to the Bureau of Post Office Operations, Division of City Delivery, with recommendation that the allowance be reduced.

(d) Any necessary expenditures under this authorization must be made in accordance with the instructions given herein, and the receipts taken must be used as vouchers in submitting your quarterly postal account.

(e) Receipts from transportation companies for payment for the transportation of letter carriers, supervisors, and other post office employees, and special-delivery messengers, under contract or agreement, should be taken on Form 1853. If tickets or tokens are purchased, receipts from the transportation company should be taken on Form 1526-P; if cash fares are paid it will be necessary for the individual employee to sign this voucher. These forms should indicate that the expenditures are to be charged to the appropriation for "Cafare." Vouchers should be listed on Schedule Form 1850-B, and credit claimed in A/C No. 237. Immediately after the close of each quarter the total amount expended under this allowance must be reported to the Bureau of Post Office Operations, Division of City Delivery, on Form 024-ACD.

(f) Transportation is to be provided only when a carrier's route begins or ends at a point one-half mile or more from the post office, or where there is no relay service and the weight of a carrier's load exceeds 35 pounds. Under these conditions and in lieu of using public facilities, the law provides for transportation of carriers in privately owned automobiles at rates not exceeding regular streetcar or bus fare, this being optional with the carrier and not a requirement.

(g) Transportation is to be provided only where necessary for postmasters and

supervisory officers in visiting stations, investigating complaints, etc.; for supervisors of carriers in making carrier route inspections; for employees in investigating and adjusting indemnity claims and for outside men in contacting heavy mailers. The use of privately owned automobiles, referred to in the preceding paragraph, is not applicable to any employees other than carriers.

(h) When a carrier or clerk, either regular or substitute, reports by direction of his supervisory officer to the main office or any station or branch thereof and is subsequently sent to some other unit, he will be allowed carfare, if necessary, in traveling thereto. However, a substitute voluntarily reporting at any point in the hope of work and who may be assigned to some other unit must pay his own carfare.

(i) In emergencies, carfare will be allowed at first-class offices where equipment is normally provided for by the Department, or when requested by postmasters to be used in lieu of an allowance for messengers' equipment at an hourly rate, where the use of public transportation facilities is practicable and more economical. Where the use of public transportation facilities is contemplated for special delivery service, request for authorization of a regular allowance for the purpose must be transmitted to the Bureau of Post Office Operations, Division of City Delivery, setting forth the necessity therefor.

Quarterly Report of Expenditures

49. (a) As soon as possible after the close of each quarter, but not later than the date of submission of the postal account, postmasters at first-class offices having receipts of \$90,000 or more shall forward to the Bureau of Post Office Operations, Division of Budget and Administrative Services, Form 024-A, a quarterly report of expenditures for clerical and mail handler hire, and Form 024-ACD, a quarterly report of carrier and special delivery messenger auxiliary hire. When an accompanying letter is necessary it should be attached to the back of the form to which it relates.

(b) Obligations in the custodial and vehicle services shall be reported in accordance with instructions issued by the Bureau of Facilities, Division of Budget and Administrative Services.

Unauthorized Expenditures

50. Great care must be exercised not to make any expenditure in excess of the allowances authorized, without obtaining specific authority in advance, because credit for such unauthorized expenditure may not be allowed. In cases of actual emergency, allowances should be requested by telegram. An emergency is an unforeseen condition calling for immediate action.

Allowances for Telephone and Telegraph Service

51. On occasion, it is necessary that postmasters make official long-distance telephone calls, send official telegrams and pay for excess telephone calls (local message units over a fixed number of free calls). The following procedure should be observed by postmasters in obtaining allowances to cover the cost of these calls over and above the annual telephone rental allowance authorized, and in claiming credit therefor in their postal accounts.

The monthly bills should be examined and the items properly marked on the statements covering official toll calls as distinguished from personal calls. Upon receipt, all such bills should be paid from available postal funds, if justified and correct. However, only official calls should be paid from postal funds.

Where teletypewriter service is available, either through the facilities of the Inspection Service or the General Services Administration, to other cities connected by these systems, such services should be utilized where commercial telegraphic service would normally be used. The facilities of the Inspection Service should be used in preference to those of the General Services Administration between cities where both are available. (See art. 62 of this chapter concerning use of telegraphic service.)

Postmasters and employees are cautioned against the use of Government telephones excessively for personal calls. The telephones furnished by the Department are for the convenience of the public in making inquiries relative to postal information, and if used excessively by postal employees service to the public will suffer. Both incoming and outgoing calls must be taken into consideration. Where personal toll calls are made in cases of emergency, it will be necessary for postmasters to transmit to the Bureau of Facilities, Division of Budget and Administrative Services, a receipt on Form 1034 showing the disbursement of the Federal tax on personal calls. This tax should be collected on each personal toll call and forwarded by the postmaster to the proper office of the Bureau of Internal Revenue accompanied by Internal Revenue Form 727.

Tax on official telephone service or toll calls is not required; therefore, the bills rendered for official telephone service and sent with the quarterly postal accounts to the regional accounting office should be carefully verified to make sure that the amount for which credit is claimed does not include any payment on account of a tax.

Two months in advance of the beginning of each quarter, not later than February 1, May 1, August 1, and November 1 of each year, postmasters shall submit to the Bureau

of Facilities, Division of Budget and Administrative Services, an estimate on Form B-21 of the quarterly requirements for excess calls, toll calls, telegrams, excess TWX services, telautographs, and special delivery stamps.

Credit for official telephone bills, toll and excess calls, and telegrams should be claimed in A/C 262. Personal calls, less tax, should be accounted for in item 635 in the summary of trust funds on the reverse side of the account.

Allowances for Equipment and Miscellaneous Services

52. **Leased and rented quarters.**—Authorization for expenditures shall specify the allowance for each item and the period covered. Allowances may be made at an annual rate. Credit will be allowed only for expenditures authorized and for the amount actually disbursed, and vouchers therefor shall accompany the quarterly postal account.

Applications for allowances for labor incident to cleaning post office and station quarters, and for laundering towels and other service items, shall be addressed to the Bureau of Facilities, Division of Buildings Management.

No allowance will be made to any postmaster for expenses incurred in paying authorized expenditures by money order, check, or otherwise, or in depositing or collecting moneys due the Post Office Department.

Where under the terms of a lease for post office quarters the lessor is required to provide equipment or to make repairs to buildings, fixtures, or equipment, the postmaster shall submit to the Bureau of Facilities, Division of Post Office Quarters, all requests for such equipment or repairs and shall not make demands direct upon the lessor.

All correspondence relative to the leasing and renting of premises for post offices or other postal purposes shall be addressed to the Bureau of Facilities, Division of Post Office Quarters.

53. **Government-owned buildings.**—For allowances necessary and incident to the operation of Government-owned post office buildings postmasters shall be guided by the instructions contained in (Form BOM 38) "Instructions and Suggestions for Postmasters in the Operation of Public Buildings Under the Administration of the Post Office Department" and the subsequent instructions which may be issued by the Bureau of Facilities, Division of Buildings Management.

Rent, Light, Power, Water, and Fuel

54. Applications for allowances for rent at offices of the first, second, and third classes shall be addressed to the Bureau of Facilities, Division of Post Office Quarters.

Applications for allowances for electricity, water, and fuel at these offices shall be submitted to the Bureau of Facilities, Division of Buildings Management. The amount needed for each item shall be specified.

Expenditures for rent, electricity, water, and fuel shall not be made unless authorized, and the amount allowed for each item shall not be exceeded. Credit will be allowed only for the amount actually disbursed, and vouchers therefor shall accompany the quarterly postal account.

Postmasters at offices where an allowance is made for rent shall not rent any part of any room or store in which the post office is located until a report has been made to the Bureau of Facilities, Division of Post Office Quarters, and authority received for such occupancy. The report shall give a description of the room or store and the class of business carried on by the proposed occupant; what separation there will be between the post office and the other part of the room; and all other necessary information.

Allowances for Fourth-Class Offices

55. Separating mails.—Post offices of the fourth class located at the intersection of mail routes may be given an allowance for separating mails, upon the application of the postmaster to the Bureau of Post Office Operations, Division of Budget and Administrative Services, stating the amount of mail handled for other offices and the reasons why help is necessary in order to attend properly to such distribution. Such allowances shall be based upon the average amount of ordinary mail in transit daily, and the average number of registry pieces in transit monthly, one registry transit being regarded as equivalent to 30 pieces of ordinary mail.

Allowances for separating mails are made substantially in accordance with the following scale. In no case shall the allowance exceed the maximum amount fixed under the scale, but it shall be graded according to the condition of the appropriation allotment for separating mails.

Number of pieces	Allowance per annum
34 to 66	\$42
67 to 100	56
101 to 133	70
134 to 166	84
167 to 200	98
201 to 233	112
234 to 266	126
267 to 300	140
301 to 333	154
334 to 366	168
367 to 400	182
401 to 433	196
434 to 466	210
467 to 500	224

Number of pieces	Allowance per annum
501 to 533	238
534 to 566	252
567 to 600	266
601 to 650	280
651 to 700	294

56. Unusual conditions.—Applications for allowances on account of unusual conditions at fourth-class post offices shall be made to the Bureau of Post Office Operations, Division of Budget and Administrative Services. Allowances may be granted when it is shown that the salary of the office is not sufficient compensation for the work performed, and where, by reason of the unusual conditions, clerical assistance is employed that would not be necessary under usual conditions.

57. Annual and sick leave.—Payment to the person who renders service at a fourth-class office during the authorized absence of the postmaster should be computed on the basis of the period of such service at the rate of the postmaster's basic salary including longevity and in accordance with the current salary table.

The person rendering service should withdraw or be paid the amount earned at the close of each pay period or for shorter periods, upon termination of the postmaster's absence.

No advanced allowance is necessary and no advanced authorization, other than the leave, need be requested.

58. Use of allowances for separating mails and unusual conditions.—When the postmaster at a fourth-class office is granted an allowance for clerical assistance, he may employ any responsible and trustworthy person who is competent and can take the oath of office. No report of the person employed need be made to the Post Office Department.

59. Rent, light, fuel, etc.—Postmasters at offices of the fourth class are paid an allowance for rent, fuel, light, and equipment an amount equal to 15 percent of their annual basic salary.

CONTRACTS FOR MISCELLANEOUS SERVICES

60. (a) Proposals must be secured on a competitive basis and contracts entered into through the acceptance of the lowest responsible bid for all such services, except as hereinafter provided, for each fiscal year or portion thereof during which required, and for which appropriations have been made, otherwise expenditures made for such services will not be approved.

Where an allowance has not been granted and postmasters find it necessary to make local purchases of supplies costing \$10 or

less, or to make payments of \$10 or less for services such as sharpening lawn mowers, repairing wheelbarrows, typewriters, or other equipment, request should be made of the appropriate division of the Bureau of Facilities in advance for authority to make purchases or payments through the use of Standard Form 44, which is designed to eliminate competitive proposals for such items of \$10 or less. (The term "services" does not include personal services, or contractual obligations such as electricity, fuel, gas, water, sewer service, ice, removal of ashes and rubbish, laundering towels, washing windows, or removing snow and ice.)

(b) Competitive proposals must be solicited from all concerns or individuals being in a position to furnish the type of service desired. Standard Form 33 (Invitation, Bid, and Acceptance—Short Form Contract), except as otherwise provided herein, must be used for this purpose. The invitation for the bids should provide that sealed bids will be received in quadruplicate until a specified hour on a definite date. Under the heading "Articles or Services" the type of service should be specified, together with the quantity and the unit in the appropriate column. The invitation must be posted on the bulletin board and mailed or delivered to prospective bidders. Postmasters shall see to it that the invitation is appropriately and fully prepared. Any advertising must be without expense to the Department. The invitation must be posted on the bulletin board for not less than 3 nor more than 10 calendar days.

(c) At the hour and the date specified in the invitation for the opening of bids, all bids received shall be publicly opened by the postmaster or a designated employee of the office, and after all bids have been so opened they shall be reviewed for completeness and correctness. Care must be exercised to see that the unit price is stated and that the total amount includes the total price and not merely the unit price. Under no circumstances should bids be altered after they have been opened, except insofar as the signature and name of the bidder. The name of the bidder or concern should be typed or printed on the line headed "Bidder." All contracts with the United States are in the name of the principal (an agent may submit bids and sign contracts on behalf of the principal upon filing with the bid and contract a properly executed power of attorney from the principal). All bids must be properly executed by a proper official of the company and his title must be stated.

(d) The postmaster shall then prepare Form 4525 (Abstract of Bidders and Bids) in triplicate, indicating thereon the service

to be performed, name of office, date notice was posted on the bulletin board or otherwise advertised, the hour and date until which proposals would be received, and office postmark. Itemize all bidders under the heading "Bids invited from" and enter under "Description" detailed list of the services to be performed. Complete the "Prices quoted and time discounts" under the corresponding number pertaining to the bidder listed under "Bids invited from."

(e) The postmaster will complete the "Acceptance by the Government" at the bottom of Standard Form 33 of the lowest responsible bid. Reasons for acceptance shall be inserted thereon also. If other than the lowest bid is recommended for acceptance a statement in detail should be submitted to indicate why this is necessary. In the event of tie bids being received the acceptable bid should be decided by the postmaster by lot.

(f) Upon completion of the acceptance and Form 4525 all of the bids must be submitted to the bureau of the Department having jurisdiction over the matter to be purchased, with a statement as to the amount of the allowance necessary to cover the service for the fiscal year or period involved based upon the bid recommended for acceptance. All proposals submitted on an annual basis should be forwarded prior to the beginning of the fiscal year.

(g) Standard Form 1036, showing the method of or absence of advertising and bidder to which contracts were awarded, must be furnished with each contract, except public utility contracts. The form must be executed and signed by the contracting officer who signs the agreement to which it is attached, unless the award is subject to approval by an officer other than the contracting officer. In that event, the execution and signature will be made by the officer approving the award. In the absence of a written agreement in any form, when making purchases or securing services under proper authority, including emergency expenditures, execution of the section on the reverse side of Form 1526-P or Standard Form 1034 entitled "Method of or Absence of Advertising" will be sufficient and the execution of Standard Form 1036 will not be necessary.

(h) When necessary and where it has been definitely established that competition does not exist, contracts may be consummated on a continuing basis. This includes such public utility services as electricity, gas, water, sewerage, and steam. When these services are applicable to Government-owned post office buildings Standard Form 33, Invitation, Bid and Acceptance (Short Form Contract), must not be used. Should

competition develop at any time subsequent to the making of a continuing contract, the Bureau of Facilities, Division of Buildings Management, must be notified immediately in order that the contract may be cancelled and new competitive bids obtained on a noncontinuing basis. Where contracts are required at Government-owned post office buildings for the removal of ashes and rubbish, laundering towels, and the purchase of ice, such service and purchase contracts are to be on an annual basis on overprinted Standard Forms 33 which are forwarded annually to postmasters on or about January 1 of each year, together with such other forms as may be required for obtaining competitive bids for public utility services where such services are secured on an annual basis. In view of the fact that there is always a possibility of competition postmasters are cautioned against the securing of proposals on a continuing basis for removal of ashes and rubbish, laundering towels and purchase of ice.

(i) As the rates on public utility services are revised from time to time, postmasters at Government-owned post office buildings should keep in close contact with such developments. When a change in rates occurs, postmasters must communicate immediately with the Division of Buildings Management, forwarding four copies of the new public printed rates and stating the date the new rates become effective, in order that the contract may be amended. If the name of a company furnishing a public utility service on a continuing basis is changed, the Division of Buildings Management must be notified immediately so that steps may be taken to cancel the existing contract and execute a contract in the name of the new company.

(j) With respect to utility services at leased or rented quarters in those instances where the lease or rental agreement does not include these services, postmasters will be guided by instructions from the Bureau of Facilities, Division of Buildings Management.

(k) After their receipt in the Department the bids will be reviewed, and if they are in accordance with the authorization, existing law, and Comptroller General's Decisions, and there is need therefor, the necessary allowance will be authorized and sufficient copies of Forms 33 and 4525 returned to permit the postmaster to furnish the successful bidder with a copy of Form 33. The postmaster must also send the successful bidder a letter notifying him of the acceptance of the proposal. The original Forms 33 and 4525 must be forwarded to the regional accounting office, with the next quarterly account, and the remaining copy of each form will be for the postmaster's files.

(l) Postmasters will be held strictly responsible for compliance with these instructions. Failure to comply will cause delays and possible disallowances by the regional accounting office.

OFFICIAL COMMUNICATIONS

61. All communications from the Post Office Department and regional accounting offices and official inquiries and tracers from postmasters or post office inspectors shall be answered promptly. All letters of inquiry, applications, or complaints which have been addressed to the Department and referred to a postmaster for explanation or information shall, as far as possible, be regarded as confidential and returned with the report or answer respecting the same.

Telegrams

62. Official telegrams shall be as brief as possible. They shall be sent only in case of great emergency when the matter at hand cannot be handled by letter in sufficient time. When sent late in the day they shall be endorsed "Night message." A postmaster shall be addressed simply by his title; for example, "Postmaster, Buffalo, N. Y." Postmasters shall sign with their surnames, followed by the word "Postmaster." Department officials shall not be addressed by name, but simply by their titles; for example, "Chief Post Office Inspector, Post Office Department."

Telegrams to the Department, to third- and fourth-class offices, and to other branches of the postal service from first- and second-class offices relating to the service shall in all cases be sent prepaid. Telegrams to the Department, to first- and second-class offices, and to other branches of the postal service from third- and fourth-class offices shall be sent collect. Personal telegrams shall be prepaid. (See art. 51 of this chapter as to use of teletypewriter service.)

Telegraph companies must be required to return to the postmaster the originals of all prepaid messages with properly certified bills. The bills and the originals of prepaid messages and carbon or tissue copies of received-collect messages shall be attached to the voucher (Form 1526-P or Form 1034 at Treasury check paying offices) and submitted to the regional accounting office with the quarterly account.

Upon receipt by the postmaster of a voucher, Form 1034, from a general superintendent, Postal Transportation Service, certifying that a Postal Transportation Service employee is entitled to reimbursement for an emergency toll call or an emergency telegram, the postmaster shall make payment to the employee involved. Payment for improper or unnecessary telegrams will not be approved.

CORRESPONDENCE WITH THE DEPARTMENT

63. In all correspondence with the Post Office Department the name of the post office and State shall be plainly written or printed at the head of each communication, and the letter or endorsement dated and signed. Each letter shall be confined to one subject. Communications should be addressed to the head of the Bureau or office having jurisdiction over the function or matter which is the subject of the correspondence, as follows:

Administrative Assistant to the Postmaster General

64. Relative to administrative and management planning activities; the research and development program; the suggestion system and the Central Suggestions Committee; and inventions and patents by employees for improvements in the postal service.

Chief Clerk and Director of Personnel

65. Relative to the Official Postal Guide and supplements; Postal Laws and Regulations, other than construction, application, and enforcement; Postal Bulletin; Post Office Manual; special forms; appointments in the Post Office Department; advertising; general information, and miscellaneous correspondence.

Solicitor

66. Relative to legislation; claims for credit for stamps, stamp stock, and Government funds lost by fire, burglary, and other unavoidable casualty, or lost in transit, or funds lost by bank failure, and claims for damage to persons or property by or through the operation of the Postal Service; questions arising under the Administrative Procedure Act; amendments to postal laws and regulations; construction of postal laws and regulations, and legal opinions as to their application and enforcement; fraud orders and their proper execution; applications for pardon by postal offenders; legal examination of bonds pledged to secure postal savings deposits; cases involving compromise and remission of fines, penalties, or forfeitures; rulings as to the delivery of mail the ownership of which is in dispute; as to the mailability of firearms; matter of alleged indecent, obscene, scurrilous, disloyal, and defamatory character; matter relating to lotteries, endless-chain enterprises.

Bureau of Post Office Operations

67. *Division of Budget and Administrative Services.*—Relative to the development of budget programs, preparation of all budget estimates, determination and maintenance of accounting procedures necessary to control disbursements and reflect status of funds

for the Bureau and field appropriation allotments under the jurisdiction of the Bureau of Post Office Operations; planning and research assignments involving departmental and field policies, practices, and activities under the Bureau's jurisdiction; annual adjustment of salaries of postmasters on the basis of gross receipts at post offices; travel by post office personnel and travel expenses, as well as allowances for the separating of mails and unusual conditions at fourth-class offices; telephone requirements; health programs at post offices; forms used in post offices and in the Bureau in connection with the administration of its control; record of progress and cost of legislative proposals.

68. *Division of Clerical Service.*—Relative to the organization and management and maintenance, and hours of service at post offices of the first, second and third class; the establishment, organization and management, maintenance and hours of service, change of name and discontinuance of classified and contract stations and branches; the authorization of Army mail clerks and assistant Army mail clerks, and the supervision of the performance of their official duties; supervision of the Navy Mail Service; the authorization of assistant postmasters, supervisors, clerks, watchmen, messengers, mail handlers, printers, mechanics and skilled laborers, telephone operators, and elevator conductors in post offices, paid from the appropriation allotments of the Bureau of Post Office Operations, and the fixing of quotas of such employees in all post offices, stations, and branches; the authorization and granting of all allowances for assistant postmasters, supervisors and clerk hire at post offices of the first, second and third class; the supervision of the treatment of all undeliverable and unmailable mail matter sent to dead letter and dead parcel post branches for disposition; the enforcement of the prompt sending and examination of such matter according to the regulations; the correcting of errors of postmasters connected with the nondelivery of mail matter sent to dead letter and dead parcel post branches; the examination and forwarding or return of all such matter which has failed of delivery; the inspection and return to country of origin of undeliverable foreign matter; the recording and restoration of letters and parcels which contain valuable enclosures; care and disposition of money, negotiable papers and other valuable articles found in undeliverable matter; and correspondence, both foreign and domestic, relating to these subjects; the authorization of official sealing and postmarking machines, and the authorization of postmarking dies in post offices, not including the cancellation marks.

69. *Division of City Delivery.*—Relative to the establishment, location, organization and management, maintenance, hours of

service, and conduct of city, village, special and parcel-post delivery service, including collection service; mounted and foot delivery and collection; bicycle and automotive service; the authorization of city delivery supervisors, city delivery and village carriers, parcel post and collection carriers and special delivery messengers, and the fixing of quotas of such employees in all post offices; the authorization and granting of all allowances for city delivery, village delivery, special delivery hire and carfare allowances, and all other matters pertaining to delivery and collection service, except rural delivery service.

70. Division of Post Office Personnel.—Relative to the appointment, promotion, transfer, change in grade and status, disciplining, removal, and salaries of assistant postmasters, supervisors, clerks, watchmen, messengers and mail handlers, printers, mechanics and skilled laborers, clerks in third-class offices, city delivery, village and special delivery carriers and messengers; also telephone operators paid from the appropriation allotments of the Bureau of Post Office Operations; the maintenance of all records pertaining thereto and the enforcement and interpretation of all Post Office Department and civil service rules and regulations and Comptroller General decisions concerning their salary and employment, including the maintenance of quotas as fixed by the service directors.

71. Division of Postmasters.—Relative to the establishment, change of name and discontinuance of post offices; complaints against postmasters or acting postmasters regarding their personal conduct or service; appointment, disciplining and separation of postmasters or acting postmasters; information regarding commissions of postmasters and bonds of postmasters and acting postmasters including penalty of such bonds; promotion to the position of postmaster and promotion of postmasters due to longevity of service; questions concerning inspection ratings of post offices and efficiency rating of postmasters; report of death of postmaster or abandonment of office; resignation of postmasters or application for retirement; permission to engage in other activities; and at offices of the fourth class, permission to change site of office, questions relating to location or adequacy of quarters, hours of business and all service questions.

72. Division of Rural Service.—Relative to all matters pertaining to the rural delivery service; the establishment, extension, consolidation and discontinuance of rural routes; the appointment, transfer, reinstatement, assignment, disciplining and removal of rural carriers; the maintenance and conduct of the service and the maintenance of all necessary records concerning the rural carriers and the correct mileage of all rural routes; the interpretation and enforcement

of the Postal Laws and Regulations and civil service rules and regulations and Comptroller General decisions pertaining to the employment and salaries and allowances for the conduct of the rural delivery service.

Bureau of Transportation

73. Division of Budget and Administrative Services.—Preparation and justification of the Bureau budget and control of obligations, including estimates of appropriations for the conduct of the Postal Transportation System; preparation of data for the control of expenditures in the Postal Transportation System; preparation of reports of the Bureau's views with respect to pending legislation, and drafting of proposed legislation; preparation of material and changes in official Department publications.

74. Division of International Service.—Management of all matters pertaining to the negotiation, conclusion and interpretation of postal (except money order) conventions and agreements with foreign countries; matters involving the arrangement and management of the details connected with the exchange of mails with foreign countries by surface and air, including the classification, rates, conditions of admissibility, rates of transportation and other conditions applicable thereto, and including the ocean transportation of mails from the United States; issuing of instructions to postmasters in regard to the international postal service (except those issued by the Air Service); the compilation and editing of Part II of the Official Postal Guide; management of the international registry, insured and c. o. d. services (except matters assigned to the Bureau of Finance, and matters assigned to the Chief Post Office Inspector) and the adjustment of indemnity claims and claims for refund of postage in connection with international mail; the recall and change of address of international mail; preparation of general correspondence with foreign postal administrations, the postal service and general public relating to the international postal service (except that assigned to the Bureau of Finance and the Chief Post Office Inspector) and related matters pertaining to the foregoing; all matters relating to customs treatment of the mails and the making of Joint Regulations with the Treasury Department in connection therewith; supervision of the Sea Post Service.

75. Division of Transportation Accounts.—Audit and certification of all authorizations and claims for the transportation of the mail; examination of evidence of the performance of transportation service, and passing upon the application of the requirements and rates fixed by the Interstate Commerce Commission and the Civil Aeronautics Board; preparation of statements of accounts of the various carriers for pay-

ment; maintenance of bookkeeping records which form the basis of audit of all claims for payment for transportation of the mails and related miscellaneous expenses; audit and certification for payment of other expenses of the Bureau; surveys and recommendations pertaining to the systems and procedures used by the Bureau; employee's publication.

76. Division of Railway Transportation.—All matters pertaining to the transportation of mail by railroads and electric cars; the distribution, routing and dispatch of domestic surface mails; inquiries into damage and delays to surface mails; the appointment of postal transportation clerks, and the general supervision of the personnel of the Postal Transportation Service; design and inspection of railway post offices and highway post offices.

77. Division of Air Service.—The authorization and management of the transportation of mails by aircraft, including the issuance of orders authorizing, changing and suspending service; the selection and control of schedules; the preparation and issuance of instructions to postmasters and field officers concerning the distribution and dispatch of the domestic air mails as well as the distribution and dispatch of foreign air mails in accordance with policies of the International Service, and the operation and conduct of the Air Service; the publication and distribution of official schemes, schedules, and pouching instructions for use in the distribution, routing, and dispatch of air mails; the supervision of the distribution, routing and dispatch of domestic air mails by personnel assigned to air mail fields. The preparation and issuance of instructions governing the handling of air mail cachets and first flight covers in the domestic service; the determination of needs for new and additional quarters at airports for the distribution and handling of air mail; the preparation of plans and specifications for quarters at airports; publicity and promotion of air mail.

78. Division of Highway and Contract Transportation.—Operation of the star route, mail messenger and highway post office services; authorization and management of mail transportation by steamboats and power-boats on inland routes, steamship and steam-boat routes between the United States and its possessions and territories, and railroad personnel between post offices and railroad stations; the awarding and termination of contracts for the performance of the various contract surface transportation services; issuance of regulations pertaining to the preparation for mailing and admission of matter to the mails which from its form or character would be liable to injure the mails or the person of postal employees; the designation of mail bag depositories and the distribution to the postal service of mail

pouches and sacks and mail-pouch locks; control of supplies and equipment in the Postal Transportation Service.

Bureau of Finance

79. Division of Budget and Administrative Services.—Relative to preparation of budget estimates to provide adequate funds for functions assigned to Bureau of Finance; relative to administrative services, new systems and procedures, miscellaneous matters involving varied functions of the Bureau; relative to methods designed to improve the parcel post service; determination and maintenance of accounting procedure necessary to control disbursements and reflect status of budget allotments and services under jurisdiction of the Bureau; preparation of reports on budget and fiscal matters of Bureau as required by Bureau of Budget and committees of Congress.

80. Division of Postal Finance.—Relative to checks for payment of obligations of the Postal Service which are not paid by postmasters, the handling, protection and remittance of postal funds; failure to properly cancel postage stamps; overages and shortages and fixing of responsibility for losses of postal funds; deposits and checking accounts in banks; the rental and use of post-office boxes, and handling of key deposits.

81. Division of Money Orders.—Relative to money-order business.

82. Division of Letter and Miscellaneous Mail.—Relative to classification of mail, other than that of the second class, rates of postage, limits of weight and size, and addressing, forwarding and return of such mail; metered, nonmetered and other permit mailings; penalty, franking and other domestic free mailing privileges; acceptance of mail for armed forces; acceptance of meat and meat-food products, nursery stock and other plant material, and game and furs under laws pertaining to their shipment; and special dies for printing advertising slogans in connection with postmarking of mail.

83. Division of Newspaper and Periodical Mail.—Relative to entry of newspapers and other periodical publications as second-class matter, rates of postage thereon, collection of and accounting for such postage, postmasters' quarterly statements of second-class postage collected and receipts therefor; statements of ownership, management, and circulation; controlled circulation publications; publications for use by the blind; mailing privileges of news agents; and related subjects pertaining to second-class matter.

84. Division of Stamps and Philately.—Relative to postage stamps and other stamped paper; also war savings and thrift stamps, Series of 1918-21; documentary internal revenue stamps; migratory-bird hunting stamps; philatelic matters; and requising

tions for U. S. savings stamps of current issue.

85. Division of Postal Savings Banking and Investments.—Relative to establishment of postal savings depositaries and designation of offices for sale of U. S. savings bonds and U. S. savings stamps; postal savings, savings bond and U. S. savings stamp business, including requisitions for postal savings certificates and U. S. savings bonds, but not for U. S. savings stamps.

86. Division of Registered, Insured, and C. O. D. Mail.—Relative to domestic registered, insured, and c. o. d. mail and services; and sender's receipt for ordinary mail of any class.

Bureau of Facilities

87. Division of Budget and Administrative Services.—Relative to preparation of budget estimates and development of budget programs; determination and maintenance of accounting procedures necessary to control disbursements and reflect status of funds within the bureau and field appropriation allotments under the jurisdiction of the Bureau of Facilities; planning and research involving departmental and field policies, practices, and activities under the bureau's jurisdiction; preparation of reports of the bureau's views with respect to pending legislation, and drafting of proposed legislation; preparation of material and changes in official Department publications; handling of administrative services and miscellaneous matters involving varied functions of the bureau; administration of and allowances for communication services for postal field service; map sales; preparation of reports on budget and fiscal matters of the Bureau of Facilities as required by the Bureau of the Budget and committees of Congress; selection of bureau personnel, and administrative services in connection with allocation, promotion, and performance ratings of bureau personnel.

88. Division of Engineering.—Relative to planning and design of new Federal buildings housing postal activities; determination of space and mechanical facilities for postal operational requirements; collaboration in site selection; planning of postal quarters in leased buildings; planning of conveyor and other mechanical mail-handling facilities; general engineering relating to buildings, equipment, devices, and materials used in the postal service; engineering and technical assistance to other bureaus and offices in the planning and design of facilities to obtain maximum efficiency in postal operations; and analysis of technical reports and specifications.

89. Division of Post Office Quarters.—Relative to selection, equipment, and leasing of quarters for post offices of the first, second, and third classes, and stations and branches (except those located in Federal buildings);

leasing and equipment of post office garages and other space used for postal purposes; fixing of allowances for rent at Presidential post offices and stations thereof.

90. Division of Vehicle Service.—Relative to authorization, operation, and maintenance of the Government-owned vehicle service, including the appointment and discipline of the personnel employed in connection therewith; requisitions for materials, supplies, and garage equipment, and correspondence pertaining thereto; monthly and quarterly reports and correspondence pertaining to the maintenance and operation of the vehicle service, preparation of advertisements inviting proposals for the transportation of the mails in cities by means of regulation panel body trucks, and drafting of orders awarding such service, including the preparation of contracts therefor; fixing of allowances for the hire of vehicles used in the delivery and collection service; fixing of allowances for vehicle hire for special delivery service at first-class post offices; examination of reports and preparation of orders making deductions and imposing fines for nonperformance of service and other delinquencies on the part of contractors.

91. Division of Cartography.—Relative to preparation, revision, printing, and distribution of post route State maps, rural delivery county maps, and rural delivery "local" maps.

92. Division of Equipment and Supplies.—Relative to orders for blanks, blankbooks, zone keys, twine, facing slips, canceling ink, ink pads, and other items of stationery, arms and ammunition, supplies for the Postal Savings System, except postal savings certificates, blank international money order forms, medical supplies and orders for and repair of adding machines, canceling machines, duplicating machines, numbering machines, typewriters, scales, printing presses, steel and rubber stamps, motors, trucks, canvas baskets, conveyors, lock boxes, and furniture and mail handling equipment, letter boxes, posts (including painting and erecting), satchels, straps, rural carrier separating cases, and miscellaneous mechanical appliances used in the Postal Service; also supplies for Government-owned motor trucks, including local and emergency purchases.

93. Division of Buildings Management.—Relative to administration and operation of Government-owned post office buildings and leased or rented quarters for post offices, garages, and other space for postal purposes; Appointment, promotion, and discipline of custodial personnel contracting for electric, gas, and other operating services, removing ashes and rubbish, laundering towels; purchase and distribution of cleaning and operating supplies and equipment, including fuel, oils and grease, electric and gas lamps; assignment of space, keys

for entrance and interior doors, display of posters in lobbies, erection of signs on grounds, stands in lobbies, and the granting of privileges, and distribution of floor coverings, window shades, awnings, and repairs thereto.

94. Mail Equipment Shops.—Relative to manufacture of mail sacks, pouches, locks and keys, including their repair, distribution of letter-box locks, mail keys, and key chains.

95. Division of Traffic.—Relative to freight, drayage, crating, routing, and billing shipments of equipment, material and supplies for the Department and Postal Service and for expenses incurred in the transfer of household goods and effects of certain postal employees.

Chief Post Office Inspector

96. Relative to loss, rifling, theft, wrong delivery, tampering with, delay, and interception of mail, including foreign mail; handling of mail for the armed forces; mailing of intoxicants, poisons, firearms, explosives, etc.; mailing of obscene and scurrilous matter; lotteries and schemes to defraud; violation of the private express statutes; claims for rewards; complaints of the mailing of letters of extortion; and other complaints alleging criminal offenses against the Postal Service. In complaints of tampering, rifling, delay, or wrong delivery of mail, the envelope or wrapper should be furnished if available.

Bureau of Accounts

97. Division of Accounts.—Relative to preparation, rendition and administrative audit of all accounts of postmasters; administrative audit of the accounts of foreign administrations; the maintenance and revision of prescribed fiscal records and controls for direct, district and central accounting post offices; maintenance and control accounts reflecting daily transactions and financial accountability of the Philatelic Agent and Director of Postal Finances and the administrative examination of accounts rendered by such officers; general supervision of the Retirement Act as applicable to postal employees; the receipt, analysis and consolidation of financial and statistical reports covering postal receipts and disbursements; the maintenance of control accounts of obligations and expenditures for the entire Department by appropriation and by allotments, apportionments and limitations within each appropriation; the compilation of financial, statistical and operating statements for the entire Postal Service; the maintenance of records reflecting the quantity of penalty matter procured by each Department or agency; compiling gross postal receipts for each calendar year at each post office.

98. Division of Cost Ascertainment.—Relative to the work of ascertaining the revenues derived from and the cost of carrying and handling the several classes of mail matter and of performing the special postal and nonpostal services; the development of data of volumes of postal business by classes of mail and services, and weights and average hauls of the several classes of mail; the conduct of special detailed studies of revenues, volumes, rates and fees, and costs by classes of mail and services; the supervision of cost accounting and control systems and the computation of costs per unit of service; the supervision of the quarterly counts of penalty, franked and other matter mailed free of postage.

OFFICIAL TRAVEL BY EMPLOYEES

Travel by Postmasters and Other Employees Paid From Appropriation Allotments Under Control of the Bureau of Post Office Operations

99. All travel by postmasters and other employees shall be authorized in writing by the Postmaster General. Except in emergencies the authority must be obtained in advance and prior to the incurrence of any expense incident to the travel. Request for authority to travel on official business must specify the travel to be performed as definitely as circumstances will permit, and the official reasons therefor.

Emergency travel performed without prior authority must be satisfactorily explained and the facts constituting the necessity therefor clearly stated; otherwise it cannot be approved. It must be clearly shown that the circumstances making the travel necessary did not permit securing the required authority in advance.

Court Travel

100. Where travel was performed in response to a subpoena to appear in Federal Court, a statement must be submitted showing the exact nature of the case in order to connect it with a postal activity. A copy of the subpoena or a Certificate of Attendance must also be attached. When an employee is summoned as a witness for the Government, for an agency other than the Post Office Department, his necessary expenses incident to travel, under such regulations as may be prescribed by the Attorney General, shall, when sworn to, be paid by the United States marshal upon certificate of the United States attorney, assistant United States attorney, or United States commissioner, but no other mileage or compensation in addition to his salary shall in any case be allowed by the Post Office Department.

Travel Expenses Which Will Be Reimbursed

101. Travel expenses which will be reimbursed are confined to those expenses essential to transacting the official business involved and are limited to those prescribed and authorized by the Standardized Government Travel Regulations, as amended, approved October 1, 1950. Each employee performing official travel will be allowed the actual expense of transportation by common carrier (bus, train, or airplane), or mileage, at a rate not to exceed 7 cents per mile, shall be paid, regardless of subsistence status and hours of travel, in lieu of actual expense of transportation, for use of privately owned motorcycles, automobiles, or airplanes on official business whenever such mode of transportation is authorized, or subsequently approved, as more advantageous to the Government. In addition to the mileage allowance, there may be allowed reimbursement for the cost of ferry fares and bridge, road, and tunnel tolls. Where travel is performed by common carrier, each traveler is allowed one standard lower berth when night travel is involved except that the lowest first-class accommodation available may be allowed on certification by the traveler on his travel expense voucher that, at time reservation was made, the accommodation, if superior to a standard lower berth, was the lowest first-class available. In addition to the transportation expense, each traveler on official business will be allowed per diem at a rate not to exceed \$9 in lieu of subsistence.

NOTE.—Federal and State taxes are considered essential expenditures and are allowable when lawfully incurred in connection with official travel.

Use of Privately Owned Conveyances

102. The use of privately owned conveyances for personal convenience cannot be authorized. Where the advantage to result from the use of a privately owned conveyance, such as in the case of attending court in response to a subpoena, cannot be determined sufficiently in advance to permit securing the prior authority required by law, a statement must be attached to the travel voucher showing the necessity for the use of the conveyance in order to report at court at the time ordered in subpoena or that such use was otherwise more advantageous to the United States. Upon receipt of the completed official travel voucher in proper form, the Bureau of the Department having jurisdiction over the payroll from which the employee is paid will cause to be issued an official travel order authorizing the travel expenses and per diem. Where the use of such conveyance is necessary in order to report at court at the time ordered in the subpoena, or where such use otherwise will be more advantageous to the United States,

such travelers are authorized to use a privately owned conveyance and to receive compensation therefor. Mileage shall be payable only to one of two or more employees traveling together on the same trip and in the same vehicle.

Accounts Covering Travel

103. Accounts covering travel must be rendered on Standard Form No. 1012 (revised) to the Department for administrative review and settlement. Accounts covering official travel must not be paid by postmasters. Such accounts are payable after administrative review in the Department.

Preparation of Official Travel Accounts

104. Attention is directed to the instructions on Form 1012 when preparing the account. Corrections or erasures of totals on the voucher must be initialed by the claimant. The procedure outlined below, beginning on the reverse side of the form, should be followed:

(a) Under "Schedule of Expenses and Itinerary of Traveler" show date and hour of departure from official headquarters. The time of arrival and departure will be considered as the hour at which the conveyance used actually leaves or arrives at its regular terminal. Show destination, date of arrival, period at destination and date and hour of return to official headquarters.

(b) Under "Character of Expenditures" show the travel details in the order in which events actually occurred. Show hour and date of departure and arrival in every case. This is necessary in order to compute the per diem. In computing the per diem for continuous travel of more than 24 hours, the calendar day (midnight to midnight) will be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel period, one-fourth of the prescribed per diem rate for a calendar day will be allowed for each period of 6 hours or fraction thereof. Example: If the per diem is at the rate of \$9, \$2.25 will be allowed for each 6 hours or fraction thereof. For continuous travel of less than 24 hours, constituting a travel period, such period will be regarded as commencing with the beginning of the travel and ending with the completion thereof, and for each 6-hour portion of the period or fraction thereof one-fourth of the rate for a calendar day will be allowed: *Provided*, That no per diem will be allowed when the departure is 8 a. m. or after and the return on the same day is 6 p. m. or prior thereto, or for any absence not exceeding 3 hours regardless of leaving or returning time.

(c) Under "Statement of Travel" show the mode of travel or conveyance used and give abbreviated name of railroad, bus or other public carrier used, date of travel, and

points of departure and destination. Show amount claimed or cash paid public carrier. If travel is performed by Pullman, or other special accommodations, the stubs showing the space occupied must be attached to and submitted with the voucher. Where any portion of the official travel involves the use of a special conveyance, a receipt for that portion of the journey signed by the person providing such service shall be required. If there is no public transportation available for the contemplated travel, or if any other circumstances make travel by automobile necessary, such facts must be set out. If travel is by privately owned conveyance, the speedometer readings at the beginning and end of trip should be shown. When the readings are not available, distances between points traveled shall be as shown in standard mileage guides. In every case where travel is performed by privately owned conveyance rather than by common carrier, the advantage to the Government resulting from the use of the privately owned conveyance must be shown on the voucher. Travel by such means cannot be authorized for personal convenience.

(d) On the front of the form in the space for "Department, Bureau, or Establishment;" insert "Post Office Department."

(e) Give name and address of person submitting account.

(f) Show official duty station, which is the post office where the claimant is actually carried on the rolls.

(g) Show date travel commenced, date travel ended, and the number of order under which travel was performed.

(h) Per diem should be claimed in the space for subsistence under "Amount Claimed." Amount of travel expense claimed (fare charged by public conveyance or expense of privately owned conveyance) should be shown in the space for travel and the sum of these items should be entered as the total.

(i) The signature of payee must be affixed. His title should be shown and the form dated.

(j) Where a clerk or other postal employee is the claimant the postmaster must sign the form opposite the words "Recommended for Approval," as the immediate supervising official. The completed form should be carefully checked to see that it conforms to the above instructions before submission to the Department. The traveler should retain a copy, forwarding the original and one copy to the Department.

REPORT OF VIOLATION OF POSTAL LAWS

105. Postmasters and all others in the Postal Service shall report immediately to the proper inspector in charge any violation

of the postal laws. If the postmaster has reason to believe that a postal law violator can be arrested by speedy action, he shall at once report all the facts and evidence by telephone or telegram to the local inspector and by letter to the inspector in charge of the division in which his office is located. If the local inspector is not available, he shall make such report at once to the nearest United States marshal or deputy marshal or to a responsible local officer of the law.

REPORTS OF ROBBERIES AND CATASTROPHES

106. When a post office, branch or station has been broken into by burglars, damaged by fire, cyclone, flood, or otherwise; or when a loss of Government funds or property occurs, by theft or otherwise; or whenever a postmaster or other person employed in or connected with a post office has been assaulted or robbed, while on duty or in possession of mail or Government funds or property, the postmaster shall immediately make report thereof by telegraph to the post office inspector in charge of the division in which the office is located. Such telegrams shall show the nature of the occurrence, the approximate loss, and the serial numbers of blank money order forms stolen. If there was no loss the telegram should so state. If the loss included supplies, it should also state what action, if any, has been taken to obtain an emergency stock. Such telegrams shall be sent collect and endorsed "Official business."

An immediate report by letter shall also be made to the same inspector in charge, giving all known circumstances connected with the occurrence, including the nature, date, detailed inventory of the loss, denominations of the stamped paper stolen, serial numbers of money order forms stolen, amount of each class of Government funds (postal, money order, etc.) and Government property taken, and whether any clues have been found indicating the identity and whereabouts of the person or persons responsible. If the mail key has been taken, its number shall be furnished. Full particulars regarding registered mail lost or rifled shall also be given.

The postmaster will be held responsible for the loss of Government funds or property if he fails to exercise due care in the protection thereof. (See ch. XXII, arts. 3 to 10.)

See article 51 of this chapter as to manner of sending telegrams.

IRREGULARITY REPORTS

107. Postmasters shall submit reports of irregularities and special situations in the manner described below:

Letter—Report of wrong payment of money orders and postal savings certificates.—To be submitted immediately when applicable to the post office inspector in charge.

Letter or Telegram—Report of all criminal violations of Postal Laws and Regulations: loss and damage of mail equipment and mail; loss or damage of Government-owned property; loss of, or discrepancies in funds, etc.—To be submitted immediately when applicable to the post office inspector in charge.

Letter—Report of detection of unmailable matter.—To be submitted immediately when applicable to the post office inspector in charge.

Letter—Report of files and papers not needed in transaction of current business and which should be disposed of.—To be submitted when applicable to the post office inspector in charge.

Letter—Report as to possible location of fugitive postal law violators.—To be submitted immediately when applicable to the post office inspector in charge.

Letter—Report upon return to office of absence due to travel to and from Postmasters' State and National Conventions.—To be submitted immediately upon return to the post office inspector in charge.

Letter—Report of delivery of valuable articles sent to postmasters for delivery to senders.—To be submitted to the Chief Post Office Inspector immediately after delivery.

Letter—Report of articles of furniture received during the fiscal year.—To be submitted by offices located in Federal buildings not later than August 1 after close of fiscal year to the Bureau of Facilities.

Letter—Report of shortages, worthless checks, and persistent delays in remittances.—To be submitted by central accounting offices immediately when applicable to the post office inspector in charge.

Letter—Report of finding international registered mail in ordinary mail.—To be submitted immediately to the Bureau of Transportation, Division of International Service.

540 or 541—Report of loss, or inquiry as to disposition of ordinary mail to or from foreign countries.—To be submitted immediately when applicable to the post office inspector in charge by first- and second-class offices.

542—Report of loss, or inquiry as to disposition of registered and insured mail to and from foreign countries except Canada.—To be submitted immediately when applicable to the post office inspector in charge by first- and second-class offices.

565—Application for indemnity for loss, rifling, damage, tampering, or wrong delivery of registered mail.—To be submitted immediately when applicable to the post office inspector in charge by first- and second-class offices.

694—Report of statement made by mailer of unmailable substance.—To be submitted when requested by the post office inspector in charge.

1510—Report of loss or rifling of all classes of domestic mail. Report of loss of mail of any class to and from Canada; report of rifling, damage, delay or wrong delivery of registered and ordinary mail to and from foreign countries and the Canal Zone; report of loss or rifling of insured parcels to and from foreign countries and wrong delivery of insured parcels from foreign countries; report of loss or rifling of insured mail to and from the Canal Zone.—To be submitted immediately when applicable, upon completion of any necessary preliminary inquiries, to the post office inspector in charge. This form shall be used in lieu of Forms 540, 541, and 542 at third- and fourth-class offices.

3039—Report of receipt of mail bearing uncanceled stamps.—To be submitted the same day to the Bureau of Finance, Division of Postal Finance.

3826—Irregularity report—registered mail.—To be submitted on the fifth and twentieth of each month to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail for domestic mail and to the Bureau of Transportation, Division of International Service, for foreign mail.

3826-A—Irregularity report—insured and c. o. d mail.—To be submitted on the fifth and twentieth of each month to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

3859—Report of mailing postmaster of delay of more than 10 days in accounting for c. o. d. parcels.—To be submitted immediately when applicable to the post office inspector in charge by first-class offices only.

3950—Report of irregularities in handling special delivery mail.—To be submitted as soon as practicable to the Bureau of Post Office Operations, Division of City Delivery.

3957-B or 3957-F—Postmaster's application for leave.—To be submitted as soon as practicable to the post office inspector in charge.

5258—Report of parcels found in transit without contents.—Original to accompany empty wrapper and copy to be submitted immediately when applicable to the post office inspector in charge.

DAMAGE TO PERSON OR PROPERTY

108. (a) Whenever Government property of any kind is lost or damaged through the carelessness, negligence, willfulness, or malice of a postal employee, the facts shall be reported by the postmaster to the proper bureau of the Post Office Department for determination as to whether such postal employee shall be held personally responsible for the value of the property so lost, damaged, or destroyed.

(b) Whenever a postal employee is held to be personally responsible for the value of any Government property lost, damaged, or destroyed by him, the postmaster shall withhold from the employee any and all salary or compensation due him until he has paid over to the postmaster the amount of money the Department may determine to be the value of the property lost, damaged, or destroyed. The postmaster shall account for such money in his quarterly postal account as miscellaneous receipts.

(c) The postmaster shall investigate and report to the bureau of the Department concerned all the facts concerning accidents of any kind involving the instrumentalities of the Post Office Department, with a recommendation as to the action which should be taken, including his opinion as to the negligence of the employee involved. Such report should be submitted in triplicate. If Government property was damaged through the fault of a private party, the postmaster shall collect the amount of such damage, if possible.

(d) Where accidents involve (1) personal injury to a private person, (2) private property damage in excess of \$1,000, (3) private property damage not less than \$250 nor more than \$1,000 when the proper measure of damage is doubtful or where the responsibility of the Government is not clearly established, or (4) private property damage exceeding \$250 (other than damage to carrier's vehicle) if a rural carrier is involved, postmaster shall make immediate report thereof to the inspector in charge of the division in which the office is located. In making reports to inspectors in charge, only one set of the papers shall be sent to that official. The remaining two sets, endorsed to show that report was made to the inspector in charge, shall be sent to the proper bureau of the Department. Reports of accidents occurring in the Postal Transportation Service shall be made by the superintendent or other officer having immediate supervision over the employees involved in the accident.

(e) Where claim is filed with the postmaster subsequently by the injured person or owner of damaged vehicle, one copy of the claim and supporting evidence or state-

ment shall be forwarded to the inspector in charge of the division in which the office is located, and the two remaining copies to the appropriate bureau of the Department.

(f) Report on all accidents in which persons have been injured or private property has been damaged, as well as reports of cases involving questions of the action to be taken against private parties to collect for damage to Government equipment or property, shall be promptly forwarded by the bureau of the department receiving such reports to the Solicitor for review.

(g) Where accidents involving injury to private person or damage to private property result in civil suit against the Government or against the Government employee involved in the accident, the facts shall be immediately reported to the Solicitor. See article 109 of this chapter concerning assignment of counsel for postal employees.

(h) The following forms shall be used in reporting accidents and processing resultant claims:

Form 91. Operator's report of motor-vehicle accident, shall be carried in each Government motor vehicle and privately owned Government-operated motor vehicle, and shall also be carried by each employee using a bicycle. The form shall be filled out by the drivers of such vehicles involved in accidents, regardless of the extent of injury or damage. When used to report bicycle accidents the word "Bicycle" should be substituted for "Motor Vehicle" in the title at the top of the form.

Form 91A. Transcript of operator's report of motor-vehicle accident, shall be used to prepare multiple copies of Form 91. The original (Form 91) filled out and signed by the driver, together with the original and three copies of Form 91A shall be submitted to the proper bureau of the Department. The information recorded on Form 91A must be identical to that which appears on Form 91.

Form 92. Supervisor's report of accident, shall be used in reporting every accident, except motor vehicle and aircraft, arising out of the operations of the Postal Service or operations of a contractor performing work under the jurisdiction of the Post Office Department which results in injury to personnel, the public, or damage to property and equipment. This form is not a substitute for any report to the Bureau of Employees' Compensation. The original of this form shall be submitted to the proper bureau of the Department, promptly at the close of each month, covering each accident which occurred during the month.

Form 93. Report of investigating officer, shall be completed by the person investigating the circumstances surrounding the accident and submitted to the proper bureau in triplicate.

Form 94. Statement of witness, is to be

filled out by the witness to the accident and submitted in triplicate.

Form 95. Claim for damage or injury, shall be filled out by or on behalf of the person who sustained the damage or injury and shall also be submitted in triplicate. In the execution of this form the claimant shall be required to indicate on the reverse side the following additional information:

(1) Do you carry collision insurance? Yes or no.

(2) If yes, furnish name and address of insurance company and policy number.

(3) Have you filed claim on your insurance carrier in this instance and, if so, is it full coverage?

(4) If deductible, state amount.

(5) If such claim has been filed, what action has your insurance carrier taken, or what action does it propose to take with respect to your claim? (It is necessary that you ascertain these facts.)

(6) Do you carry public liability and property damage coverage? Yes or no.

(7) If yes, furnish name of insurance carrier.

(i) Accidents resulting in death, dismemberment, serious internal injuries, or extensive property damage shall be reported immediately by letter or telegram to the proper bureau of the Department. Such preliminary report is not a substitute for the submission of a complete report.

(j) A record (Form 29) of all claims against the Post Office Department for personal injuries or property damage must be kept by postmasters or other officials with whom such claims are filed.

COUNSEL FOR EMPLOYEES

109. When accidents occurring in line of official duty and involving Government personnel result in court action, Government employees should be defended in all cases both civil and criminal. Where the contemplated court action is set for a date 2 weeks or more distant the postmaster or district superintendent, Postal Transportation Service, shall transmit all available supporting papers to the appropriate bureau and division of the Department and request that counsel be assigned. Where the court action is set for a date less than 2 weeks distant, the postmaster or district superintendent shall take up the matter direct with the post office inspector in charge or the post office inspector of his district and furnish him all available papers in order that he may immediately present the case to the United States attorney. The Attorney General has instructed United States attorneys to provide counsel upon request of an inspector in such cases.

Postmasters and district superintendents are authorized to contact the post office inspector in charge or a post office inspector

and to furnish him with all available papers pertaining to the case, in those instances where it is apparent that an immediate assignment of counsel to defend the postal employee is desirable. In such urgent cases two copies of the letter to the post office inspector in charge or the post office inspector on the subject shall be forwarded to the appropriate bureau and division of the Department.

The foregoing instructions apply to the assignment of counsel to postal employees only, and under no circumstances should counsel be requested to defend the owners of contract vehicles or drivers employed by such contractors.

Cooperation of Postmasters in Handling Claims

110. In order that the Department may be promptly and fully informed regarding injuries to persons or damages to private property, by or through the operation of the Post Office Department in any branch of its service, it is desired that all postmasters, in person or through competent representatives, obtain at the earliest possible moment after the occurrence of the accident within their jurisdiction full information as to the facts, the responsibility, and the character and extent of the damage sustained. It is particularly desirable that the most complete inspections and reports possible be made of personal injury cases and of accidents causing extensive property damage. In these two types of cases, the report of the postal employee immediately involved in the accident should be supplemented by written statements or affidavits in triplicate, from the parties injured or whose property was damaged, and also from such witnesses as can be located.

In the case of accidents resulting in trivial damage to private property, the report of the postal employee involved should be supplemented by a written statement or affidavit also in triplicate from the party whose property was damaged, and also from such witnesses as can be located; but unless there is some aggravating circumstance or special reason for the action, it will not be necessary to have a personal examination made of the property or a personal interview of the private party, unless and until a claim is filed for redress. With respect to injuries to persons or damage to property resulting from the operation of Government-owned motor vehicles, postmasters will use standard prescribed forms in obtaining reports from the operators, as well as from witnesses.

Postmasters can assist the Department materially by having a competent mechanic in the motor-vehicle service, or some other qualified employee, carefully check the bills submitted by claimants for damages to property with a view to determining their accuracy. Special care should be exercised

in determining whether all of the items included in the claims are for repairs actually necessitated by the particular accident. In no instance should an item be approved where it appears that it was merely in replacement of a worn part, as distinguished from a part that was rendered unserviceable by the accident.

DELIVERY ZONE NUMBERING SYSTEM

111. The postal delivery zone numbering method of addressing mail is applicable only at the post offices named in this article.

The purpose of the system is to permit the more expeditious distribution of incoming mail especially by inexperienced clerks who do not have a thorough working knowledge of primary distribution schemes.

In addressing mail, the postal delivery zone number should appear in the address immediately after the name of the city.

The number indicates the main post office unit, station, or branch from which delivery is made.

The success of this plan depends not only upon the cooperation of mailers and addressees, but upon the interest and enthusiasm of postmasters at all post offices in continuing a vigorous campaign through newspapers, radio, chambers of commerce, business houses, churches, schools, and other institutions.

All patrons at the offices named in this article have been requested to notify their correspondents of their postal delivery zone numbers, and to include the numbers in addresses, on letterheads, and in return card requests.

Postmasters and employees are requested to instruct post office patrons in the use of the Postal Delivery Zone Numbering System.

It is desired that postmasters of offices where the plan is not applicable, cooperate by requesting their patrons, including business houses, organizations, and publishers of magazines, newspapers, and periodicals to include the postal delivery zone numbers in the addresses on all matter mailed to the post offices where the system is applicable.

Patrons should obtain the delivery zone number from their correspondents in the offices listed below. Large firms such as publishers who have mailing lists may forward them to the offices listed, where they will be corrected without charge by including the delivery zone number, or they may obtain from these offices zone books showing the delivery zone numbers.

Birmingham, Ala.	Los Angeles, Calif.
Montgomery, Ala.	Oakland, Calif.
Berkeley, Calif.	Pasadena, Calif.
Fresno, Calif.	Sacramento, Calif.
Glendale, Calif.	San Diego, Calif.
Long Beach, Calif.	San Francisco, Calif.

San Jose, Calif.	Buffalo, N. Y.
Stockton, Calif.	Far Rockaway, N. Y.
Denver, Colo.	Flushing, N. Y.
Bridgeport, Conn.	Jamaica, N. Y.
Hartford, Conn.	Long Island City, N.Y.
New Haven, Conn.	New York, N. Y.
Waterbury, Conn.	Rochester, N. Y.
Wilmington, Del.	Schenectady, N. Y.
Washington, D. C.	Staten Island, N. Y.
Jacksonville, Fla.	Syracuse, N. Y.
Miami, Fla.	Utica, N. Y.
Saint Petersburg, Fla.	Charlotte, N. C.
Tampa, Fla.	Akron, Ohio
Atlanta, Ga.	Canton, Ohio
Honolulu, T. H.	Cincinnati, Ohio
Chicago, Ill.	Cleveland, Ohio
Evansville, Ind.	Columbus, Ohio
Fort Wayne, Ind.	Dayton, Ohio
Indianapolis, Ind.	Toledo, Ohio
South Bend, Ind.	Youngstown, Ohio
Des Moines, Iowa	Oklahoma City, Okla.
Sioux City, Iowa	Tulsa, Okla.
Kansas City, Kans.	Portland, Oreg.
Wichita, Kans.	Philadelphia, Pa.
Louisville, Ky.	Pittsburgh, Pa.
Baton Rouge, La.	Scranton, Pa.
New Orleans, La.	Providence, R. I.
Portland, Maine	Charleston, S. C.
Baltimore, Md.	Columbia, S. C.
Boston, Mass.	Chattanooga, Tenn.
Brockton, Mass.	Knoxville, Tenn.
Springfield, Mass.	Memphis, Tenn.
Worcester, Mass.	Nashville, Tenn.
Detroit, Mich.	Austin, Tex.
Flint, Mich.	Dallas, Tex.
Grand Rapids, Mich.	Fort Worth, Tex.
Lansing, Mich.	Houston, Tex.
Duluth, Minn.	San Antonio, Tex.
Minneapolis, Minn.	Salt Lake City, Utah.
Saint Paul, Minn.	Arlington, Va.
Jackson, Miss.	Norfolk, Va.
Kansas City, Mo.	Richmond, Va.
Saint Louis, Mo.	Roanoke, Va.
Lincoln, Nebr.	Seattle, Wash.
Omaha, Nebr.	Spokane, Wash.
Camden, N. J.	Tacoma, Wash.
Jersey City, N. J.	Charleston, W. Va.
Newark, N. J.	Huntington, W. Va.
Paterson, N. J.	Madison, Wis.
Trenton, N. J.	Milwaukee, Wis.
Albany, N. Y.	
Brooklyn, N. Y.	

GENERAL SUPPLIES

112. Postmasters and other requisitioning officers must carefully read and follow instructions concerning the ordering of general supplies published in the List of Postal Supplies and the List of Motor Vehicle Items, and Instructions and Suggestions in the Operation of Public Buildings under the Administration of the Post Office Department.

It is important that each requisition be

properly filled in to include particulars and information called for on the requisition form, and that the postmarking stamp be clearly impressed in the space provided. When submitting requisitions on regular forms, postmasters must not supplement them with letters requesting supplies which should have been included in the requisition proper.

First-Class Offices

113. Postmasters at offices of the first class, general superintendents of the Postal Transportation Service and post office inspectors in charge shall submit requisitions in duplicate every 3 months to the Bureau of Facilities, Division of Equipment and Supplies, for sufficient supplies (using Forms 1580 and 1580-F) and motor-vehicle supplies (using Forms 4500 and 4500-F) to last that length of time, during the months indicated below:

January, April, July, and October

Alabama	Georgia
Alaska	Hawaii
Arizona	Idaho
Arkansas	Illinois
California	Indiana
Colorado	Iowa
Connecticut	Kansas
Delaware	Kentucky
District of Columbia	Louisiana
Florida	

Postal Transportation Service.—First, second, third, fourth, and fifth divisions.

Post office inspectors in charge.—Atlanta, Boston, Chattanooga, Chicago, and Cincinnati divisions.

February, May, August, and November

Maine	Nebraska
Maryland	Nevada
Massachusetts	New Hampshire
Michigan	New Jersey
Minnesota	New Mexico
Mississippi	New York
Missouri	North Carolina
Montana	North Dakota

Postal Transportation Service.—Sixth, seventh, eighth, ninth, and tenth divisions.

Post office inspectors in charge.—Denver, Fort Worth, Kansas City, New York, and Philadelphia divisions.

March, June, September, and December

Ohio	Texas
Oklahoma	Utah
Oregon	Vermont
Pennsylvania	Virginia
Puerto Rico	Virgin Islands
Rhode Island	Washington
South Carolina	West Virginia
South Dakota	Wisconsin
Tennessee	Wyoming

Postal Transportation Service.—Eleventh, twelfth, thirteenth, fourteenth, and fifteenth divisions.

Post office inspectors in charge.—Saint Louis, Saint Paul, San Francisco, Seattle, and Washington divisions.

Second-Class Offices

114. Postmasters at offices of the second class shall submit requisitions, in duplicate, every 6 months, to the Bureau of Facilities, Division of Equipment and Supplies, for sufficient postal supplies (using Forms 1580 and 1580-F) and motor-vehicle supplies (using Forms 4500 and 4500-F) to last that length of time in the months indicated below:

January and July February and August

Alabama	Idaho
Alaska	Illinois
Arizona	Indiana
Arkansas	Iowa
California	Kansas
Colorado	Kentucky
Connecticut	Louisiana
Delaware	
Florida	
Georgia	
Hawaii	

March and September

Maine	Nebraska
Maryland	Nevada
Massachusetts	New Hampshire
Michigan	New Jersey
Minnesota	New Mexico
Mississippi	New York
Missouri	North Carolina
Montana	North Dakota

April and October

	Nebraska
	Nevada
	New Hampshire
	New Jersey
	New Mexico
	New York
	North Carolina
	North Dakota

May and November June and December

Ohio	Tennessee
Oklahoma	Texas
Oregon	Utah
Pennsylvania	Vermont
Puerto Rico	Virginia
Rhode Island	Virgin Islands
South Carolina	Washington
South Dakota	West Virginia
	Wisconsin
	Wyoming

Third- and Fourth-Class Offices

115. Postmasters at offices of the third and fourth classes shall order general stock supplies from their designated supply office, during the period designated by the supply office using Forms 1580-B and 1580-BF, with the exception of those offices in the States listed below, which offices shall submit requisitions once each year to the Bureau of Facilities, Division of Equipment and Supplies, during the months indicated,

for sufficient supplies to meet their anticipated need for a period of 1 year:

Maryland..... July.
Virginia..... August.
West Virginia..... October.

116. Designated supply offices.—Postmasters at all offices of the third and fourth classes within the States enumerated below shall be careful to see that their requisitions for ordinary postal supplies, including offi-

cial envelopes, are prepared on the proper blanks and forwarded to their designated supply office. The use of letterheads, reference slips, and miscellaneous small pieces of paper should be avoided. The information called for under the several headings appearing on the requisition forms should be given, thus materially assisting the supply offices in the review thereof and expediting the assembly and shipment of the supplies ordered.

<i>State</i>	<i>Office</i>
Alabama	Birmingham.
Alaska	Seattle.
Arizona	Phoenix.
Arkansas	Little Rock.
California	San Francisco.
Colorado	Denver.
Connecticut	New Haven.
Delaware	Wilmington.
Florida	Jacksonville.
Georgia	Atlanta.
Guam	San Francisco.
Hawaii	Honolulu.
Idaho	Boise.
Illinois	Chicago.
Indiana	Indianapolis.
Iowa	Des Moines.
Kansas	Topeka.
Kentucky	Louisville.
Louisiana	New Orleans.
Maine	Portland.
Massachusetts	Boston.
Michigan	Grand Rapids (counties of Alcona, Allegan, Alpena, Antrim, Arenac, Barry, Bay, Benzie, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Clare, Clinton, Crawford, Eaton, Emmet, Genesee, Gladwin, Grand Traverse, Gratiot, Hillsdale, Huron, Ingham, Ionia, Iosco, Isabella, Jackson, Kalamazoo, Kalkaska, Kent, Lake, Lapeer, Leelanau, Lenawee, Livingston, Macomb, Manistee, Mason, Mecosta, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, Saint Clair, Saint Joseph, Sanilac, Shiawassee, Tuscola, Van Buren, Washtenaw, Wayne, Wexford). Michigan
Minnesota	Minneapolis.
Mississippi	Vicksburg.
Missouri	Saint Louis.
Montana	Helena.
Nebraska	Omaha.
Nevada	San Francisco.
New Hampshire	Concord.
New Jersey	Newark.
New Mexico	Albuquerque.
New York	New York.
North Carolina	Charlotte.
North Dakota	Fargo.

State	Office
Ohio.....	Cincinnati (counties of Adams, Allen, Athens, Auglaize, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Defiance, Delaware, Fairfield, Fayette, Franklin, Fulton, Gallia, Greene, Hamilton, Hancock, Hardin, Henry, Highland, Hocking, Jackson, Lawrence, Licking, Logan, Lucas, Madison, Marion, Meigs, Mercer, Miami, Montgomery, Pauoding, Perry, Pickaway, Pike, Preble, Putnam, Ross, Scioto, Shelby, Union, Van Wert, Vinton, Warren, Williams, Wood, Wyandot).
Ohio.....	Cleveland (counties of Ashland, Ashtabula, Belmont, Carroll, Columbiana, Coshocton, Crawford, Cuyahoga, Erie, Geauga, Guernsey, Harrison, Holmes, Huron, Jefferson, Knox, Lake, Lorain, Mahoning, Medina, Monroe, Morgan, Morrow, Muskingum, Noble, Ottawa, Portage, Richland, Sandusky, Seneca, Stark, Summit, Trumbull, Tuscarawas, Washington, Wayne).
Oklahoma.....	Oklahoma City.
Oregon.....	Portland.
Pennsylvania.....	Philadelphia (counties of Adams, Berks, Bradford, Bucks, Carbon, Chester, Columbia, Cumberland, Dauphin, Delaware, Franklin, Fulton, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, York).
Pennsylvania.....	Pittsburgh (counties of Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Greene, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Somerset, Venango, Warren, Washington, Westmoreland).
Puerto Rico.....	San Juan.
Rhode Island.....	Providence.
Samoa.....	San Francisco.
South Carolina.....	Charlotte.
South Dakota.....	Sioux Falls.
Tennessee.....	Nashville.
Texas.....	Austin (counties of Angelina, Aransas, Atascosa, Austin, Bandera, Bastrop, Bee, Bell, Bexar, Blanco, Brazoria, Brazos, Brewster, Brooks, Burleson, Burnet, Caldwell, Calhoun, Cameron, Chambers, Colorado, Comal, Concho, Coryell, Crane, Crockett, De Witt, Dimmit, Duval, Edwards, Fayette, Fort Bend, Frio, Galveston, Gillespie, Goliad, Gonzales, Grimes, Guadalupe, Hardin, Harris, Hays, Hidalgo, Houston, Irion, Jackson, Jasper, Jeff Davis, Jefferson, Jim Hogg, Jim Wells, Karnes, Kendall, Kenedy, Kerr, Kimble, Kinney, Kleberg, Lampasas, La Salle, Lavaca, Lee, Leon, Liberty, Live Oak, Llano, McCulloch, McMullen, Madison, Mason, Matagorda, Maverick, Medina, Menard, Milam, Montgomery, Nacogdoches, Newton, Nueces, Orange, Pecos, Polk, Presidio, Reagan, Real, Refugio, Robertson, Sabine, San Augustine, San Jacinto, San Patricio, San Saba, Schleicher, Shelby, Starr, Sterling, Sutton, Terrell, Tom Green, Travis, Trinity, Tyler, Upton, Uvalde, Val Verde, Victoria, Walker, Waller, Washington, Webb, Wharton, Willacy, Williamson, Wilson, Zapata, Zavala).

<i>State</i>	<i>Office</i>
Texas	Dallas (counties of Anderson, Andrews, Archer, Armstrong, Bailey, Baylor, Borden, Bosque, Bowie, Briscoe, Brown, Callahan, Camp, Carson, Cass, Castro, Cherokee, Childress, Clay, Cochran, Coke, Coleman, Collin, Collingsworth, Comanche, Cooke, Cottle, Crosby, Culberson, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton, Dickens, Donley, Eastland, Ector, Ellis, El Paso, Erath, Falls, Fannin, Fisher, Floyd, Foard, Franklin, Freestone, Gaines, Garza, Glasscock, Gray, Grayson, Gregg, Hale, Hall, Hamilton, Hansford, Hardeman, Harrison, Hartley, Haskell, Hempill, Henderson, Hill, Hockley, Hood, Hopkins, Howard, Hudspeth, Hunt, Hutchinson, Jack, Johnson, Jones, Kaufman, Kent, King, Knox, Lamar, Lamb, Limestone, Lipscomb, Loving, Lubbock, Lynn, McLennan, Marion, Martin, Midland, Mills, Mitchell, Montague, Moore, Morris, Motley, Navarro, Nolan, Ochiltree, Oldham, Palo Pinto, Panola, Parker, Parmer, Potter, Rains, Randall, Red River, Reeves, Roberts, Rockwall, Runnels, Rusk, Scurry, Shackelford, Sherman, Smith, Somervell, Stephens, Stonewall, Swisher, Tarrant, Taylor, Terry, Throckmorton, Titus, Upshur, Van Zandt, Ward, Wheeler, Wichita, Wilbarger, Winkler, Wise, Wood, Yoakum, Young).
Utah	Salt Lake City.
Vermont	Burlington.
Virgin Islands	San Juan.
Washington	Seattle.
Wisconsin	Milwaukee.
Wyoming	Cheyenne.

Official and Registry Envelopes

117. Postmasters at offices of the first and second classes should order official and registry envelopes on Form 1579, in duplicate (at least 3 months in advance of actual need), from the Bureau of Facilities, Division of Equipment and Supplies. Postmasters at offices of the third class (using Form 1579, in duplicate) and fourth class (using Form 1580-B) shall order official and registry envelopes from their supply office during the period designated by the supply office. Further instructions will be found in the List of Postal Supplies.

Record of Supplies

118. Postmasters at offices of the first and second classes must keep a complete record on Form 1586 of all supplies received and issued, set aside a suitable place for keeping the stock, and assign an employee to be charged with custody thereof and maintenance of the prescribed record.

Repairs to Office Appliances

119. Allowance to be based on competitive bids.—Requests for allowances for the repair of time recorders, trucks, baskets, etc., except numbering machines, must be accompanied with competitive proposals on Standard Form 33 from not less than three individuals or firms doing repair work. When time recorders are to be repaired their serial numbers must be given.

120. Typewriters and adding machines.—Repairs to typewriters and adding machines

should be made under competitive bids (using Standard Form 33).

When a typewriter or adding machine is in need of repairs, the postmaster shall secure bids and transmit them to the Bureau of Facilities, Division of Equipment and Supplies, for approval before the contract is made, except in cases of extreme emergency which will definitely result in expensive delays to office procedure, in which case the bids may be accepted and the work performed. In such cases the bids must be submitted, for an authorization, with a statement describing the emergency in detail. Exchanging of platens or cylinders for typewriters will not be considered "emergency repairs." When typewriters or adding machines are to be repaired, their serial numbers must be given.

The Department is in a position to furnish platens for use on Underwood, Royal, and L. C. Smith typewriters. Requests therefor should be made upon the Division of Equipment and Supplies. Bids for the repair of adding machines and typewriters should not include the furnishing of ribbons, as they are furnished by the Department.

Should the local service station of an adding machine company present to an office a repaired Government-owned machine, properly crated, for return to the office from which received, the postmaster is authorized to accept and forward it by registered mail to destination under penalty label. The same course should be pursued in transmitting relief machines furnished for use pending the repair of Government-

owned machines; also empty shipping boxes which may be presented by the local service station for shipment to any post office.

Postal employees must clean and oil adding machines and typewriters operated by them and place new ribbons thereon without expense to the Department.

Adding machines and typewriters should be covered when not in use. Drop-center typewriter desks are not considered as sufficient covering for typewriters. Request should be made on the Bureau of Facilities, Division of Equipment and Supplies, for covers when needed.

When necessary to send typewriters and adding machines to another city for repairs, shipment must be made by registered mail, in care of the postmaster. Machines must be returned in the same manner.

121. Numbering machines.—Expenditures for the local repair of numbering machines must not be made, except upon previous instructions from the Department. When a machine becomes unfit for future use, it should be forwarded by mail to the Bureau of Facilities, Division of Equipment and Supplies, with a letter of transmittal explaining the reason for its return. Care should be exercised to the end that numbering machines are kept clean and are not subjected to rough or careless usage. Machines can be cleaned by the use of gasoline.

122. Authority for purchases in open market, or obligations for repairing office equipment.—Authority must be obtained from the Bureau of Facilities, Division of Equipment and Supplies, before making purchases of miscellaneous supplies in the open market, or assuming obligations for repairing office equipment. The provisions of this paragraph have no reference whatever to printed forms, since under the law printing for the Postal Service is required to be done at the Government Printing Office.

123. Canceling machines.—Local repairs to canceling machines must not be made except in case of extreme emergency where expensive delay in dispatching mails would otherwise result, in which case bids must be secured on Standard Form 33. The bids must be submitted to the Bureau of Facilities, Division of Equipment and Supplies, with request for an allowance. Such request must include a statement describing the emergency in detail. Postmasters are expected to keep an adequate supply of spare parts on hand for replacements. All parts should be requested on Form 4635, giving part number and description as shown in the instruction book furnished with each machine. All correspondence in regard to canceling machines should be addressed to the Bureau of Facilities, Division of Equipment and Supplies. Worn or damaged parts removed from canceling machines must be

returned to the Bureau of Facilities, Division of Mail Equipment Shops.

124. Electric motors.—Motors for canceling machines are carried in stock for immediate shipment, and local repairs should not be made. Spare motors are furnished to post offices of the first class, and each office of this class should keep a spare motor on hand for use in emergency, or in larger offices a sufficient supply of spare motors to care for replacements. Spare motors are not furnished to post offices of the second class, as machines used in such offices can be operated by hand, and must be so operated if the motor breaks down. Authorizations for emergency repairs to canceling machine motors will not be granted unless previous authority is obtained. Requests for new motors or for authorizations for repairs should be made to the Bureau of Facilities, Division of Equipment and Supplies. In case of extreme emergency, request may be made by telegraph.

Before having repairs made to motors operating mechanical equipment other than canceling machines, postmasters should secure authority from the Bureau of Facilities, Division of Equipment and Supplies, except in cases of extreme emergency or when delay will seriously interfere with the proper conduct of the Postal Service, in which case repairs may be made without previous authorization.

125. Switches for canceling machines.—Switches for canceling machines are carried in stock, and the postmaster is expected to keep an adequate supply on hand and to make replacements without cost to the Department. Expenditures for the local purchase of switches or for repairs to same will not be considered as emergency expenditures. Requests for switches should be made on Form 4635. If the wiring is in such condition as to need repairs, the matter should be reported to the Bureau of Facilities, Division of Equipment and Supplies, for instructions.

126. Oil for canceling machines and automatic scales.—Postmasters at offices where Government-owned motor-vehicle service is in operation will secure from their garages sufficient light (S. A. E. 20) motor-vehicle lubricating oil to provide for their needs in connection with canceling machines and automatic scales, provided this grade of oil is secured for the operation of the motor-vehicle service.

It is essential that light machine oil (S. A. E. 20) be used in canceling machines. If this grade of oil is not provided for the motor-vehicle service, postmasters at offices with Government-owned motor vehicles should secure the proper oil from the supply points listed below.

Postmasters at offices where canceling machines and automatic scales are in use and where there is no motor-vehicle service will

forward requisitions and containers to the respective distributing office indicated below, at all of which offices a stock of light (S. A. E. 20) oil is maintained. Postmasters at these offices will furnish the oil requisitioned.

Only light grade (S. A. E. 20) oil should be used in canceling machines. If heavier oil is furnished upon requisition, or if the oil does not appear to be new and clean, the postmaster receiving it should communicate with the Bureau of Facilities, Division of Equipment and Supplies.

<i>State</i>	<i>Distributing Office</i>
Alabama	Birmingham, Ala.
Arizona	San Francisco, Calif.
Arkansas	St. Louis, Mo.
California	San Francisco, Calif.
Colorado	Denver, Colo.
Connecticut	Bridgeport, Conn.
Delaware	Wilmington, Del.
Florida	Jacksonville, Fla.
Georgia	Atlanta, Ga.
Idaho	Denver, Colo.
Illinois	Chicago, Ill.
Indiana	Indianapolis, Ind.
Iowa	Des Moines, Iowa.
Kansas	Topeka, Kans.
Kentucky	Louisville, Ky.
Louisiana	Birmingham, Ala.
Maine	Portland, Maine.
Maryland	Baltimore, Md.
Massachusetts	Boston, Mass.
Michigan	Grand Rapids, Mich.
Minnesota	Minneapolis, Minn.
Mississippi	Birmingham, Ala.
Missouri	St. Louis, Mo.
Montana	Denver, Colo.
Nebraska	Omaha, Nebr.
Nevada	San Francisco, Calif.
New Hampshire	Boston, Mass.
New Jersey	Newark, N. J.
New Mexico	Denver, Colo.
New York	New York, N. Y.
North Carolina	Richmond, Va.
North Dakota	Minneapolis, Minn.
Ohio	Cleveland, Ohio.
Oklahoma	Dallas, Tex.
Oregon	San Francisco, Calif.
Pennsylvania	Philadelphia, Pa.
Rhode Island	Bridgeport, Conn.
South Carolina	Charleston, S. C.
South Dakota	Minneapolis, Minn.
Tennessee	Nashville, Tenn.
Texas	Dallas, Tex.
Utah	Salt Lake City, Utah.
Vermont	Boston, Mass.
Virginia	Richmond, Va.
Washington	San Francisco, Calif.
West Virginia	Charleston, W. Va.
Wisconsin	Milwaukee, Wis.
Wyoming	Denver, Colo.

Containers are supplied in 1-quart (for scales only), one-half gallon (for hand-power canceling machines), 1-gallon, and 5-gallon sizes for electric canceling ma-

chines. Containers must be preserved and returned with the request for a new supply of oil.

Defects in Equipment

127. Postmasters shall notify the Bureau of Facilities, Division of Equipment and Supplies, in all cases where breakages occur or weak parts develop in new equipment installed in their offices, in order that the matter be taken up with the contractors. No repairs should be undertaken by postmasters without instructions from the Department.

Request for Scales

128. All requests for scales should be made by letter, stating the necessity for additional equipment of this character.

Request for new scales to replace defective equipment should be accompanied with a statement of explanation, giving item number, capacity, and make of defective scale for which replacement is desired.

Instructions covering disposition of old, inaccurate, and damaged scales will be furnished upon request.

Scales are not furnished for use of rural carriers. Parcels offered rural carriers for dispatch should be brought to the post office to determine the proper postage.

Request for Parcel Post Zone Key

129. Request for a zone key of the unit in which any post office is located should be made by letter to the Bureau of Facilities, Division of Equipment and Supplies, giving the parcel post unit number of the post office. Parcel post unit numbers are shown in the list of post offices by States in the current U. S. Official Postal Guide, Part I.

Supplies for Machines

130. When ordering supplies for adding, canceling, duplicating, and typewriting machines, the make, and the serial and model number of the machine must be given.

Postmarking Equipment

131. All postmarking equipment must be ordered on Forms 1567 and 1567-I. (See List of Postal Supplies.)

Numbered and contract stations and branches are supplied with a uniform rubber dating stamp, which must be used for all purposes, including money order, registry, and parcel post business.

Newly established offices, stations, and branches will be furnished with necessary postmarking equipment without requisition.

Excess Rubber Stock Stamps

132. Excess rubber stock stamps in serviceable condition should be sent to the Bureau of Facilities, Division of Equipment and Supplies, by ordinary mail for reissue.

Unserviceable composition stamps (item 681) should be returned to the Bureau of Facilities, Division of Mail Equipment Shops.

Facing Slips

133. Manner of ordering.—Printed facing slips in quantities and titles sufficient for a period of 6 months shall be requisitioned by postmasters at offices of the first and second class on Form 1581 and by postal transportation clerks through their district or general superintendent on Form 5364. The requisition should be made for not less than 500 slips of any one title and when more than 500 are desired they should be ordered in multiples of 500. Requisitions should be submitted 75 days in advance of the time the supply on hand will become exhausted. Postmasters should submit their requisitions to the postmaster at Chicago, Ill. The requisitions of postal transportation clerks shall be submitted to the Bureau of Transportation, Division of Highway and Contract Transportation.

Slips for use at offices of the third and fourth classes and for postal transportation clerks may be obtained at the expense of the purchaser, at the rate of 25 cents for 500 in lots of 500 to a form, and 40 cents for 1,000, in lots of 1,000, from the Postmaster's Supply Co., Coatsburg, Ill., to whom all correspondence should be addressed. Do not order less than 500 slips of any one form. Cost of slips and transportation charges must be paid in advance by requisitioning officials.

134. Printed slips for publishers.—Where separations of mail are made by the publishers at their offices, postmasters should furnish to such publishers, without expense, the necessary printed facing slips and strip labels. The slips are printed on blue, manila, or pink paper only and should be ordered by the postmaster on requisition Form 1581.

135. Plain slips.—Plain facing slips are furnished to all post offices, as well as general superintendents of the Postal Transportation Service, on requisition therefor.

Printed Strip Labels

136. The Department furnishes printed strip labels to post offices of the first and second classes and officials of the Postal Transportation Service, to be used for labeling mail pouches and sacks. They are printed with five titles on a strip so that they may be cut or torn off for use as needed. Each label will then be $3\frac{7}{16}$ by $1\frac{5}{16}$ inch in size, and will fit into the label holder of a sack or pouch without folding.

Postmasters should requisition these labels on Form 1578 from the postmaster at Chicago, Ill., and should be governed by the instructions printed on the reverse side of that form. Postal Transportation Serv-

ice officials should requisition them on Form 5051 from the postmaster at Chicago, Ill. Not less than 300 labels of any one title should be ordered. See chapter VIII, article 13, concerning labels for shipment of empty mail bags.

Rural Carriers' Desks

137. Postmasters must not permit rural carriers' desks to remain on hand when not in use. When such furniture is withdrawn from active service, prompt report should be submitted to the Bureau of Facilities, Division of Equipment and Supplies, showing:

1. How many desks are on hand not in use.
2. Number of pigeonholes in each desk.
3. Whether the desks are in suitable condition for transfer for use elsewhere.
4. Whether the furniture is the property of the lessor or the Post Office Department.

Maintenance of Carriers' Satchels

138. When rural, village, or city carriers' satchels, shoulder straps, or tie straps become worn, ripped, or otherwise in need of repair, they should be forwarded by mail to the Bureau of Facilities, Division of Mail Equipment Shops. If replacement of any of the defective equipment is desired, a request should be addressed to the Bureau of Facilities, Division of Equipment and Supplies, stating the quantity and numbers of the items desired as shown in the List of Postal Supplies.

The accumulation of old satchels and straps in quantities should be avoided, and as fast as they accumulate they should be forwarded in accordance with the above instructions.

Extra satchels should not be retained for use during the holiday period only. The Department will loan extra satchels to offices needing them during that period upon request 45 days in advance of the time they are required.

Street Letter-Box Equipment

139. Maintenance of street letter-box equipment.—In connection with the maintenance of street letter-box equipment, postmasters at offices where city or village delivery service is in operation are cautioned that no expense must be incurred before specific authorization by the Department, except in cases of emergency where a receptacle at an important location is demolished by accident which necessitates replacement without delay. It is necessary to obtain competitive bids for the painting, erection, removal, relocation, or repair of letter boxes and posts, other than at offices where the mechanical force of the office performs such work. Such proposals shall be transmitted to the Bureau of Facilities,

Division of Equipment and Supplies, before having the work done.

140. Tampering with letter boxes.—The willful injury or destruction of any letter box or other receptacle authorized by the Postmaster General for the receipt or delivery of mail is a penal offense, for which the offender is liable to a fine of not more than \$1,000, or imprisonment for not more than 3 years.

141. Damage to street letter boxes.—In all cases of damage to letter-box equipment, due to accident or otherwise, postmasters should report promptly to the Bureau of Facilities, Division of Equipment and Supplies, and make collections from the persons responsible, according to the following rates:

No. 1 letter boxes	each	\$18.05
No. 2 letter boxes	do	25.05
Concrete posts	do	3.92
Collection or package boxes	do	37.10
Storage boxes No. 1, 49½ by 20 by 21½ inches	each	28.40
Storage boxes, No. 2, 54 by 25 by 27 inches	each	41.85

However, if damaged equipment can be repaired for less than the cost of new equipment, only the actual cost of the repairs should be charged to the person responsible. Collection should also be made to cover any expense incurred in the replacement and erection of serviceable equipment for that which has been damaged. All amounts collected shall be accounted for as miscellaneous receipts in the first quarterly account following the collection.

142. Locks and keys for street letter boxes.—All locks and keys for use with street letter-box equipment are supplied by the Bureau of Facilities, Division of Mail Equipment Shops. When bill of lading showing shipment of boxes is received, the postmaster should make application for the necessary locks and keys, stating the number of each required, and whether inside locks (arrow) or padlocks should be furnished.

Infected Supplies and Stock

143. When blanks, books, and other office supplies of a post office have been exposed to infection so as to render them liable to communicate a contagious disease, permission to burn them shall be secured from the Bureau of Facilities, Division of Equipment and Supplies.

Permission to burn postage stamps, stamped paper, Internal Revenue stamps, migratory-bird hunting stamps, postal savings certificates, money orders, U. S. savings bonds, and U. S. savings stamps, shall be secured from the Bureau of Finance. When such accountable property is to be burned it shall be counted in the presence of two disinterested witnesses. An itemized statement

of the quantity, denomination, value, and also the serial numbers of postal savings certificates and U. S. savings bonds, sworn to and attested by the witnesses, shall be forwarded with the letter authorizing destruction to the Bureau of Finance.

TRANSPORTATION OF SUPPLIES AND EQUIPMENT

144. The following instructions shall be observed by employees of the Department, postmasters, and all postal employees in the handling of transportation and drayage of postal supplies and equipment of all kinds, including furniture and operating supplies for Federal buildings under the jurisdiction of the Post Office Department. Postmasters, postal employees, and postal contractors failing to comply with these instructions will be held personally responsible and shall pay the cost involved on account of excess charges for transportation, demurrage, and storage.

Shipments by Mail

145. Shipments of postal supplies and equipment, including furniture and operating supplies, for Federal buildings under the jurisdiction of the Post Office Department, shall be made whenever possible by mail.

The weight of parcels shipped by mail (except in special cases where special instructions are issued) shall not exceed the maximum parcel post weight limit.

The number of parcels shipped by mail from a given office on a given date shall not be limited, unless the exigencies of the service demand such limitation.

Penalty labels or tags shall be securely attached to all parcels shipped by mail. A separate label in addition to the regular pouch label shall be placed inside every pouch in the shipment.

Valuable shipments shall be registered.

Shipments by Freight, Express, Steamboat, and Motor Transportation Lines

146. Shipments of postal supplies and equipment, including furniture and operating supplies for Federal buildings under the jurisdiction of the Post Office Department, by freight, express, steamboat, and motor transportation lines shall be handled identically the same as commercial shipments, except that the Post Office Department bills of lading shall be used, and no payment of transportation charges will be made at the time of shipment or at the time of delivery, as is the practice in the case of shipments under commercial bills of lading. A Post Office Department bill of lading will be accepted by the delivering carrier in lieu of cash for transportation charges.

Employees of the Department and Postal Service located in Washington who are fur-

nished by the Bureau of Facilities, Division of Traffic, with blank bills of lading which are not overprinted for issuing officers, are hereby designated to act as issuing officers.

Postmasters and employees of the Postal Service who are not located in Washington and are furnished blank bills of lading by the Bureau of Facilities, Division of Traffic, are hereby designated to act as issuing officers, and as such will be personally responsible for furnishing the information required by the bill of lading. A record should be kept of the bills of lading used, the date, to whom sent, and, if to a contractor, the requisition or order number. A monthly report must be submitted to the Bureau of Facilities, Division of Traffic, as to the bills of lading used.

The Consolidated Freight Classification or Official Express Classification, a copy of which may be seen in any freight or express office, must be consulted in making all shipments under Post Office Department bills of lading, to the end that the shipment may be so described and packed as to secure the lowest possible rate.

Every article included in a shipment, particularly in a carload shipment, must be noted on the bill of lading. Only one bill of lading shall be used for a carload shipment, and a separate one must be used for each carload.

Post Office Department Bills of Lading

147. All shipments of postal supplies and equipment, including furniture and operating supplies for Federal buildings under the jurisdiction of the Post Office Department, other than mail shipments, shall be made under Post Office Department bills of lading, serial PO Forms 1103, 1103a, 1104, 1105, and 1106.

A supply of Post Office Department bills of lading serially numbered is furnished all post offices making distribution and shipment of postal supplies and equipment. The set of bills of lading forms will consist of the following parts:

(a) "Original" (Form 1103) to be mailed to the consignee immediately at the time of shipment after being received by the agent of the initial carrier. However, in those instances in which it is apparent to the shipper that the mailing of the original bill of lading to the consignee will result in arrival of the shipment prior to the arrival of the original bill of lading (as, for example, in cases of single-line rail hauls, when shipping by air or by railway express, and in many cases of shipment by highway, etc.), and in the case of all shipments of Government property, if it is administratively determined that some substantial interest of the Government will be subserved thereby, the original bill of lading may, by agreement with the carrier receiving such shipments, be surrendered to said

carrier, or its agent, to accompany the shipment or, at the discretion of the carrier, to be transmitted to destination by such other means as the carrier may elect. Whenever the original bill of lading is surrendered to a carrier with the shipment, the certificate

"INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFIES HE RECEIVED THE ORIGINAL B/L"

must be placed on the original and all copies in the set of bill of lading, and the auto-graphic signature of the initial carrier's agent thereon will constitute a proper execution of the prescribed certificate.

(b) "Shipping order" (Form 1104) to be retained by the initial carrier.

(c) "Freight waybill—original" (Form 1105) to be retained by carrier.

(d) "Freight waybill—carrier's copy" (Form 1106) to be retained by the initial carrier.

(e) "Memorandum copy" (Form 1103a), to be forwarded promptly to the Bureau of Facilities, Division of Traffic, Washington 25, D. C.

(f) "Memorandum copy" (Form 1103a), to be retained in the files of the consignor or shipper.

Every Post Office Department bill of lading shall contain the following information:

(a) Less-than-carload shipments—Consignor; name of transportation company; point of origin and destination; consignee; route on "via" line when it is furnished; marks, number of packages, how packed, contents by its commercial name regardless of the name by which it is known in the service. The date of shipment is below the body of the bill of lading and should be filled in when it is signed by the agent. It should also show whether pickup service at origin was or was not performed by the Government or its agent.

(b) Carload shipments (in addition to the above)—Routing, which must be secured from the Bureau of Facilities, Division of Traffic; complete information in spaces provided for car record; seal record; in case the consignment is automobiles, the blocking when it is done by carrier or shipper. The spaces provided for record for carload shipments must not be used for less-than-carload shipments.

A permanent record showing the number of each bill of lading issued and a description of the shipment shall be kept by the postmaster.

Issuing officers must show on the face of the bill of lading such information as is required. The "Certificate of Issuing Officer" must be signed in every case by the official of the Department or Postal Service to whom the bill of lading has been

issued, regardless of whether the bill of lading is to be used by a contractor as shipper. This requirement must be observed carefully, as the agents of transportation companies may refuse to accept a bill of lading that does not bear the signature of the issuing officer. Carbon impression signatures on the shipping order and the other forms are acceptable. When the bill of lading is to be used by a contractor as shipper, it is particularly important that the issuing officer fill in above his signature the contract or purchase order number, the date thereof, and the f. o. b. point named in such contract or purchase order.

Erasures, interlineations, or alterations in Post Office Department bills of lading must be authenticated and explained by the employee making same, and must show on all copies.

The original and memorandum copies of each Post Office Department bill of lading used for making a shipment must be dated and signed by the agent of the transportation company accepting the shipment. Carbon impression signatures and dates on the shipping order and the other forms are acceptable.

One bill of lading will be used for each and every carload shipment. Less-than-carload shipments for any office or consignee must be consolidated so as to make but one shipment per day to that office or consignee.

Extra or continuation sheets will be furnished by the Bureau of Facilities, Division of Traffic. Extra sheets should show the number of the bill of lading to which they are attached.

Bills of lading improperly issued or spoiled shall be mailed to the Bureau of Facilities, Division of Traffic, after all copies have been marked "Void."

Upon receipt of the "Original" bill of lading (Form 1103) by the consignee, it must be carefully preserved until the shipment arrives, when it should be duly executed in the space provided therefor, and delivered to the agent of the transportation company. It is of the utmost importance that any loss or damage apparent upon receipt of the shipment shall be noted in the proper space on the reverse side of the bill of lading. Whether delivery service at destination was or was not performed by the Government or its agent shall also be shown.

Upon the arrival of a shipment before the receipt of the "Original" bill of lading, the shipment may be secured from the agent of the transportation company by the use of a temporary receipt (Form 1107).

The loss by the transportation company of an "Original" accomplished bill of lading will be reported immediately to the Bureau of Facilities, Division of Traffic, with

all details and related correspondence, with a request for a certificate in lieu of a lost bill of lading. Certificates in lieu of lost bills of lading will be issued by the Bureau of Facilities, Division of Traffic, upon request.

Duplicate bills of lading will not be issued.

Employees of the Postal Service who are authorized in case of an emergency to make a purchase by telegraph or telephone whereby a shipment may be made under a commercial bill of lading must preserve the commercial bill of lading until the consignment arrives; and if the charges are payable by the Department, a Post Office Department bill of lading should be substituted, executed, and surrendered to the agent of the carrier with the commercial bill of lading securely attached. The memorandum copy of the bill of lading used should be forwarded to the Bureau of Facilities, Division of Traffic. This procedure should be followed only in emergency cases to avoid any delay in the handling of the mails.

Carload Shipments

148. Before making a carload shipment routing must be secured from the Bureau of Facilities, Division of Traffic, which must be entered on the bill of lading on the line beginning "Via," quoting the routing number.

Before loading a freight car the consignor will carefully examine the interior for nails, screws, and other projections liable to damage the proposed shipment, and will remove them or refuse to make shipment in the car if in his opinion the contents might be materially damaged.

The seal record of cars containing carload shipments shall be preserved. A record shall also be kept showing the condition upon arrival of locks used on cars in connection with carload shipments. In case of loss or damage, the seal or lock record on the bill of lading shall be noted before it is surrendered to the carrier.

Packing

149. Packing must conform in all respects to the requirements of the Postal Laws and Regulations, the Official Express Classifications, or the Consolidated Freight Classification, whichever governs the shipment.

Competitive bids for packing will be secured and an award made to the lowest bidder, but the award must be approved by the Department before service, except in an emergency.

The cost of packing may be stated on dray ticket (Form 713) and when the drayage is performed by the same party that does the packing, both drayage and packing may be on the same ticket but stated separately. In securing and stating this service, the in-

structions on the reverse side of General Voucher Form 1526-P or reissue thereof must be observed.

Drayage

150. All drayage of outgoing or incoming postal equipment or material and supplies, including furniture and operating supplies, except fuel for Federal buildings under the jurisdiction of the Post Office Department, will be by Government-owned motor trucks where Government motor vehicles are available for performing this service without interfering with the handling of the mail. Otherwise, all local draying will be secured by competitive bids, as required by instructions on the reverse of General Voucher Form 1526-P. Bids for drayage of fuel for Federal buildings should be forwarded to the Bureau of Facilities, Division of Buildings Management. Postmasters may pay drayage from the postal funds without formal authority from the Department, using Dray Ticket Form 713, or reissue thereof, which should be attached to General Voucher Form 1526-P.

The authority granted for payment of drayage charges, without formal authorization, applies only to Post Office Department shipments. Such shipments are covered by Post Office Department bills of lading bearing the prefix letters PO, or they are purchased on Post Office Department orders drawn on an f. o. b. destination basis.

In no other instance should postmasters pay drayage charges without formal authorization.

Reference to the Post Office Department purchase order, by letter prefix and number, should be shown on Dray Ticket Form 713, in lieu of the bill of lading reference, where the shipment is purchased f. o. b. destination.

Employees of the Postal Service, other than postmasters, may secure a statement of the drayage service performed on Form 713 which should show the local address of the drayman and that payment has not been received. The dray ticket showing service should be endorsed by the receiving officer, attached to Standard Voucher Form 1034, showing all the information required thereon, and forwarded to the Bureau of Facilities, Division of Traffic. Payment for this service will be made by Postmaster General's check by the Department.

Freight and express charges must not be included with drayage.

A permanent record of all bills of lading handled, and for drayage and packing performed must be maintained.

Demurrage and Storage

151. Shipments must be removed from the warehouses of the transportation company immediately upon arrival. In case the

bill of lading covering the shipment has not been received, use temporary receipt Form 1107. The consignee in all cases will be held personally responsible for all demurrage or storage permitted to accrue on shipments moving under Post Office Department bills of lading.

Temporary receipt Form 1107 must be used to secure shipments that arrive before receipt of the original copy of the bill of lading, in order to prevent the accumulation of demurrage or storage charges. A few copies of this form should be kept on hand at all times.

Transportation charges cannot be paid on the temporary receipt Form 1107. When this form is issued, immediate steps must be taken to secure the original copy of the bill of lading. In case it is not received within a few days, a request should be made on the Bureau of Facilities, Division of Traffic, for a certificate in lieu of lost bill of lading.

When original bill of lading is received following the delivery to the agent of the transportation company of the certificate in lieu of the lost bill of lading, it must be executed and returned to the Bureau of Facilities, Division of Traffic. The Division of Traffic will follow each case of a temporary receipt for final settlement.

Loss or Damage to Shipments

152. If a shipment is not delivered within 60 days after the date of the bill of lading, the Bureau of Facilities, Division of Traffic, shall be notified. Loss or damage to shipments shall be called to the attention of the agent for the transportation company. Concealed loss or damage becoming apparent only after shipments have left the possession of the transportation company must be called to the attention of the agent of the company as soon as discovered and an opportunity to investigate afforded.

In all cases, in the space provided, endorsement must be made on the reverse side of the Post Office Department bill of lading, showing any loss or damage to the shipment, and a detailed statement made to the Bureau of Facilities, Division of Traffic.

A report shall be made promptly to the Bureau of Facilities, Division of Traffic, of any repairs necessary on account of damage to shipment while in transit, but no repairs requiring an expenditure shall be made without authority from the proper bureau of the Department, except in case of emergency, when necessary repairs may be made and a full report submitted to the Department for an authorization.

Transportation Charges

153. No freight or express charges shall be paid by postmasters or postal employees from postal funds or from personal funds on shipments of equipment and supplies, in-

cluding furniture and operating supplies for Federal buildings under jurisdiction of the Post Office Department, whether large or small shipments, received or forwarded under Post Office Department bills of lading. Payment for all such shipments will be made by the Post Office Department upon presentation by the transportation company of the "Original" Post Office Department bill of lading properly executed, showing receipt of consignment with the required voucher properly prepared.

Likewise, no transportation charges shall be paid on shipments received under commercial bill of lading with charges collect. Postal contractors are invariably furnished the necessary Post Office Department bills of lading on orders placed by the Department for shipments to postmasters, f. o. b. factory or other points of distribution; occasionally, however, shipments are made by contractors under commercial bills of lading, in which case no charges will be paid, but the shipment will be secured from the transportation company by substitution of Post Office Department bill of lading.

Orders placed by postmasters as a result of purchases authorized by the Department from sources of supply involving transportation by freight, express, steamboat, or motor transportation line shall, when the charges are payable by the Department, be accompanied by Post Office Department bills of lading sufficient to cover transportation.

This, however, is not to be construed as prohibiting the placing of orders by telephone or telegraph by postmasters for emergency purchases involving immediate shipment by freight, express, steamboat, or motor transportation line, and where it would be impossible for a Post Office Department bill of lading to reach the source of supply in time for shipment. Shipment in such case will be made under commercial bill of lading, upon receipt of which a Post Office Department bill of lading will be substituted.

Correspondence relating to freight express, or motor transportation of equipment, material and supplies, including bids for drayage and crating (except fuel) must be addressed to the Bureau of Facilities, Division of Traffic.

Routing orders and other shipping instructions issued and transmitted by the Bureau of Facilities, Division of Traffic, must be carefully observed.

Post Offices at Prepay or Nonagency Stations

154. Shipments for the Postal Service when consigned by freight to post offices at prepay or nonagency stations will be made under a Post Office Department bill of lading with all transportation charges waybilled as collect and instructions to unload at such station. This is in accordance with

"Railway Accounting Rules" rule 219. A lookout must be kept for shipments, and they should be promptly removed upon arrival.

The bill of lading should be executed and surrendered to the agent upon request. In case a request is not made for the bill of lading, it should be executed and returned to the Bureau of Facilities, Division of Traffic.

If a request is made by an agent after the bill of lading has been forwarded to the Division of Traffic, all papers in connection therewith should be forwarded to the Division of Traffic, with a request that the bill of lading be supplied.

Postmasters located at offices not on a railroad or served by a boat or steamship line, or when the name of the post office is different from the name of the railroad station, should in every case of a shipment to be made by freight or express inform the Department as to the name of the railroad station, wharf, or landing.

Free Pickup and Delivery Service on Less-Than-Carload Freight

155. Free "Pickup and delivery service" on less-than-carload freight is obtainable at a number of agency freight stations.

Postmasters, or officials and employees assigned by the postmaster to receive or send less-than-carload shipments of freight, should consult their local freight agent and request that such shipments, moving on Post Office Department bills of lading, be accorded this free service wherever it is available and desired.

In lieu of free "Pickup or delivery service" an allowance of 5 cents per 100 pounds will be made where the drayage is performed by Post Office Department motor vehicles.

Drayage service, in lieu of "Free service," should be performed by Post Office Department motor vehicles only in those instances where the cost will be less than 5 cents per 100 pounds.

All Post Office Department bills of lading must show whether "Pickup service" or "Delivery service" was or was not performed by the Government, as distinguished from service performed by the railroad company. When this is not shown, unnecessary delay in the settlement of carriers' vouchers for freight charges and additional correspondence result.

There are clauses included in the bills of lading, at the lower left corner, pertaining to "Pickup service"; and at the lower right corner in the "Consignee's certificate of delivery," pertaining to "Delivery service." These clauses must be executed so as to show the type of service accorded the shipment.

The Department prefers that allowances granted by carriers in lieu of performing

"Pickup service" or "Delivery service" be shown as a credit on the voucher rendered the Department for the freight charges. This information should be given to the agents of the various carriers that make allowances directly to the consignor or consignee. However, any allowances granted by the carriers directly to the consignor or consignee should be forwarded to the Bureau of Facilities, Division of Traffic, for collection and deposit, with complete reference to the shipment covered by such allowance, including bill of lading number.

BURIAL FLAGS FOR DECEASED VETERANS

156. The act of July 11, 1939, provides that "Where an honorably discharged veteran of any war, or a person honorably discharged from the United States Army, Navy, Marine Corps, or Coast Guard after serving at least one enlistment, or for disability incurred in line of duty, dies after discharge, a flag to drape the casket shall be furnished in all cases; such flag to be given to the next-of-kin after burial of the veteran."

In order to assist the Veterans' Administration in administering the above act, postmasters at first-, second-, and third-class offices, and postmasters at fourth-class offices located at county seats, which may hereafter be requested by the Veterans' Administration to act as depositories, are directed to cooperate so that upon the death of a veteran and compliance with certain rules, a flag to drape the casket shall be issued.

Flags for this purpose and the rules and regulations governing their issue are supplied by the Veterans' Administration. Postmasters shall address all correspondence relative to the supply and issuance of the flags to the regional office of the Veterans' Administration using their post offices as a depository.

DISPOSITION OF WASTE MATERIAL AND UNSERVICEABLE PROPERTY

Waste Paper and Twine

157. Postmasters shall carefully preserve all waste paper, which shall include dead and unclaimed domestic printed matter, facing slips that have been used, and all other useless paper and all waste twine, including remnants of twine unfit for use. As much as possible shall be realized by the sale of this waste matter, competitive bids being procured if feasible. All proposals, except as provided in article 158 of this chapter for magazines and periodicals, for the sale of such material shall be procured and sent to the Bureau of Facilities, Division of Buildings Management. When practicable

such waste material should be sold before the expiration of the quarter and the proceeds accounted for as miscellaneous receipts. Form 1096 (revised) should be used for the purpose of giving and securing a receipt for moneys collected and deposited. Waste paper and twine shall not be sent free in the mails to a purchaser, and mail bags shall not be used to store or carry it away. If after exhausting every resource a profitable market cannot be found, such waste material shall be disposed of without expense to the Department, when practicable. Undelivered printed matter, such as picture cards, newspapers, magazines, and other periodical publications, falling within the term "waste paper," for which no sale can be effected, may, if suitable for the purpose, be delivered by postmasters, on application therefor, to the proper local municipal authorities for distribution to hospitals, asylums, or other charitable or reformatory institutions.

NOTE.—For a list of dealers in paper stock communicate with the local chamber of commerce or board of trade, or those of nearby cities. Sales should be made in the neighborhood of post offices, if possible.

Sale of Undeliverable Magazines

158. At offices designated by the Bureau of Post Office Operations, and under instructions issued by that Bureau, such undeliverable magazines and periodicals as may be deemed suitable shall be segregated from publications subject to disposal as waste, and sold to the highest bidder as magazines and periodicals. Complete records of such sales shall be kept, and the funds resulting therefrom shall be deposited by postmasters as part of the postal revenue and accounted for under "Miscellaneous Postal Receipts" of the quarterly report, with a separate supporting schedule. A quarterly report of the magazine sales shall be transmitted to the Bureau of Post Office Operations, Division of Clerical Service.

Unserviceable Property in Vehicle Service

159. Unserviceable property and waste materials accumulating in the vehicle service shall be disposed of as outlined in the rules and regulations for conducting the Government-owned vehicle service.

Other Property and Waste Materials

160. Other unserviceable property and waste materials not specified in articles 157 to 159 of this chapter shall be disposed of in the following manner: Whenever sufficient unserviceable property or waste materials accumulate to justify inviting bids for their sale, a list thereof shall be prepared by the postmaster. The postmaster shall appoint a committee of three, to consist of super-

visory employees when possible, who shall be required to make a careful inspection of each article and submit a report to the postmaster for approval as to whether it should be condemned or sold or otherwise disposed of. After approval of the report, the postmaster shall prepare proposals inviting competitive bids covering the unserviceable

property and waste materials recommended to be disposed of. Copies of the proposals shall be distributed as widely as possible and mailed to all known dealers in the materials to be sold. As much as possible shall be realized from such sales and the proceeds shall be accounted for as miscellaneous receipts.

CHAPTER II

Personnel

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APPOINTMENTS

Fixing the Number of Employees, Grades, and Salaries

1. Supervisors.—The Postmaster General shall determine the supervisory needs in each organizational unit in the field service of the Post Office Department and shall fix the number of supervisors to be employed in accordance with the salary schedules provided for them: *Provided*, That not more than one assistant postmaster may be employed at any post office.

2. Other employees.—The number and grades of employees at post offices of the first, second, and third classes, and of rural carriers at all offices are fixed by the Bureau of Post Office Operations, except that the number and grades of employees in the Vehicle and Custodial Services are fixed by the Bureau of Facilities. The salaries of all employees are fixed by law.

Ratio of Substitutes to Regulars

3. The ratio of classified substitute post

office clerks, city letter carriers, village letter carriers, mail handlers and watchmen to regular employees in each of those categories shall not be more than one classified substitute to six regular employees or fraction thereof in each such category.

In the Vehicle Service there may be only one classified substitute for each six regular employees or fraction thereof.

In the Custodial Service there is no provision for the appointment of substitutes.

How Appointments Are Made

4. All positions, when not filled by promotion, reinstatement or transfer as prescribed in articles 45 to 50 of this chapter, shall be filled by appointment under civil-service rules from the eligible lists furnished by the Civil Service Commission.

5. Order of selection.—The postmaster shall make his selection from the three names standing highest on the eligible list. If the postmaster passes over the name of an eligible having military preference and selects a nonveteran, he must state his reasons for doing so in writing to the Civil

Service Regional Director. Such a reason must concern the veteran who is being passed over and not statements in support of the nonveteran. A postmaster is not required to make selection for permanent appointment from an eligible register containing less than three names.

When a vacancy occurs or an emergency arises necessitating immediate appointment, and the eligible register contains less than three names, appointment may be made in accordance with civil-service regulations.

6. Reserved positions.—The following positions in the Custodial Service are reserved for veterans by the Veterans Preference Act of 1944 and decisions of the Civil Service Commission:

Captain of guard	Head charman
Charman	Head charwoman
Charwoman	Laborer
Elevator operator	Lieutenant of guard
Elevator starter	Matron
Fireman-laborer	Messenger
Foreman of laborers	Superintendent of building
Guard	Superintending engineer
Guard-fireman	Window cleaner
Guard-laborer	

7. Form used.—The nomination of a person selected shall be submitted on the form provided therefor in triplicate through the office of the regional civil-service director to the proper bureau of the Post Office Department. (See article 54 of this chapter for forms to be used.)

8. Rural carriers.—Rural carriers shall be appointed by the Bureau of Post Office Operations upon certification by the Civil Service Commission from registers of eligibles resulting from examination.

9. Departmental approval.—Postmasters shall make no appointments to fill vacancies or original appointments in the Vehicle Service without first submitting a nomination to the Bureau of Facilities and receiving approval thereof. Postmasters shall submit recommendations and receive approval thereof before promoting employees to fill vacancies under the jurisdiction of the Bureau of Post Office Operations.

10. Assignment to duty.—Nominations covering original appointments should be submitted not later than 3 days after the employee enters on duty. In the Custodial Service, assignments to duty in regular vacancies may be made as soon as the vacancy occurs, provided selection is made from a Civil Service certificate of eligibles, or the postmaster has authority from the Civil Service Regional Director to make appointments outside the register.

11. Appointments as substitutes.—All persons selected for appointment from eligible registers to fill vacancies in positions in the automatic grades, under the jurisdiction of the Bureau of Post Office Operations and in the Vehicle Service, should be appointed as substitutes and not as regular employees. (See art. 3, regarding substitute quotas.)

No payments for salaries will be allowed except when made to persons employed by authority of the proper bureau of the Department.

Report of Vacancies

12. Immediately upon the occurrence of a vacancy the postmaster shall report the separation to the proper bureau of the Department. (See article 54 of this chapter for forms to be used.)

If it is found possible to maintain satisfactory service with less than 8 hours of substitute assistance incident to a vacancy, the postmaster should so advise and recommend that the position be held open until such time as the work increases sufficiently to necessitate the employment of a substitute a full 8 hours daily on account of the vacancy, or the vacancy revert and the complement be restated. If the postmaster finds it absolutely necessary to employ 8 or more hours of substitute service daily on account of such vacancy, he should submit as promptly as possible a recommendation for the filling of the place.

Appointments To Fill Regular Vacancies

13. A vacancy in the regular force shall be filled by the promotion of the senior classified substitute of the same designation or by reinstatement or by transfer.

14. Relative standing on the substitute roll.—Substitutes are placed on the roll in the order of the dates of their appointments from a competitive register. When two or more substitutes are appointed from a register effective the same date, their names are placed on the substitute roll according to the rating attained in the examination, except that the names of any entitled to 10-point preference (disability) are placed ahead of other veterans and nonveterans appointed on the same day. Separate substitute rolls are maintained for males and females.

15. Custodial and vehicle service.—Vacancies in the Custodial Service and Vehicle Service shall be filled by the promotion of the senior qualified employee of the respective services applying for the position. When not filled by promotion, consideration should be given to transfer or reinstatement.

16. Substitutes.—(a) Substitute employees who were on the substitute rolls on June 30, 1945, shall upon appointment to regular positions receive credit for such substitute service (including special-delivery service) computed on the basis of 1 year for each unit of 2,448 hours, but such credit shall not exceed 4 years up to July 1, 1945. The credit thus computed shall be added to the credit for service (including special-delivery service) performed on and after July 1, 1945, computed on the basis of one-twelfth of a year for each calendar month.

(b) Upon appointment to a regular position, the substitute employee shall be placed

in the salary grade to which his years of service as a substitute, computed on the above basis, entitles him, plus four grades.

(c) No substitute shall be promoted to a higher grade of a regular position than the highest grade to which employees may progress through annual promotions.

(d) Under no circumstances can a substitute be given regular appointment or promoted to a higher grade than that to which he would have progressed had his original appointment been to a regular position of grade 1.

(e) In computing credit for substitute service, employees shall not be allowed credit for services performed under temporary appointment except when such service is continuous to the date of appointment as a classified substitute or regular employee.

(f) Substitutes who are called to duty in the military service shall be given credit for the time served on such military duty in determining the grade to which regular appointment shall be made.

(g) Char employees and substitutes appointed since June 30, 1945, including substitute special-delivery messengers at first-class offices shall, upon advancement to regular, be assigned at the annual rate corresponding with the hourly rate received as a substitute, charman, or charwoman, except when promotion is made to regular at the beginning of a quarter on which the substitute or char employee would have been advanced a grade, in which case he will be assigned a grade higher than that received as a substitute or char employee. In determining next promotion, credit will be allowed only for service performed since last increase in hourly rate compensation.

Appointment of Temporary Employees

17. Postmasters are expected to organize their post offices with a view to having the prescribed quota of classified substitutes perform the necessary substitute service. Temporary substitutes must not be used for any reason if classified substitutes are available. However, for vacation and holiday periods and other emergencies, temporary substitutes may be appointed.

18. **Selection.**—When necessary to employ temporary employees, the selection must be made from the civil-service register, and forwarded to the Department through the regional civil-service director or local civil-service secretary. If a register is not available, the postmaster may nominate any one of the following for temporary appointment pending the establishment of an eligible register:

First, qualified 10-point veterans, second, qualified 5-point veterans, third, qualified former Federal employees and last all others. (Upon establishment before the Commission that this order of preference has not been followed in any case, the person appointed may be removed.)

19. **Custodial.**—Postmasters at post offices located in Federal buildings are expected to keep the building, grounds, and equipment in a clean and sanitary condition with the authorized custodial force. At buildings having more than four custodial employees, it is expected that normal absences due to vacations and sick leave will be absorbed without the use of temporary employees. At smaller buildings, having four or less employees assigned, authority to employ a temporary during vacations and sick leave, must be obtained in advance from the Bureau of Facilities, Division of Buildings Management.

20. **Emergency.**—If temporary help is used for an emergency, a brief statement should be made on the form outlining the reasons therefor. If the appointment of a temporary substitute is made for an indefinite period, a letter should accompany the form defining in detail why the service cannot be maintained with the authorized quota of substitutes. In the event of an emergency, authority to make temporary appointments in the Custodial Service must be requested in advance, by telegraph if necessary, from the Bureau of Facilities, Division of Buildings Management.

Selection of Substitute Rural Carriers

21. (a) Substitute rural carriers are appointed upon selection by the regular carrier and approval by the postmaster as to character and fitness. Their names are to be submitted to the rural disbursing postmaster, so that their appointment may be ordered. A suitable person not less than 18 years of age may be selected as a substitute rural carrier. There is no maximum age limit for such substitutes, but the person selected must be physically capable of performing the necessary duties and must furnish suitable equipment. Retired employees are not eligible to serve.

(b) Provision should be made for the selection and designation of a substitute carrier for each rural route served by a regular carrier, the route to which he is assigned to be definitely stated. If found necessary or desirable, one substitute may be assigned to more than one but not to more than three routes from the same office. A substitute may serve a route other than the one to which he is assigned if the substitute for the other route is not available when his services are needed. If a substitute is assigned to more than one route he may, if it is found necessary or desirable, be dropped as substitute for one and retained for the other of the routes, and the selection and appointment of a new substitute should be made for the route thus left without a substitute.

(c) In event of a substitute's becoming unavailable by reason of a change of residence or for other cause, the facts should be reported to the rural disbursing post-

master promptly with recommendation for the appointment of another suitable person as substitute. In case of the resignation of a substitute, the resignation should be submitted with a recommendation of the carrier, approved by the postmaster, for the appointment of a successor.

(d) In emergencies when the services of the substitute or temporary rural carrier are not available, a substitute clerk or carrier, a substitute special-delivery messenger at a first-class office, or a regular clerk or carrier, or regular special-delivery messenger at a first-class office may be assigned to perform service on the rural route involved. In such a case the employee so assigned must be paid as a substitute or temporary rural carrier from the rural-delivery appropriation, and in addition shall be paid the regular equipment maintenance allowance for the use of his automobile. If the employee so assigned is a regular he must be placed on leave without pay during the time he is absent from his regular tour of duty. The time of such service shall be counted as creditable service for promotional and leave purposes if the employee receives such benefits in his regular position.

Instruction for Examination Prohibited

22. No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.

MEDICAL CERTIFICATES

23. Medical certificates, Standard Form 78, are required for all classified appointments and for temporary appointments of 6 months or longer. A new medical certificate is not required when a temporary employee is converted to classified status if a satisfactory certificate was submitted at the time of temporary appointment and the employee has served continuously since that time. If in these cases, the postmaster does not secure a new medical certificate, he must insert the following statement in the employee's personnel folder:

"I certify that (name of employee) is performing the duties efficiently and without hazard to himself or others."

Medical certificates for use in connection with temporary appointments may be executed by any duly licensed physician. Medical certificates for use in connection with probationary appointments should be executed by a full-time Federal medical officer, without expense to the appointee, insofar as practicable. In cities where no full-time Federal medical officers are available, the

certificates may be executed by designated licensed physicians. These examinations are conducted at the expense of the employee. If no full-time Federal medical officer is available in your city, the names of these designated examiners should be secured from the regional director. If examination by the nearest Federal medical officer or designated licensed physician would require the proposed appointee to travel more than 25 miles, the medical certificate may be executed, at the expense of the employee, by any licensed physician.

Before presenting the Standard Form 78 to the proposed appointee or to the physician, the postmaster should complete items 1 through 7 of page 3 (Physical Qualification Placement Record) and encircle in item 8 the numbers of the functional and environmental factors required for adequate performance on the job. (Example, for a mail handler position, No. 1 would be encircled, as heavy lifting is required; for a city carrier position, No. 4 would be encircled, as prolonged walking is required.)

Medical certificates are reviewed by the postmaster by comparing the doctor's findings with the "Physical Requirements" paragraph of the examination announcement and by reviewing the doctor's findings on each of the encircled factors in item 8 of the Physical Qualifications Placement Record.

If he considers that the proposed appointee is not physically qualified, or if he has any doubt about it, he must submit the medical certificate to the regional director for decision.

If the proposed appointee is required to travel to report for duty, the postmaster should, if possible, secure this certificate and determine that it is satisfactory before he requests the appointee to report.

When the appointee reports for duty, his signature on Standard Form 78 is compared with the signature on the application to make sure that the person who is being appointed is the same person who reported for the medical examination.

PROBATIONARY PERIOD

24. The Department regards the probationary period as a highly significant phase in the acquisition of capable personnel. It is the final test, that of actual performance on the job, which no preliminary testing methods can approach in validity. The employee's conduct and performance in the actual duties of his position may be observed while on probation and if the circumstances warrant such action, he may be separated from the service at any time during the period. Thus, the probationary period affords an opportunity to prevent the permanent retention of any person who, in spite of having qualified in an examination

for the position, is found in actual practice to be lacking in fitness, and capacity to acquire fitness. The character of service rendered by the probationer should be carefully observed, as the postmaster must be the final judge of the qualifications of the person who is to be permanently employed.

Length of Period

25. (a) The civil service rules require a trial or probationary period of 1 year before a new appointment becomes final. The trial period shall begin with the date of appointment as a classified employee, except that continuous service rendered immediately preceding classified appointment in the same line of work will be counted toward completion of probation. The trial period for char employees regularly assigned for less than 5 hours daily, relief telephone operators, and relief laborers in the Custodial Service is 2,024 hours of actual service.

(b) Service in the armed forces of the United States, where the employee entered such service during his probationary period, will be counted toward completion of probation.

(c) Employees who have been carried for as long as 1 year upon appointment to classified positions in the same line of work, complete probation effective the dates they acquire a classified status. Appointment forms in such cases should bear an endorsement as follows: "Probationary period completed as of the effective date of this appointment." Employees who have been carried on the rolls for less than 1 year and who are appointed to classified positions in the same line of work complete probation at the expiration of 1 year of continuous temporary service and classified service combined. Appointment forms in such cases should be endorsed "Probationary period began effective as of date of appointment _____ as temporary employee."

(Insert date)

Notice of Unsatisfactory Service

26. Whenever it becomes evident that a probationary employee is not performing satisfactory service in his position, he shall be notified in writing of his shortcomings. He shall be instructed as necessary in factors in which he is deficient and afforded an opportunity to improve the character of his services. If proper improvement is not shown after a reasonable length of time, the probationer should be warned and notified in writing again as to his shortcomings. He may be given a third warning, at the discretion of the postmaster. A final evaluation of his services should be made sufficiently in advance of the close of the trial period to enable proper action to be taken if the termination of the services of the employee is contemplated. Except where a probationary employee is guilty of serious

misconduct, he should not be separated during the final 30 days of his probationary period unless he has been given a written warning and afforded 30 days to show proper improvement in his work. Notwithstanding the procedure set out herein, a probationary employee should not be retained on the rolls until completion of his probationary period unless his work performance is satisfactory.

Report to Department

27. It is not necessary to submit a report to the Department if an employee completes his probationary period satisfactorily. If after full and fair trial during the probationary period the conduct, capacity, and efficiency of the probationer are not satisfactory to the appointing officer, the probationer should be so notified in writing with a full statement of reasons and this notice will terminate his services. Appropriate forms should be submitted to the Department reporting the employee's separation, accompanied by a copy of the letter terminating his services. An employee dropped during probation, even though a veteran, need not be given 30 days' notice of separation.

OATH OF OFFICE

28. Before entering upon the duties, and before they shall receive any salary, all persons employed in the Postal Service shall take and subscribe to an oath of office upon the form furnished by the Department before an officer authorized to administer oaths. Such oaths shall be retained in the files of the local offices, except that oaths of rural carriers shall be retained in the files of the rural disbursing offices. They shall be subject to the call of the Post Office Department or to inspection by a post office inspector or other officer of the Post Office Department. The oath of office of postmasters and acting postmasters shall be forwarded to the Bureau of Post Office Operations, Division of Postmasters.

Form of Oath

29. I (name of appointee), having been appointed (designate office or employment), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

I do hereby solemnly swear (or affirm) that I will faithfully perform all the duties required of me and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads

within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control; and I also further swear (or affirm) that I will support the Constitution of the United States; so help me God.

I do further swear (or affirm) that I am not engaged in a strike against the Government of the United States and I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States. I do not advocate, nor am I a member of any political party or organization that advocates, the overthrow of the Government of the United States by force or violence, and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence, or advocates strikes against the Government of the United States.

I do further swear (or affirm) (1) that I am a citizen of the United States, (2) am eligible for citizenship and have filed declaration of intention to become a citizen, or (3) owe allegiance to the United States.

I do further swear (or affirm) that (1) I have not paid or offered or promised to pay any money or other thing of value to any person, firm, or corporation for the use of influence to procure my appointment; (2) I will inform myself of and observe the provisions of the civil-service law and rules and Executive orders concerning political activity, political assessments, etc.

(Signature of appointee)

Sworn to and subscribed before me, a _____, _____ day of _____, A. D. 19____.

NOTE.—Mail contractors, subcontractors, star-route carriers, mail messengers, and other persons concerned in the transportation of the mails, except employees of railroads and steamboats, must take the special oath prescribed in the second paragraph above. Taken separately this special oath begins "I, A. B., do solemnly swear," etc. Contractors cannot receive pay until such oath is taken and filed in the Post Office Department.

Postmasters, assistant postmasters and other postal supervisors, post-office inspectors, United States judges and district attorneys, United States commissioners, United States marshals, collectors of customs and internal revenue, notaries public, and all other officers, civil or military, holding commissions under the United States, may administer the oath.

ADMINISTERING OATHS

To Expense Accounts

30. Postmasters and assistant postmasters are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States, with a like force and effect as officers having a seal; for such service when so rendered, or when rendered on demand by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and no fee or money paid for the services herein described shall be paid or reimbursed by the United States.

To Pension Vouchers

31. The law provides that: (a) Postmasters at fourth-class offices are required, empowered, and authorized to administer any and all oaths required to be made by pensioners and their witnesses in the execution of their vouchers with like effect and force as officers having a seal; and such postmaster shall affix the stamp of his office to his signature to such vouchers, and he is authorized to charge and receive for each voucher not exceeding 25 cents, to be paid by the pensioner.

(b) Rural free delivery carriers are required, empowered, and authorized to administer any and all oaths required to be made by pensioners and their witnesses in the execution of their vouchers, with like effect and force as officers having a seal, and they are authorized to charge and receive for each voucher not exceeding 25 cents, to be paid by the pensioner.

A pensioner within the meaning of said laws and as referred to throughout this article may be any person to whom pension is due and payable from the United States and who is required to execute and present a voucher for the payment thereof, whether such person be in fact a pensioner, the wife of a pensioner, the guardian of a pensioner or of his wife or minor children, or a payee of pension as reimbursement on account of expenses of last sickness and burial of a pensioner. The term "voucher" applies not only to the form commonly so designated but to any and all sworn statements required in connection with such form.

A fourth-class postmaster or rural carrier may demand and receive but one fee for each voucher as prescribed by the laws, whether the voucher should include one or several papers or involve the administration of an oath to one or several persons, but he is entitled to the fee if called upon to authenticate any one of the papers necessary to complete a voucher where the others are required to be or have been exe-

cuted elsewhere; and he cannot refuse to authenticate a voucher or any paper necessary to its completion if the lawful fee be tendered. The laws do not empower postmasters or rural carriers to administer oaths in any other matters relating to pensions within the jurisdiction of the Administrator of Veterans' Affairs or any other Federal officer.

No report of the money received by postmasters or rural carriers as fees for authenticating pension vouchers need be made to the Department.

Persons having religious scruples against taking an oath may affirm. No particular set of words need be employed in administering the oath or taking the affirmation. It will be sufficient, in substance, to charge the persons swearing or affirming: "You do solemnly swear (or affirm) that the statements contained in the voucher signed by you are to your knowledge true."

In all cases where the voucher form calls for statements of possession and exhibition of the pension certificate, it must be exhibited to the postmaster or rural carrier at the execution of each and every voucher for the payment of any pension. When the certificate is lost or cannot for any other reason be exhibited, the voucher may be executed only upon the exhibition to the postmaster or rural carrier of a permit duly issued by the Administrator of Veterans' Affairs, and such permit must be securely attached to the voucher.

Postmasters should add after their names, when signed to vouchers, the word "Postmaster." Rural carriers shall attach their signatures to vouchers written in the same manner as signed to their official bonds, adding thereafter the words "Rural Carrier No. —," the name of the post office and the State.

Neither acting postmasters, assistant postmasters, temporary nor substitute rural carriers are qualified to authenticate pension vouchers. Vouchers authenticated by any such officials will not be accepted.

Postmasters and rural carriers shall place on each voucher in the place marked "L. S." a clear, distinct, and legible impression of the postmarking stamp, showing the date, name of the post office, and State. Vouchers authenticated by postmasters and rural carriers without using a postmarking stamp or with unsatisfactory impressions of the postmarking stamp will not be accepted.

To authenticate a voucher prior to the fourth day of the month in which the pension is payable and postdate the jurat to make it appear that the voucher was executed on any other than the actual date of execution; or to authenticate a voucher without the pensioner being present and duly sworn, or in the absence of

witnesses where witnesses are required; or to wilfully aid or assist in the making or in any wise procure the making or presentation of any false or fraudulent affidavit, declaration, certificate, voucher, or paper, or writing concerning any claim for pension, renders the offender liable to a fine not exceeding \$500, or to imprisonment for a term of not more than 3 years.

Inquiries concerning the execution of pension vouchers should be addressed to the Administrator of Veterans' Affairs, Washington, D. C.

Postmasters in Alaska as Notaries Public

32. Each postmaster within the Territory of Alaska is hereby authorized and directed to administer oaths and affirmations and to take acknowledgments, and to make and execute certificates thereof, and to perform all other functions of a notary public within said Territory, whenever an oath, affirmation, or acknowledgment or a certificate thereof is authorized, permitted, or required by any act or acts of Congress or of the Legislature of the Territory of Alaska.

Each certificate of oath, affirmation, or acknowledgment executed by a postmaster within the Territory of Alaska under the authority of this act shall be signed by the postmaster, with a designation of his title as such postmaster, shall have affixed thereto the postmarking stamp of the post office, and shall state the name of the post office and the date on which such oath or affirmation is administered or such acknowledgment is taken. Postmasters shall keep a memorandum of all deeds and other instruments of writing acknowledged before them and relating to the title to or transfer of property, which memorandum shall be transmitted to their successors in the office of postmaster and which shall be subject to public inspection.

Fees for Administering Oaths

33. No officer or employee in the executive service of the Government who is also a notary shall charge or receive any compensation whatever for performing any notarial act for another officer or employee in his official relation to the Government, nor charge or receive any compensation for performing a notarial act for any person during the hours of such notary's service to the Government, including the period allowed for lunch; except that postmasters at fourth-class offices and rural carriers are permitted to charge a fee for administering oaths at any time in connection with the execution of pension vouchers. (See art. 31 of this chapter.)

At post offices where customs officers are not stationed, the postmaster or assistant postmaster is authorized to administer any oaths required to be made to statements

in customs documents by importers of merchandise, not exceeding \$100 in value, through the mails, and no compensation or fee shall be demanded or accepted for administering such oaths.

EMPLOYEES' SURETY BONDS

Postmasters

34. An official bond and oath of office shall be executed by every person appointed postmaster or acting postmaster on a blank furnished by the Bureau of Post Office Operations, Division of Postmasters. The official bond shall be signed by the appointee as principal and one or more approved bonding companies or two or more individual sureties, and the signature of the principal and sureties attested by witnesses. An authorized officer shall administer the oath of justification to the individual sureties as to their financial responsibility.

After execution the official bond shall be transmitted to the Division of Postmasters.

Every postmaster shall record in the account book the name of the surety on his bond and the amount of the penalty of the bond.

Postmasters shall furnish new bonds whenever deemed necessary by the Bureau of Post Office Operations, Division of Postmasters. Also upon the death, insolvency, or other disability of one or more of the personal sureties on the postmaster's bond, or whenever any postmaster under bond with personal sureties has remained in office for 4 years from the effective date of his last official bond. Postmasters shall report promptly to the Department the death, insolvency, or other disability of a personal surety. Failure to do so will be deemed sufficient cause for removal.

Employees at First-, Second-, and Third-Class Offices

35. **Form.**—All employees of first-, second-, and third-class post offices shall furnish bonds executed to the United States in accordance with the forms prescribed by the Department. (See articles 40 and 41 of this chapter for special instructions concerning bonds of rural carriers and special delivery messengers.)

The bond may be either personal or corporate surety. It is preferred that bonds furnished by one of the surety companies authorized to act as sureties on official bonds be given. A list of surety companies acceptable on bonds is given in article 44 of this chapter.

Whenever an employee required to furnish a bond is appointed, a bond shall be properly executed on Form 1117 (or Form 1170 to cover assistant disbursing officers).

Forms 1117 and 1170 may be secured from the central accounting office.

The bonds given to the United States by employees in post offices under their roster designation shall apply to and cover the faithful discharge of all duties and trusts imposed upon them, and the due accounting of all moneys which may come into their possession while performing the duties of any other employee or of any position under any other roster designation or classification whatever.

36. **Change in duties.**—Employees when transferred from one post office to another, are not required to furnish new bonds if the bonds covering them are executed on Form 1117, as this form covers an employee in any post office to which he may be transferred. The bonds should be forwarded promptly to the postmaster at the office to which the employee has been transferred. Substitutes promoted to regular positions or clerks transferred to carriers, or vice versa, need not file new bonds unless, in the opinion of the postmaster, the increased responsibility of the employee demands that a new bond be furnished.

37. **Amount.**—The amount of bond in each instance shall be fixed by the postmaster, based upon financial responsibility according to the schedule printed in article 43 of this chapter. If at any time the financial responsibility of an employee is increased, a new bond commensurate with the increased responsibility should be required. Postmasters shall require all bonds to be examined at least once every 2 years as to the sufficiency of the sureties and the sufficiency of the amounts, and shall approve or fix the amounts at least once in 2 years or oftener as deemed necessary.

38. **General.**—(a) Bonds furnished by employees are simply additional security of which the United States may avail itself in case of loss, and do not in any way affect the liability of postmasters upon their official bonds for the proper discharge of all the duties of their office and the due accounting for all public funds which may be in, or come into, their custody as postmaster; and postmasters and their sureties are responsible on their official bonds to the same extent as theretofore for the defaults and defalcations of their subordinates.

(b) Money received by employees in a post office is, in contemplation of law, received into the official custody of the postmaster; and the fact that such money is embezzled by an employee does not constitute a defense to an action to recover.

(c) Postmasters may represent the employees of their offices in negotiating premium rates with surety companies, but shall not solicit or accept commissions from such companies, nor seek to compel employees to do business with any particular company.

(d) Bonds of employees, except rural carriers (see art. 40 of this chapter), shall be accepted by the postmaster for and on behalf of the Postmaster General and shall be kept on file in the office where the employee is performing service.

(e) Before approving a bond of an employee, the postmaster should see that it has been executed in accordance with instructions printed thereon, and that the attorney or agent is empowered by the company to execute bonds.

(f) If corporate surety is furnished by an employee, the agent or representative signing for the company must affix an impression of the seal of the company, and exhibit his authority to act on behalf of such company to the limit of the penalty of the bond in question.

(g) If a postmaster is in doubt as to whether an agent or attorney is authorized to do business for a certain surety company, he should communicate with the Bureau of Post Office Operations, Division of Postmasters, before any bond is approved by him.

(h) After approval, the name of the surety company and the amount of the bond shall be entered on the employee's roster card. Bonds shall be filed in alphabetical order in a place safe from destruction by fire and protected from molestation and unauthorized access or withdrawal. Post office inspectors or other authorized agents of the Department shall have access to the bond file, but no employee shall have access to his own bond. Failure on the part of the postmaster to have the required bonds on file will be regarded as a serious irregularity.

Employees at Fourth-Class Offices

39. Assistant postmasters and clerks at fourth-class offices shall not be required to furnish bond to the United States; but such assistant postmasters and clerks may be required to give bond in favor of the postmaster if he so desires.

Rural Service

40. (a) Every regular, auxiliary, temporary and substitute rural carrier is required to furnish bond in the amount of \$500. Temporary (emergency) substitutes are not required to furnish a bond. Clerks in charge of rural stations are required to furnish bond in the amount of \$500, except that at offices of the first and second classes where the postmaster considers that because of an unusual amount of business, the bond should be in a larger amount, the postmaster shall fix the amount commensurate with the responsibility involved. Bond Forms 4076 for rural carriers and 4059 for clerks in charge of rural stations may be obtained from the rural disbursing postmaster, who shall see that the forms are properly executed and are returned to him for filing.

(b) Bonds to be acceptable shall be signed by two personal sureties, each of whom is worth the sum of \$500 in property over and above his debts and personal liabilities, or by an indemnity company that is authorized to qualify as sole surety on an official bond.

(c) The postmaster shall at once notify the rural disbursing postmaster upon the death, insolvency, removal from the locality or other disability of one or more of the personal sureties on the bond of a regular, substitute or temporary rural carrier, or the bond of a clerk in charge of a rural station, as, in such case, a new bond must be furnished.

(d) Bonds shall be examined at least once every 2 years to ascertain the sufficiency of the sureties thereon. In order to determine the sufficiency of the sureties on personal bonds, the disbursing postmaster should send Forms 4050 and 4053 to the postmaster involved for completion. When Form 4050 is returned, and the postmaster indicates that the sureties are solvent and sufficient, the form should be filed with the bond. If it is indicated that one or more of the sureties are insufficient or that one or more of the sureties have died, a new bond must be executed.

(e) Each personal surety bond must be renewed every 4 years by the execution of a new bond, and it is incumbent upon the disbursing postmaster to see that this is done. The payment of annual premiums constitutes a renewal of corporate surety bonds.

(g) All retired bonds should be kept on file by the disbursing postmaster and under no circumstances returned to the sureties. Such bonds must not be destroyed without specific authority from the Department.

Special-Delivery Messengers

41. At first-class offices all special-delivery messengers shall be required to give bond in the amount of \$1,000.

At all second-class post offices special-delivery messengers shall be required to give bond in the sum of \$1,000 where their earnings are such as to permit their regular employment at a reasonable compensation. Bond Form 1117 shall be used. At offices where the bonding of messengers is not feasible, postmasters are held responsible, under law, for the delivery of special delivery mail.

Payment of Renewal Premiums

42. It is the duty of every postmaster to see that renewal premiums on bonds are paid promptly, and arrangements made with the bonding companies to have all renewal premiums fall due either on January 1, or July 1, of each year, except that where postmasters have previously

fixed a given date for renewals, it need not be changed.

Schedule of Amounts of Bonds

43. Considerable latitude is permitted a postmaster in determining the amount of bond required. He is the best judge as to the amount of bond necessary to protect the Government against loss. If at any time the financial responsibility of an employee is increased, a new bond commensurate with his increased responsibility should be required. In order to obviate the possibility of error and prevent any question as to the liability of a bonding company, only one bond covering the full amount for an employee should continue in force. Old bonds must not be returned to the bonding company, but must be retained in a safe place in the office, as collection thereon may be made at any future date should it be ascertained later than an employee's defalcations were committed during the period the old bond was in force.

The bond of an assistant postmaster shall not be less than 25 percent of the bond of the postmaster.

At second-class offices where the position of assistant postmaster has not been specifically authorized, and at third-class offices, the bond of the employee designated to perform the duties of postmaster in his absence shall not be less than 25 percent of the bond of the postmaster.

The following schedule is intended merely as a guide in fixing the amount of bond which should be furnished.

General superintendent of finance	\$10,000
General superintendent of mails	5,000
Assistant general superintendent of finance	10,000
Assistant general superintendent of mails	3,000
Superintendent (postal finance)	10,000
Superintendent (money orders)	10,000
Superintendent (registry)	10,000
Superintendent of mails	3,000
Superintendent (incoming mails)	2,000
Superintendent (outgoing mails)	2,000
Superintendent (carriers)	2,000
Superintendent of station	5,000
Senior assistant superintendent (executive section or division of mails)	2,000
Senior assistant superintendent (registry section or division of finance)	7,000
Assistant superintendent (executive section or division of mails)	2,000
Assistant superintendent of station	2,000
Assistant superintendent (registry section or division of finance)	5,000
Auditor	2,000

Assistant auditor	\$2,000
Chief station examiner	3,000
Station examiner	3,000
General foreman (executive section or division of mails)	2,000
General foreman (registry section or division of finance)	5,000
Foreman (executive section or division of mails)	2,000
Foreman (registry section or division of finance)	3,000
Clerk in charge (executive section or division of mails)	2,000
Clerk in charge (registry section or division of finance)	3,000
Wholesale stamp clerk	5,000
Stamp clerk (with fixed credit of more than \$1,000)	2,000
Stamp clerk (with fixed credit of \$1,000 or less)	1,000
Money order or postal savings clerk	2,000
Registry clerk	2,000
Carrier	1,000
Clerk	1,000
Clerk in charge of contract station	1,000
Mail handler	1,000
Substitute clerk or carrier	1,000

Vehicle Service

Superintendent	2,000
Assistant superintendent	2,000
Chief of records	2,000
Chief of supplies	2,000
Route supervisor	2,000
Chief dispatcher	2,000
Dispatcher	1,000
Chief mechanic	2,000
Mechanic in charge	1,000
Special mechanic	1,000
General mechanic	1,000
Clerk	1,000
Mechanic's helper	1,000
Driver-mechanic	1,000
Garageman-driver	1,000

Custodial Service

All employees	1,000
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List of Surety Companies Acceptable on Bonds of Postal Employees

44. Names of companies, locations of principal executive offices, and States in which incorporated:

CALIFORNIA

Associated Indemnity Corp., St. Louis, Mo.
Fireman's Fund Indemnity Co., San Francisco.
Founders' Insurance Co., Los Angeles.
National Automobile & Casualty Insurance Co., Los Angeles.
Pacific Employers Insurance Co., Los Angeles.
Pacific Indemnity Co., Los Angeles.

Pacific National Fire Insurance Co., San Francisco.
 West American Insurance Co., Los Angeles.
 Western National Insurance Co., San Francisco.

CONNECTICUT

The Aetna Casualty & Surety Co., Hartford.
 Aetna Insurance Co., Hartford.
 The Century Indemnity Co., Hartford.
 The Connecticut Fire Insurance Co., Hartford.
 The Connecticut Indemnity Co., New Haven.
 Hartford Accident & Indemnity Co., Hartford.
 Mechanics & Traders Insurance Co., Hartford.
 National Fire Insurance Co. of Hartford.
 The Phoenix Insurance Co., Hartford.
 Security Insurance Co. of New Haven.
 The Travelers Indemnity Co., Hartford.
 The World Fire & Marine Insurance Co., Hartford.

DELAWARE

Saint Paul-Mercury Indemnity Co., Saint Paul, Minn.

ILLINOIS

American Motorists Insurance Co., Chicago.
 Continental Casualty Co., Chicago.
 Lumbermen's Mutual Casualty Co., Chicago.¹
 Transportation Insurance Co., Chicago.

INDIANA

American States Insurance Co., Indianapolis.
 Capitol Indemnity Insurance Co., Indianapolis.

IOWA

Employers Mutual Casualty Co., Des Moines.
 Farmers Elevator Mutual Casualty Co., Des Moines.
 Hawkeye-Security Insurance Co., Des Moines.

KANSAS

The Alliance Mutual Casualty Co., McPherson.
 The Kansas Bankers Surety Co., Topeka.
 The Western Casualty & Surety Co., Fort Scott.

MAINE

Maine Bonding & Casualty Co., Portland.

¹ Licensed to do a Fidelity & Surety Business in the State of New York under the name of "(American) Lumbermen's Mutual Casualty Co."

MARYLAND

American Bonding Co. of Baltimore.
 Fidelity & Deposit Co. of Maryland, Baltimore.
 Maryland Casualty Co., Baltimore.
 United States Fidelity & Guaranty Co., Baltimore.

MASSACHUSETTS

American Employers' Insurance Co., Boston.
 American Mutual Liability Insurance Co., Boston.
 Boston Insurance Co., Boston.
 The Employers' Fire Insurance Co., Boston.
 Liberty Mutual Insurance Co., Boston.
 Massachusetts Bonding & Insurance Co., Boston.
 New England Insurance Co., Springfield.
 Old Colony Insurance Co., Boston.
 Springfield Fire & Marine Insurance Co., Springfield.

MICHIGAN

Auto-Owners Insurance Co., Lansing.
 National Casualty Co., Detroit.
 Standard Accident Insurance Co., Detroit.

MINNESOTA

Anchor Casualty Co., St. Paul.
 St. Paul Fire and Marine Insurance Co., St. Paul.

MISSOURI

American Automobile Insurance Co., Saint Louis.
 Central Surety & Insurance Corp., Kansas City.
 Employers Reinsurance Corp., Kansas City.
 Kansas City Fire & Marine Insurance Co., Kansas City.
 Transit Casualty Co., Saint Louis.

NEW HAMPSHIRE

Granite State Fire Insurance Co., Portsmouth.
 National Grange Mutual Liability Co., Keene.
 New Hampshire Fire Insurance Co., Manchester.
 Peerless Casualty Co., Keene.

NEW JERSEY

The Camden Fire Insurance Association, Camden.
 Commercial Insurance Co. of Newark, N. J.
 Federal Insurance Co., New York, N. Y.
 International Fidelity Insurance Co., Jersey City.
 Newark Insurance Co., New York, N. Y.

NEW YORK

American Credit Indemnity Co. of New York, Baltimore, Md.
 American Guarantee & Liability Insurance Co., Chicago, Ill.
 American Reinsurance Co., New York.
 American Surety Co. of New York.
 Columbia Casualty Co., New York.
 Excess Insurance Co. of America, New York.
 The Fidelity & Casualty Co. of New York.
 Franklin National Insurance Co. of New York, Hartford, Conn.
 General Reinsurance Corp., New York.
 Glens Falls Indemnity Co., Glens Falls.
 Glens Falls Insurance Co., Glens Falls.
 Globe Indemnity Co., New York.
 Great American Indemnity Co., New York.
 The Hanover Fire Insurance Co., New York.
 The Home Indemnity Co., New York.
 The Home Insurance Co., New York.
 London & Lancashire Indemnity Co. of America, Hartford, Conn.
 Merchants Indemnity Corp. of New York.
 The Metropolitan Casualty Insurance Co. of New York, Newark, N. J.
 National Surety Corp., New York.
 New Amsterdam Casualty Co., Baltimore, Md.
 North American Casualty & Surety Reinsurance Corp., New York.
 Phoenix Indemnity Co., New York.
 Royal Indemnity Co., New York.
 Seaboard Surety Co., New York.
 Standard Insurance Co. of New York, Hartford, Conn.
 Sun Indemnity Co. of New York.
 Transcontinental Insurance Co., Hartford, Conn.
 United National Indemnity Co., Hartford, Conn.
 United States Casualty Co., New York.
 United States Guarantee Co., New York.
 Vigilant Insurance Co., New York.
 The Yorkshire Indemnity Co. of New York.

NORTH CAROLINA

Carolina Casualty Insurance Co., Burlington.

OHIO

The Buckeye Union Casualty Co., Columbus.
 The Ohio Casualty Insurance Co., Hamilton.
 Ohio Farmers Indemnity Co., LeRoy.
 The Summit Fidelity & Surety Co., Akron.

OKLAHOMA

Tri-State Insurance Co., Tulsa.

PENNSYLVANIA

American Casualty Co. of Reading, Pa.
 Eureka Casualty Co., Philadelphia.

Fire Association of Philadelphia, Philadelphia.
 Indemnity Insurance Co. of North America, Philadelphia.
 Manufacturers' Casualty Insurance Co., Philadelphia.
 National Union Fire Insurance Co. of Pittsburgh, Pa.
 National Union Indemnity Co., Pittsburgh.
 Reliance Insurance Co. of Philadelphia.

RHODE ISLAND

Providence Washington Indemnity Co., Providence.

SOUTH DAKOTA

Western Surety Co., Sioux Falls.

TEXAS

American General Insurance Co., Houston.
 American Indemnity Co., Galveston.
 Commercial Standard Insurance Co., Fort Worth.
 Employers Casualty Co., Dallas.
 Houston Fire & Casualty Insurance Co., Fort Worth.
 Texas Indemnity Insurance Co., Galveston.
 Traders & General Insurance Co., Dallas.
 Trinity Universal Insurance Co., Dallas.

VERMONT

American Fidelity Co., Manchester, N. H.

VIRGINIA

Virginia Surety Co., Inc., Toledo, Ohio.

WASHINGTON

General Casualty Co. of America, Seattle.
 General Insurance Co. of America, Seattle.
 Northwest Casualty Co., Seattle.
 United Pacific Insurance Co., Tacoma.

WISCONSIN

Employers Mutual Liability Insurance Co. of Wisconsin, Wausau.

COMPANIES AUTHORIZED TO DO A REINSURANCE BUSINESS ONLY

Accident & Casualty Insurance Co. of Winterthur, Switzerland (U. S. Office, New York, N. Y.).
 Car & General Insurance Corp., Ltd., London, England (U. S. Office, New York, N. Y.).
 The Employers' Liability Assurance Corp., Ltd., London, England (U. S. Office, Boston, Mass.).
 The Guarantee Co. of North America, Montreal, Canada (U. S. Office, New York, N. Y.).
 Insurance Co. of North America, Philadelphia, Pa.

London Guarantee & Accident Co., Ltd., London, England (U. S. Office, New York, N. Y.).

The Ocean Accident & Guarantee Corp., Ltd., London, England (U. S. Office, New York, N. Y.).

Swiss Reinsurance Co., Zurich, Switzerland (U. S. Office, New York, N. Y.)

TRANSFERS WITHIN POSTAL SERVICE

General

45. The Postmaster General may, when the interest of the service requires, transfer any clerk to the position of carrier or any carrier to the position of clerk and interchange the clerical force between the post office and the Vehicle Service and the clerical force of the Custodial Service, such transfer or interchange to be made to the corresponding grade and salary of the clerk or carrier transferred or interchanged.

The time which any clerk or carrier served in the grade from which transferred shall be counted in connection with the service to which transferred in computing the time of service necessary to entitle such employees to promotion.

Recommendations for transfer and mutual exchange should be made only when the best interest of the service will be served. Each recommendation should include a statement as to whether the applicant is physically able and otherwise qualified to perform the duties of the position to which he is to be assigned, and be accompanied by the employee's written request therefor.

Transfers from one office to another shall be made only in exceptional cases. Applications for transfer or mutual exchange to another office shall contain a full statement of the reasons for the request and be addressed to the postmaster at the office to which transfer is desired, and submitted to the postmaster at the office where the applicant is employed. The latter postmaster shall forward the application, accompanied with a statement of the applicant's record and any pertinent facts in the case, to the postmaster addressed. If the postmaster at the office to which transfer is desired approves the application, he shall forward it, with his recommendation, to the Department for approval. Employees to be eligible for transfer from one position to another must have served one half of the probationary period. Employees may transfer in the same position from one post office to another regardless of the period of probation served.

Recommendations for transfer and mutual exchange, together with a written application of the employee, shall be submitted to the proper bureau of the Department on the forms provided, in quadrupli-

cate. When the transfer or exchange involves employees under the jurisdiction of another bureau, a medical certificate on Form 78, completely executed, including a report on blood pressure and urinalysis, shall also be submitted.

An exchange of positions between a regular and substitute employee or between a regular employee and a supervisor is not considered a mutual exchange and may not be approved.

In cases of mutual exchanges, it should be understood that the employees concerned need not be assigned to the actual position occupied by the employees with whom they exchange. The employees should be assigned where their services can be used to the best advantage, proper consideration being given to seniority.

It must be distinctly understood by the employees concerned that upon formal approval of the proposed change of positions, the Department will not rescind its action at the request of either of the employees concerned but only on request of both, together with the approval of the postmaster or postmasters involved.

Employees in other branches of the Postal Service who apply for transfer to a position in the custodial service which is reserved for veterans, must be entitled to military preference. Custodial employees who transfer from one position to another within the custodial service in the city in which employed, are not required to have military preference.

Transfer of Substitute

46. The transfer of a substitute within a post office may not be made except to the foot of the substitute roll. Mutual exchanges of positions between substitutes may be made, but not to any higher position on the substitute roll than that occupied by the substitute with whom he exchanges places, nor to a higher position than would have been acquired if the substitute had been appointed originally to the roll to which transfer is being made. When a substitute is transferred from a roll and afterward retransferred to the roll upon which his name originally appeared, his name shall be entered upon such roll in the order of his original appointment. A substitute transferred from one post office to another shall go to the foot of the substitute list.

Within Custodial and Vehicle Service

47. When a vacancy occurs in a position in the Custodial or Vehicle Service to which a change in designation of an employee in a lower position is possible, the postmaster shall post a notice of the vacancy listing the title, salary, duties, and minimum civil-service qualifications. At least 10 working days should be allowed in which to submit applications. Appli-

cation should be made on Form 57. Only qualified applicants with satisfactory efficiency ratings in the branch of the service where the vacancy exists shall be considered. Seniority in these cases consists of total service rather than seniority in the current position. The recommendation for transfer of the senior qualified applicant accompanied by Form 57 shall be submitted for prior approval to the proper division of the Bureau of Facilities. A statement that the position has been posted and the senior qualified applicant selected, should accompany the recommendation. If the senior qualified applicant is not recommended the postmaster must state his reasons for selecting a junior employee.

The following example is cited: A position of general mechanic in the Custodial Service is vacant, and applications are received from a laborer, elevator operator, and fireman laborer. If the laborer is senior in total service and has sufficient qualifying mechanical experience, he must be the employee recommended.

Consideration may be given to the transfer of an employee from another branch of the Postal Service only when there are no qualified applicants in the branch of the service where the vacancy exists.

NOTE.—Driver mechanic positions in the Vehicle Service will be filled by the senior employee on the garageman-driver/drive-
r-mechanic eligible list, in accordance with agreement with the Civil Service Commission dated October 7, 1947.

Payment for an Exchange of Positions

48. Employees are warned that it is unlawful to give or receive payment, directly or indirectly, to effect an exchange of positions in the same or different post offices, or any place in the public service, the offense being punishable by fine and imprisonment, and disqualification from holding any office in the Federal Government.

REINSTATEMENTS AND TRANSFERS FROM OTHER SERVICES

49. Civil-service rules provide that a person separated without delinquency or misconduct or inefficiency from a competitive position, or to accept another appointment in the executive civil service, may be reinstated upon certificate of the Civil Service Commission subject to the following conditions:

(a) Upon recommendation for reinstatement by the appointing officer having a vacancy to fill, made within 1 year of separation if the period of service was less than 2 years; within 2 years if the period of service was 2 years or more but less than 3 years; within 3 years if the period of service was 3 years or more but less

than 4 years; within 4 years if the period of service was 4 years or more but less than 5 years; and without time limit if the period of service was 5 years or more.

(b) A former classified employee entitled to military preference in appointment may be reinstated without time limit.

(c) A former classified employee retired because of total disability who is eligible for reinstatement by reason of recovery and termination of annuity, shall be eligible for reinstatement, subject to the conditions and limitations of the civil-service rules.

(d) No person may be reinstated to a position in the classified service who did not have a classified status at the time of separation, or eligibility for such status through examination.

(e) No person may be reinstated to a position in the classified service without passing an appropriate noncompetitive examination testing fully his present fitness for the position when the Commission shall so require.

Recommendations for reinstatement must be made by letter before the expiration of the period of eligibility, accompanied by a physician's certificate (Form 78) stating the applicant's physical condition and whether in the judgment of the physician he is fully able to perform his official duties, and a statement as to the number of members of his family in the Federal Service. In every case where the applicant resigned because of ill health, the physician must state the illness that necessitated separation and whether recovery has been complete. An applicant for reinstatement claiming eligibility by reason of military service must furnish with his application a certified copy or a photostat of his honorable discharge. If the person recommended for reinstatement has been out of service for more than 5 years, Form 57 should accompany the recommendation.

Applicants for reinstatement should be cautioned to use great care and to give their correct date of birth on the various forms in order to avoid delay and difficulty in effecting their reinstatement.

There are certain civil-service requirements and formalities to be observed in cases involving transfers from other services as well as reinstatements which take considerable time. Recommendations for such changes should therefore be submitted to the Department as far as possible in advance of the effective date, in order that the matter may be taken up with the other bureaus concerned and with the Civil Service Commission. Whatever the exigencies of the service may be, an applicant for transfer or reinstatement must not be employed before receipt of specific authorization by the Department.

Recommendations for transfer or reinstatement to a position in the Custodial Service which is reserved for veterans must be of persons entitled to military preference.

Salary of Former Employee Upon Reinstatement

50. The salary of a former postal employee upon reinstatement or reappointment, including reappointment in an unclassified status, may be set at the initial rate, or at a rate comparable to that received at the time of separation, or at any intermediate rate. This does not apply to Christmas temporary appointments or, as a rule, to those of limited duration or of an emergency nature.

When a salary above the initial rate is recommended, the reasons for doing so should be stated. Once a salary is set no change may be made unless it can be shown that an actual error was made due to lack of pertinent information. Care should therefore be exercised in ascertaining whether a prospective employee has had prior service and whether the salary recommended by the postmaster, subject to department approval is agreeable to the applicant.

RESIGNATIONS

51. Any resignation submitted should be in writing. The resignation of a substitute rural carrier should be transmitted to the rural disbursing postmaster, together with the name of some suitable person agreed upon by the postmaster and regular carrier for appointment to fill the vacancy. Personnel forms reporting separation to the Department should be endorsed to show the reason for resignation.

A resignation shall not be requested by the postmaster or by anyone for him. However, if an employee resigns verbally, he may be requested to submit his resignation in writing.

SEPARATION OF SUBSTITUTE AND TEMPORARY EMPLOYEES

52. The separation of substitute employees shall be reported promptly to the Department on the proper form listed in article 54 of this chapter. If the separation of a classified employee is by resignation, the written resignation should accompany the form. Forms covering the separation of temporary employees incident to replacement by classified employees should accompany the forms covering the classified appointments.

PERSONNEL FOLDERS

53. Postmasters shall establish and maintain an official personnel folder (item 87 special) for each classified and indefinite

employee in their offices except rural carriers. The folder must be established upon appointment. Folders for all rural carriers will be established and maintained only at rural disbursing offices.

The right side of the folder will be used for papers required as a permanent record and will include the following items: Form 57, Application for Federal Employment; any papers concerning physical fitness; copy of notice to employee of personnel action; Form P. O. 61, Appointment Affidavit; nonstrike affidavit if not included as part of Form P. O. 61; Form 14, Veteran Preference Claim, for employees with 10-point preference; papers concerning veteran status, except certificate of discharge, which must be returned to the employee; civil service examination papers; Form 37, notice of retirement status; Form C. A. 1, copy of employee's notice of injury or occupational disease; official letters of commendation or reprimand; Form 84, copy of Request for Report on Loyalty Data, and any other report thereon. (The employee's bond should not be filed in the official personnel folder.)

The left side of the folder will contain papers of a temporary value, to be fastened in the folder at the bottom. In general, these are documents leading to a formal action but not constituting a record of it nor making a contribution to the employee's service record. The following, while not all-inclusive, will serve as a guide: General correspondence with the regional director; letters of release; letters of reference; notice of proposed retirement; all personal debt correspondence; Bureau of Employees' Compensation forms except Form C. A. 1; Form 92, copy of supervisor's report of accident; miscellaneous correspondence.

When an employee is transferred to another post office or Government agency, the official personnel folder must be forwarded to the organization where the employee is transferred. Before the folder is forwarded, the papers of a temporary value, filed on the left side, should be removed and filed elsewhere or disposed of in accordance with regular procedure for disposal of records. Papers required as a permanent record, filed on the right side, will remain in the folder. However, confidential papers should not be released unless authorized by the Department. Upon transmittal of the folder, the postmaster should record, in any appropriate existing records, the name of the employee, the name and location of the Government agency where transferred, and the date of transfer.

Whenever a person is employed in a classified or indefinite status who has served in any branch of the Federal Government on or after April 1, 1947, the postmaster

should request transfer of the official personnel folder from the agency or other post office in which the person was last employed.

PERSONNEL FORMS

54. Following is a list of forms to be used in recommending and reporting personnel actions. These forms shall be submitted direct to the proper bureau of the Department except where directed to be forwarded through the regional civil-service director.

Employees (except rural carriers) under jurisdiction of the Bureau of Post Office Operations

- 1530..... Annual grade promotions.
- 1531..... Appointment of substitute (forward form through civil-service regional director if appointment is from register. (See article 11 of this chapter.)
- 1532..... Report of separation.
- 1533..... Changes in office force (Promotion, reduction, change in status, transfer and reinstatement).
- 1534..... Withholding promotion.

Custodial Service under jurisdiction of the Bureau of Facilities

- BOM-1 Appointment. (Forward through regional civil-service director if appointment is from register.) Also used for reinstatement and transfer other than within the custodial service.
- BOM-2 Separation.
- BOM-62 Automatic promotion, change in status, and transfer within custodial service.
- BOM-62-A.. Withholding promotion.

In submitting recommendations or reports of personnel actions the names of employees concerned must be given on the forms exactly as they appear on the eligible register. If the postmaster knows that a name as it appears on the eligible register is not correct, the matter should be taken up with the eligible and with the regional civil-service director for the purpose of correcting it. A full given name and initial or initials should be given.

All personnel forms showing appointments, reinstatements, changes in roster designation, and separations must show date of birth and whether the employee is male or female, veteran or nonveteran. Immediately to the right of the name, indicate "MV" for male veteran, "MN" for male nonveteran, "FV" for female veteran, "FN" for female nonveteran. The first communication forwarded to the Department by a

postmaster relative to complaint against an employee should be similarly endorsed to indicate whether such employee is male or female, veteran or nonveteran.

CONDUCT AND DISCIPLINE

55. Employees shall be civil, prompt, and obliging in the performance of their duties. They shall attend quietly and diligently to their duties, and shall refrain from loud talking and the use of profane language. They must not drink intoxicating liquor while on duty, and carriers must not do so in public places while in uniform. Any employee who becomes intoxicated while on duty, or who is addicted to intemperance, may be removed from the service. Carriers shall not loiter or stop to converse on their routes. City and village carriers shall not smoke while serving their routes.

Debts

56. Postmasters and employees shall not borrow money or contract debts which they have no reasonable prospect of being able to pay. They are required to pay their just debts, and failure to do so will be regarded as cause for disciplinary action. Postmasters shall handle all preliminary correspondence in regard to indebtedness on the part of employees. When the first complaint of failure to meet obligations is received, the employee should be interviewed. If it is found that the complaint is due to misunderstanding or that the claim is justly disputed and that further complaints are not likely to be received, no further action need be taken. If it is found that the employee is in financial difficulties and not able to meet his current obligations, he should be made to understand that this condition reflects not only upon him personally, but upon all other employees of the office and on the service generally.

The employee should be required to submit a detailed signed list of all outstanding indebtedness, as well as a signed statement listing his living expenses and a statement of his earnings, any other source of income, and the earnings of any members of his family. The postmaster should then arrange with the employee what may be considered a reasonable amount to be paid each pay day. The employee should be required to sign a statement to the effect that he will pay the amount agreed upon regularly, and will not incur any avoidable debts without notifying the postmaster until the outstanding obligations have been paid. After the agreement has been made the postmaster must see that the employee keeps his promise by having him exhibit receipts each pay day. If the employee does not cooperate or fails to keep his agreement, steps should be taken toward disciplinary action, charges being preferred in

accordance with article 67 of this chapter. Postmasters shall not coerce employees into paying unjust debts.

Gifts to Superiors

57. No officer, clerk or employee of the United States Government shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in an official superior position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government service receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this provision shall be summarily discharged from the Government service.

Soliciting Contributions or Gifts From the Public

58. (a) Postmasters and employees shall not solicit from patrons, for themselves or for any organization with which they are affiliated, in person or through others, contributions of money or anything else of value; neither shall they issue addresses, complimentary tickets, prints, publications, or any substitute therefor intended or calculated to induce the public to make them gifts or presents; nor distribute, offer for sale, or collect the proceeds of the sale of tickets for theaters, concerts, balls, fairs, picnics, excursions, or places of amusement or entertainments of any kind, nor issue for profit souvenirs or postal handbooks to secure the patronage of the public.

(b) Where national, State, or large sectional conventions of service organizations are held, the postmaster may appoint a committee of three, consisting of himself, a member of the service organization involved, and a member of the local chamber of commerce or civic organization interested in securing conventions. This committee shall prepare an itemized budget showing the estimated revenue, the manner in which such revenue is to be raised and the contemplated expenditures. The budget should be signed by all members of the committee and submitted to the Department for consideration. If approved, any necessary fund may be raised under the direction of the committee. The Department has no objection to a donor being given advertising space in a souvenir program of a convention but will not permit solicitation of funds on the basis of selling such advertising space. Within 60 days after the close of the convention a statement shall be prepared by the postmaster showing the amount of money raised and how it was expended, which statement shall be made a part of the records of the post office.

(c) The publication and circulation by employees or employee organizations of

booklets, pamphlets, or other prints for the purpose of financing conventions, either State or national, balls, or entertainments involving solicitation for advertisements, will be deemed a violation of the Department's rule against solicitation and will not be countenanced. Solicitation for the above purpose by individuals or professional solicitors not connected with the service on a fee or contract basis will be regarded as an evasion of the rule and will not be permitted. There is no objection, however, to the publishing and circulating of booklets, pamphlets, or prints when the cost thereof is paid by the individual employees or employee organizations.

(d) Nothing in this article shall preclude an employee from acting as an official of a religious, fraternal, or civic non-political organization which is supported by dues or contributions from its own members. (See Art. 63 of this chapter.)

Compiling City Directories

59. Postmasters and employees shall not compile city directories for public use or assist publishers in compiling the same; nor request publishers to send free copies thereof to them, nor accept any money or gratuity arising from the publication of such directories.

Receiving Fees

60. No person employed in the Postal Service shall receive any fees or perquisites on account of the duties to be performed by virtue of his appointment.

Holding State or Municipal Offices

61. No person employed by the Post Office Department shall be a candidate for or accept or hold any office in any State, Territorial, county, or municipal government, with or without pay or compensation, except as hereinafter specified:

An employee of the Post Office Department may be a member of or hold a commission in the National Guard; he may serve as a notary, as a member of a volunteer fire department, school committee, board of education, public library, or religious or eleemosynary institution, incorporated or established or sustained by State or municipal authority, provided the duties of the position do not involve any political activity. Service in any of the above-mentioned capacities will not be permitted if it interferes with the regular and efficient discharge by the employee of the duties of his federal position or office.

The permission to hold local offices is subject to the general prohibition of section 9 of the act of August 2, 1939 (5 U. S. C. 118i) (the Hatch Act), as amended (5 U. S. C. 118n), against participation in political management and in political campaigns by Federal employees. If the acceptance or holding of any local

office whatever involves participation in political management or in political campaigns, its incumbency by a Federal employee is prohibited. Activity which is confined to elections of strictly local character, the issues of which, and the personalities of the candidates as such, being divorced entirely from State and national political parties is not prohibited. Questions relating to constitutional amendments, referendums, approval of municipal ordinances, and others of a similar character shall not be deemed to be specifically identified with any national or State political party.

Political Conduct

62. No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. Persons who by the provisions of the civil-service rules are in the competitive classified service, while retaining the right to vote as they please and to express their opinions on all political subjects, shall take no active part in political management or in political campaigns.

Officers and employees of the Post Office Department and Postal Service shall not be precluded from exercising their political privileges, but shall not use their official positions to control elections or political movements.

Outside Employment

63. Postmasters and employees in post offices shall not engage in any business or vocation that will interfere with their official duties, nor in which their employment in the Postal Service will give them an advantage over others not in the service engaged in a similar business or vocation. No postmaster or employee shall engage in any business involving soliciting or canvassing.

Discipline

64. Employees may be reprimanded, and with departmental approval their promotions withheld, their salaries reduced, or their removal from the service effected for infractions of the Postal Laws and Regulations, of orders or instructions of the Department, and of orders of the postmaster not inconsistent therewith, as the nature or gravity of the offense may require. They may be suspended with loss of pay only by approval of the Department. In urgent cases authority therefor may be requested by telegram.

Suspension of Employees

65. Postmasters shall not suspend post office employees in the classified civil service without authority from the proper Bureau of the Department, except when the postmaster has reason to believe that an employee has committed an offense in-

volving moral turpitude or tending to bring the Department or the service into dispute or disrespect and rendering immediate suspension from duty imperative.

When as the result of an investigation by a post office inspector it appears that an employee should be suspended, the inspector shall report promptly by telegraph to the chief inspector the essential facts and action taken by the postmaster. In other cases, the postmaster shall report promptly by telegraph to the Bureau of Post Office Operations, or the Bureau of Facilities, in the case of employees in the Vehicle Service or Custodial Service, the essential facts together with the action taken or recommended.

REMOVALS AND REDUCTIONS

Provisions of Law

66. No person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation. Membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its object, among other things, improvements in the condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in the Postal Service, or the presenting by any such person or groups of persons of any grievance or grievances to the Congress or any Member thereof shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from the Postal Service. The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or member

thereof, shall not be denied or interfered with.

LETTERS OF CHARGES

General

67. In all cases where the facts justify a recommendation for removal from the service, reduction in grade, suspension, or other disciplinary action with respect to any employee who has completed a probationary or trial period, charges shall be preferred in writing. (It is not required that charges be preferred for the separation of a temporary employee, or for a classified employee serving a probationary or trial period.) The letter of charges must be complete and in full justification of the recommendation. Postmasters shall not take any disciplinary action with respect to classified employees without authority from the Department, except that—

(a) In emergency cases, or when reasonable grounds exist to believe that an employee has committed an offense involving moral turpitude or tending to bring the service into disrepute or disrespect, requiring prompt suspension for 30 days or less, the employee may be required to answer the charges and submit affidavits within such time as under the circumstances would be reasonable, but not less than 24 hours. A preference eligible employee may not be suspended for more than 30 days under this emergency procedure.

(b) In cases where the circumstances are such that the retention of the employee in an active-duty status in his position, pending decision on the charges, may result in damage to Government property, may be detrimental to the interests of the Government, injurious to the employee, his fellow workers or the general public, the employee may be temporarily assigned to duties in which these conditions would not exist; placed on annual leave without his consent, provided he has sufficient leave to his credit to cover the required period; or placed on leave without pay with his consent.

In cases where suspension is imperative and it is not possible to follow any of the procedures outlined in the preceding paragraph, written charges must be preferred against the employee immediately and the employee notified he is being given 24 hours in which to reply to the charges; and that it is proposed to suspend him from duty at the close of business on the following day pending final determination in the case.

If the employee answers in writing within the time allotted, his answer must be considered and if it is still the opinion of the postmaster that the employee should be suspended, a further letter should be addressed to the employee notifying him that

he is being suspended at the close of business on the day the 24-hour period expires. The same procedure should be followed if the employee fails to reply at the end of the 24-hour period. In such cases, the employee should be carried in a pay status until his suspension becomes effective, unless he was placed on leave without pay with his consent.

In handling these exceptional cases, the postmaster shall report promptly by telegraph to the Department the essential facts, together with the action taken or recommended.

Inasmuch as an employee should not be disciplined twice for the same offense, care must be exercised not to include, in the letter of charges to the employee, offenses that have been considered in the past and on which definite action has been taken. The letter of charges must be prepared on the basis of conditions, facts, and circumstances applicable only to the case. The rights of the employee must be respected. Faulty preparation of a letter of charges may result in an appeal from the decision reached in a disciplinary case. It is essential, therefore, that the letter of charges be prepared strictly in accordance with the instructions herein; that the reports of the postmaster to the Department be complete as to the pertinent facts and contain information necessary to permit the Department to make a judicial determination. A letter of charges should consist of three parts: Citation, charges, and request for a written reply.

Employees Not Entitled to Veteran Preference

68. Citation.—The first paragraph of the letter of charges should be phrased substantially as follows:

In accordance with section 135.43, Postal Laws and Regulations (5 U. S. Code 652), and pertinent material in the Federal Personnel Manual, you are charged with the following offenses considered to be against the interests of the Postal Service. Therefore, it is necessary that your removal or other disciplinary action be considered by the Post Office Department to promote the efficiency of the Postal Service.

Charge No. 1 * * *.

69. Charges.—The charges enumerated must be specific as to time, place, and circumstances. Postmasters must not include generalities, or allegations for which sustaining evidence has not been obtained and which are not susceptible of proof.

In order that an employee may clearly understand the grounds for the proposed action and be in a position to submit his defense, the numbered charges must be stated in factual detail so that the employee may know the particular offenses or deficiencies charged against him. A decision adverse to the employee must be based only on the reasons set forth in the

letter of charges which the employee has had an opportunity to answer. No other reasons can serve as a basis for adverse decision.

70. Request for written reply.—The employee shall be given an opportunity to file a written answer to such charges and to furnish affidavits in support of his answer. He is entitled to a reasonable time in which to file an answer. Practical experience has demonstrated that 5 days is generally sufficient time, but the circumstances in each case should be the determining factor. (See exceptions (a) and (b), of art. 67.) He should be informed that if additional time is needed, it will be granted upon written application showing the necessity. Statements should not be made to the effect that failure to receive a reply within the time limit specified will be construed to mean the employee has no defense to offer. A closing paragraph substantially as follows contains all essentials:

You will be allowed — days from the receipt of this letter for answering in writing and submitting with your reply any affidavits or other evidence in support thereof. If additional time is needed, it will be granted upon written application to me showing the necessity.

71. Delivery of letter of charges.—Ordinarily, the letter of charges should be sent by registered mail to the last-known address of the employee; it must, in all cases, be delivered to him in such a way that the fact of delivery or, at least, the attempt at delivery can be established without question. If no answer is returned within a reasonable time, the report should so state; and if the letter of charges is returned as "unclaimed," it should be submitted with the report of the postmaster.

72. Report to Department.—The postmaster should wait a reasonable time for a reply after expiration of the time limit before submitting his report in order to allow for factors beyond control of the employee. Otherwise, a recommendation for removal or other disciplinary action may amount to a judgment of the case without all the facts. The report of the postmaster to the Department and the letter of charges must agree as to the details of a charge. If further investigation is necessary to substantiate or disprove evidence submitted by the employee, it should be made. The postmaster shall comment upon each statement of the employee relating to the charges. If the employee answers the charges, his answer must be transmitted to the Department with the report submitted by the postmaster. After consideration of the report and the employee's answer the Department will notify the postmaster of its decision.

73. Decision of Department.—Immediately

following consideration of the report and the employee's answer the Department will notify the postmaster or other postal official of its decision. A written, dated notice of the decision must be furnished the employee at the earliest practicable date. In the event the Department decides that disciplinary action is warranted, the written notice shall include the reasons for the action taken and its effective date.

Employees Entitled to Veteran Preference

74. Citation.—The first paragraph of the letter should be phrased substantially as follows:

In accordance with section 135.43, Postal Laws and Regulations (5 U. S. Code 652), section 14 of the Veterans' Preference Act of 1944, and pertinent material in the Federal Personnel Manual, you are charged with the following offenses considered to be against the interest of the Postal Service. Therefore, it is necessary that your removal or other disciplinary action be considered by the Post Office Department to promote the efficiency of the Postal Service.

Charge No. 1 * * *.

75. Charges.—Follow procedure outlined in article 69 of this chapter.

76. Opportunity for answer.—In addition to the requirements outlined under article 70 of this chapter, the employee must be informed of his right to answer the charges personally and in writing. He must also be informed that, in case an adverse decision is made in his case, final adverse action will not take effect until at least 30 days after the receipt of the letter of charges. A closing paragraph substantially as follows contains all essentials:

"You have a right to answer these charges within 5 days from the receipt of this notice of proposed adverse action personally and in writing and to furnish affidavits in support of such answer. If additional time is needed, it will be granted upon written application to me showing the necessity. In case an adverse decision is made in your case, final adverse action will not take effect until at least 30 days after the receipt of this notice by you."

The letter of charges must be submitted to a veteran-preference employee at least 30 days before the effective date of the proposed disciplinary action except that: In cases where there is reasonable cause to believe the employee to be guilty of a crime for which a sentence of imprisonment can be imposed, the employee need not be given 30 days' advance written notice, but must be given such advance notice and opportunity to answer as under the circumstances will be reasonable, but not less than 24 hours.

Whether the employee is given 30 days' advance notice or less than 30 days' notice

of the final action to be taken, he shall be retained in an active-duty status during such notice period, unless exception (b) of article 67 is applicable.

The reasonableness of the applications of such exceptions in any case will be considered in connection with the entire case in the event the employee subsequently appeals from the final adverse decision.

77. Delivery of letter of charges; report to Department.—Follow procedure outlined in articles 69 and 72 of this chapter.

78. Decision of Department.—(a) Immediately following consideration of the report and the employee's answer the Department will furnish the postmaster or other postal official with a written, dated notice of its decision which must be submitted to the employee promptly. In the event the Department decides that disciplinary action is warranted the notice of adverse decision to be given the employee shall state the reasons for the action taken and its effective date. It shall also contain a statement of the right of the employee to appeal the decision to the appropriate office of the Civil Service Commission within 10 days after the effective date of the adverse decision.

(b) The notice of adverse decision should be prepared substantially as follows:

The first paragraph should state the nature of the decision.

The second paragraph should contain a statement that the adverse decision is in accordance with the charges set forth in the letter of charges dated _____, and that the answer and evidence, if any, submitted by the employee have been considered.

The third paragraph should contain a statement of the right of the employee to appeal the adverse decision within 10 days after the effective date of the adverse decision to the director of the appropriate civil service region.

Claims Against Employees Removed for Cause

79. An act of Congress, approved by the President, February 24, 1931, provides that there shall be no withholding or confiscation of the earned pay, salary, or emolument of any civil employee of the United States removed for cause: *Provided*, That if at the time of such removal any such employee is indebted to the United States, any salary, pay, or emolument accruing to such employee coming within the provisions of this act shall be applied in whole or in part to the satisfaction of any claim or indebtedness due to the United States.

EFFICIENCY APPRAISAL SYSTEM

Scope of System

80. This system is applicable to all personnel under the jurisdiction of postmasters

at first-, second-, and third-class post offices except special delivery messengers at second- and third-class post offices; job cleaners, whose services may be dispensed with by postmasters at any time, and clerks in charge of contract stations.

Infractions of the Postal Laws for which penalties are fixed by statute and offenses against the Regulations which may be of an especially serious nature warranting immediate action will be excepted from this system, but should be brought to the Department's attention promptly.

Records pertaining to the efficiency of employees shall be maintained under the direction of the postmaster and shall be filed in the employees' personnel folders.

Application of System

81. In the application of this system, it will be considered that the rating of every employee is Satisfactory unless rated Unsatisfactory. When an employee does not meet the requirements of his position, he shall be counseled and instructed by his immediate supervisors or the postmaster in the factors in which he is deficient. If proper improvement is not shown, he shall be given a written warning and notified of his shortcomings. After the first written warning is given an employee, written memoranda should be made of subsequent verbal warnings, setting forth the reason for the warnings and the admonition given. If necessary improvement has not been shown within a period of 30 days from the first written warning, the employee shall be given a second written warning. If, after the expiration of the second 30-day period, the employee has not improved sufficiently to meet the requirements of his position, he shall be formally rated "Unsatisfactory on Form 3990 and given a third written warning, to include a statement to the effect that the next action will be the preferment of charges against him as set forth in articles 67 to 79 of this chapter. In aggravated cases, the postmaster may, at his discretion, prefer formal charges at any time subsequent to the first written warning. Before formal charges are preferred, however, the postmaster or a designated supervisor should interview the employee in an effort to assist him in overcoming his difficulties.

When an employee has been rated Unsatisfactory and improves sufficiently to meet the required standards, he shall be given a formal rating of Satisfactory on Form 3990 after 30 days of satisfactory service. If the employee does not improve sufficiently to warrant a Satisfactory rating 30 days after the third warning, the postmaster shall prefer the necessary charges.

The procedure outlined in this article shall be followed in the case of supervisors,

including assistant postmasters. The procedure outlined in article 26 of this chapter shall be followed in the case of employees serving probationary periods.

Major and Minor Irregularities

82. Employees (except supervisors) shall be notified on Forms 3991, or in any other manner so long as it is in writing, of irregularities, delinquencies, offenses, errors and omissions, in connection with their official duties and shall be given an opportunity to submit any desired explanation.

Form 3991, or other written notice, shall be prepared in duplicate, the duplicate being retained by the supervisor and the original forwarded to the employee. The employee shall return the original notification within 5 working days with such reply as he wishes to make. After considering the reply the supervisor shall submit both copies of Form 3991 or notification to the postmaster with his recommendations. Both copies should be endorsed, "Charge approved," or "Charge canceled." The original copy of the form or notification and the employee's reply shall be placed in the left-hand side of the employee's personnel folder and the duplicate copy forwarded to the employee when the charge is approved. When the charge is canceled by reason of satisfactory explanation, the original and copy, endorsed, "Charge canceled," should be returned to the employee. Generally, minor irregularities should be handled by verbal instructions and caution. It will not be necessary to furnish Forms 3991 or other written notification for minor irregularities unless they become so numerous as to require a charge of general carelessness.

Meritorious Act

83. When an employee or supervisor performs a meritorious or outstanding act, or renders exceptionally outstanding service, the postmaster may at his discretion furnish him a letter of commendation, a copy thereof to be placed in his personnel folder.

Right of Appeal

84. In accordance with article 157 of this chapter, when the postmaster has approved a charge against an employee, the employee may appeal the charge within 30 days of the date he is furnished Form 3991 or other notice. The appeal may be made in writing by the employee or by a committee of not more than three postal employees of his own choice. The postmaster shall advise him in writing of his decision on the appeal within 20 days of the date the appeal is received. The appeal and a copy of the postmaster's decision shall be filed in the employee's personnel folder.

This right of appeal likewise applies to letters of warning and disciplinary action resulting from letters of charges.

Examination of Personnel Folder

85. It will be necessary to examine personnel folders of employees only when the folders are withdrawn to place Forms 3991 or other notices of irregularities therein. When these notices become numerous or of a serious nature, the employee should be furnished with letters of warning. In the larger offices, a competent and understanding supervisor should be designated as Director of Personnel. This supervisor should be available for consultation and advice to employees in difficulty and make every effort to solve the difficulties before recommending disciplinary action against an employee.

CASE EXAMINATIONS

86. Case examinations shall be given on official time as follows:

(a) At offices of the first class having a superintendent of mails, all clerks regularly assigned to the distribution of mail, either incoming or outgoing, and all substitute clerks, shall be examined yearly on the distribution schemes in use in their offices. Such examinations shall be conducted by the superintendent of mails. On outgoing mail a scheme comprises a State or section of a State, in accordance with divisions made by the Postal Transportation Service. On incoming mail a scheme comprises a city primary, a city secondary, or a station distribution. Where a State or city is divided into two or more sections, one section will constitute a complete scheme for examination purposes. Complete city schemes of more than 1,200 cards shall be divided into sections, each section to contain not less than 600 cards.

(b) At city delivery offices all substitute clerks should be assigned to and must qualify on the city scheme, and all clerks in the mailing division, other than those regularly assigned to scheme distribution and those needed as reserves for such scheme distribution of outgoing mail, must qualify on the city delivery scheme. A scheme assignment on the distribution of outgoing mail is the State or States the mail for which a clerk may be required to distribute. An assignment on incoming mail may embrace a primary distribution, and one or two section or station distributions, or, where there is no primary, two or three section or station distributions. An assignment may embrace both incoming and outgoing distribution. Upon being given an assignment, a clerk shall as a rule be required to qualify on one scheme each 3 months until he shall have covered

his entire assignment, after which he shall be required to pass at least one examination annually, provided that an entire assignment must be covered within 3 years. At offices where the needs of the service demand, additional examinations may be required. At offices having a superintendent of mails, in cases where a standpoint scheme is regularly used the examination should be based thereon if feasible, the scheme to be made up by the superintendent of mails and approved by the general superintendent or district superintendent of the Postal Transportation Service.

(c) Clerks in the registry section shall qualify on either the outgoing or city scheme, their assignment to govern the examination given. Nondistribution employees whose services are not required or utilized in a distributing capacity at seasonal or peak periods of the day, month, or year shall not be required to qualify or pass examination on any scheme. However, where the services of such employees are utilized and where it is practicable to use their services in distribution work during seasonal or peak periods of the day, month, or year, they shall be required to qualify on the city primary or part of the city delivery scheme.

(d) Clerks not called upon to perform any distribution except during the Christmas period should be given a simple primary scheme of distribution, such as is furnished temporary employees for study incident to handling Christmas mails. They should be furnished with such primary schemes in November and be required to qualify thereon about December 1 of each year. These employees should be relieved of any other scheme requirements during the remainder of the year.

(e) No clerk shall be examined on any scheme that he is not required to use regularly, either daily, monthly, or at seasonal or peak periods, except that this shall not apply to clerks or substitutes who may be preparing for an assignment. No clerk shall be examined more than once each year on a scheme on which he has qualified.

(f) At first-class offices not having a superintendent of mails, all clerks, including assistant postmasters, who distribute mail 1 hour or more daily, in accordance with a general scheme prepared by the Postal Transportation Service, or who from time to time are assigned to assist in such distribution during rush hours or periods of congestion, shall be examined once yearly on the distribution schemes in use in their offices. Such examinations on dispatching schemes shall be conducted by district superintendents of the Postal Transportation Service, and on city schemes by the postmaster or assistant postmaster.

(g) At second-class offices examinations on dispatching schemes will be conducted by district superintendents of the Postal Transportation Service when conditions indicate that clerks, including assistant postmasters, who distribute mail 1 hour or more daily, in accordance with a general scheme prepared by the Postal Transportation Service, or who from time to time are assigned to assist in such distribution during rush hours or periods of congestion, should have some knowledge of dispatching scheme distribution. Clerks shall be examined once yearly on the schemes at the times designated by the district superintendents. Examinations on city schemes, if necessary, shall be conducted by the postmaster or assistant postmaster.

(h) A grade of 95 percent and an average of not less than 16 cards correctly thrown per minute on case examinations is required. It should be understood that the requirement of 16 cards correctly thrown per minute is for case examinations only, and has no bearing on the speed expected in the distribution of mail. In ordinary distribution, mail should be handled much faster than 16 pieces per minute. Clerks making lower grades shall be given a notice of failure and reexamined, and those failing in the fourth trial should be considered for removal unless in the postmaster's judgment there are extenuating circumstances which warrant another trial. Clerks who fail to qualify should, as a rule, be allowed 30 days in which to prepare for reexamination. Clerks who fail to report for examination on the scheduled date, unless they have an acceptable excuse, should be given a notice of failure and be rescheduled within 30 days. If an acceptable excuse is given and the clerk indicates readiness to take the examination, he should be rescheduled immediately and should not be given a notice of failure.

(i) The speed and percentage attained in case examinations shall be recorded separately on Form 3989, in duplicate, the carbon copy of the form being sent to the employee and the original being filed in the employee's individual record jacket.

(j) Clerks past 55 years of age, or who have been in the service for 25 years, are exempt from examinations, but any distributor who permits himself to become inefficient in the performance of his duties shall be required to qualify again by passing a satisfactory scheme examination.

(k) Postmasters shall see that there are a sufficient number of trained distributors available to meet any situation which may arise, and good judgment should be exercised not to require clerks to qualify on schemes which they will not be required to use.

(l) Careful attention should be given to the training of substitutes to become good distributors, and they shall not be exempt from examinations.

SERVICE ON CIVIL SERVICE BOARDS

87. The appointment of post office employees as secretaries or as members of boards of civil-service examiners, as provided by civil-service rules, shall not affect their relations to the Post Office Department. They shall continue subordinate to the postmaster and shall not absent themselves from their duties as post office employees to attend meetings of the board or to transact the business of the Civil Service Commission without special authority from him. Supervisory employees should not be assigned to civil-service boards.

Post office employees who are members of boards of civil-service examiners, are, while in the performance of their duties as such, under the direction of the Civil Service Commission. When employed only part time on civil-service work, such employees shall render faithful and efficient service as post office employees during the remainder of their daily official tour, and shall not neglect their duties under the pretext of performing service for the Civil Service Commission.

Postmasters shall allow post office employees who are members of local boards of civil-service examiners ample time to attend to their duties as members of such boards during the regular office hours, upon proper notice and application, and shall in every way facilitate the work of the Civil Service Commission.

The activities of the person employed in civil-service work should be confined to the maintenance of registers, where authorized; conduct of examinations, when necessary; posting of proper notices received from the Civil Service Commission on a bulletin board maintained in the public lobby and to the distribution of applications and other forms to persons making inquiry concerning examinations.

An employee serving as a member of a Civil Service Examining Board, shall be allowed leave with pay, not to be charged as annual leave, during the period of such service.

INJURED EMPLOYEES

General

88. In accordance with the act of Congress approved September 7, 1916, as amended by Public Law 357 approved Oc-

tober 14, 1949, any civil employee of the United States who sustains a personal injury while in the performance of his duty is entitled to receive all medical, surgical, and hospital services and supplies, to be furnished by United States medical officers and hospitals where possible. If the injury results in disability of more than 3 days with loss of pay, compensation is payable beginning with the fourth day. If the injury results in death, compensation is payable to the widow, children, and other dependents.

No compensation is payable if the injuries are caused by willful misconduct of the employee, by his intention to bring about the injury, or by intoxication.

Every employee sustaining an injury should immediately seek first-aid treatment. This should be done no matter how slight the injury. Many slight injuries have serious consequences through failure to receive prompt attention.

Report on Injury

89. Any employee injured in the performance of his duty, or someone in his behalf, shall, within 48 hours after the injury, give written notice thereof to the postmaster or his immediate supervisor, and the postmaster in turn shall make a formal report thereof on forms provided for that purpose to the United States Department of Labor, Bureau of Employees' Compensation, Washington 25, D. C. This report of injury should be made for every injury resulting in any loss of time or in any medical service. This should be done even though the injury appears to be slight, as many injuries which at first seem slight become serious and give rise to claims for medical service or compensation.

Claims for compensation should be made promptly on forms which may be obtained by the postmaster from the Bureau of Employees' Compensation.

Treatment

90. Treatment at United States hospitals and dispensaries is mandatory where practicable. Where there is no United States hospital or dispensary, treatment should be secured from one of the physicians designated by the Bureau of Employees' Compensation to treat beneficiaries of the Compensation Act. (See Compensation Form C. A. 76.) In localities where there are neither United States hospitals, nor dispensaries, nor designated physicians, the injured employee should secure treatment from any competent physician available.

Appeals

91. In the case of adverse decision, an employee may appeal from the findings of the Bureau of Employees' Compensation and if such action is taken the appeal should be sent direct to the United States Department of Labor, Bureau of Employees' Compensation, Appeals Board, Washington 25, D. C.

TUBERCULAR EMPLOYEES

92. In accordance with the Executive order of February 28, 1906, persons who are tubercular to such an extent as to constitute a menace to the health of their associates and the public are not to be employed in Government offices and workshops. If any postmaster has an employee in his office who is believed to be tubercular, he should contact the nearest Veterans Administration hospital, Public Health Service, or public hospital, and arrange to have the employee examined in order to determine whether the employee's condition is such that his employment in the post office is dangerous. Any expense incurred as a result of such arrangements must be borne by the employee.

If it is determined that an employee is tubercular, he may be granted annual leave, sick leave, and leave without pay to the extent of 1 year, as provided in articles 102 to 104 of this chapter. (See art. 105 of this chapter as to granting leave without pay to rural carriers.) Such employee shall not be reassigned to duty until he can present a certificate from the Veterans Administration hospital, the Public Health Service, or a public hospital, that his condition is no longer active and that his employment will not jeopardize the health of others.

CHANGE OF NAME OF EMPLOYEE

93. Promptly upon the change of name of an employee holding a classified position in the Postal Service, postmasters and other appointing officers shall report to the proper bureau of the Department the name of such employee as officially indicated on their rosters, the date of the change in name and new name as the employee desires to be officially known.

A woman postmaster shall immediately report to the Bureau of Post Office Operations, Division of Postmasters, any change in her name, giving her new name, effective date, and the reason for the change. Failure to do so promptly shall be sufficient cause for removal. After the change has been reported, she shall sign all papers, returns, accounts, requisitions, etc.,

under her new name (using, however, her Christian name).

ANNUAL AND SICK LEAVE

94. Under the Annual and Sick Leave Act of 1951, Public Law 233, approved October 30, 1951, all persons in the postal field service except substitute rural carriers and employees paid on a fee or contract basis are entitled to annual and sick leave with pay based on years of creditable service.

Annual Leave

95. (a) **Creditable service.**—All civilian service, including any temporary service, and honorable military service which is creditable either now or in the future for annuity purposes under the provisions of section 5 of the Civil Service Retirement Act of May 29, 1930, as amended, shall be used in determining the years of service to the credit of an employee for annual leave purposes. Service which may be credited an employee for retirement purposes is not limited to service in positions covered by the Retirement Act. An employee who is presently occupying a position subject to the Act is given credit for civilian and military service for the Federal Government and for civilian service with the District of Columbia Government which he performed either before or after acquiring a retirement status.

(b) **Establishing rate of accrual.**—Promptly upon entry of an employee into the Postal Service, whether by appointment, reinstatement or transfer, the postmaster or other official should determine the amount of service, both civilian and military, to the credit of the employee in order that his rate of accrual may be established. If necessary the employee should complete Standard Form 144, "Statement of Prior Federal and Military Service," including the affidavit thereon.

Persons who transfer to the Postal Service need not fill out a new "Statement of Prior Federal and Military Service." Their length of service will be indicated on the "Record of Leave Data Transferred" (Standard Form 1150) (Revised), which is received from the agency from which transfer is made. In addition, the official personnel folder will contain a record of service or the affidavit executed in their former agency.

(c) **Change in rate of accrual.**—When an employee has completed 3 years of service he is entitled to accrue 160 hours (20 days) of annual leave a year, and when he has completed 15 years of service he is entitled to accrue 208 hours (26 days) of annual leave a year. Any change in the rate of accrual shall take effect at the be-

ginning of the pay period following the pay period in which he completes the prescribed period of service.

(d) Accrual by regular employees.—Regular (annual rate) employees in a pay status shall earn annual leave as follows:

<i>Length of creditable service</i>	<i>Rate of accrual</i>
Less than 3 years.....	4 hours and 20 minutes for each full pay period (104 hours, or 13 days, per year).
3 years but less than 15 years.....	6 hours and 40 minutes for each full pay period (160 hours, or 20 days, per year).
15 years or more.....	8 hours and 40 minutes for each full pay period (208 hours, or 26 days, per year).

(e) Accrual by substitutes and hourly rate employees.—Substitutes and hourly rate employees, in accordance with section 30.501

of the Civil Service Regulations, shall earn annual leave as follows for each full pay period on the rolls:

<i>Length of creditable service</i>	<i>Rate of accrual</i>
Less than 3 years.....	1 hour for each unit of 20 hours in a pay status (not to exceed 104 hours, or 13 days, per year).
3 years but less than 15 years.....	1 hour for each unit of 13 hours in a pay status (not to exceed 160 hours, or 20 days, per year).
15 years or more.....	1 hour for each unit of 10 hours in a pay status (not to exceed 208 hours, or 26 days, per year).

Section 30.504 of the Civil Service Regulations provides that: "Any hours in a pay status in excess of the agency's basic working hours in any pay period shall be disregarded in computing annual and sick leave earnings of part-time employees." Accordingly, any hours in a pay status in excess of 86 hours and 40 minutes during one pay period shall be disregarded in computing annual leave earnings of substitute and hourly rate employees. (In the case of substitute or hourly rate employees, service of 40 hours a week for 52 weeks, or 2,080 hours, constitutes a year of service which, when divided by 24 pay periods, equals 86 hours and 40 minutes.) Annual leave shall be credited to substitutes and hourly rate employees at the end of each pay period based on the number of whole hours worked. Therefore, the time worked in each pay period shall be converted from hours and minutes to whole hours in the same manner that hours and minutes are converted to whole hours for pay purposes, and annual leave credited on the number of whole hours worked; Provided, that any whole hours in excess of 87 during a pay period shall be disregarded in computing annual leave earnings (87 hours representing the number of hours pay received for 86 hours and 40 minutes work), and provided further that not more than 4 hours and 20 minutes, 6 hours and 40 minutes or 8 hours and 40 minutes, depending on length of creditable service and rate of accrual, may be credited in one pay period. Such leave will be credited in hours and minutes in accordance with the "Substitute and Hourly Rate Employees' Leave Chart" in article 99 (k) of this chapter.

(f) New appointee.—Section 203 (i) of the Annual and Sick Leave Act of 1951 provides that employees, including temporary rural carriers, shall be entitled to an-

nual leave only after having been employed currently for a continuous period of 90 days under one or more appointments without a break in service. In any case in which an employee completes a period of continuous employment of 90 days, annual leave will be credited to him retroactive to the date of his appointment.

Note: This paragraph is not applicable in the case of sick leave. Sick leave will accrue from the date of appointment.

(g) Accumulation of annual leave.—Under section 203 (c) of the Annual and Sick Leave Act of 1951, regular (annual rate) employees may accumulate annual leave not to exceed 60 days (480 hours) at the end of the last complete pay period in the calendar year, and in the case of substitute and hourly rate employees, 480 hours at the end of the last complete pay period of the calendar year.

Any employee who carried over to January 6, 1952, an accumulation of annual leave in excess of 60 days (480 hours) under the provisions of law applicable to him on January 5, 1952, shall retain such leave to his credit until used, but the use during any year of an amount of leave in excess of the aggregate amount which shall have accrued to the employee during such year, shall automatically reduce the maximum allowable accumulation at the end of the last complete semimonthly pay period in the year until the accumulation no longer exceeds 60 days.

(h) Granting annual leave.—The purpose of annual leave is for rest and recreation and it is in the interest of the employee and the service that such leave be taken each year. Annual leave shall be granted to regular (annual rate) employees in minimum units of one hour, exclusive of Saturdays, Sundays and holidays.

Regular (annual rate) employees may

not be granted annual leave in excess of that which accumulates to their credit each pay period until they have been in the service for one year. After a regular employee has been in the service for one year he may be permitted to take all annual leave due him for the calendar year or remainder of the calendar year at any time during the year that he may be spared.

Every effort should be made to grant annual leave at times most desired by the employees except during the month of December, when only emergency annual leave will be granted, otherwise when their services may best be spared from their official duties. The fact that an employee has to his credit on December 1, annual leave in excess of the maximum allowable accumulation under the Annual and Sick Leave Act of 1951 (60 days or 480 hours), does not constitute an emergency.

Whenever possible, the work should be so arranged that it can be carried on during annual leave absences without the employment of additional assistance. (See article 98 of this chapter for granting leave to substitutes and hourly rate employees.)

Sick Leave

96. (a) Regular employees.—Regular (annual rate) employees shall earn 4 hours and 20 minutes of sick leave for each full pay period (104 hours, or 13 days, per year).

(b) Substitute and hourly rate employees.—Sick leave shall be credited in accordance with section 30.503 of the Civil Service Regulations to substitute and hourly rate employees at the rate of one hour for each unit of 20 hours in a pay status at the end of each full pay period on the rolls.

Any hours in a pay status in excess of 87 hours during one pay period shall be disregarded in computing sick leave earnings of substitute and hourly rate employees. Sick leave shall be credited to substitute and hourly rate employees at the end of each pay period, based on the number of whole hours worked in the same manner that annual leave is credited. See article 95 (e) and column 1 of the "Substitute and Hourly Rate Employees' Leave Chart" in article 99 (k) of this chapter.

(c) Accumulated sick leave.—Sick leave which is earned and not used during the year in which it accrues, shall accumulate without limitation and be available for use in succeeding years.

(d) Granting sick leave.—Sick leave shall be granted to regular (annual rate) employees in minimum units of one hour exclusive of Saturdays, Sundays and holidays because of illness or need for examination or treatment. Sick leave cannot be granted until it is earned, except as provided in following paragraph (e).

The absence of an employee on annual leave may be changed to sick leave if he

becomes ill and has sick leave to his credit, subject to the provisions of paragraph (e) following. Sick leave should be granted in all cases when an employee is physically incapacitated for the proper performance of his duties, regardless of whether the disability is due to accident.

Consideration should be given to all the circumstances connected with the absence, together with the past sick leave record of the employee, in determining the merits of each case. It is the responsibility of the postmaster to see that the sick leave privilege is not abused, and more than perfunctory or routine attention must be given the matter.

(e) Advance sick leave.—Section 204 (a) of the Annual and Sick Leave Act of 1951 provides that: "Not to exceed thirty days sick leave may be advanced in cases of serious disability or ailments and when required by the exigencies of the situation." Accordingly, postmasters or other appropriate officials are authorized, without prior approval of the Department, to advance sick leave to employees, except temporary employees, not in excess of 240 hours (30 days), in cases of extended illness resulting from serious disability or ailment. It is not contemplated that advance sick leave will ordinarily be authorized under the provisions of this article to cover an absence of 3 days or less. Every application for advance sick leave shall be supported by a medical certificate and the total of such advances shall be charged against sick leave subsequently credited. Any advance sick leave authorized under the conditions specified in this paragraph will be in addition to the sick leave which has been earned by the employee at the time the advance sick leave is authorized. Sick leave may be advanced under the provisions of this article irrespective of whether the employee has annual leave to his credit.

(f) Medical, dental, or optical examination or treatment.—Sick leave may be granted to employees when it is necessary for them to be absent during their regular scheduled tour for medical, dental, or optical examination or treatment. Such absence shall be limited to the actual time required.

(g) Pregnancy and confinement.—Female employees may be granted sick leave during pregnancy and confinement upon submission of a physician's certificate. Postmasters and other officials may use their discretion in granting leave without pay after all sick and annual leave is exhausted, with the understanding that the employee will be granted a reasonable length of time, not to exceed 6 months, to return to duty.

(h) Contagious diseases.—Sick leave shall be granted an employee when a member of his immediate family is afflicted with a contagious disease and requires the care and attendance of the employee, or when,

through exposure to contagious disease, the presence of the employee on duty would jeopardize the health of others. "Contagious disease" means a disease ruled as subject to quarantine or requiring isolation of the patient by the health authorities having jurisdiction.

(i) **Physician's certificate.**—As a general policy the certificate of a physician is not required to cover an absence of 3 days or less unless it is deemed desirable for the protection of the interests of the service. If, however, the employee is attended by a physician during the period of his incapacity, the certificate of the attending physician should be furnished. Every absence on sick leave in excess of 3 days must be supported by a medical certificate or other acceptable evidence; otherwise, absence in excess of 3 days or the entire absence may be charged to annual leave or leave without pay.

Leave for Rural Carriers

97. (a) Except as provided in this article, annual and sick leave is granted rural carriers in accordance with articles 95 and 96 of this chapter. Annual and sick leave with pay shall be granted rural carriers in minimum units of 1 day.

(b) Absences on Sundays or holidays may not be charged against the annual or sick leave of rural carriers. Authorized absence on Saturdays which occurs within or at the beginning or end of a period of annual or sick leave of 5 or more days' duration (or 4 days' duration if a holiday falls within or at the beginning or end of the period of annual or sick leave) shall not be charged to such leave or to leave without pay. Authorized absence on Saturdays occurring in a period of annual or sick leave taken in a smaller number of days may, at the option of the carrier, be charged to accrued leave or to leave without pay.

(c) When a regular carrier for a tri-weekly rural route is absent on annual or sick leave, each service-day's absence shall be charged in multiples of two, regardless of the day or date following the day of absence, and the substitute shall be allowed 2 days' pay for each day he performs complete service, except that the substitute shall not receive more than 13 days' pay for 7 days' service when serving for a carrier who is entitled to only 13 days' leave. If a carrier for one triweekly route, who is entitled to only 13 days' leave, takes the full 13 days' leave in one period, he shall be charged with 13 days and the substitute paid accordingly.

Leave for Substitutes and Hourly Rate Employees

98. (a) Annual and sick leave shall be granted to substitutes and hourly rate employees in minimum units of 1 hour.

(b) Absence of such employees on Saturdays and Sundays may be charged to annual or sick leave if the employee was scheduled or notified in advance to perform service on those days. Annual leave cannot be granted to substitute employees until it is earned. Charmen and charwomen with 1 year or more of service may be granted annual leave in advance based upon their regular authorized schedule.

(c) Annual leave may be granted for not to exceed 8 hours in any one calendar day, but sick leave may not be granted in excess of the number of hours the employee is scheduled for duty. When annual or sick leave is granted and the employee also performs service on the same date, he may not be paid for more than a total of 8 hours for the combined service and leave.

General Provisions

99. (a) Regular employees with 1 year or more service may be credited with a full year of annual leave at the beginning of the calendar year in which such leave accrues. Postmasters at fourth-class offices having 1 year or more of service will be credited with leave in the same manner as other regular employees, except that leave will be credited and recorded in days and fractions thereof (nearest one-eighth) instead of in hours. Charmen and charwomen with 1 year or more service may be credited with annual leave on a pro rata basis, according to their authorized daily schedules. A regular employee absent in a nonpay status on January 1 shall not be granted annual leave in advance for the new calendar year until he returns to duty. If it is known that an employee will leave the service before the end of the calendar year or it is reasonable to assume that an employee will not remain in a pay status, annual leave may not be granted in advance but will be granted on a pro rata basis as earned. When a regular employee's annual leave accrual rate will change during a calendar year, that fact should be considered and the total annual leave to be earned in each category or leave bracket credited at the beginning of the calendar year. The "Chart of Split Year Annual Leave Credits for Regular Employees" in paragraph (l) of this article should be used for this purpose.

(b) **Leave credits for partial pay period.**—Any employee appointed after the first of a pay period will receive no leave credit for the service performed during the remainder of such pay period. Likewise, any employee separated before the end of a pay period shall receive no leave credit for the service performed during the pay period.

(c) **Absence due to injury.**—When an employee is absent because of an injury re-

ceived in the line of duty he may elect to use annual or sick leave, if he has such leave to his credit, and receive his regular compensation until his leave is exhausted. If the injured employee does not elect to use his annual or sick leave with pay he should be placed on leave without pay and advised of his right to file application for compensation due to injury received in the line of duty. See article 88 of this chapter regarding claims for compensation. An employee who is absent without pay for as much as 15 days or 120 hours following an injury received in the line of duty will have his leave credits adjusted as outlined in the following paragraph (d).

(d) **Nonpay status.**—Whenever a regular (annual rate) employee's absence in a nonpay status totals the equivalent of one pay period of regular service during the calendar year, which will be considered 15 days or 120 hours for leave purposes, the credits for leave shall be reduced in the amount as earned in a pay period. Less than a whole unit of 120 hours shall be disregarded and not carried over from year to year. If a regular (annual rate) employee has taken all of his annual leave for the current calendar year and then is absent 120 hours or more without pay during the calendar year, a deduction of the amount of annual leave earned in one pay period shall be made from annual leave to be credited on January 1 for the following calendar year for each whole unit of 120 hours in a nonpay status. The foregoing also applies to charmen and charwomen, except that in lieu of a unit of 120 hours in a nonpay status, the unit will be the number of hours of regular authorized hours of service for a full-pay period. In the case of sick leave, which is not credited or granted in advance except as provided in article 96 (e) of this chapter, the employee will be required to liquidate the excess leave taken before he may be credited with earned sick leave. The chart on this page may be used for annual leave deductions because of leave without pay.

(e) **Reemployment of former employee.**—Former employees who reenter the Federal Service after a break in service shall not earn leave until they have been employed for a continuous period of 90 days.

(f) **Separation of employee indebted for unearned leave.**—Any employee who is indebted for unearned annual or sick leave when separated from the service shall refund the amount paid him for the period of such excess, or deductions therefor shall be made from any salary due him. This shall not apply in cases of death, disability retirement, or in case an employee is unable to return to duty because of disability, evidence of which shall be supported by an acceptable medical certificate. Employees

Chart of leave deductions for regular employees because of leave without pay

Whole units of w. o. p. hours	Hours to be deducted leave bracket 1	Hours to be deducted leave bracket 2	Hours to be deducted leave bracket 3	Whole units of w. o. p. hours
120.....	4	7	9	120
240.....	9	13	17	240
360.....	13	20	26	360
480.....	17	27	35	480
600.....	22	33	43	600
720.....	26	40	52	720
840.....	30	47	61	840
960.....	35	53	69	960
1,080....	39	60	78	1,080
1,200....	43	67	87	1,200
1,320....	48	73	95	1,320
1,440....	52	80	104	1,440
1,560....	56	87	113	1,560
1,680....	61	93	121	1,680
1,800....	65	100	130	1,800
1,920....	69	107	139	1,920
2,040....	74	113	147	2,040
2,160....	78	120	156	2,160
2,280....	82	127	165	2,280
2,400....	87	133	173	2,400
2,520....	91	140	182	2,520
2,640....	95	147	191	2,640
2,760....	100	153	199	2,760
2,880....	104	160	208	2,880

NOTE: Deductions shall be made at the rate shown in the leave bracket in which the employee spent most of the calendar year if the year is split between two brackets, unless all of the leave occurred when the employee was in a particular leave bracket, in which event it shall be charged at the rate for that bracket. If the employee's leave year was served 12 pay periods each in a different bracket, the deduction shall be made at the rate shown in the bracket in which the employee began the year.

who enter active military service with mandatory restoration rights shall not be deemed as separated for this purpose. However, upon reassignment from military service the total excess leave granted will be charged against leave subsequently credited.

An employee who is separated under circumstances which make it necessary to secure a refund, and who does not have sufficient salary due him to cover the amount paid him for unearned annual or sick leave, should be requested to refund the difference. If he fails to do so promptly, the postmaster should promptly notify the Bureau of Accounts, Post Office Department, Washington 25, D. C., by letter, in order that the amount of overpayment may be withheld from any refund of retirement deductions. The letter should contain the postmaster's certification as to the indebtedness and should show the effort made to collect the amount due and the nature, amount thereof,

and the manner in which it is being carried in the postmaster's accounts. Offices that maintain their own retirement accounts should withhold submission of Form 2806 to the Civil Service Commission until the account can be submitted with Civil Service Commission Form 3037, Request for Recovery of Debt Due the United States. Offices whose retirement accounts are maintained in the Bureau of Accounts should submit a letter, accompanied by Form B/A 201, Report of Separation, to the Bureau of Accounts, requesting that the amount involved be withheld from any refund of retirement deductions. Form 3037 is not to be used by postmasters, nor should they make direct request to the Civil Service Commission to withhold from any refund of retirement deductions to cover an overpayment for unearned leave. Immediately upon ascertaining that a refund of salary based on overpayment for unearned annual or sick leave cannot be collected from the separated employee concerned, the Regional Accounting Office should also be notified promptly in writing of the overpayment in order that a Certificate of Settlement may be issued raising a charge for the proper amount.

When requests are made of the Civil Service Commission to withhold the overpayment from the refund of retirement deductions, it is a primary requirement that the amount involved must be an outstanding debt due the United States.

(g) **Application for leave.**—Standard Form 71, Application for Leave, should be used by all post office personnel (except postmasters) in making application for annual leave, sick leave and leave without pay.

Sick leave applications should be filed promptly upon return to duty. Leave applications may be approved by the postmaster or any designated supervisor. It is not necessary to notify an employee that his application has been approved. However, if his application is disapproved, he should be so informed as promptly as possible. (See article 100 of this chapter regarding postmasters' application for leave.)

(h) **Transfer of leave without break in service.**—When an employee is transferred to, or otherwise employed in, another branch of the Postal Service or other agency without a break in service, his annual and sick leave account shall be certified from the releasing office or agency to the employing office or agency for credit or charge, as the case may be. Standard Form 1150 shall be used when an employee is transferred or otherwise employed in another agency, and Form B/A 201 when an employee is transferred or otherwise employed in another branch of the Postal Service.

(i) **Transfer of leave where a break in service.**—Where a break in service is involved between termination of employment in one bureau or agency and reemployment in an-

other bureau or agency, accumulated sick leave shall be transferred if the break in service is not more than 52 calendar weeks. Annual leave is not transferred but is paid for in a lump sum and credit therefor in the employing bureau or agency is not involved unless the person is reemployed within the period covered by the terminal leave payment. (See ch. XXIV, art. 101.) Where the break in service is less than 52 weeks, request should be made of the former place of employment for the sick leave account and annual leave, if involved.

(j) **Leave from former leave system.**—All leave which was earned under any of the leave systems merged under the Annual and Sick Leave Act of 1951, and to which the employee would have been entitled upon re-entering or remaining in the same leave system shall be recrated under the Annual and Sick Leave Act of 1951; *Provided*, That leave already forfeited shall not be recrated. If an employee makes application for recredit of leave earned in another agency, inquiry should be made of that agency by the postmaster or other appropriate official to ascertain whether the leave was forfeited under the leave system in effect at the time of the employee's separation. If the leave was not forfeited, the former agency should be requested to certify the leave account, both annual and sick leave, if involved, for recredit.

Leave may not be recrated under the provisions of this article to former employees of the postal field service who were separated before January 6, 1952, and who had a break in service of one or more days. Prior to December 21, 1944, such employees forfeited both sick and annual leave with pay to their credit at the time of separation and subsequent to December 21, 1944, upon enactment of Public Law 525, which authorized payment for accrued annual leave, they were paid for annual leave but forfeited sick leave to their credit at the time of separation.

(k) **Substitute and hourly rate employees' leave chart.**—The "Substitute and Hourly Rate Employees' Leave Chart" shows the amount of leave earned on any number of whole hours worked up to and including the maximum of 87 hours. The following example is given to illustrate the use of the chart. A substitute with 3 but less than 15 years of creditable service is employed and paid for 77 hours in a pay period. By reference to column 2 of the chart, opposite 77 in the "Hours worked" column, it will be found that he has earned 5 hours and 55 minutes of annual leave. By reference to column 1, opposite 77 "Hours worked," it will be found that he has earned 3 hours and 51 minutes sick leave.

(l) **Conversion to regular position and split year leave credits for regular employees.**—When a substitute or hourly rate employee having one year or more of service is con-

Substitute and hourly rate employees' leave chart

Hours worked	(1) Leave earned	(2) Leave earned	(3) Leave earned	Hours worked	(1) Leave earned	(2) Leave earned	(3) Leave earned
1.....	0:03	0:05	0:06	45.....	2:15	3:28	4:30
2.....	0:06	0:09	0:12	46.....	2:18	3:32	4:36
3.....	0:09	0:14	0:18	47.....	2:21	3:37	4:42
4.....	0:12	0:18	0:24	48.....	2:24	3:42	4:48
5.....	0:15	0:23	0:30	49.....	2:27	3:46	4:54
6.....	0:18	0:28	0:36	50.....	2:30	3:51	5:00
7.....	0:21	0:32	0:42	51.....	2:33	3:55	5:06
8.....	0:24	0:37	0:48	52.....	2:36	4:00	5:12
9.....	0:27	0:42	0:54	53.....	2:39	4:05	5:18
10.....	0:30	0:46	1:00	54.....	2:42	4:09	5:24
11.....	0:33	0:51	1:06	55.....	2:45	4:14	5:30
12.....	0:36	0:55	1:12	56.....	2:48	4:18	5:36
13.....	0:39	1:00	1:18	57.....	2:51	4:23	5:42
14.....	0:42	1:05	1:24	58.....	2:54	4:28	5:48
15.....	0:45	1:09	1:30	59.....	2:57	4:32	5:54
16.....	0:48	1:14	1:36	60.....	3:00	4:37	6:00
17.....	0:51	1:18	1:42	61.....	3:03	4:42	6:06
18.....	0:54	1:23	1:48	62.....	3:06	4:46	6:12
19.....	0:57	1:28	1:54	63.....	3:09	4:51	6:18
20.....	1:00	1:32	2:00	64.....	3:12	4:55	6:24
21.....	1:03	1:37	2:06	65.....	3:15	5:00	6:30
22.....	1:06	1:42	2:12	66.....	3:18	5:05	6:36
23.....	1:09	1:46	2:18	67.....	3:21	5:09	6:42
24.....	1:12	1:51	2:24	68.....	3:24	5:14	6:48
25.....	1:15	1:55	2:30	69.....	3:27	5:18	6:54
26.....	1:18	2:00	2:36	70.....	3:30	5:23	7:00
27.....	1:21	2:05	2:42	71.....	3:33	5:28	7:06
28.....	1:24	2:09	2:48	72.....	3:36	5:32	7:12
29.....	1:27	2:14	2:54	73.....	3:39	5:37	7:18
30.....	1:30	2:18	3:00	74.....	3:42	5:42	7:24
31.....	1:33	2:23	3:06	75.....	3:45	5:46	7:30
32.....	1:36	2:28	3:12	76.....	3:48	5:51	7:36
33.....	1:39	2:32	3:18	77.....	3:51	5:55	7:42
34.....	1:42	2:37	3:24	78.....	3:54	6:00	7:48
35.....	1:45	2:42	3:30	79.....	3:57	6:05	7:54
36.....	1:48	2:46	3:36	80.....	4:00	6:09	8:00
37.....	1:51	2:51	3:42	81.....	4:03	6:14	8:06
38.....	1:54	2:55	3:48	82.....	4:06	6:18	8:12
39.....	1:57	3:00	3:54	83.....	4:09	6:23	8:18
40.....	2:00	3:05	4:00	84.....	4:12	6:28	8:24
41.....	2:03	3:09	4:06	85.....	4:15	6:32	8:30
42.....	2:06	3:14	4:12	86.....	4:18	6:37	8:36
43.....	2:09	3:18	4:18	87.....	1 4:20	1 6:40	1 8:40
44.....	2:12	3:23	4:24				

¹ Maximum allowable for a pay period.

USE COLUMN 1 TO DETERMINE THE AMOUNT OF SICK LEAVE EARNED

Column 1: Less than 3 years creditable service, 4 hours and 20 minutes for each full pay period.

Column 2: Three years but less than 15 years creditable service, 6 hours and 40 minutes for each full pay period.

Column 3: Fifteen years or more creditable service, 8 hours and 40 minutes for each full pay period.

NOTE.—Terminal annual leave payments in the case of substitute and hourly rate employees shall be computed based on the number of whole hours credited at the time of separation. Any fractional part of an hour shall be disregarded.

verted to a regular position, the "Chart of Split Year Leave Credits for Regular Employees" should be used to determine the amount of annual leave to be credited for the remainder of the calendar year. Upon conversion, add to his current annual leave credit the amount of leave shown in his

leave bracket under column A, opposite the effective date of the conversion (see column 1) and then convert hours and minutes to whole hours by dropping less than 30 minutes and considering 30 minutes or more a whole hour. In this manner the new regular employees' leave will be cred-

ited in advance for the remainder of the calendar year and the amount of credit will be recorded in whole hours.

However, should a substitute or hourly rate employee be converted to a regular position while in one leave bracket and later advance to another leave bracket, all in the same calendar year, it will be necessary, in addition to the steps mentioned above, to add the amount of annual leave shown in columns B or C, opposite the effective date of the leave bracket change (see column 1), as applicable, to the leave credit results obtained relative to the substitute becoming a regular. All of the credit shall be determined and recorded at one time.

For example, a substitute in leave bracket 1, with a current annual leave credit of 127:17 as of May 1, received an appointment as regular clerk on that date. By referring to column A under leave bracket 1, opposite May 1 as shown in column 1, it will be noted that 69:20 should be added to his annual leave in order to credit the new regular employee for his full annual leave in advance to the end of the calendar year. Thus he would have a credit of 196:37 annual leave, which after conversion would be 197 hours. But should this employee advance from leave bracket 1 to leave bracket 2 on October 16 in the same calendar year in which he became regular, the amount of additional annual leave to be earned under the new leave bracket (bracket 2) should be

added to the new regular employee's credit at the time he is appointed regular. This can be done because it is possible to anticipate the fact that he will advance to a new leave bracket in the same calendar year in which he becomes a regular and will reduce leave credit postings to a minimum.

Therefore, by referring to column B opposite October 16, as shown in column 1, it will be noted that 11:40 should be added to the 196.37 annual leave credit, in order to give the employee credit in advance for the annual leave to be earned in his new leave bracket from October 16 to the end of the calendar year. The result will be 208.17 annual leave, which after conversion will be 208 hours. A change from leave bracket 2 to 3 would be handled in the same manner by using column C.

When a regular employee's leave bracket will change during a calendar year, this fact should be anticipated and the total annual leave to be earned in each bracket credited at the beginning of the calendar year in advance in order to avoid having to credit annual leave on two occasions for the same year. Column D used in conjunction with column 1, shows the total annual leave credit due a regular employee advancing from leave bracket 2, at the beginning of any pay period, for the entire calendar year. In like manner column E covers advances from leave bracket 2 to leave bracket 3.

Chart of split year annual leave credits for regular employees

Column 1 Leave bracket changes effective—	Column A			Column B	Column C	Column D	Column E
	Leave bracket			From bracket 1 to 2	From bracket 2 to 3	From bracket 1 to 2	From bracket 2 to 3
	1	2	3				
January 1.....	104:00	160:00	208:00	56:00	48:00	160	208
January 16.....	99:40	153:20	199:20	53:40	46:00	158	206
February 1.....	95:20	146:40	190:40	51:20	44:00	155	204
February 16.....	91:00	140:00	182:00	49:00	42:00	153	202
March 1.....	86:40	133:20	173:20	46:40	40:00	151	200
March 16.....	82:20	126:40	164:40	44:20	38:00	148	198
April 1.....	78:00	120:00	156:00	42:00	36:00	146	196
April 16.....	73:40	113:20	147:20	39:40	34:00	144	194
May 1.....	69:20	106:40	138:40	37:20	32:00	141	192
May 16.....	65:00	100:00	130:00	35:00	30:00	139	190
June 1.....	60:40	93:20	121:20	32:40	28:00	137	188
June 16.....	56:20	86:40	112:40	30:20	26:00	134	186
July 1.....	52:00	80:00	104:00	28:00	24:00	132	184
July 16.....	47:40	73:20	95:20	25:40	22:00	130	182
August 1.....	43:20	66:40	86:40	23:20	20:00	127	180
August 16.....	39:00	60:00	78:00	21:00	18:00	125	178
September 1.....	34:40	53:20	69:20	18:40	16:00	123	176
September 16.....	30:20	46:40	60:40	16:20	14:00	120	174
October 1.....	26:00	40:00	52:00	14:00	12:00	118	172
October 16.....	21:40	33:20	43:20	11:40	10:00	116	170
November 1.....	17:20	26:40	34:40	9:20	8:00	113	168
November 16.....	13:00	20:00	26:00	7:00	6:00	111	166
December 1.....	8:40	13:20	17:20	4:40	4:00	109	164
December 16.....	4:20	6:40	8:40	2:20	2:00	106	162

Leave for Postmasters

100. Except as provided in this article, annual and sick leave is granted postmasters in accordance with articles 95 and 96 of this chapter.

Postmasters shall not absent themselves from their offices without written authority in advance from the inspector in charge of the division in which the post office is located. However, in an emergency a postmaster may absent himself for not longer than 2 days without first securing written authority, but he must make prompt report thereof and secure the approval of the inspector in charge.

Inquiries about leave should be made to the inspector in charge of the division in which the post office is located, and every application for leave of absence shall be made on Form 3957-B by postmasters of the first-, second-, and third-classes and on Form 3957-F by postmasters of the fourth-class, and forwarded to that official. When extended leave is requested on account of illness, the application should be accompanied by a doctor's certificate. Telegrams applying for leave shall be prepaid and replies thereto from the inspector in charge sent "collect."

Annual and sick leave with pay will not be granted postmasters at the beginning of a year immediately following a period of absence in a nonpay status in the preceding year unless and until there is a return to duty.

The minimum charge for absence on annual leave shall be 1 hour for postmasters at offices of the first, second, and third classes, and one-half day for postmasters at offices of the fourth class. As the work-day varies at fourth-class offices, a charge of one-half day will be made in those instances where the postmaster does not devote one-half of the number of hours set forth in chapter I, article 21.

The minimum charge for absence on account of sickness shall be one-half day. Application for sick leave shall be filed within 2 days after return to duty or at the end of each 30-day period in cases of extended illness.

The charge for leave without pay shall be in units of 1 day.

Fourth-class postmasters desiring to absent themselves from their duties on sick or annual leave or leave without pay are authorized to employ a person to conduct the office during such absence at a daily rate of pay equal to that of the postmaster, on a 100-percent basis including longevity, but exclusive of the rent, light, and fuel allowance. No provision is made for a replacement during any other type of absence except sick or annual leave. The absence will not relieve the postmaster of

strict responsibility for the conduct of the affairs of the office and while the person left in charge must execute the official oath of office he need not be bonded to the United States. The postmaster may require that the person execute a bond in his favor as postmaster.

Application blank, Form 3957-F, provides spaces for the application for leave and approval by the inspector in charge, and additional spaces for the annual salary of the office; the daily base pay rate, the number of days it will be necessary for someone to be employed in the office during the postmaster's absence, and the total salary to be earned by the person so employed. The total salary will be determined by multiplying the number of actual days of necessary employment by the daily base pay rate. The above information must be furnished in its entirety on each application for leave, and except in emergencies, the application must be submitted 10 days in advance of the time the leave is to commence. Absence on account of illness must be reported to the inspector in charge immediately upon the employment of a person to conduct the office, either by the postmaster or the person so employed, giving the annual and daily salary rate, and approximate duration of absence if possible. An application for leave should not cover portions of two quarters. If the absence will cover more than one quarter, a separate leave application should be submitted for each quarter. Applications for sick leave should be submitted within 2 days after return to duty or at the end of each 30-day period in cases of extended illness and at the end of the quarter.

The compensation of a replacement during the absence of a fourth-class postmaster will be allowed for absence on Saturdays which occur within or at the beginning or end of the period of annual or sick leave. The replacement is not entitled to compensation for Sundays and holidays that may occur during such period of sick or annual leave. When the postmaster is absent on leave without pay the replacement is entitled to pay for each day of absence including Sundays and holidays. Under no circumstances will pay be allowed for a replacement when the postmaster is on duty and not charged with leave. It, therefore, is absolutely essential that the inspector in charge be promptly notified if any portion of the leave which has been granted is not used, and of the type of leave desired.

101. **Conventions.**—Leave of absence with pay is granted without application therefor, and without charge to annual leave, to postmasters who desire to attend their State and national postmasters' conventions for the time in attendance at the

convention and actual time taken to travel to and from the convention by the shortest possible route by train. Offices must be left in charge of competent employees, and when a postmaster returns to his office, he must make prompt report of his absence to the inspector in charge.

LEAVE WITHOUT PAY

Employees Other Than Rural Carriers

102. Postmasters may, in addition to leave of absence with pay provided by law, grant leave of absence without pay to employees for urgent personal reasons, such leave not to exceed 30 days in any case during any one fiscal year. Application for leave without pay for a period longer than 30 days shall be submitted to the proper bureau of the Department with a full statement of the facts and recommendation. An employee shall not be allowed to start on such leave until formal approval has been received from the Department.

Leave without pay may be granted on account of personal illness after accumulated sick and annual leave have been exhausted, unless the employee elects to take leave without pay in lieu of annual leave. Compensatory time due an employee absent on account of personal illness should be charged on the day the employee is scheduled to take such compensatory time provided that all compensatory time is charged before leave without pay is granted.

Absence without pay of regular employees for part of a day shall be recorded in hours and fractions thereof, an hour being equivalent to one-eighth of a day. At the end of the pay period the recorded absences shall be added and deduction made for the nearest whole number of hours, 30 minutes or more being regarded as 1 hour and less than 30 minutes being ignored. Leave without pay shall be charged in minimum units of 1 hour. Employees should not be excused for fractions of an hour unless absolutely necessary.

Due to Illness

103. In accordance with the act approved July 28, 1916, an employee shall not be separated from the service because of absence on account of illness for a period less than 1 year. A postmaster may, without specific approval from the Department, upon written application of an employee, accompanied by proper physician's certificate, grant leave without pay on account of personal illness in 30-day periods for a total of not to exceed 1 year's continuous absence. Each new application shall be accompanied by a physician's certificate. An employee who has been absent from duty 3 months or longer

shall not be permitted to return to duty unless he produces a physician's certificate to the effect that he is restored to health and is able to perform the duties to which he is assigned. Postmasters shall exercise care not to permit an employee to return to duty for the mere purpose of breaking the continuity of his absence. When an employee has been absent for 3 months or longer his return to duty for a period of less than 30 days will not be considered as breaking the continuity of his absence.

Ordinarily, at the expiration of 1 year's continuous absence without pay an employee may be dropped without prejudice and a report of his separation submitted to the appropriate Bureau of the Department. However, such action is not mandatory and if the postmaster has reason to believe the employee will recover his health within a reasonable length of time beyond the 1 year period, he may grant, without prior approval of the Department, additional leave in 30-day periods as outlined above, not to exceed 90 days. If the employee's condition indicates that leave without pay beyond that period is necessary incident to full recovery, the postmaster should submit a comprehensive report to the Department with appropriate recommendation and retain the employee on the roll pending a decision by the Department.

An employee who is separated because of continuous absence without pay for 1 year and has as much as 5 years' service to his credit to entitle him to retirement shall be notified by the postmaster at the time of his separation of his eligibility to apply for retirement on account of disability under the Civil Service Retirement Act and that such application must be filed within 6 months after the date of separation.

Due to Injury

104. An employee who is injured in the performance of his duties and is being paid compensation under the Federal Compensation Act of September 7, 1916, shall not be separated from the service, but shall be continued on the rolls of the office without pay until the United States Department of Labor, Bureau of Employees' Compensation, discontinues his compensation, unless the retirement age is reached while he is receiving compensation. When mandatory retirement age is reached, and having a retirement status (at least 15 years of allowable service and age 70), such employee shall be dropped from the post office rolls regardless of the fact that he is receiving disability compensation from the United States Department of Labor, Bureau of Employees' Compensation. Employees shall receive credit towards their retirement status for periods during which they receive disability compensation from

that Bureau. When compensation is discontinued and the employee is unable to return to duty, but has sufficient service to his credit to entitle him to retirement on account of physical disability (at least 5 years of allowable service), he shall not be separated from the service until he has been given an opportunity to retire in accordance with the Civil Service Retirement Act.

Rural Carriers

105. Postmasters may, in addition to the leave of absence with pay provided by law, grant leave of absence with pay for not exceeding 30 days in any one year to rural carriers without making report thereof to the Department. Entries of leave without pay for rural carriers shall be made on Form 4251. Applications for leave of absence to cover a longer period in cases of illness or disability received in the service shall be submitted by the postmaster to the Bureau of Post Office Operations, Division of Rural Service, with a full statement of the facts and the name of the temporary carrier to be employed, but leave of absence shall not be granted in any such case for more than 1 year. Rural carriers who desire to be absent for longer periods shall be dropped from the rolls without prejudice. The dropping of a rural carrier after 1 year's continuous absence because of illness or disability does not prevent his filing an application for retirement with annuity on account of total disability, if he has enough service to his credit to entitle him to such retirement.

Rural carriers absent on account of personal illness should be required to take their sick leave first, then their annual leave and then leave without pay unless the employees request that leave without pay be granted instead of annual leave. Application for leave without pay on account of sickness shall be accompanied, if possible, with a statement from the attending physician certifying as to the nature of the carrier's illness and its probable duration.

When a rural carrier is granted leave of absence without pay for a definite period, he shall be given credit for Sundays and holidays occurring at the beginning and end of such period, but not for those occurring within the period. If the leave of absence without pay is for an indefinite period, a carrier shall not be given credit for Sundays or holidays occurring within or at the close of the period of absence, nor shall he be given credit for being in a pay status until he actually returns to duty. When a rural carrier is suspended from duty as a disciplinary measure, pay shall be deducted for every day included in the period of suspension. Leave without pay is granted rural carriers in minimum units of 1 day. When a carrier is

absent on account of an injury sustained while on duty, the first date of absence and the name of the temporary carrier employed shall be reported promptly to the Bureau of Post Office Operations, Division of Rural Service. A report of the injury shall be made to the United States Department of Labor, Washington 25, D. C., Bureau of Employees' Compensation, upon a form which may be obtained from the nearest first-class post office. An employee who is injured in the performance of his duties and is paid compensation by the Bureau of Employees' Compensation, shall not be separated from the service, but shall be continued on the rolls without pay until such compensation has been discontinued, or the employee has been given an opportunity to retire.

PAYMENT FOR ACCRUED ANNUAL LEAVE

106. Employees who are separated from the service shall be paid in a lump sum for all accrued annual leave under the provisions of chapter XXIV, article 101.

EMPLOYEES ON TERMINAL LEAVE FROM ARMED FORCES

107. Any person who has performed active service in the armed forces after May 1, 1940, may, while on terminal leave pending separation from or release from active duty in such service under honorable conditions, enter or reenter employment of the Government of the United States, and, in addition to compensation for such employment, shall be entitled to receive pay and allowances from the armed forces for the unexpired portion of such terminal leave at the same rates and to the same extent as if he had not entered or reentered such employment.

COURT DUTY LEAVE

108. Classified regular (annual rate) employees and charmen and charwomen called for jury service or as witnesses for the Government in any court of the United States shall not receive any court fees or other compensation from the United States courts for such service. However, such employees serving on a jury or as witnesses for the Government in any State court shall accept the regular court fee, which should be turned over to the postmaster. Such fees received from employees other than rural carriers shall be deposited by the postmaster and accounted for in A/C 042. Employees subpoenaed in private litigation or by some party other than the Federal Government to testify in their official capacity shall collect the authorized witness fees and allowances for expenses of travel and subsistence. All amounts so collected over

and above the amount of the employee's actual allowable expenses should be turned over to the postmaster for deposit to A/C 042. The employee will be paid his regular salary as a post office employee, including any applicable night differential, while absent on jury duty, as a witness for the Federal Government, or as a witness in private litigation in his official capacity in any Federal or State court. Employees subpoenaed in private litigation or by some party other than the Federal Government to testify in either Federal or State courts, not in their official capacity but, as individuals, should retain the usual fees and expenses received for such services. However, the time absent by reason of such service must be taken as annual leave or leave without pay.

It is incumbent upon postmasters to ascertain the exact nature of the court duty when employees apply for leave of absence with pay, and whether such service is to be performed in a State court, and if so, to ascertain at the expiration of the service the exact amount of compensation received from the court. Jury duty in State courts comprises all jury service rendered in compliance with process emanating from State authorities, or in conformity to State legislation. This includes municipal, police, and coroner's jury service if summons to such jury service is issued through State authority. Where employees report for court duty and are excused by the court for the balance of the day or perform service for only part of that day, they are entitled to full compensation for the day in question but they need not report to the post office for duty. However, if they are excused from court duty for an extended period, they are not entitled to compensation for such days unless they actually perform service as postal workers.

Jury service or time served as a witness for the Government will not be charged against annual leave. If the employee is on annual leave when he is called for court duty, his leave will be canceled for the period of his court duty. If court service falls on a day scheduled as a compensatory day, the compensatory time is to be charged on the day scheduled, regardless of court duty. Employees, other than rural carriers, required to perform court duty on Saturdays, Sundays, or holidays will not be allowed compensatory time for such days. No overtime will be allowed for court or jury service.

A regular or char employee is entitled to keep fees covering jury duty in a State court on a nonworkday or when rendered outside his regular tour of duty without deduction being made from his postal salary. If a regular or char employee performs postal service for a portion of his regular

tour on a day when he also serves on jury duty in a State court, he may retain the jury fee in ratio to the nearest number of hours worked compared to his scheduled tour; if he works 2 hours of his regular 8-hour tour, he would retain one-fourth of the State court jury fee for the day involved.

When a regular employee is on compensatory time for a full day while serving on a State court jury, he is entitled to retain the entire jury fee for that date. If scheduled to take compensatory time for a portion of a day and absent the remainder of the day on State court jury duty, he should retain a part of the jury fees in proportion to the compensatory time granted.

The following classes of employees are exempt from the provisions of the foregoing instructions and may receive and retain fees or compensation incident to court or jury service: Special-delivery messengers at other than first-class offices, substitute employees, job cleaners, and temporary rural carriers.

Rural Carriers

109. In every case where a rural carrier is called upon to perform court duty for the Government an immediate report shall be made by the postmaster to the rural disbursing postmaster, giving dates, name of substitute carrier who served the route, information as to whether the service was in a Federal or State court, and if in a State court, whether compensation or fees were received. Any fees received shall be collected from rural carriers and forwarded to the rural disbursing postmaster for deposit in his accounts as Miscellaneous Receipts. Rural carriers who are required to perform court duty on Saturday shall be considered as rendering service that day and shall be paid their regular rate of compensation. (See ch. I, arts. 98 to 104, regarding travel and subsistence allowances for court attendance.)

ABSENCE WITHOUT PERMISSION

110. An employee absenting himself without leave shall be reprimanded by the postmaster, or reported to the proper Bureau of the Department.

A rural carrier who is absent without permission from the postmaster shall forfeit his pay for the period of such absence, which shall be reported to the Department, and in addition may be reprimanded, suspended without pay, or removed from the service, as the circumstances may warrant.

ABSENCE ON THE 31ST DAY OF THE MONTH

111. When a regular employee is absent on the 31st of the month and the absence

cannot properly be charged against accrued annual leave, sick leave, or compensatory time, it shall be charged as leave without pay and 1 day's pay deducted therefor: *Provided*, That if absence on the 31st occurs within a period of leave without pay of more than 1 day and the employee is properly excused from duty on the 31st, no deduction shall be made for that date.

These instructions apply equally to rural carriers if the 31st is a workday. However, the Comptroller General has ruled (B-55259 of February 4, 1946), that a temporary rural carrier shall be paid for service performed on the 31st of a month if he works less than a full pay period.

Deduction for absence on the 31st of the month shall not exceed the amount of salary earned during the pay period in which the absence occurred.

LEAVE TO ATTEND FUNERALS OF VETERANS

112. Regular postal employees (except rural carriers and employees paid on an hourly basis) who are veterans of the Spanish-American War, World War I, or World War II may be excused up to 4 hours to cover absence from their regular tours of duty when such absence is necessary to participate as active pallbearers or as members of firing squads or guards of honor in funeral ceremonies for members of the Armed Forces of the United States who lost their lives in World War II and whose remains are returned from abroad for final interment in the United States. There shall be no deduction made from employees' annual leave or compensation for the time that they are excused. Employees may not be excused for periods longer than it is necessary for them to be absent from their regular tours of duty incident to the funeral ceremonies, and for any absences in excess of 4 hours charge must be made against their annual leave or deduction made from their salary.

ABSENCES ON MILITARY DUTY

113. Postmasters, supervisors, war service indefinite employees, temporary indefinite employees in the Custodial Service, and all regular employees summoned for military or naval duty must be allowed leave with pay as prescribed in articles 114 to 116 of this chapter. Substitute employees are not entitled to absence with pay on military duty. However, classified substitutes may use any accumulated annual leave during such absence.

National Guard Service

114. Employees enumerated in article 113 of this chapter, who are members of

the National Guard are entitled to leave of absence without loss of pay, time, or efficiency rating on all days during which they shall be engaged in field or coast-defense training, ordered or authorized by the Department of Defense, under the provisions of section 80 of the National Defense Act of June 3, 1916, as amended, for periods not to exceed 15 days in any one calendar year, and, when relieved from military duty, shall be restored to the position held by them when ordered to military service. Membership in the National Guard shall not react against applicants for positions in the Postal Service.

The orders must, in all instances, be drawn "By authority of the Secretary of Defense and/or in compliance with instructions from the Chief, National Guard Bureau (of the Department of the Army)," and such a statement must be a part thereof. Orders issued by State governors calling out members of State National Guards to suppress disturbances, attend rifle matches except when conducted in connection with the regular annual encampment, parades, unveilings, or in connection with flood controls, etc., without authority of the Department of the Army do not entitle one to military leave.

Members of the National Guard of the District of Columbia, both officers and enlisted men, are entitled to leave of absence without loss of time, pay, or efficiency rating on all days while in attendance within the District of Columbia at any District National Guard parade or encampment ordered by the commanding general.

"Section 80 of the National Defense Act of June 3, 1916, does not authorize the granting of military leave of absence with pay to an officer of the National Guard while in attendance at a military school for the purpose of pursuing a course of instruction (16 Comp. Gen. 953)."

Officers' Reserve Corps and Enlisted Reserve Corps

115. Employees enumerated in article 113 of this chapter, who are members of the Officers' Reserve Corps or the Enlisted Reserve Corps, are entitled to military leave, without loss of pay, time, or efficiency rating on all days during which they shall be ordered to duty with troops or at field exercises or for instructions, for periods not to exceed 15 days in any one calendar year, and, when relieved from military duty, shall be restored to the position held by them when ordered to military service. Membership in the Officers' Reserve Corps or the Enlisted Reserve Corps shall not react against applicants for positions in the Postal Service.

A member of the Officers' Reserve Corps is entitled to military leave of absence when ordered to active duty with or with-

out his consent for training, or for instructions for a period of not to exceed 15 days in any one calendar year (18 Comp. Gen. 236).

It is not obligatory to grant any form of leave other than the 15 days' military leave to officers and employees voluntarily entering on duty with troops in time of peace under orders issued with consent (16 Comp. Gen. 1103).

Members of the Officers' Reserve Corps are not entitled to military leave when they are ordered for indefinite duty with the Regular Army in an emergency. The law is limited in its application to the regular annual training periods of not to exceed 15 days in each calendar year to which such officers are authorized to be ordered without their consent (19 Comp. Gen. 513).

Naval Reserve, Marine Reserve Corps, Coast Guard Reserve

116. Employees enumerated in article 113 of this chapter, who are members of the Naval Reserve Corps, the Marine Reserve Corps, or the Coast Guard Reserve are entitled to military leave without loss of pay, time, or efficiency rating on all days during which they may be employed with or without pay under the orders or authorizations of appropriate authority on training duty for periods not to exceed 15 days in any one calendar year, and, when relieved from reserve duty, they shall be restored to the position held by them when ordered to such duty.

Allowances for Replacements for Military Absence

117. The Department believes that it is feasible to arrange duties and schedules of postal personnel so that leave of absence to perform military and naval duty may be granted without detriment to the service. All absences due to military leave should be absorbed insofar as practicable and requests for allowances in this connection should be held to the absolute minimum. In instances where a large number of employees of a postal organization are called out to perform military or naval duty and their absences would seriously embarrass the Postal Service, the postmaster or other administrative officer in charge should notify the Department and present the matter to the proper commanding officer with a request that the employees whose services are imperative to carry on the work in the post office be excused from military service at the particular time.

Where it is determined that replacements will be necessary postmasters should include such amounts on the regular estimates to cover necessary replacements for the absences. Where such absences and necessary replacements are not anticipated

sufficiently in advance to be included in the regular estimate reports, request for the allowance should be submitted by the postmaster in letter form as soon as military or naval orders are made known by the receiving employees.

On the basis of the military or naval orders on which military leave is granted, postmasters may pay semimonthly salaries to absentees covering service on training duty prior to the time they actually receive and approve Forms 3957-A. Such leave is in addition to the annual vacation to which officers and employees of the postal service are entitled each fiscal year.

Days Allowable Within Periods of Absence

118. Saturdays, Sundays, holidays, and any other nonworkdays falling within the period covered by the orders will be counted in the 15 days' military leave authorized to members of the National Guard, the Officers' Reserve Corps, the Enlisted Reserve Corps, the Naval Reserve, Marine Reserve Corps, and the Coast Guard Reserve.

General

119. Employees entitled to military leave benefits shall, upon completion of training, furnish their postmaster or other administrative office with a certificate, Form 3957-A, in duplicate, together with a copy of the military or naval orders covering the service performed. Postmasters are authorized to give final approval of certificates of military service for all employees under the jurisdiction of the Division of Post Office Personnel, Bureau of Post Office Operations, except rural carriers and postmasters, and under the jurisdiction of the Bureau of Facilities in the Custodial, Vehicle and Pneumatic Tube Services. Forms 3957-A, together with copies of the orders, will be forwarded to rural disbursing postmasters for rural carriers and to the proper inspector in charge in the case of postmasters.

Leave with pay for military training is limited to the National Guard; Officers and Enlisted Reserve Corps; and the Naval Reserve, Coast Guard Reserve, and Marine Reserve Corps. Leave with pay for service with such organizations as State guards, etc., may not be granted but employees may be granted annual leave or leave without pay for service with such organizations.

Employees who are members of the Officers' Reserve Corps or Enlisted Reserve Corps are entitled to leave of absence with pay when ordered to duty with troops, at field exercises, or for instructions. The term "On the Job Training" which appears in some military orders is considered to be a course of instruction with regular military units.

Employees who are members of the Naval Reserve and Marine Corps Reserve are entitled to leave of absence with pay only

when ordered to duty for training. Such training does not include a course of instructions.

Military leave with pay may not be granted for service with the National Guard when ordered out by State governors without authority of the Department of the Army in connection with disturbances, parades, floods, etc.

Employees who are members of the National Guard are entitled to leave of absence with pay only when their orders require them to engage in field or coast defense training.

Militia Duty

120. Persons employed by the United States in the transmission of the mail shall be exempt from militia duty.

Military Leave and Reemployment Rights Under the Universal Military Training and Service Act

121. Coverage.—Under the Universal Military Training and Service Act, approved June 19, 1951 (formerly the Selective Service Act of 1948), postmasters and classified employees who enter on active duty in the Armed Forces of the United States subsequent to June 24, 1948, for a period not to exceed 4 years (exclusive of any additional service imposed by law) are, upon discharge, entitled to reemployment rights provided they meet the requirements set forth in article 125 of this chapter. This applies to those employees who are ordered or called to active duty after volunteering for service, in the same manner as those who do not volunteer.

Temporary and indefinite employees do not have mandatory reemployment rights under this act, and will be dropped from the rolls upon entering the Armed Forces. However, they will receive the benefits of this act, if recommended by the postmaster, provided they are reappointed in the post office within 90 days after honorable discharge from the military service.

122. Leave.—Leave of absence under the Universal Military Training and Service Act is limited to 4 years, exclusive of any additional service imposed by law and may include more than one enlistment if the total period of military service subsequent to June 24, 1948, is not more than 4 years.

Postmasters and classified employees who enlist or are ordered to active duty under the provisions of this act shall be carried on the rolls as absent on military leave without pay.

Postmasters and employees, except substitutes, may be excused from duty with pay and without charge against annual leave for the number of hours necessary for physical examinations when entering the Armed Forces. They are not entitled to post office salary if they receive military

pay for such absence unless the absence is charged to annual leave.

Regular employees having accrued annual leave to their credit as of the date they enter the Armed Forces may be paid in a lump sum for such leave, or they may elect to have such leave held over to be taken when they are reassigned to their duties. Regular employees who prior to entering the military service have been granted annual leave in excess of that earned on a pro rata basis will not be required to make refund of the salary paid for the unearned portion of leave granted. However, upon reassignment from military service, the total excess leave granted will be charged against leave subsequently credited.

123. Submission of forms to Department upon entering military service.—When a classified employee enters the military service, the postmaster should submit appropriate personnel forms to the bureau concerned as soon as it is definitely known that the employee will be retained in the military service. It is important to report the exact date the employee entered the military service.

When classified employees under the jurisdiction of the Bureau of Post Office Operations, Division of Post Office Personnel, enter the military service, postmasters should make reports thereof on Forms 1532, in triplicate, modified as follows:

“The following employee has been granted military leave without pay:”

The effective date should be the first date of absence.

For employees under the jurisdiction of the Bureau of Facilities, Form BOM-2 should be submitted to the Division of Buildings Management for custodial service employees; and Form P. O. 50 to the Division of Vehicle Service for vehicle service and pneumatic tube service employees. These forms should be suitably altered to show entry on military leave.

Reports of the absence of rural carriers on military leave should be made by letter to the Bureau of Post Office Operations, Division of Rural Service, stating the date leave began and the name and date of first service of the person employed as temporary carrier.

Any postmaster called for military service should promptly advise the Bureau of Post Office Operations, Division of Postmasters, submitting a copy of his military orders. An acting postmaster will be appointed for the period of absence, which will relieve the regular postmaster of all responsibility under his bond during his absence.

124. Filling military vacancies.—Substitutes may not be converted to regular positions incident to the absence of regular employees on military leave. Further, classified substitutes may not be appointed inci-

dent to temporary military vacancies. When replacement is necessary, postmasters should submit appropriate forms for the appointment of temporary or indefinite substitutes. The forms must be specifically endorsed to show appointment as temporary or indefinite substitutes incident to a military vacancy. An employee absent because of military service shall be given the same consideration for promotion to a supervisory position as other employees on the rolls. Promotion in such cases will be effected as of the date it would have been made, notwithstanding the absence of the employee in military service.

When temporary military vacancies occur in supervisory positions by the promotions of employees on military leave or by the entrance of supervisors into military service, consideration will be given to recommendations from postmasters for promotions of employees to fill such positions temporarily. In such cases, postmasters should obtain from the employees signed statements reading substantially as follows, to be retained on file in the post office:

"I understand that my promotion to the position of _____ is on a temporary basis in connection with military leave and that I may be relegated at any future date to my present position upon the return of any employee from military leave."

When temporary military vacancies occur in custodial, vehicle, or pneumatic tube positions, consideration will be given to recommendations from postmasters to fill them by temporary promotions. In such cases postmasters should obtain from the employees signed statements reading substantially as follows, to be retained on file in the post office:

"I understand that my promotion to the position of _____ is on a temporary basis in connection with military leave and that I may be relegated at any future date to my present position upon the return of any (insert custodial or vehicle) employee from military leave." Any vacancies resulting from the absence of custodial or vehicle employees on military leave, or as the result of temporary promotions in connection with such absence, will be filled where necessary by the appointment of temporary or indefinite employees and not by the appointment of additional classified personnel.

Permanent vacancies occurring in supervisory, custodial or vehicle service positions may be filled temporarily when the employees (or supervisors) whom the postmaster would normally recommend are absent on military leave, provided they meet the qualifications. In such cases postmasters should obtain from the employees temporarily promoted statements reading substantially the same as those obtained when filling temporary military vacancies.

When the absent employee returns, the postmaster may submit his recommendations for his promotion and the relegation of the employee temporarily promoted.

Temporary promotions to military vacancies in the Custodial Service should be recommended on Forms BOM-62. For Vehicle Service employees, Forms P. O. 50 should be submitted.

125. Requirements for reassignment to duty.—Without prior authority from the Department, postmasters shall reassign classified employees who have been granted leave of absence under this act for a period of not more than 4 years subsequent to June 24, 1948 (exclusive of any additional service imposed according to law); receives a certificate of satisfactory completion of training and service; makes application for reassignment within 90 days after discharge or from hospitalization continuing after discharge for not more than 1 year and are still qualified to perform the duties of their position.

It is mandatory that classified employees entitled to reassignment be restored to their positions within 30 days from the date they make application for reassignment, and they should be restored immediately in every instance where it is possible to do so. If they are not qualified to perform the duties of their position by reason of disability sustained during military service but are qualified to perform the duties of any other position, they shall be restored to their former position and full report concerning their disability submitted promptly to the Department.

126. Submission of forms in Department upon reassignment to duty.—Reports of the return of employees under the jurisdiction of the Bureau of Post Office Operations, Division of Post Office Personnel, should be made on Forms 1533, in triplicate, endorsed, "Return from Military Duty."

Postmasters should submit to the appropriate division of the Bureau of Facilities, Forms BOM-1 showing the return to duty of custodial employees, and Forms P. O. 50 for Vehicle Service and Pneumatic Tube Service employees.

Reports of the return to duty of rural carriers should be made by letter to the Bureau of Post Office Operations, Division of Rural Service, indicating the date of first service of the regular carrier and the date of last service of the temporary carrier.

Postmasters desiring to be restored to their former positions must make application for reemployment to the Bureau of Post Office Operations, Division of Postmasters, within 90 days of the date of discharge and present a Certificate of Satisfactory Completion of Training and Service.

127. General.—Classified employees entering the military service should be notified upon entry that, in order to be entitled to

their former positions and seniority, they must make application for reassignment within 90 days after being relieved from military duty or from hospitalization continuing after discharge for a period of not more than 1 year. They should also be notified that they must present a certificate of satisfactory completion of training and service. Employees failing to comply within the specified time limit will be separated from the service. If they later apply for reinstatement, their applications will be considered under the same rules governing reinstatement of persons separated for other reasons.

Classified employees will receive credit for time served on military leave for the purpose of determining advancement to a higher grade upon return to duty, such time to include the period between the date of discharge from the military service and the date of reassignment to duty in the post office.

Employees entering the Merchant Marine Service may not be granted leave of absence under this act.

If it is determined that an employee has been discharged from the armed forces and has not applied for reassignment to duty within the prescribed time (see art. 125 above), separation forms showing date of discharge should be submitted to the proper Division of the Bureau involved. Date of separation should not be prior to the expiration of the period allowed to apply for reassignment to duty. If necessary, postmasters should correspond with the appropriate branch of the Department of Defense, Washington 25, D. C., to ascertain the date of discharge and other pertinent facts in such cases.

When it is necessary to employ additional auxiliary assistance incident to military vacancies, postmasters should submit to the appropriate Bureau estimates of the amounts of such assistance needed.

At post offices where the use of Forms P. O. 50 has been authorized, postmasters shall use that form in lieu of the personnel forms mentioned herein.

SALARIES

Postmasters and Supervisors

128. How fixed.—The salaries of postmasters and assistant postmasters at all classes of post offices and of officers and supervisory employees at post offices of the first class shall be annual salaries, to be fixed by the Postmaster General based upon gross postal receipts as shown in the quarterly returns of the respective post offices for the calendar year immediately preceding, at the rates shown in articles 132 to 135 of this chapter: *Provided*, That in fixing the

salaries of the postmaster and supervisory employees in the post office at Washington, District of Columbia, the Postmaster General may, in his discretion, add not to exceed 75 per centum to the gross receipts of that office.

129. Central accounting offices.—At central accounting offices where the gross postal receipts are less than \$7,000,000 the superintendent of finance, or the employee in charge of central accounting records and adjustments of the accounts, shall be allowed \$200 per annum in addition to the salary specified in article 132 of this chapter. At central accounting offices with receipts of less than \$1,000,000, the employee performing the duties of an auditor shall be allowed a salary equal to that of a foreman.

Adjustment of

130. Postmasters' salaries are adjusted effective at the beginning of each fiscal year (July 1) upon the basis of quarterly returns for the calendar year ended December 31 preceding the adjustments.

When the receipts fall below the minimum required for the class to which an office is assigned, it is relegated to its proper class. Such change is made effective at the beginning of the fiscal year.

At seasonal offices of the fourth class the payment of the fixed annual salary of the postmaster is prorated over the months such office is open for business during a fiscal year. The salaries of postmasters at newly established offices of the fourth class are fixed at the lowest salary rate.

Whenever unusual conditions prevail, any fourth-class office may be advanced to the appropriate class indicated by the receipts of the preceding quarter.

When two or more postmasters serve the same office during the same quarter, the salary of the office shall be divided pro rata among them.

Withdrawal of

131. Postmasters shall withdraw their accrued salaries semimonthly on the 16th day of the month and the 1st day of the following month, or as soon thereafter as practicable. The salaries of postmasters at seasonal offices of the fourth class shall be prorated and withdrawn over the months such offices are open for business during a fiscal year. The salaries of postmasters at seasonal offices of the third class may not be prorated and withdrawn over the months such offices are open for business during a fiscal year. During the periods of the year when a third-class seasonal office is closed, the postmaster shall submit requisitions for cash to the central accounting office following each pay period and render a quarterly postal account showing the amount advanced by the central accounting office and the payment of his salary.

132. Post offices of the first class:

Gross receipts	Per annum rates					
	Post-master	Assistant post-master	General superintendent of mails; general superintendent of finance	Assistant general superintendent of mails	Assistant general superintendent of finance	Superintendents
\$80,000,000 and up-----	\$13, 770	\$8, 470	\$7, 470	\$6, 870	\$6, 870	\$6, 470
\$40,000,000 to \$79,999,999.99-----	13, 770	8, 470	7, 470	6, 870	6, 870	6, 470
\$20,000,000 to \$39,999,999.99-----	12, 770	7, 970	7, 270	6, 870	6, 870	6, 470
\$10,000,000 to \$19,999,999.99-----	11, 770	7, 070	6, 870	6, 670	6, 670	6, 270
\$7,000,000 to \$9,999,999.99-----	10, 770	6, 870	6, 570	6, 470	6, 470	6, 170

Gross receipts	Per annum rates								
	Senior assistant superintendents	Chief station examiner	Assistant superintendents	Auditor	Assistant auditor	Station examiners	General foremen	Foremen	Clerks in charge
\$80,000,000 and up-----	\$6, 270	\$5, 470	\$5, 670	\$6, 170	\$5, 470	\$5, 170	\$5, 370	\$4, 896	\$4, 570
\$40,000,000 to \$79,999,999.99-----	6, 270	5, 470	5, 670	6, 170	5, 470	5, 170	5, 331	4, 896	4, 570
\$20,000,000 to \$39,999,999.99-----	6, 202	5, 470	5, 670	5, 984	5, 470	5, 170	5, 331	4, 896	4, 570
\$10,000,000 to \$19,999,999.99-----	5, 870	5, 370	5, 658	4, 970	4, 870	4, 970	5, 114	4, 896	4, 570
\$7,000,000 to \$9,999,999.99-----	5, 766	5, 370	5, 270	4, 870	4, 770	4, 970	5, 005	4, 896	4, 570

Gross receipts	Per annum rates						Assistant superintendents of mails
	Post-master	Assistant post-master	Superintendent of mails	Superintendent of finance	Superintendent of money orders	Senior assistant superintendent of mails	
\$3,000,000 to \$6,999,999.99-----	\$9, 770	\$6, 270	\$6, 070	\$5, 770	\$5, 470	\$5, 670	\$5, 270
\$1,500,000 to \$2,999,999.99-----	8, 770	6, 070	5, 870	5, 470	5, 170	5, 470	5, 270
\$1,000,000 to \$1,499,999.99-----	7, 770	6, 070	5, 870	5, 470	5, 170	-----	5, 270
\$600,000 to \$999,999.99-----	7, 370	5, 970	5, 670	5, 270	5, 070	-----	5, 070
\$500,000 to \$599,999.99-----	7, 070	5, 870	5, 470	5, 170	4, 970	-----	5, 070
\$400,000 to \$499,999.99-----	6, 570	5, 770	5, 370	-----	-----	-----	5, 005
\$300,000 to \$399,999.99-----	6, 370	5, 670	5, 370	-----	-----	-----	5, 005
\$250,000 to \$299,999.99-----	6, 170	5, 570	5, 270	-----	-----	-----	5, 005
\$200,000 to \$249,999.99-----	6, 070	5, 470	5, 170	-----	-----	-----	-----
\$150,000 to \$199,999.99-----	5, 970	5, 370	5, 170	-----	-----	-----	-----
\$120,000 to \$149,999.99-----	5, 870	5, 270	5, 070	-----	-----	-----	-----
\$90,000 to \$119,999.99-----	5, 770	5, 170	5, 005	-----	-----	-----	-----
\$75,000 to \$89,999.99-----	5, 670	5, 070	4, 896	-----	-----	-----	-----
\$60,000 to \$74,999.99-----	5, 570	4, 970	4, 787	-----	-----	-----	-----
\$50,000 to \$59,999.99-----	5, 470	4, 970	4, 678	-----	-----	-----	-----
\$40,000 to \$49,999.99-----	5, 370	4, 896	4, 570	-----	-----	-----	-----

Gross receipts	Per annum rates						
	Assistant superintendents of finance	Assistant superintendents of money orders	Auditor	Station examiners	General foremen	Foremen	Clerks in charge
\$3,000,000 to \$6,999,999.99	\$5,270	\$4,970	\$4,870	\$4,970	\$5,005	\$4,787	\$4,570
\$1,500,000 to \$2,699,999.99	4,870	4,870	4,870	4,870	4,896	4,787	4,570
\$1,000,000 to \$1,499,999.99	4,870	4,870	4,870	4,870	4,896	4,787	4,570
\$600,000 to \$999,999.99	-----	-----	-----	-----	-----	4,787	4,570
\$500,000 to \$599,999.99	-----	-----	-----	-----	-----	4,787	4,570
\$400,000 to \$499,999.99	-----	-----	-----	-----	-----	4,787	4,570
\$300,000 to \$399,999.99	-----	-----	-----	-----	-----	4,787	4,570
\$250,000 to \$299,999.99	-----	-----	-----	-----	-----	4,787	4,570
\$200,000 to \$249,999.99	-----	-----	-----	-----	-----	4,787	4,570
\$150,000 to \$199,999.99	-----	-----	-----	-----	-----	4,787	4,570
\$120,000 to \$149,999.99	-----	-----	-----	-----	-----	4,787	4,570
\$90,000 to \$119,999.99	-----	-----	-----	-----	-----	4,787	4,570

133. Post offices of the second class:

Gross receipts	Per annum rates	
	Post-master	Assistant post-master
\$27,000 to \$39,999.99	\$5,070	\$4,670
\$18,000 to \$26,999.99	4,870	4,570
\$12,000 to \$17,999.99	4,770	4,461
\$8,000 to \$11,999.99	4,770	4,352

Provided, That where the gross postal receipts of a post office of the second class for each of two consecutive calendar years are less than \$8,000, or where in any calendar year the gross postal receipts are less than \$7,000, it shall be relegated to the third class.

134. Post offices of the third class:

Gross receipts	Per annum rates, postmasters
\$7,000 to \$7,999.99	\$4,298
\$6,000 to \$6,999.99	4,162
\$5,000 to \$5,999.99	4,058
\$4,200 to \$4,999.99	3,917
\$3,500 to \$4,199.99	3,781
\$3,000 to \$3,499.99	3,645
\$2,700 to \$2,999.99	3,509
\$2,400 to \$2,699.99	3,400
\$2,100 to \$2,399.99	3,264
\$1,900 to \$2,099.99	3,128
\$1,700 to \$1,899.99	3,019
\$1,500 to \$1,699.99	2,883

Provided, That where the gross postal receipts of a post office of the third class for

each of two consecutive calendar years are less than \$1,500, or where in any calendar year the gross postal receipts are less than \$1,400, it shall be relegated to the fourth class.

135. Post offices of the fourth class:

Gross receipts	Per annum rates, postmasters
\$1,300 to \$1,499.99	\$2,611.20
\$1,100 to \$1,299.99	2,494.80
\$1,000 to \$1,099.99	2,336.04
\$900 to \$999.99	2,177.28
\$800 to \$899.99	2,045.44
\$700 to \$799.99	1,914.88
\$600 to \$699.99	1,762.56
\$500 to \$599.99	1,588.48
\$450 to \$499.99	1,441.60
\$400 to \$449.99	1,327.36
\$350 to \$399.99	1,218.56
\$300 to \$349.99	1,111.32
\$250 to \$299.99	979.20
\$200 to \$249.99	848.64
\$150 to \$199.99	685.44
\$100 to \$149.99	522.24
Less than \$100	326.40

Station Supervisors

136. The salary of superintendents and assistant superintendents of classified stations shall be based on the number of employees assigned thereto and the annual postal receipts. No allowance shall be made for sales of stamps to patrons residing outside of the territory of the stations. At classified stations each \$25,000 of postal receipts shall be considered equal to one additional employee: *Provided*, That in determining the number of employees at a classified station, credit shall be allowed

for service performed by regular employees, substitute employees other than those serving in lieu of regular employees absent from duty for any cause, and temporary employees assigned to the station, and for each 2,024 hours of service performed by such employees credit shall be allowed for one employee.

At classified stations, the annual salaries of superintendents and assistant superintendents shall be as shown in the table in following column.

Vehicle Service Supervisors

137. The salaries of supervisory employees in the Vehicle Service shall be annual salaries based upon the number of employees supervised as follows: *Provided*, That, in determining the number of employees supervised, credit shall be allowed for service performed by regular employees, substitute employees other than those serving in lieu of regular employees absent from duty for any cause, and temporary em-

Station Supervisors

Number of employees	Superintendent	Assistant superintendents
2,001 and up-----	\$6, 470	\$5, 970
1,001 to 2,000-----	6, 470	5, 970
501 to 1,000-----	6, 370	5, 870
401 to 500-----	6, 170	5, 670
301 to 400-----	6, 070	5, 570
201 to 300-----	5, 970	5, 470
151 to 200-----	5, 770	5, 270
101 to 150-----	5, 670	5, 170
76 to 100-----	5, 549	5, 005
51 to 75-----	5, 331	4, 787
26 to 50-----	5, 114	-----
16 to 25-----	5, 005	-----
6 to 15-----	4, 787	-----
1 to 5-----	4, 678	-----

ployees, and for each 2,024 hours of service performed by such employees credit shall be allowed for one employee:

Vehicle Service Supervisors

Number of employees	Superintendent	Senior assistant superintendent	Assistant superintendents	Assistant superintendent of auxiliary garages	Chief of records	Chief mechanic; chief of supplies	Chief dispatcher; route supervisors	Mechanics in charge	Dispatchers
701 and up-----	\$6, 470	\$5, 970	\$5, 170	-----	\$5, 170	\$5, 170	\$4, 970	\$4, 870	\$4, 470
401 to 700-----	6, 470	-----	5, 170	-----	5, 170	5, 170	4, 970	4, 870	4, 470
251 to 400-----	6, 170	-----	5, 170	-----	4, 870	4, 870	4, 870	4, 770	4, 470
101 to 250-----	5, 970	-----	5, 170	-----	4, 870	4, 870	4, 870	4, 770	4, 470
51 to 100-----	5, 770	-----	5, 070	\$5, 070	4, 670	4, 670	4, 670	4, 570	4, 470
31 to 50-----	5, 570	-----	4, 970	4, 970	4, 570	4, 570	4, 570	4, 470	4, 470
16 to 30-----	5, 170	-----	4, 970	4, 970	4, 470	4, 470	4, 470	4, 470	4, 470
11 to 15-----	5, 070	-----	-----	-----	4, 470	-----	-----	4, 470	4, 470
6 to 10-----	4, 870	-----	-----	-----	4, 470	-----	-----	4, 470	4, 470
1 to 5-----	-----	-----	-----	-----	4, 470	-----	-----	4, 470	4, 470

CUSTODIAL SUPERVISORS

138. The salaries of supervisory employees in the Custodial Service shall be annual salaries as follows:

Cubic content of buildings	General superintendent	Assistant general superintendent	Superintending engineer	Superintendent of building	Assistant superintendent of building	Chief engineer	Assistant chief engineer	Assistant superintending engineer	Engineers	Inspectors engineers	Mechanical engineers
2 or more buildings with—											
50,000,000 cubic feet and up—											
15,000,000 to 49,999,999 cubic feet—											
1 or more buildings with—											
40,000,000 cubic feet and up—											
20,000,000 to 39,999,999 cubic feet—											
15,000,000 to 19,999,999 cubic feet—											
10,000,000 to 14,999,999 cubic feet—											
6,000,000 to 9,999,999 cubic feet—											
3,000,000 to 5,999,999 cubic feet—											
1,000,000 to 2,999,999 cubic feet—											
600,000 to 999,999 cubic feet—											
Less than 600,000 cubic feet—											
Number of employees supervised	Superintendent of shops	Assistant superintendent of shops	General foremen of mechanics	Foremen of mechanics	General foremen of laborers	Foremen of laborers	General foremen of laborers	Foremen of elevator operators	Captain of guard	Lieutenant of guard	Chief telephone operator
151 and up—											
101 to 150—	\$6,770	\$5,970	\$4,770	\$4,570	\$4,470	\$4,352	\$4,352	\$4,352	\$4,352	\$4,352	
61 to 100—	6,570	5,875	5,222	4,134	4,134	4,134	4,134	4,134	4,134	4,134	
41 to 60—	6,370	5,658	\$5,222	4,787	4,787	4,787	4,787	4,787	4,787	4,787	
31 to 40—											
21 to 30—											
11 to 20—											
1 to 10—											

CUSTODIAL SUPERVISORS—Continued

Number of employees supervised	Foremen	Clerks in charge
151 and up		
101 to 150		\$4,570
61 to 100		4,570
41 to 60		4,570
31 to 40		4,570
21 to 30		4,570
11 to 20		4,570
1 to 10		4,570

Employees in the Automatic Grades

139. Employees shall be divided into grades and shall receive basis annual salaries or hourly rates of pay as shown in the following compensation schedules:

bag examiners, postmarking stamp makers, and mechanics in mail equipment shops; requisition fillers and packers in Division of Equipment and Supplies	3,470	3,570	3,670	3,770	3,870	4,170
Mechanics	3,670	3,770	3,870	3,970	4,070	4,370
Elevator mechanics	3,870	3,970	4,070	4,170	4,270	4,370
Special mechanics	4,070	4,170	4,270	4,370	4,570	4,370
Principal review clerks	4,270	4,370	4,470	4,570	4,970	5,070
Traveling mechanics	4,570	4,670	4,770	4,870	5,070	5,170
Cost accounting clerks, purchasing clerks, and draftsmen in mail equipment shops	4,470	4,570	4,670	4,770	4,870	5,070
Examiners of equipment and supplies	5,070	5,170	5,270	5,370	5,470	5,570
Carriers in rural delivery service:						
Fixed compensation per annum	1,418	1,442	1,466	1,490	1,514	1,538
Compensation per mile per annum for each mile up to 30 miles of route	58	60	62	64	66	68
For each mile of route over 30 miles	20	20	20	20	20	20
SUBSTITUTE, TEMPORARY, AUXILIARY, AND CHAR. EMPLOYEES						
Temporary carriers in rural delivery service on routes to which no regular carrier is assigned:						
Fixed compensation per annum	1,418					
Compensation per mile per annum:						
For each mile up to 30 miles of route	58					
For each mile of route over 30 miles	20					
Temporary carriers in rural delivery service on routes having regular carrier absent without pay	(1)					
Substitute carriers in rural delivery service on routes having regular carriers absent with pay						
Hourly rates						
Clerks in post offices of the third class; carriers in village delivery service	\$1.365 1.425	\$1.415 1.475	\$1.465	\$1.515		
Charmen and charwomen						
Mail handlers, messengers, watchmen; operators of the pneumatic tube service; gagemen-drivers	1.565 1.565	1.615 1.615	1.665 1.665	1.715 1.715	\$1.765	\$1.865
Special delivery messengers in post offices of the first class						
Clerks; carriers in city delivery service; driver mechanics; general mechanics; dispatchers of the pneumatic tube service	1.615 1.925	1.665 1.715	1.715 1.765	1.815 1.865	1.915	\$1.965
Special mechanics						\$2.015

¹ Rate authorized for the regular carrier.

140. Limitation on clerks in third-class offices.—Clerks in post offices of the third class shall not be appointed or promoted to a salary grade in excess of \$100 less than the salary of the postmaster at the office to which assigned. Substitute, temporary, or auxiliary clerks in post offices of the third class shall not be paid in excess of \$1.465 per hour where the salary of the postmaster is \$3,128 per annum; in excess of \$1.415 per hour where the salary of the postmaster is \$3,019 per annum; and in excess of \$1.365 per hour where the salary of the postmaster is \$2,883 per annum.

Longevity Grades

141. Each of the basic annual rates shown in articles 132 to 139 of this chapter is subject to longevity grades A, B, and C as provided in article 148 of this chapter.

Rural Carriers' Additional Compensation

142. A rural carrier assigned to a route over 30 miles in length served 6 days a week shall be paid for the first 30 miles at the rates per mile per annum and the fixed compensation per annum as provided for routes 30 miles or less in length, and shall be paid \$20 per mile per annum for each mile or major fraction thereof the route is in excess of 30 miles, based on actual mileage.

A rural carrier serving one triweekly route shall be paid a salary on the basis of a route one-half the length of the route served by him. A rural carrier serving two triweekly routes shall be paid a salary on the basis of a route one-half the combined length of the two routes.

The Postmaster General may, in his discretion, allow and pay such additional compensation as he may determine to be fair and reasonable in each individual case to rural carriers serving heavily patronized routes not exceeding 45 miles in length. The total annual compensation of a rural carrier serving a heavily patronized route of not exceeding 45 miles in length shall not exceed \$4,370, exclusive of maintenance allowance. A rural carrier below the maximum grade shall not be granted an additional allowance for serving a heavily patronized route in an amount that would exceed \$4,370 when added to the salary he would receive in the maximum grade.

In addition to their salaries, each carrier shall be paid for equipment maintenance 9 cents per mile per day for each mile or major fraction of a mile scheduled. The Postmaster General may, in his discretion, allow and pay such additional equipment maintenance allowance (not in excess of \$3 per day when combined with the equipment maintenance allowance provided by the preceding sentence) as he may deter-

mine to be fair and reasonable in the case of rural carriers entitled to additional compensation for serving heavily patronized routes. Payments for equipment and maintenance shall be at the same periods and in the same manner as payments for regular compensation.

Additional compensation is allowed to rural carriers who are required to carry pouch mail to intermediate post offices, or for intersecting loop routes, when the carriage of such pouches increases the expense of the equipment required by the carrier or materially increases the amount of labor performed by him. Such compensation shall not exceed \$12 per annum for each mile the carrier is required to carry the pouches.

All claims for additional compensation on account of increase in the expense of equipment required, or of any material increase in the amount of labor performed because of the carriage of pouch mail, shall be submitted with a full statement of the facts to the Bureau of Post Office Operations, Division of Rural Service, through the postmaster, who shall make such comment or recommendation thereon as he may deem proper.

The pay of rural carriers and substitute rural carriers, which depends upon the length of the route, shall be determined in accordance with the records of the Post Office Department, which records shall be promptly corrected whenever the Postmaster General determines that they are not correct.

Substitute and Temporary Rural Carriers

143. A substitute rural carrier who performs service for a regular carrier absent with pay shall be paid at the same rate paid the regular carrier for each day's service, exclusive of Sundays and holidays. A temporary rural carrier serving a route in place of a regular carrier absent without pay shall be paid at the same rate paid the regular carrier, Sundays and holidays included except at the beginning and end of the period of employment. A temporary rural carrier serving a route for which there is no regular carrier shall be paid at the rate of salary provided for a carrier of grade 1 for the route on which service is performed, including Sundays and holidays except at the beginning and end of the period of employment.

A temporary rural carrier serving a rural route during a vacancy created by the induction of the regular carrier into the armed forces of the United States shall be paid for such service at the same rate that would have been paid to the regular carrier, Sundays and holidays included except

at the beginning and end of the period of employment.

In emergencies when a substitute clerk or carrier, a substitute special-delivery messenger at a first-class office, or a regular clerk or carrier, or a regular special-delivery messenger at a first-class office is assigned as a substitute or temporary rural carrier, he shall be paid from the rural-delivery appropriation at the rates above specified plus the regular equipment maintenance allowance. If a regular employee is so assigned he should be placed on leave without pay during the time he is absent from his regular tour of duty.

Special-Delivery Messengers' Automotive Equipment Maintenance

144. Postmasters at offices of the first class are authorized to pay special-delivery messengers 90 cents per hour for the use of their personally owned automotive equipment, including motorcycles, when the vehicle is actually used in making delivery of special-delivery mail, provided Government-owned trucks, or contract vehicles at a lower rate than 90 cents per hour, are not available.

The time for which payment is made at the rate of 90 cents per hour shall begin when the special-delivery messenger leaves the post office, with his vehicle, to make delivery of special-delivery mail and end upon his return to the post office—both to be supported by time-clock entries on the employee's daily time card. At the end of the employee's tour of duty, each day, the vehicle time should be totaled—hours and minutes—and carried forward each day to the end of the pay period.

The total allowable vehicle time for the pay period should then be determined from the employee's time card and payment made at the rate of 90 cents for each hour the vehicle was actually used in making delivery of special-delivery mail.

When special-delivery messengers are assigned to perform duties other than the delivery of special-delivery mail, i. e., collection, relay, parcel-post delivery or mounted route services, and they are instructed to use their personally owned automotive equipment because no Government-owned or other vehicle under contract for city-delivery service is available, payment for the use of the equipment shall not be made at the rate of 90 cents per hour. Postmasters must obtain bids for such vehicle service as is presently required for the use of hired vehicles assigned to city-delivery service and payment for the service is to be made at the lowest hourly rate determined from the bids received. An allowance covering all such

expenditures must be requested from the Bureau of Facilities, Division of Vehicle Service. When a special-delivery messenger is not the lowest bidder his vehicle shall not be used for regular city-delivery service. Payments to special-delivery messengers for vehicles furnished by them for purely city-delivery service must be on the basis of the lowest bid established by competitive bidding and must be charged to the allowance for the particular service performed.

When regular, substitute, and temporary postal employees, at first-class post offices, other than supervisors and special-delivery messengers, are assigned to deliver special-delivery mail and provide their personally owned automotive equipment in making delivery of special-delivery articles, they shall be paid at the rate of 90 cents per hour for automotive equipment maintenance, provided that: the employee is not under contract to furnish a vehicle for use in the city-delivery service; there is no Government-owned or contract vehicle available for the purpose; or no vehicle can be obtained for less than 90 cents an hour as a result of advertising. Timekeeping and payments for automotive-equipment maintenance should be handled in the same manner as prescribed for special-delivery messengers.

If the employee is under contract to furnish a vehicle for use in city-delivery service or another contract vehicle is available for that purpose, and the vehicle is used exclusively on certain trips to deliver special-delivery mail, payment should be made at the hourly rate for the vehicle if hired on an hourly basis and pro rata to the annual rate when furnished under an annual contract, provided the rate does not exceed 90 cents per hour. But, if the regular, substitute, or temporary postal employee, other than a supervisor or special-delivery messenger, is not under contract to furnish a vehicle for city-delivery service on an hourly or annual basis, and there is no Government-owned or other hired vehicle available, and the exigency is such as to require immediate action, postmasters may employ automotive equipment owned by such nonsupervisory employees at the rate of 90 cents per hour for the delivery of special-delivery mail only until a vehicle can be secured under contract by advertising. Allowances for each quarter must be obtained from the Bureau of Facilities, Division of Vehicle Service, covering all expenditures for vehicle service on an hourly basis.

Government-owned automotive equipment assigned to the city-delivery service must be utilized to the fullest extent possible to effect delivery of special-delivery mail,

provided, such additional assignment does not interfere with the collection, relay, parcel-post delivery and mounted route services, and the transportation of the mails.

All payments made for automotive equipment maintenance and for vehicle hire are chargeable to the Vehicle Service allotment.

Benefits for Certain Veterans of World War II

145. Any person whose name appeared on any list of eligibles at any time between May 1, 1940, and October 23, 1943, with respect to a position in the field service of the Post Office Department, who, lost opportunity for probational appointment because of military service during World War II, was certified for probational appointment to such position, and, subsequently, was given such appointment, shall, for the purpose of determining his rate of compensation and his seniority rights in the postal field service, be held to have been appointed to such position as of the earliest date on which an eligible standing lower on the same list of eligibles received a probational appointment therefrom. No regular employee in the postal field service shall be reduced to substitute status by reason of these benefits.

No person who has reenlisted after June 1, 1945, in the regular military establishment or after February 1, 1945, in the Regular Naval Establishment is entitled to the benefits of this article.

No person shall, by reason of the benefits of this article, be entitled to any compensation for any period prior to August 1, 1946.

PROMOTIONS

Annual Grade Increases

146. Employees for whom annual salaries and annual grade increases have been provided are promoted successively at the beginning of the fiscal quarter following 1 year's satisfactory service in each grade to the next higher grade until they reach the top grade, except that clerks in third-class offices shall not be appointed or promoted to a grade higher than \$100 less than the salary of the postmaster, including longevity. Not more than one increase in the rate of pay for such employees shall be allowed within a 12-month period.

If a substitute is excused or furloughed for as much as 90 days during the year, that fact should be considered in fixing the date of his annual grade increase. A substitute who is not employed for an extended period on account of lack of work, should be placed on furlough; otherwise he will be considered as available for duty and eligible for an annual grade increase.

Hourly Rate Employees

147. Hourly rate employees for whom annual grade increases have been provided are promoted to the next higher grade at the beginning of the quarter following 1 year of satisfactory service in a pay status, including time served as a special delivery messenger; except that substitute clerks at third-class post offices shall not be paid in excess of \$1.465 per hour where the salary of the postmaster is \$3.128; in excess of \$1.415 per hour where the salary of the postmaster is \$3.019; and in excess of \$1.365 per hour where the salary of the postmaster is \$2.883.

Longevity Promotions

148. Postmasters, supervisors, regular employees paid on an annual basis and charmen and charwomen paid on an hourly basis, shall become entitled to promotion to longevity grade A at the beginning of the quarter following 13 years of Postal Service; to longevity grade B at the beginning of the quarter following 18 years of postal service, and to longevity grade C at the beginning of the quarter following 25 years of postal service; except that employees for whom meritorious grades were provided under the act of July 6, 1945, Public Law 134, who were in the highest annual grade of their position or in a meritorious grade on May 3, 1950, and who would have progressed in the additional grades under Public Law 134 at an earlier date, shall retain their benefits under such law and shall be promoted to longevity grade A at the beginning of the quarter following 3 years of service in the highest annual grade, to longevity grade B at the beginning of the quarter following 5 years' service in longevity grade A, and to longevity grade C at the beginning of the quarter following 7 years' service in longevity grade B. The basic rate of pay for employees entitled thereto shall be increased by \$100 per annum for each longevity grade, except the basic rate for postmasters at fourth class offices shall be increased by 5 percent or \$100 whichever is the lesser.

Recommendations for Promotion

149. *Longevity and annual grade promotions.*—Thirty days before the end of each quarter, recommendations, when required, as explained in the next paragraph, shall be submitted to the proper Bureau of the Department on appropriate personnel forms for employees who are entitled to longevity and annual grade promotions. The forms specified in article 54 of this chapter shall be used, except that Forms P. O. 50 shall be used where authorized. For annual grade promotions, the forms must show whether the employees' services have been satisfactory.

Personnel forms must be submitted for all longevity and annual grade promotions, with the exception that forms are not required for the annual grade promotion of regular postal clerks, regular city carriers, and regular mail handlers at first- and second-class post offices, and regular special delivery messengers at first-class post offices when these employees have completed 1 year in the same position and grade. Also, personnel forms are not required for the annual hourly rate promotions of substitute postal clerks, substitute city carriers, and substitute mail handlers at first- and second-class post offices and substitute special delivery messengers at first-class post offices when these employees have completed one year in the same position and grade.

Postmasters having rural carriers under their jurisdiction shall submit statements to the proper rural disbursing postmaster at least 60 days prior to the date each rural carrier is due for automatic promotion. A statement from the postmaster at a first- or a second-class office will show the last annual rating of each carrier as satisfactory, unless previous report of unsatisfactory service has been made to the Department. A statement from the postmaster at a third- or a fourth-class office also will show the services as satisfactory, unless previous report has been made to the Department. The disbursing postmaster will prepare journals covering the automatic promotions, forward the journals to the Department and notify the postmasters concerned of the new rates of pay and the effective dates thereof. In instances where the statement from a postmaster at a first- or second-class office indicates that a carrier has failed to meet the requirements for promotion, the promotion will be withheld and a statement forwarded to the Department. With reference to rural carriers at third- and fourth-class offices, in instances where the statement from a postmaster at such office indicates that the service of a carrier has been unsatisfactory, the promotion of the carrier will be journalized, records altered to show the promotion and payment made at the new rate in the usual manner. However, such statements, together with related papers, must be forwarded to the Department for consideration.

Recommendations for Withholding Promotion

150. Recommendations for withholding promotion.—Annual grade promotions shall not be withheld in the case of employees in the automatic grades until they have been given a written warning and have failed to show proper improvement in their work requirements within 30 days from the written warning. Recommendations for withholding promotions should be submitted

on the personnel forms specified in article 54 of this chapter, except that Forms P. O. 50 should be used where authorized. A statement in explanation of the employee's rating should accompany the postmaster's recommendation.

When promotion is withheld because of unsatisfactory service, the employee cannot be promoted the following quarter but will be eligible at the beginning of the second quarter thereafter or any later quarter provided he is rendering satisfactory service.

When Absent Without Pay

151. The annual grade promotion of employees, except those drawing disability compensation from the Department of Labor, Bureau of Employees' Compensation, will be deferred for absence without pay in the following manner: When absent for 90 days or more during the year following his appointment or last promotion, he should not be recommended for further promotion until the completion of another quarter's service; 180 days or more, two more quarters' service; 270 days or more, three more quarters' service. When promotion is deferred, that fact should be reported to the Department.

Restoration After Reduction

152. When an employee has been reduced in salary because of his efficiency rating or for any other reason, he may be restored to his former grade or advanced to an intermediate grade at the beginning of the next quarter following the reduction, provided he has been given a rating of Satisfactory in the meantime. Recommendations for restorations in salary should be submitted to the appropriate Bureau for prior approval on the forms specified in article 54 of this chapter, except that Forms P. O. 50 should be used where authorized.

After an employee has been reduced in salary and not restored within one year, report should be submitted to the proper Bureau of the Department on appropriate personnel forms. When restoration in salary is denied on the ground of an Unsatisfactory efficiency rating, there should also be submitted a copy of Form 3990 with a statement of the employee's rating.

Promotion After Restoration

153. An employee who has been reduced and has been restored to his former grade is not entitled to credit for the period of service in the grade to which reduced in determining eligibility for automatic promotion. There may be a period of satisfactory service between the termination of the unsatisfactory service which caused reduction and the actual date of reduction. This period of satisfactory service should be added to the continuous satisfactory service following restoration to the employee's

former grade in determining the completion of the 1 year of service in that grade necessary for promotion (Comp. Gen. decision B-73658, dated June 23, 1948).

In recommending promotion in such a case the postmaster must state the date the unsatisfactory service terminated.

Filling Supervisory Positions

154. General.—The Department must hold postmasters responsible for the conduct of their offices, and for that reason postmasters are granted discretionary power in the selection of supervisors for probationary periods. While seniority is not the controlling factor in the selection of supervisory personnel, it should be given most careful consideration and the senior employees meeting the qualifications selected. However, postmasters are expected to look at the present and future needs of the service and select employees who are competent to perform the duties of supervisory positions, and who have potential ability to lead and direct the work of others—employees who primarily will have in mind the interests of the service with due regard for the interests and well-being of the employees whom they will supervise. In making selections, postmasters should bear in mind the qualifications necessary to become and remain good supervisors.

In passing over senior employees and selecting junior employees for supervisory positions, postmasters must be prepared, if called upon, to furnish good reasons for their action.

155. Post Office Operations.—When a vacancy occurs in a supervisory position that is under the jurisdiction of the Bureau of Post Office Operations, the postmaster may recommend the promotion to such position of an employee occupying any other supervisory position, or he may recommend a clerk or city letter carrier of grade 7 or above. If for any reason such clerks and carriers of grade 7 and higher are not available and an employee above the highest grade is not selected, clerks and carriers in the lower grades in the office shall be eligible for promotion. Such changes should be submitted on Form 1533, in triplicate, accompanied with letter setting forth the qualifications of the employee recommended, and shall not take effect before the date they are approved by the Department. If the person selected has not had prior supervisory experience, he will be granted his salary increase but will be considered on probation for a period of 90 days. If at the termination of the 90-day period the employee fails to meet the requirements of his new position, he should be so informed and given an opportunity to request reduction to his former position. If he does not request

reduction, it will be necessary to prefer charges. A report of the action in either case shall be made to the Department. It is not necessary to advertise vacancies in the supervisory force.

156. Custodial and Vehicle Service.—When a vacancy occurs in a supervisory position in the Custodial Service and Vehicle Service, postmasters must give first consideration to filling it by the promotion of a qualified employee in the same service. If such an employee is not available then consideration may be given to transfer, reinstatement, or appointment. Any recommendation for filling a supervisory position in either Custodial or Vehicle Service must be submitted for prior approval and shall not become effective prior to the date of approval. If the employee recommended is not of the same service detailed reasons for the selection must also be submitted.

If the person selected has not had prior supervisory experience, he will be granted his salary increase but will be considered on probation for a period of 90 days. If at the termination of the 90-day period the employee fails to meet the requirements of his new position, he shall be so informed and given an opportunity to request reduction to his former position. If he does not request reduction, charges shall be preferred. In either case, a report of the action taken should be submitted to the appropriate division. It is not necessary to advertise vacancies in supervisory positions in the Custodial or Vehicle Service.

GRIEVANCES OF EMPLOYEES

157. The right of employees to appeal through established supervisory channels without restraint, interference, coercion, discrimination, or reprisal is recognized.

The long-established practice of friendly informal discussions of service and personnel problems between employees, supervisors, and departmental officials will be continued. As a result of such informal discussions most matters which might become sources of grievances will undoubtedly, as in the past, be adjusted by arriving at a better understanding of conditions among all concerned. When after such discussions there remains a need to present a problem further, those concerned should proceed as follows and supervisors should assist employees in carrying out this procedure.

Immediate Supervisor to Unit Head

(a) An employee should first present a grievance to his immediate supervisor and if not satisfactorily adjusted, to the supervisor next in line of authority, or to the official in charge of the unit in which

he is employed, each of whom shall endeavor to obtain a prompt and satisfactory solution within the scope of his authority. For this purpose the following units are designated:

Unit	Official in charge
Post office	Postmaster.
Postal Transportation Service	Gen. Supt.
Division	
Post Office Inspection Serv-	Inspector in
ice Division	charge.
Division, Post Office Depart-	Director.
ment	

(b) Before a grievance reaches the unit head, it may be presented by the employee either orally or in writing or on behalf of such employee by a committee of not more than three postal employees of his own choosing. Grievances presented to the unit head must be in the form of a written statement indicating clearly the nature of the grievance and the pertinent facts as they exist in the opinion of the employee. The aggrieved should also advise the official in charge of the unit whether he desires a hearing on the grievance. After a grievance reaches the unit head, the employee may appear in person or be represented by a committee of not more than three persons of his own choosing, or both.

(c) The official in charge of a unit will carefully review the written statement relating to the grievance and if a hearing is requested he will hear the aggrieved, his chosen representatives, or both, and may call such witnesses as deemed necessary. He will also secure a written statement from any employee against whom a grievance may be directed. The aggrieved will be advised in writing of the decision of the official in charge of the unit within 20 days from the date the grievance is presented or notified of the additional time which will be required to render such decision. When the official in charge of the unit believes it necessary or desirable, he may appoint a board of review of not less than two nor more than three postal employees to hear the aggrieved or his representatives. The board will be advisory and designed to assist the official in charge of the unit in arriving at a decision.

Unit Head to Departmental Bureau Head

(d) When in the employee's opinion a grievance has not been satisfactorily adjusted by the official in charge of the unit, an appeal may be made in writing to the proper bureau head in the Post Office Department within 30 days from the date of the decision, or if no decision is rendered within 30 days from the date such decision was due, or the employee may request the unit head to refer the matter to the bureau head for review. Furthermore, an employee may, if he feels the circumstances warrant, present a grievance

initially to the departmental bureau head. However, this official will return all grievances which in his judgment should have been presented to the official in charge of the unit.

(e) An appeal to the bureau head should contain a copy of the matter submitted to the official in charge of the unit, the date the grievance was presented to the official in charge of the unit, a copy of the decision rendered, or a statement that no decision could be obtained. The aggrieved should also advise the bureau head whether he desires a hearing on the grievance. In order to expedite departmental action, it is desirable that the official in charge of the unit be notified by the employee when appeal is made to the Department.

(f) When an official in charge of a unit is advised that an appeal will be made to the Department or when the aggrieved makes a request that the decision be forwarded to the Department for review, he should promptly transmit through proper channels, copies of all papers relating to the case, with appropriate comment to the official in charge of the bureau, Post Office Department, Washington 25, D. C.

(g) Upon receipt of an appeal from, or a request to review, the decision of the official in charge of the unit the bureau head will arrange for a complete review of the facts and set a date for a hearing if such is desired. He will notify the aggrieved in writing of his decision and transmit a copy of the decision to the official in charge of the unit.

Departmental Bureau Head to Postmaster General

(h) When a decision of the bureau head is not considered satisfactory, it may be appealed to the Postmaster General, within 30 days after the decision is rendered, through the departmental Board of Appeals. Such appeals should be addressed to the Director of Personnel, Chairman, Board of Appeals, Post Office Department, Washington, D. C., and should contain a full statement as to the reasons for appealing, copies of the decisions rendered, and the name of the employee who will represent the aggrieved on the Board of Appeals. It should also be stated whether or not a hearing is desired. The Board of Appeals will consist of the following members:

Director of personnel, chairman (or such alternate as the Postmaster General may designate).

An employee to be designated by the aggrieved.

An employee to be designated by the bureau head.

(i) The Board of Appeals will not hear any grievance that has not been previously

considered by the bureau head. The board will hear the aggrieved, his chosen representatives, or both, and the departmental representatives and will secure any information or additional statements necessary. If additional evidence is received, the board may refer the case to the bureau head concerned for reconsideration. The functions of the board will be advisory and it will furnish the Postmaster General full report with proper recommendations, together with the comment of the bureau head. The Postmaster General will make a final decision. He will advise the aggrieved of the decision and send a copy to the bureau head.

ASSIGNMENTS

General

158. All newly appointed clerks under the jurisdiction of the Bureau of Post Office Operations are first to be assigned to the Mailing Division, and the assignments from that division to what may be considered as preferred clerical positions should be based on seniority and fitness for the position. At post offices where night work is required, a substitute appointed to the position of regular clerk shall be assigned to a night tour until by reason of seniority he becomes eligible for a vacancy occurring on a preferred tour.

Substitute clerks at first-class offices must not be assigned to any position involving financial responsibility, except in an emergency or where it would be impracticable to do otherwise.

Insofar as practicable, the auxiliary work, both clerk and carrier, should be pooled and divided equally among the classified substitutes.

However, when the available substitute hours are limited and an equalization would work a hardship on the substitutes already employed, the person selected as a newly appointed substitute should be given to understand that the additional place involved covers more or less temporary assistance and that he will not share in the substitute work unless the present substitutes are being employed 40 hours or more each week.

Preferred Assignments

159. When vacancies occur in preferred assignments, notices of such vacancies listing the requirements of and inviting applications for the position must be posted for at least 3 days in a conspicuous place in the post office and its stations and branches. When the applications are received, the senior competent employee making such application shall be assigned to the position for the purpose of serving a probationary period.

When a vacancy occurs on a preferred route the senior competent carrier making

application shall be assigned to the preferred route provided that not more than five reassessments of carriers shall be made as the result of any one vacancy.

The postmaster must be prepared, when he passes over the senior employee, to inform the employee in writing the reasons for so doing.

Preferred assignments and tours of duty in the Custodial Service shall be given to the senior employees in the positions involved who desire them.

Mounted Routes

160. Vacancies on mounted routes, including parcel-post routes, shall be filled by advertising if contract vehicles without drivers can be secured or if Government-owned vehicles are supplied.

When the only bids received for furnishing vehicles are from regular carriers who stipulate that they be assigned to the routes, the carrier submitting the lowest bid must be so assigned. Bids containing such stipulations must not be considered if other acceptable bids are received, since award of the contract must be made to the lowest bidder. Substitutes are only permitted to submit bids for furnishing vehicles without driver. No tacit understanding must be had with carriers that the one submitting the lowest bid without driver will be assigned to the route.

When a regular carrier holding a contract for furnishing a vehicle asks that his contract be canceled, the postmaster should advertise for bids for a vehicle as replacement. If bids without driver are secured, then the carrier on the route should be permitted to continue on the route if the vehicle formerly furnished by him was without driver and he secured the assignment by being the senior applicant. However, if the vehicle formerly furnished by him was with driver and he secured the assignment by reason of having submitted the lowest bid, then the vacancy should be advertised and the senior capable carrier applying for the position should be assigned to it. If the only bids secured stipulate that the bidder be assigned to the route, then the lowest bid must be accepted and that carrier assigned to the route.

Mail Handlers

161. The work to which mail handlers may be assigned consists of loading and, unloading trucks; trucking mail; hanging and locking sacks and pouches in bag racks; dumping mail; making simple distribution of parcels where no scheme knowledge is involved; separating mail pouches and sacks labeled to star routes and trains and Dis., local city and stations and branches; labeling sacks and pouches where labels are prearranged or where racks are plainly

marked; carrying letter mail from drops to facing tables; facing mail, including letters and circulars, on facing tables, mechanical or otherwise; operating canceling machines; canceling stamps and carrying mail from canceling machines to distribution cases; withdrawing mail from primary or secondary separations and placing it in secondary and delivery units; assisting in tying and cutting bundles of mail; assisting in supply sections; acting as armed guards for valuable registry shipments and as watchmen and guards in and around post-office buildings where necessary; serving as witness to receipt and dispatch of registered mail when no clerk is available; performing necessary cleaning work in leased quarters when such work cannot be performed by regular or job cleaners; driving Government trucks in emergencies in interstation service and to and from post offices and garages and relaying sacks of mail to storage boxes; collecting mail from courtesy collection boxes; delivering special-delivery mail in emergencies and assisting regular and substitute city delivery carriers in the collection and delivery of mail in emergencies. Erecting and occasionally painting and placing time cards in street letter-box equipment and posts; driving trucks in connection with the erection of street letter-box equipment; performing necessary patrol of conveyor systems; cleaning and oiling of firearms, canceling machines and conveyor equipment, and similar duties, where such work is not performed by mechanics in the custodial service. Cleaning and sweeping inside of Government trucks operated by city carriers; handling and examining empty equipment such as pouches and sacks. Such other similar work as the postmaster may direct.

DUAL EMPLOYMENT

162. (a) When required by the needs of the service, a substitute clerk may be employed as a substitute city letter carrier, and a substitute city letter carrier may be employed as a substitute clerk without prior authority from the Department, but care should be exercised to pay the employee from the proper allowance for service rendered. Such employment, however, should not be to the detriment of either group of substitutes. Both substitute clerks and substitute city letter carriers may be employed to deliver special delivery matter.

(b) Regular clerks cannot be employed as city delivery carriers and regular carriers cannot be employed as clerks unless formal transfer has been effected in conformity with the rules of the Civil Service Commission relating to transfers.

(c) When the needs and interests of

the Postal Service require, authority will be granted postmasters to employ mail messengers and other postal employees in dual capacity, or to assign extra duties to such mail messengers, and other employees, and compensation shall be paid to such mail messengers and other employees for such services at the rate provided by law.

(d) In all cases involving the employment of a mail messenger in a dual capacity, a report thereof should be submitted to the Bureau of Transportation for approval.

(e) In all other cases involving dual employment not covered in these instructions, the matter should be presented to the proper Bureau of the Department.

However, in such cases, postmasters shall not employ a person in a dual capacity without first presenting the matter to the Department in detail and receiving approval therefor.

Special-Delivery Messengers

163. Special-delivery messengers at first-class offices may be employed at duties other than the delivery of special-delivery mail when their regular duties do not require 8 hours' work in 10 and when such additional duties do not interfere with the prompt delivery of special delivery matter. They shall receive regular pay as special-delivery messengers for such extra employment.

Special-delivery articles may be delivered by regular, substitute, and temporary postal employees, and at first-class offices such employees shall be paid their regular rate of compensation for such delivery service.

At city and village delivery offices, other than at first-class offices where special-delivery messengers have been appointed, the delivery of special-delivery matter should, where practicable, be effected by substitute carriers and substitute clerks instead of by special-delivery messengers.

When substitute carriers or substitute clerks at second- and third-class offices effect the delivery of special-delivery matter, they shall be paid the fees fixed by law, provided delivery is made by them during periods when they are not being paid for the rendition of auxiliary or substitute service.

Custodial employees shall not be assigned to deliver special delivery mail when such service would involve additional expenditure from the appropriation from which custodial employees are paid. However, custodial employees may be assigned to deliver specials during their regular tour of duty when this would not interfere with the proper operation and cleaning of the building.

SENIORITY

General

164. The Department recognizes seniority in the matter of assignment wherever the senior employee is qualified for the position to be filled. The senior employee should not be passed over and a junior one selected unless there is ample reason to believe that the senior one is not qualified for the position to be filled. It is not a question of selecting the most efficient employee but of selecting the senior employee who meets the requirements. Care should be exercised not to confuse lack of opportunity with lack of ability.

Postmasters should not reorganize details and tours merely to conform with seniority readjustments. Existing arrangements of details and tours should continue until such time as reassessments are made necessary by vacancies or in the interest of the service.

Employees Under Jurisdiction of Bureau of Post Office Operations

165. Original appointment.—Seniority commences with the date of appointment to a classified substitute or regular position in a post office, including the benefits prescribed for certain employees in article 145 of this chapter, and is not affected by the amount of substitute service performed or other conditions except as herein stated. Appointment as a temporary employee is not recognized in this connection.

166. Reinstatement.—Upon reinstatement a new period of seniority commences, unless the reinstated employee was retired from the postal service on account of physical disability, and is reinstated to the same position. Claim for seniority on account of previous service is allowed only where the employee makes formal, written request for reinstatement within 6 months from the date it is determined by the Retirement Division, Civil Service Commission, that he has regained his health.

167. Transferred employees.—(a) When an employee is transferred at his own request from one post office to another, from another branch or department, or between positions in a post office, except as provided in paragraphs (c) and (d) of this article and article 168, he commences a new period of seniority in the position to which transferred and does not regain seniority for service prior to transfer. A person who transfers to the substitute roll from another position within the Postal Service shall, because of previous postal experience, be placed ahead of the substitutes appointed from the civil-service register effective the same date.

(b) Except as provided in paragraphs (c) and (d), an employee who retransfers to a position he formerly held will not be given credit for service prior to retransfer in

determining his seniority. Seniority shall be reckoned from the date of retransfer.

(c) When a clerk transfers to city or village carrier, or vice versa, in the same post office, his seniority shall be reckoned from the date of transfer for the first 5 years in the new position. After completing 5 years in the new position, his former seniority shall be restored.

(d) When a clerk transfers to city or village carrier, or vice versa, in the same office and later retransfers to clerk, he will be given credit for previous service as clerk. For example, an employee was appointed substitute clerk in 1938, transferred to city carrier in 1948, and retransferred to clerk in 1950. Inasmuch as he had 10 years of service as clerk (1938-48), his seniority will be antedated 10 years and fixed at 1940. After 5 years of service from the date of retransfer, he will be given credit for all his service and his seniority will be reckoned from 1938.

168. Rural carriers.—The seniority status of rural carriers is governed by law. The relative seniority of rural carriers at a particular office is determined by date of appointment, voluntary transfer, or reinstatement to the position of regular rural carrier at that office. A rural carrier who transfers to another position at the same office and later retransfers to rural carrier at that office will not be given credit for the first period of rural service in determining seniority. A person transferring to rural carrier from another office receives no credit for any prior rural service, regardless of where performed.

Employees in the Custodial Service and Vehicle Service

169. Seniority begins with the date of appointment and all continuous service shall be counted, including service performed under war service indefinite, indefinite or temporary appointment. Persons appointed from civil service eligible certificates on the same date will have their seniority based upon relative standing on such certificates unless they are already on the rolls in the same service, in which case the date of original appointment will govern.

Seniority to determine preferred assignments and tours of duty within each particular position is as follows:

(a) Transfer from lower to higher position: New period of seniority begins in higher position.

(b) Voluntary demotion to lower position: New period of seniority in lower position except that credit to be allowed for any service previously performed in position to which reduced.

(c) Involuntary demotion through no fault of employee (such as temporary promotion and subsequent demotion when reg-

ular incumbent of prior position returns to duty; reduction by Department in the quota of positions, resulting in an employee's enforced transfer): Retains seniority, including time served in the prior position.

(d) Demotion to lower position caused by disability resulting from injury in line of duty: Retains seniority.

(e) Demotion to lower position because of disciplinary action: New period of seniority in position to which reduced.

(f) Transfer within either Custodial Service or Vehicle Service from one city to another in the same service, and transfer from another branch of Postal Service, including transfer from Custodial Service to Vehicle Service or vice versa: New period of seniority begins with effective date of assignment to the other city, or upon transfer from another branch of Postal Service. After 5 years the seniority in the position to which transferred shall be computed from the first date of appointment to that position and total seniority shall be counted from date of original appointment.

(g) Transfer from an outside agency: New period of seniority.

(h) Reinstatement: New period of seniority except as provided in (i).

(i) Reinstatement where prior separation was caused by retirement on disability, unjust removal from service, or employee resigned because of personal illness and so stated in his resignation: New period of seniority except that employee to be credited for past service if reinstated in the service from which originally separated.

With respect to schedules of driver mechanics in the Vehicle Service, when a vacancy occurs on a run, including air mail, due to death, retirement, resignation, transfer, et cetera, it shall be posted immediately for a period of 10 days and then filled by the senior applicant. Pending assignment of the senior applicant, the run shall be covered by the senior substitute.

When train or plane schedules are changed, or other service reasons require rearrangement of runs, all the runs should be posted.

EMPLOYEES INTERESTED IN MAIL CONTRACTS

170. No postmaster, assistant postmaster, or clerk in a post office, nor any member of the immediate family of a postmaster or assistant postmaster, shall be permitted to become a bidder, or contractor, or subcontractor, or to receive compensation for carrying the mails; except that in the discretion of the Postmaster General postmasters, members of the immediate families of postmasters, assistant postmasters, and clerks at

third- and fourth-class post offices may enter into contracts for the performance of mail messenger service provided the total amount paid under such contract shall not exceed \$300 in any one fiscal year.

Special delivery messengers paid on a fee basis may enter into contracts for mail messenger service and receive in excess of \$300 in any one year for such service.

Vehicles may be hired from postal employees not filling supervisory positions, for use in the city and village delivery and collection services, either under an allowance or on a contract basis.

NOTE.—The words "immediate family" as used in the section are construed to mean persons who are members of the same household, or where one person is dependent upon the other for support. Under other circumstances blood relatives are not held to be members of the same immediate family.

EMPLOYEES' HOURS OF SERVICE

171. Employees other than postmasters, supervisors, rural carriers, village carriers, clerks in third-class offices, and employees paid on an hourly or fee basis, shall not be required to work more than 8 hours a day, except in cases of emergency when the needs of the service so require and it is not practicable to employ substitutes. The 8 hours of service shall not extend over a longer period than 10 consecutive hours, and the schedules of duty of the employees shall be regulated accordingly. However, in the case of supervisors, the Department prefers that if practicable their schedules shall be so arranged that the 8 hours are performed within a period of 10 hours.

In arranging schedules postmasters must give first consideration to the needs of the service and not the convenience of employees. The hours during which regular employees are required to be on duty are regulated by postmasters, but working schedules at offices of the first and second classes must provide for 8 hours' service within a period of 10 consecutive hours, with a recess or "swing" period of at least one-half hour for rest or lunch.

The time of reporting to duty, leaving for lunch, returning, and ending the day's work should at the time of each change be accurately recorded in person by each employee in the time register or punched on the time clock.

Time registers, time clocks, and card racks should be arranged to the best advantage to avoid congestion and expedite the time recording.

As it is not possible for all employees to record their time exactly as scheduled, a combined leeway of 5 minutes a day is allowed each employee (except carriers leaving on trips or returning therefrom)

before an employee is charged with reporting in advance, tardiness, or working unauthorized overtime or night service, as the case may be.

An employee should not be reprimanded or demerited for advance reporting or tardiness if all recordings on the clock for the day do not exceed the total 5-minute leeway allowed.

Classified Substitutes

172. Classified substitute employees who report for duty at any post office or other postal unit in compliance with an official order shall be employed not less than 2 hours following the hour they are ordered to report.

The period following recess for meals does not constitute another period of employment to the extent that the substitutes must be paid for not less than 2 hours. For example, a substitute is ordered to report at 8 a. m. and works from that hour until 12 noon. He then reports again that same day at 1 p. m. for an hour's work. The service rendered from 1 p. m. to 2 p. m. is not another tour to the extent he must be employed for 2 hours.

Any service rendered following a recess or swing in excess of 2 hours at mealtime will be regarded as a separate and distinct period of employment for which the substitute should be employed for not less than 2 hours.

The foregoing instructions apply to classified employees only and are not applicable to temporary or unclassified employees.

When a substitute fails to report to duty when ordered to do so, demerits should be imposed. No record should be made of their absence except in the case of demerits for failure to report to duty as ordered, and where they are placed on a definite furlough. If a substitute continues to be unavailable or fails to respond to call after receiving demerits for this offense, action should be taken looking to his removal from the service.

Sundays and Holidays

173. Sunday and holiday employment should be restricted absolutely to essential work. Postmasters at first-, second-, and third-class offices should assign as few employees as possible for Sunday and holiday duty. At first- and second-class offices such assignments should be arranged as far as practicable either in 4- or 8-hour tours, thus avoiding major fractions of a day, and should be governed largely by the volume of mail to be handled and the hours of dispatches. Compensatory time for service performed on Sundays and holidays shall be granted as prescribed in articles 181 to 185 of this chapter.

Rural carriers are not required to report at post offices on Sundays or holidays

for any purpose. When a holiday falls on Sunday, the following Monday shall be observed. Rural carriers are not permitted to substitute any other day. When the holiday falls on a service day for a triweekly route, the carrier is not required to serve until the next scheduled service day.

Saturdays

174. The 40-hour-week law is mandatory and must be enforced at all first- and second-class post offices, and at third-class offices having city or village delivery service insofar as the carriers are concerned. Postmasters, rural carriers, clerks in third-class offices and employees paid on an hourly or fee basis are not included in the 40-hour week law regardless of the number of hours they may be employed.

Postmasters must keep in mind that the intent of this law is to grant a shorter workweek to employees and provide a 5-day week insofar as it may be practicable, with a full day off on Saturday or compensatory time granted some other day within the next succeeding 5 working days.

The service day will be the basis for granting time off on Saturday under the 40-hour-week law. The service day will also be the basis under which compensatory time for service performed on Saturday will be granted. A service day is defined as an employee's 8-hour tour of duty. When a service day extends over 2 calendar days, the day's work will be charged to the day in which the larger portion of the tour falls. When a service day is divided equally on the midnight hour, it will be charged to the day in which the service day begins.

The Department does not contemplate that the 40-hour-week law shall result in any curtailment of existing service, but all surplus time of employees should be taken up.

Due to the limited number of substitutes which may be employed, additional regular employees should be used in all cases where the absence of employees on compensatory time necessitates replacement and such replacement can be arranged on an 8-in-10 hour schedule. In many instances employees will not need to be replaced hour for hour, as it is obvious that many duties may be eliminated on Saturdays. The employment of telephone operators and elevator operators and all custodial employees who are paid on an annual basis must be restricted to the absolute minimum on Saturdays and compensatory time granted for all service performed.

Postmasters are granted discretionary authority where there is a total or partial suspension of general business in their communities on Saturday afternoon and

the requirements and demands of the patrons are reduced, to accord all window, collection, delivery, and other services in accordance with the reduction of general business. Judicious use of this discretionary authority should obviate the necessity for correspondence with the Department concerning changes postmasters desire to make in the present service, as the changes necessary to comply with these instructions can be made without departmental approval. While postmasters are not included in the 40-hour-week law, they may, however, take time off on Saturday afternoon if there is a total or partial suspension of business in their communities on Saturday afternoon (or other short-workweek day observed by the community other than Saturday), provided no additional expense will result from such absence.

At every post office and station from which rural delivery service is operated, there shall be a duly qualified employee, either a regular clerk or classified substitute clerk, on duty on Saturday afternoon, as well as on other service days, upon the return of rural carriers from serving their routes, in order that the carriers may make proper disposition of mail, postage stamp supplies, money order applications, and the money for the purchase of money orders.

Where it is the custom in any community to observe some day other than Saturday as a short workday, the necessary service should be maintained in the post office on Saturday and compensatory time for work performed on Saturday should be given as far as practicable on the day that is observed locally as a short workday.

Regardless of the emergency, overtime payment must not be made for the first 8 hours' service performed on Saturday, except the Saturdays in December. See article 177 of this chapter.

When a holiday falls on a Saturday, regular employees should be excused from service as far as practicable. Usual Saturday service should be accorded on such days. Those who perform service on such a day shall be granted compensatory time for Saturday on one working day within the five next succeeding days. They will not be granted compensatory time for the holiday.

Absences of regular employees on Saturday will not be charged against annual leave or sick leave.

Failure To Report on Saturday, Sunday, or Holiday

175. Any employee who is scheduled to work on a Saturday, Sunday, or holiday and who fails to report and has not been excused will have deducted from his salary an amount equivalent to the number of hours he is scheduled to work.

OVERTIME

176. The provisions of law relating to the payment of overtime do not apply to substitutes and charmen or charwomen, as they are paid by the hour for the time actually employed.

All employees at first-, second-, and third-class post offices, except postmasters, supervisors, rural carriers, and employees paid on an hourly or fee basis, must be paid overtime for all necessary authorized service rendered in excess of 8 hours, including such excess service rendered on Saturdays, Sundays, and holidays. These employees are not entitled to pay for overtime unless they actually perform service in excess of 8 hours on any 1 day, regardless of the period covered by the service performed.

Saturdays, Sundays, and Christmas Day in December

177. If the exigencies of the service require, the payment of overtime may be authorized in lieu of compensatory time to employees, other than supervisory employees whose base salary is more than \$4,170 per annum, for services performed on Saturdays, Sundays, and Christmas Day during the month of December.

When To Be Used

178. Overtime shall be used to a minimum extent, where necessary, to insure the prompt delivery or dispatch of first-class matter, daily newspapers, parcels, and other matter having a time value. However, when the exigencies of the service require, an employee who has been on leave with pay or on compensatory time a part of his schedule may be employed after he has completed 8 hours of combined leave and service on an 8 in 10 hour basis, and be paid therefor as overtime.

It is not considered that overtime for custodial employees will be needed, except in emergencies at other than small buildings where three or less employees are assigned.

Computation of

179. Overtime shall be computed on the basis of annual salary in accordance with the salary tables (Form B/A 10) issued by the Comptroller. The annual salary of the employee shall be divided by 2,080. The quotient thus obtained will be the base hourly compensation, and 1 1/2 times that amount will be the hourly rate of overtime. Payment for overtime shall be computed on the nearest number of whole hours served each pay period, counting a fraction of an hour amounting to 30 minutes or more as 1 hour and ignoring 29 minutes or less. The total number of whole hours of overtime for which payment is

made shall be entered in each employee's pay voucher or payroll.

No retirement deductions shall be made from pay for overtime services.

Report of

180. Reports of overtime used must be submitted promptly at the end of each quarter to the proper Bureau of the Department as provided in chapter XXIV, articles 102 to 104.

COMPENSATORY TIME, OR OVERTIME IN LIEU THEREOF

181. The granting of compensatory time does not apply to postmasters, rural carriers, job cleaners in first- and second-class post offices, clerks in third-class offices, and employees paid on an hourly or fee basis.

Compensatory time shall be allowed assistant postmasters, other supervisors and employees for service of 8 hours, or less, performed on Saturdays, Sundays, or holidays.

Granting Compensatory Time

182. Compensatory time for service performed on Saturdays, Sundays, or holidays is granted as follows:

(a) Such time shall be granted during the employee's service day. (See art. 174 for definition of "service day.");

(b) Compensatory time for holiday service shall be granted on 1 day within the next 30 days following the holiday;

(c) When 8 hours of service are performed on a Saturday or Sunday, compensatory time shall be granted on one day within the next 5 working days;

(d) When service performed on Saturday or Sunday is less than 8 hours, such time may be carried forward and combined with service performed on subsequent Saturdays or Sundays until at least 8 hours has been accumulated, and then 8 hours compensatory time shall be granted on one day within the next 5 working days following the day on which the earned total became 8 hours.

Supervisors

183. Compensatory time shall be allowed assistant postmasters and other supervisors, in lieu of overtime, for service performed in excess of 8 hours on any one day. Such compensatory time shall be granted within 180 days from the day such service is performed at such time as in the opinion of the postmaster their services may best be spared, and without added cost to the Department.

Compensatory Time for December

184. Provisions for the month of December are as follows:

(a) When so authorized by the De-

partment, employees below the supervisory grades may be paid overtime for all service performed on Saturdays, Sundays, and Christmas Day during the month of December;

(b) When so authorized by the Department, supervisors whose base salary, exclusive of longevity pay, is \$4,170 or less per annum, may be paid overtime for service of 8 hours, or less, on each Saturday and Sunday during December and on Christmas Day (see the preceding paragraph as to service in excess of 8 hours on these days);

(c) Supervisors whose annual base salaries, exclusive of longevity pay, exceed \$4,170 shall be allowed compensatory time for service performed on Saturdays, Sundays, and Christmas Day during the month of December, such time to be granted within 180 days from the day such service is performed.

General Provisions

185. (a) Compensatory time shall be charged before granting leave without pay, regardless of whether the time to the employee's credit is 8 hours, or less.

(b) Compensatory time in amounts less than 8 hours may be granted whenever, under unusual conditions, the accumulation of such time would impair the efficiency of the service, and, upon request of the employee, in cases where an absence of the employee otherwise would be charged to annual leave. In cases where compensatory time of less than 8 hours is granted, annual leave or, where proper, sick leave may be granted to cover the absence in excess of the compensatory time, or the employee may work the balance of the service day.

(c) When warranted by the needs of the service, employees may be assigned to work overtime on days when they are granted compensatory time. However, except under the special provisions for the month of December, overtime may not be paid for service performed during the service day. When an employee is granted 8 hours' compensatory time, such time shall be charged to the service day and the employee may not work during that period. Thus any time worked that day will be in excess of the service day and shall be paid as overtime. In the case of an employee who is granted less than 8 hours' compensatory time, such time shall be charged to the service day, but the service day must be completed, either by granting leave or by actual service performed, before overtime service can be performed.

(d) Schedules should be posted as far in advance as practicable showing the days on which compensatory time is to be allowed. If less than 8 hours is to be given,

it should be given at the beginning or ending of the service day.

(e) The arrangement of schedules and granting of compensatory time is the duty of the postmaster. He must, of course, comply with the law and in accordance therewith arrange working schedules and allow compensatory time on such days and periods as best suit the needs of the service.

(f) Postmasters are cautioned that they must give close attention and careful supervision to overtime performed by supervisors for which they expect to receive compensatory time. Supervisors should be so scheduled that it will not be necessary for any of them to work overtime except in extreme emergencies, such as, carrier foremen making inspections of routes, station supervisors when an unexpected absence occurs, and during the month of December. All overtime made by supervisors must be reported to the postmaster, stating the necessity therefor, and must be approved by the postmaster before being entered on the records of the office for compensable purposes. Such compensatory time should not be allowed to accumulate indefinitely but should be liquidated as early as practicable.

(g) On Form 023-SAB, Monthly Report of Absences and Man-hours of Clerical and Mail Handler Employees, the absence of supervisors on compensatory time for overtime is included under item 8 and the overtime worked under item 27. In addition thereto postmasters should insert in the lower left-hand corner the accumulated supervisory overtime of all supervisors which has not been taken by adding the letters A. S. O. N. T. and the number of hours.

(h) An accurate record must be kept in the post office of all overtime, Sunday, or holiday service performed by supervisors and employees; also a record of compensatory time granted, showing dates and number of hours.

NIGHT WORK

186. Night work is any work performed between the hours of 6 p. m. and 6 a. m. Employees other than postmasters, rural carriers, job cleaners in first- and second-class offices, and employees paid on a fee basis, who are required to perform night work shall be paid extra for such work at the rate of 10 percent of their base hourly pay per hour.

Employees in the Custodial Service shall not be assigned to duty between the hours of 6 p. m. and 6 a. m. unless it is absolutely essential. In arranging the schedules of employees, postmasters shall give consideration to the fact that while it may be necessary to assign employees at night during

the winter months to provide heat, this will not be necessary during the non-heating season.

Basis of Computation

187. Night work shall be computed on the basis of 10 percent of the hourly salary of all employees paid on an hourly basis and for annual rate or regular employees night work shall be computed on the basis of 10 percent of the hourly rate, determined by dividing the base annual salary by 2,080. The night differential rate is the same regardless of whether the services are rendered on a regular tour or as overtime. Employees, including supervisors, shall receive night differential for service performed between 6 p. m. and 6 a. m. regardless of whether compensatory time is granted incident to such service.

An employee regularly assigned in whole or in part to a night tour of duty is entitled to additional pay for night service when absent incident to jury duty, as a witness for the Federal Government, or as a witness in private litigation in his official capacity in any Federal or State court.

An absolutely accurate time record must be maintained of all night service authorized and performed even though it is for only fractional parts of an hour. The time used in each post office, whether standard or daylight saving, will be observed.

At the end of each pay period the actual time of night service performed by each employee will be totaled, and where there is a fractional part of an hour amounting to 30 minutes or more, 1 hour will be added, and where the fraction is 29 minutes or less, it will be dropped.

Additional compensation earned by regular employees on account of night service will be entered in the proper place on the salary vouchers and paid such employees the same as their regular salaries without further authorization or allowance. Night service shall be included in request for allowances on Form 024 or in reports of expenditures on Form 024-A.

Night service should be restricted to the minimum necessary to insure prompt and efficient handling of first-class matter, daily papers, and other important mails, and provide proper and necessary window service.

No retirement deductions shall be made from the extra compensation paid employees for night work.

Postmasters shall not inaugurate any "night service" at post offices or stations where such service will involve any additional expense for clerk hire, or for fuel or light, without first submitting the matter to the Bureau of Post Office Operations, for consideration.

RURAL CARRIER CERTIFICATES OF SERVICE

Deductions for Failure To Perform Service

188. If a rural carrier fails to serve any part of his route and such failure is due to lack of proper endeavor, proper equipment, or to any reason personal to the carrier, deduction shall be made from his salary for such partial failure at the rate of pay per mile for service on routes of 30 miles and less; and for failure to perform service on that part of a route in excess of 30 miles deduction shall be made at the rate of pay for such additional mileage.

Deductions shall be made for each schedule day on which no service is rendered, unless it is found impossible after the carriers have reported at the post office to serve any part of their routes because of weather and road conditions. On tri-weekly routes deductions shall be made of 2 days' pay for each schedule day on which no service is performed.

It is the intention of the Department that prompt and regular service shall be afforded rural patrons. No explanations except those deemed reasonable are to be accepted as justifying failures to make deductions from the salaries and equipment allowance of rural carriers for trips or portions of the required service not actually performed.

It is not to be considered that a carrier who presents himself at the post office during or following a period of bad or stormy weather, or when the roads are in bad condition, without bringing with him such equipment as he ordinarily uses or would be suitable for such an occasion, has put forth such effort as would entitle him to receive pay for service not actually performed.

Upon reaching an obstructed point, a stream which is unfordable, or a bridge which cannot be crossed, the carrier should so deviate from the official line of travel as to avoid the obstruction. If this is not possible he must return immediately to the post office and start out on the return portion of the route. Whenever the carrier finds, after leaving the post office, that he cannot reach his route, he must travel any available roads, although they may be covered by another carrier, and shall make every reasonable endeavor to serve the patrons. The excuse that the roads are slippery or only difficult to travel will not be considered. Each carrier *must* so far as is reasonably practicable be equipped to perform complete and uninterrupted service under adverse weather or road conditions.

189. *Reports of failures.*—Certifying postmasters will be careful to include in their semimonthly certificates of service performed every failure of the carriers to serve their routes, whether the failures are complete or partial, the numbers of the routes, the dates of the failures, the miles of service omitted; and an explanation of any failure to render the most complete service possible.

Only when there are sound reasons for such action shall recommendation be made for payment for service not rendered. Disbursing postmasters shall not make full payments to rural carriers for incomplete service unless satisfied from the reports received from the certifying postmasters that every reasonable effort was made, and suitable equipment and help provided, to serve the routes completely.

190. *Computation of amount earned.*—Disbursing postmasters will compute the amount of salary, equipment allowance, and locked pouch allowance, if any, earned by regular, temporary, or substitute rural carriers, and the amount of the deduction, if any, to be made from salary, equipment allowance, and locked pouch allowance, and will mail his check on the Treasurer of the United States in payment of the full amount due each carrier. A deduction from equipment maintenance allowance because of failure of service may not be made if deduction is not also made from the salary of the carrier.

191. *Remissions.*—Applications for the remission in whole or in part of an amount deducted from the salary of a rural carrier, on account either of a complete or of a partial failure of service, shall be submitted to the disbursing postmaster, who has full jurisdiction in the matter.

Temporary Carrier Absent

192. Whenever it becomes necessary for a temporary carrier to be absent for a period not to exceed 10 days, the number of trips served by the temporary carrier shall be shown on the certificate of service (Form 4253), and the number of trips served by the substitute employed during the absence of the temporary carrier shall be reported on a separate copy of Form 4253. The substitute shall be paid by the disbursing postmaster for each day's service on the basis of one-thirtieth of the month's compensation. If the absence is for a period of more than 10 days, a report shall be made to the Bureau of Post Office Operations, Division of Rural Service, with a recommendation as to whether the leave should be extended, or the temporary carrier be dropped and the person actually serving the route appointed temporary rural carrier. The date of last service of the

temporary carrier and the name and date of first service of the person employed in his stead should be furnished, so that necessary orders may be issued.

Certificates

193. Certificates shall be mailed to the postmasters at the rural disbursing offices 3 working days in advance of the 15th and the last day of each month, based on the service performed to that time, and that which will very probably be rendered by the carriers on the remaining 3 days. The names of the persons who actually performed the service during the periods covered shall be clearly shown on the certificates, which shall be signed by the carriers as well as by the postmasters. Form 4251 shall be used for each regular carrier.

Certificates (Form 4253) in favor of substitute carriers serving in place of regular carriers on annual or sick leave, or absent on leave without pay, whether 1 or more days, must be submitted promptly by certifying postmasters to the disbursing postmasters.

Rural disbursing postmasters are authorized to honor certificates of service for payment of salaries to temporary rural carriers serving during the absence without pay of regular carriers on account of illness, provided the absence does not exceed 90 days, and the salary paid is at the same rate paid the regular carrier.

In the preparation of certificates on Form 4253 of the service performed by substitute rural carriers, the names of the regular carriers for whom service was performed must be written in the appropriate column. In the absence of the postmaster the assistant postmaster may certify to regular, temporary, auxiliary, or substitute rural carriers' certificates, giving names and titles. Example:

JOHN W. SMITH, Postmaster
By WILLIAM L. JONES, Assistant Postmaster

Rural Disbursing Offices

194. Postmasters shall forward completed certificates of service 3 working days in advance of the 15th and the last day of each month to the proper rural disbursing postmaster.

<i>State</i>	<i>Rural disbursing office</i>
Alabama	Birmingham.
Alaska	Seattle.
Arizona	Phoenix.
Arkansas	Little Rock.
California	San Francisco.
Colorado	Denver.
Connecticut	New Haven.
Delaware	Wilmington.
District of Columbia	Washington.
Florida	Jacksonville.
Georgia	Atlanta.

<i>State</i>	<i>Rural disbursing office</i>
Idaho	Boise.
Hawaii	Honolulu.
Illinois	Chicago.
Indiana	Indianapolis.
Iowa	Des Moines.
Kansas	Topeka.
Kentucky	Louisville.
Louisiana	New Orleans.
Maine	Portland.
Maryland	Baltimore.
Massachusetts	Boston.
Michigan	Detroit.
Minnesota	Saint Paul.
Mississippi	Vicksburg.
Missouri	Saint Louis.
Montana	Helena.
Nebraska	Omaha.
Nevada	Reno.
New Hampshire	Concord.
New Jersey	Newark.
New Mexico	Albuquerque.
New York	New York.
North Carolina	Raleigh.
North Dakota	Fargo.
Ohio	Cincinnati.
Oklahoma	Oklahoma City.
Oregon	Portland.
Pennsylvania	Philadelphia.
Puerto Rico	Atlanta.
Rhode Island	Providence.
South Carolina	Columbia.
South Dakota	Sioux Falls.
Tennessee	Nashville.
Texas	Austin.
Utah	Salt Lake City.
Vermont	Burlington.
Virginia	Richmond.
Washington	Seattle.
West Virginia	Wheeling.
Wisconsin	Milwaukee.
Wyoming	Cheyenne.

FINGERPRINT CHARTS (STANDARD FORM 87) AND REQUEST FOR REPORT ON LOYALTY DATA

(STANDARD FORM 85)

195. A fingerprint chart (Form 87) and Request for Report of Loyalty Data on Applicants and Appointees (Form 85) must be secured by the appointing officer for all appointments, and for all reappointments or reinstatements if there has been a break in service of more than 3 months. If these forms were previously submitted for persons returning from military leave, new forms need not be prepared. The forms need not be prepared for temporary employees who will serve less than 90 days, nor for persons employed on a contract basis.

Standard Forms 87 and 85 must be com-

pleted in their entirety. Whenever the word "none" is the answer to any question, it must be inserted in the block for that question. The full name of the incumbent must appear in the space provided. Initials are insufficient. If the person has no middle name or aliases or nicknames, the word "none" should be placed in the blocks.

Within 3 days following the appointment, completed Form 87 and the original and first two copies of the completed Form 85 will be sent direct to the Regional Director, United States Civil Service Commission, for the region in which the appointee will serve, except where outstanding instructions of the particular Bureau require that these forms be sent to Post Office Department. The fourth copy of Standard Form 85, Request for Report on Loyalty Data on New Appointees, should be detached and retained in the employee's file.

When the forms are sent direct to the regional director they must be accompanied with Standard Form 57, 60, or other original application completed by the person for the position (Form 1085 for acting postmasters and Form CSC 15 for temporary and substitute rural carriers) when such application is available. When no original application is available, one must be prepared or an explanatory statement as to why an application is not included must accompany the loyalty forms. If the original application form is more than 60 days old, current information called for thereon should be furnished on a separate piece of paper, signed by the appointee, and attached to the application form. The original application will be returned by the regional director for the employee's file.

Regular appointment forms sent to the Department by appointing officers must bear an endorsement indicating disposition and date of disposition of Standard Forms 87, 85, and when available, Forms 57, 60, 1085—acting postmaster or CSC 15—temporary and substitute rural carriers. When the application forms are not available, a statement to that effect must also appear on the appointment form.

RETIREMENT

Eligibility for Retirement

196. Minimum service requirement.—Five years civilian service are required before any title to annuity may exist.

197. Mandatory retirement.—Retirement is mandatory on the last day of the month in which an employee reaches age 70, provided he has completed 15 years service; if he has not completed the 15 years he may remain in his position until he meets the service requirement.

198. Optional retirement.—An employee has the privilege of retiring optionally at

the age of 60 after 30 years service, at the age of 62 after 15 years service, or between the ages of 55 and 60 after 30 years service. Under this last condition the annuity, computed under the basic formula, is reduced by one-fourth of 1 percent for each full month (3 percent for each full year) the employee is under age 60.

199. Disability retirement.—An employee who has completed 5 years civilian service and who becomes totally disabled for useful and efficient service may file application for disability retirement. Determination as to whether disability exists is made by the Civil Service Commission on the basis of official medical examination. However, if the employee has attained eligibility for optional retirement on full annuity (age 60 with 30 years of service or age 62 with 15 years), he may not retire on account of disability.

200. Discontinued-service benefits.—An employee who is separated involuntarily through no fault of his own (such as reduction in force, abolishment of position, etc.), after completing 25 or more years service may receive an annuity immediately, the annuity, computed under the basic formula, being reduced by one-fourth of 1 percent for each full month (3 percent for each full year) the employee is under age 60. If the employee is separated after 5 or more years service (regardless of the reason for separation) he may receive an annuity when he reaches age 62.

Types of Annuity

201. A retiring employee has a choice of one of three types of annuity. They are (1) the single life annuity, (2) the reduced annuity with benefit to the widow or widower, and (3) the reduced annuity with benefit to a person having an insurable interest in the retiring employee.

(1) By choosing this type of annuity the retiring employee provides only for himself, making no provision for a survivor-annuitant.

(2) By choosing this type of annuity the retiring employee takes a reduced annuity for himself, and provides upon death an annuity for the widow or widower. Any married employee retiring for any reason except 5-year discontinued service may choose this type. The annuity payable to the retiring employee is computed as follows: The first \$1,500 of the full single life annuity is reduced by 5 percent, any balance over the \$1,500 is reduced by 10 percent, and the full single life annuity is further reduced by three-fourths of 1 percent for each full year (if any) the named wife or husband is under age 60 when the employee retires. There is a restriction, however, that the *total reduction* may not exceed 25 percent of the full single life rate. The surviving widow or widower

will receive one-half of the full single life annuity rate (not reduced rate) beginning the first day of the month in which annuitant died if survivor has reached age 50, or first day of the month after survivor reaches age 50, and continuing until remarriage or death.

(3) By choosing this type of annuity the retiring employee takes a reduced annuity for himself, and provides upon death an annuity for a person who has an insurable interest in the retiring employee (generally a dependent.) Any unmarried employee who is retiring for any reason other than disability or 5-year discontinued service, and is in good health as determined upon examination by the Civil Service Commission, has the privilege of this choice. The annuity payable to the retiring employee is scaled down in accordance with the survivor's age, and the survivor will receive one-half of this reduced rate upon the annuitant's death. Payments will begin the first day of the month in which annuitant died, and continue to the survivor until his death.

Creditable Service

202. Civilian service.—Generally, all service performed as an employee of the Federal Government and the District of Columbia may be credited toward civil service retirement. Service performed before August 1, 1920 (the effective date of the original Retirement Act) is creditable in full without any deposit to the retirement fund. Service performed after this date for which no deductions were currently taken is creditable with or without deposit; making deposit for such service is optional with the employee, but if it is not made the annuity, based on the *total* service, will be reduced by one-tenth of the unpaid amount due on date of retirement. In the case of a refund previously paid to an employee following separation, the service covering the refund will be eliminated entirely in computing the annuity unless redeposit is made; however, in determining title to annuity, the service is counted even though redeposit is not made.

The period during which an employee is carried on furlough or leave without pay from his civilian position for the purpose of receiving benefits under the Employees' Compensation Act or serving with the armed forces is credited in full without any deposit to the retirement fund. In all other cases of leave without pay credit is given without deposit to the fund for such time as does not exceed 6 months in any calendar year.

203. Military service.—All active honorable service in the Army, Navy, Marine Corps, Air Force, or Coast Guard of the United States is creditable with the general exception of that forming the basis for re-

tired pay. In some cases service used as the basis for retired pay is creditable. No deposit is required for any military service.

Method of Computing Annuities

204. All annuities are computed under a basic formula. This formula is:

(1) One percent of the average annual basic salary for the highest 5 consecutive years, plus \$25, multiplied by the years of service; or

(2) One and one-half percent of the average annual basic salary for the highest 5 consecutive years, multiplied by the years of service.

(3) A fraction of one-twelfth of one year's basic annuity is allowed for each full month's service in addition to amount allowed for total years service.

The 1 percent plus \$25 is used for average salaries up to \$5,000; the 1½ percent is used for higher salaries.

The total annuity may not exceed 80 percent of the average salary for the highest 5 consecutive years.

Rights of Survivors Upon Death of Employee in Active Service

205. Annuity payable to the widow.—Upon death of a married male employee who has completed 5 or more years of civilian service, a surviving widow is eligible for annuity payments provided she has been married to the deceased employee at least 2 years immediately before his death, or is the mother of his child born of the marriage. The annuity is payable to the widow beginning the first day of the month after she reaches age 50, or the first day of the month following death of employee if she has already reached this age or there is an eligible child entitled to annuity. The widow's annuity will be one-half of the annuity earned by her husband at death, computed under the basic formula. It will be paid to her until she remarries or dies.

206. Annuity payable to children.—Each surviving child of a deceased married man, a widow, or a widower, is entitled to an annuity provided the child is unmarried and is under age 18 or incapable of self-support because of physical or mental disability. The annuity is payable to the child beginning the first day of the month after death of employee and will continue until he reaches age 18 (unless disability bars self-support), marries, or dies. The annuity payable to the child is computed as follows: If both the widow and an eligible child survive, each child will receive the least of the following amounts: (1) One-fourth of the annuity earned by the father; (2) \$900 divided by the number of surviving children; or (3) \$360. If no widow or widower survives, each child will receive the least of the following amounts: (1) One-half of the annuity

earned by the deceased employee; (2) \$1,200 divided by the number of surviving children; or (3) \$480.

207. Lump-sum amounts paid as final settlement to survivors.—Upon death of an employee leaving no widow or children entitled to immediate or future annuity, the total amount contributed to the retirement fund by the employee, with interest, may be paid immediately. If there are survivors entitled to annuity, no lump-sum payment may be made until the annuity rights of all survivors have terminated; at that time there may be paid the difference, if any, between the total amount contributed by the employee, with interest, and the total amount paid in annuities to all survivors. An employee has the right to designate a specific beneficiary to receive the lump-sum payment, but no designation is necessary if he is satisfied to have it paid in accordance with the following order of precedence: (1) To the widow or widower; (2) if neither of the above, to the child or children in equal shares; (3) if none of the above, to the parents in equal shares; (4) if none of the above, to the executor or administrator of the estate; (5) if none of the above, to the next of kin.

Rights of Survivors Upon Death of Annuitant

208. Annuity payable to survivors.—The widow, widower, or person having an insurable interest who was named by the employee at time of his retirement will receive annuity as indicated in article 201. Otherwise, no annuity may be authorized unless the annuitant is survived by a child or children eligible for annuity as described in article 206. In this case the widow and/or each child will receive annuity similar to that described in articles 205 and 206.

209. Lump-sum amounts paid as final settlement to survivors.—Upon death of an annuitant leaving no survivor entitled to immediate or future annuity, the difference, if any, between the total amount contributed by the employee, with interest, and the total amount paid in annuity to him may be paid immediately. If there are survivors entitled to annuity, no lump-sum payment may be made until the annuity rights of all survivors have terminated; at that time there may be paid in a lump sum the difference, if any, between the total amount contributed by the employee, with interest, and the total amount paid in annuities to him and his survivors. An employee or annuitant has the right to designate a specific beneficiary to receive the lump-sum payment, but no designation is necessary if he is satisfied to have it paid in accordance with the following order of precedence: (1) To the widow or widower; (2) if neither of the above,

to the child or children in equal shares; (3) if none of the above, to the parents in equal shares; (4) if none of the above, to the executor or administrator of the estate; (5) if none of the above, to the next of kin.

Rights to Refund of Deductions

210. Refund only.—If less than 5 years' civilian service has been completed at time of separation, the separated employee may receive only a refund of the amount deducted from his salary, with interest (4 percent to December 31, 1947, and 3 percent thereafter, compounded annually), except that no interest is given if the refund period is 1 year or less.

211. Choice of refund or annuity.—If 5 or more but less than 20 years civilian service has been completed, the separated employee (unless eligible for optional retirement as he has reached age 62 and served 15 years) has a choice between the refund payment or discontinued-service annuity at age 62. (See arts. 198 and 200.)

212. Annuity only.—If 20 or more years civilian service has been completed at time of separation, the separated employee is eligible only for discontinued-service annuity at age 62. (See art. 200 of this chapter.)

Voluntary Contributions

213. Additional deposits to the retirement fund, known as voluntary contributions, may be made for the purpose of increasing the regular annuity at time of retirement. Any employee occupying a position under the act may make such contributions, provided he has made all redeposits of refunds and all deposits to cover service for which no deductions were currently taken. These contributions must be made in multiples of \$25, and may not exceed 10 percent of the total basic pay received since August 1, 1920. An employee at time of retirement may make a lump-sum deposit for such purpose. Deposits in the form of money orders or checks made payable to the Treasurer of the United States should be forwarded direct to the Civil Service Commission, Retirement Division, Washington 25, D. C. The money so deposited, with interest at 3 percent compounded annually, becomes the voluntary contribution account. The age of the retiring employee governs the amount of additional annuity the voluntary contribution account will purchase. Each \$100 credited to this account will purchase additional annuity for an employee retiring at age 55 or younger of \$7 a year, which amount increases 20 cents for each full year he is beyond age 55 when retired.

Other Sources of Information

214. Your Retirement System—Pamphlet 18.—This pamphlet, prepared by the Civil

Service Commission in question and answer form, contains detailed and complete information. Individual employees may secure copies from the Superintendent of Documents, Government Printing Office, Washington, D. C., for 15 cents each.

215. Bureau of Accounts.—Retirement information, not obtainable from other sources, should be the subject of correspondence with the Bureau of Accounts, Post Office Department, Washington 25, D. C.

Applications for Age and Optional Retirement

216. Preparation and disposition of forms.—The applicant should complete Form 2801 approximately 60 days prior to the effective date of retirement, provided his decision is reached that far in advance of the date of optional retirement. The postmaster should assure himself that the employee is eligible for retirement and see that Form 2801 is properly completed. An employee eligible for age retirement shall be notified of this fact in writing by the postmaster at least 60 days in advance of the effective date, except that rural disbursing postmasters shall notify rural carriers. As annuities usually commence on the first day of the month following month of separation or last day in a pay status an employee should be encouraged to retire on the last day in the month. The lower portion of the reverse side of Form 2801 is not to be completed by the postmaster. The applications shall be disposed of by the postmaster, as follows:

217. Postmasters.—Forms 2801 shall be completed and forwarded to the Bureau of Post Office Operations, Division of Postmasters.

218. Rural carriers.—Form 2801 shall be forwarded to rural disbursing postmasters.

219. Other employees.—Forms 2801 shall be submitted to the Bureau of Accounts, Post Office Department. The necessary personnel action forms showing separation shall be transmitted, under separate cover, to the bureau of the department having jurisdiction over the positions involved. Recommendations to fill the vacancies should be submitted to the proper bureau at a later date. Immediately after the effective date of retirement, Form B/A-201 must be completed and submitted to the Bureau of Accounts. Failure of the postmaster to comply with this requirement will result in delay in the payment of annuity.

Applications for Disability Retirement

220. Preparation — (a) Postmasters and rural carriers.—A postmaster or rural carrier making application for disability retirement should complete Form 2801 and secure a statement of his personal physician.

(b) Other employees.—Any other ap-

plicant should file Form 2801 with the postmaster at the office where employed, together with a statement from his personal physician. The physician's statement shall include a full description of existing disease or injury and extent of disability, as well as opinions as to the date disability began and whether disability is due to vicious habits, intemperance, or willful misconduct. The postmaster or a supervisor of the employee should then prepare, as superior officer, a statement setting forth the apparent nature of the condition considered to be the cause of disability and the manner in which disability affects the performance of duty. The statement of the superior officer must also include an opinion as to whether the existing disease or injury is the result of vicious habits, intemperance, or willful misconduct.

In preparing the preliminary Form B/A-201 in disability retirement cases, the leave record on the reverse of the form should be completed. If the employee is still in a pay status, leave earned during the current fiscal year should be computed as of the end of the month in which the preliminary form B/A-201 is being completed. If the employee is in a leave-without-pay status, the last day of pay should be shown in item 5 on the face of the form. If the employee is on sick leave, state the date on which the sick leave will terminate. If the salary for the month in which the sick leave terminates is less than the annuity would be for that month, it is usually better to terminate the sick leave as of the last day of the preceding month and have annuity begin the first day of that month. The balance of sick leave in such cases would be forfeited. Before definite information is received of favorable action on an application for retirement on account of disability, an employee may, after the expiration of sick leave, be granted annual leave to his credit if he so desires. However, the employee may elect to be placed in a leave-without-pay status and be paid for any accrued annual leave in a lump sum upon separation from the service.

221. Medical examination.—Where a salaried Federal medical officer is available in the vicinity, the postmaster should arrange for a medical examination at the earliest date possible. Examinations are to be arranged only with full-time, salaried, Federal medical officers, such as those of the Army, Navy, and the Public Health Service (not including the Veterans Administration). It should be made certain that no voucherable expense is incurred, as only an official of the Civil Service Commission can authorize medical examinations requiring the expenditure of funds by that Commission. If an examination by a salaried Federal physician cannot be arranged

locally without incurring voucherable expense, the postmaster should make written request for an examination to the regional medical officer, in care of the Civil Service Regional Director. The request may be made on CSC Form 112 if available.

222. Disposition of forms and related papers.—The postmaster shall dispose of the retirement papers as follows:

(a) *Postmasters.*—Send to the Bureau of Post Office Operations, Division of Postmasters, Form 2801, and statement of personal physician, upon receipt of which a medical examination will be arranged.

(b) *Rural carriers.*—If examined locally send to the rural disbursing postmaster, Form 2801, statement of personal physician, statement of superior officer, and statement of Federal medical officer. If not examined locally send to the regional medical officer request for medical examination, statement of personal physician, and statement of superior officer; and at the same time send Form 2801 and the copy of request for medical examination to the rural disbursing postmaster.

(c) *Other employees.*—If examined locally send to the Bureau of Accounts, Post Office Department, Form 2801, statement of personal physician, statement of superior officer, statement of Federal medical officer, and Preliminary Form B/A-201 showing retirement deductions through latest pay period. If not examined locally send to the regional medical officer request for medical examination, statement of personal physician and statement of superior officer; and at the same time send to the Bureau of Accounts, Post Office Department, Form 2801, copy of request for examination, and Preliminary Form B/A-201 showing retirement deductions through latest pay period. (See art. 220 (b) for other information required on Form B/A-201.)

223. Notice of approval.—After an application for disability retirement has been approved by the Civil Service Commission, the postmaster will be advised by the Department regarding the date of separation and the submission of personnel action forms and "final" Form B/A-201 to the Bureau of Accounts, Post Office Department.

NOTE.—The provisions of articles 216 to 223 are applicable to all post office personnel except employees at designated offices where the maintenance of individual retirement accounts is authorized under special instructions of the Bureau of Accounts.

SUGGESTION SYSTEM

224. The Suggestion System is conducted to give thoughtful, thorough, and understanding study to ideas presented by postal

employees for promoting the welfare of postal personnel, for improving mail handling and financial operations, for developing mechanical aids for use in expediting mails and other postal business; and to encourage and reward postal employees who think out, develop, and present constructive ideas and plans. Through this system the resources of talent and ability that exist in the Postal Establishment are to be engaged as fully as possible in advancing postal service facilities and reducing expense.

Preparing and Presenting Suggestions

225. It is necessary that suggestions be well thought out and explained in detail. Ideas should be given study and work sufficient to prove their worth. A clear and concise description of the idea or plan, together with drawings or a model when a mechanical device is suggested, should be submitted in writing on plain paper, using a separate sheet for each idea. The written suggestion and material pertaining to it may be submitted to supervisors, heads of units, or directly to a District Committee. Suggestions which have been rejected or on which no action has been taken may be resubmitted or restored to eligibility upon request.

Employees and officers should send their suggestions and related correspondence to the Chairman, District Suggestions Committee, or to a member of the committee, addressed in care of the postmaster at the District Committee headquarters.

Treatment by Supervisors

226. Suggestions presented in writing to supervisors shall be sent through regular channels to the proper District Committee. Supervisors should demonstrate their interest in the ideas of subordinate employees and advise them on technical details and other matters pertaining to subjects being treated in their suggestions. A good suggestion from an employee reflects credit on his supervisor. Because of their experience and qualifications supervisors of all grades do much practical and advanced thinking about postal procedure and operations. They should prepare and present their own suggestions for improvements when such ideas appear feasible, whether or not actual tests have been made.

District Committees

227. A District Suggestions Committee is established in each of the 15 cities in which a division headquarters of post office inspectors is located. Each committee is composed of the postmaster of the city, the post office inspector in charge, and the General Superintendent, Postal Transportation Service or an officer designated by him if he is not located in the same city as the inspector in charge. When mem-

bers are unable to serve, ranking officers of their organizations should be assigned as alternates. The chairmanship may be rotated every 6 months by consent of the members or one of the three may be elected as a permanent chairman.

District committees will acknowledge each suggestion received from employees. Suggestions that are not clear, or not complete, or for other good reasons are not acceptable, may be returned to the suggester with a request that the matter be given further study or additional information be furnished.

The date and hour of the receipt of each suggestion by the District Committee shall be stamped thereon. The date a suggestion is received by an authorized committee, or by the head of a bureau or office in the case of departmental employees, shall establish priority of receipt. The suggestion shall be eligible for consideration for a period of 5 years from that date.

Each suggestion will be numbered with a combination code and serial number. The code number will signify the District Committee and the serial number will be the suggestion number. Serial numbers should start anew with number 1 on July 1 of each year.

Code numbers are assigned as follows:

Headquarters	Code No.
Boston, Mass.	1
New York, N. Y.	2
Washington, D. C.	3
Atlanta, Ga.	4
Cincinnati, Ohio	5
Chicago, Ill.	6
St. Louis, Mo.	7
San Francisco, Calif.	8
Denver, Colo.	9
Saint Paul, Minn.	10
Fort Worth, Tex.	11
Chattanooga, Tenn.	12
Seattle, Wash.	13
Kansas City, Mo.	14
Philadelphia, Pa.	15

Each suggestion should be referred to qualified postal personnel to determine the advisability of adopting or rejecting the suggestion. In this connection minor experiments or trials with respect to the suggestion may be made, providing that the trial does not require an expenditure of funds for which the postmaster or other certifying officer does not have an allowance.

If the committee rejects the suggestion the suggester should be advised that the committee will not recommend the adoption of his suggestion together with the reasons for such rejection. The suggester should be advised, however, that the suggestion will be forwarded to the Central Committee for further consideration and he will be informed if a different decision is

reached by that office. The rejected suggestion should then be transmitted to the Central Committee attached to a copy of the letter to the suggester and covered by Form PMG-26.

When a suggestion is found to be a duplicate of one that already has been submitted to the District Committee considering it, an acknowledgment should be made explaining that because the suggestion is a duplicate of one or more upon which recommendations have been made, it is not being given further consideration. The suggestion then should be handled in the same manner as a rejected suggestion.

If the suggestion is considered practicable and recommended for adoption by the District Committee a letter of acknowledgment should be sent the suggester and the suggestion transmitted to the Central Committee through the use of Form No. PMG-25.

In the case of a suggestion that is applicable only in the operation of a particular post office or unit, members of the District Committee should collaborate with the postmaster or superintendent of the unit concerned in determining the questions of adoption and value. Briefs of such suggestions, together with recommendations as to awards, commendations, merits, or closing of cases without action, should be forwarded to the Central Committee attached to Form PMG-25 or PMG-26, whichever is appropriate.

District Committees will make a report with recommendations on each suggestion submitted within 30 days from the date of receipt and transmit it with any related drawings or models to the Central Committee.

The files relating to the Suggestion System should be retained in one place under the direct supervision of a permanent secretary to the committee and not be moved from point to point in the event that the committee adopts the rotating chairmanship plan. Normally, few files will be required as all suggestions will ultimately be forwarded to the Central Suggestions Committee. This is necessary in order that the Department may check for duplicates and establish eligibility for awards.

District committees should keep copies of papers relating to suggestions in their files for a period of 5 years, beginning with the date of acknowledgment. Papers relating to suggestions of local application which have been adopted for use in a local unit should be retained indefinitely, either in the files of the District Committee or those of the unit adopting the suggestion.

In every instance where a suggestion is adopted, the District Committee will be advised by a copy of the letter to the suggester in order that their files may be complete.

The Central Committee

228. The Central Suggestions Committee is composed of the Directors of the Division of Budget and Planning, the Division of Research, and the Division of Rates. This committee shall review and analyze all suggestions received, and shall make recommendations for the adoption of suggestions in appropriate cases. Complete files and cross references will be kept from which the seniority of suggestions can be determined and the necessary reports obtained. This committee may be assisted by such officers and personnel of the Post Office Department and Postal Service as are expert in the subject matter of suggestions under consideration. Reports to the Postmaster General, the Director of the Bureau of the Budget, and for publication in the Postal Bulletin will be prepared under the direction of the Central Committee. Upon this committee is placed the responsibility of preparing appropriate instructions to postal personnel, conducting the necessary correspondence, and the general administration of all matters affecting the Suggestion System.

Adoption of Suggestions and Payments of Awards

229. Upon approval of the head of the bureau or office concerned, an employee's suggestion or invention or modification of same may be adopted for use. If such use results in improvement or economy, a cash award may be paid. Special commendation or merits may be given in any case. Approved cash awards shall be paid from appropriations for the operations benefited.

Except for instances in which the Postmaster General for special reasons shall determine that a different amount is justified, cash awards for suggestions resulting in savings will be paid in accordance with the following table:

<i>Savings— first year</i>	<i>Awards</i>
\$1-\$1,000—	\$10 for each \$200 of savings with a minimum of \$10 for any adopted suggestion.
\$1,000— \$10,000—	\$50 for the first \$1,000 of savings, and \$25 for each additional \$1,000 of savings.
\$10,000— \$100,000—	\$275 for the first \$10,000 of savings, and \$50 for each additional \$10,000 of savings.
\$100,000— or more—	\$725 for the first \$100,000 of savings, and \$100 for each additional \$100,000 of savings; provided that the maximum award for any one suggestion shall not exceed \$1,000.

When a suggestion is adopted primarily upon the basis of improvement in the op-

erations or services of the department, the department shall determine the amount of the award commensurate with the benefits anticipated from the suggestion.

The employee first submitting a suggestion which is adopted shall receive the cash award, if one is approved, and employees submitting duplicates of such suggestions will not receive cash awards.

Legal authority for the payment of cash awards extends only to suggestions or inventions adopted on and after December 3, 1945. The gross amount so expended may not exceed \$25,000 in any fiscal year.

The bureau or office adopting a suggestion and the Central Committee shall determine the amount of any cash award. Acceptance of such cash award by the suggester shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by him, his heirs, or assigns. The bureau or office paying a cash award will obtain from the Central Committee a certification that the amount of the award is within the limitations of the law and Executive orders.

Reports shall be made to the Central Committee on suggestions that pertain to work in the Post Office Department and which are submitted by departmental employees to the heads of bureaus or offices, and adopted, such reports to include a statement as to the commendation or cash award recommended or given. A record of any merits, commendation, or cash award given for a suggestion shall be placed in the personnel file of the suggester.

Correspondence and Publications

230. The Central Committee will prepare reports on the progress of the system, as required, for the information of the Postmaster General and his staff. All correspondence with the Department concerning the Suggestion System should be addressed to the Central Suggestions Committee, Office of the Administrative Assistant to the Postmaster General, Post Office Department, Washington 25, D. C.

INVENTIONS BY POSTAL EMPLOYEES**Authority**

231. Executive Order of the President No. 10096 provides for the establishment of the Government Patents Board, the chairman of which is appointed by the President.

The Executive order, and the rules and regulations of the Government Patents Board, apply to any invention made by a postal employee on or after January 23, 1950, and to any action taken with respect thereto.

Definitions

232. The term "postal employee" includes any officer or employee in the postal service except such part-time consultants or employees as may be excluded by contract or regulations promulgated by the Postmaster General with the approval of the Chairman of the Government Patents Board.

The term "invention" includes any art, machine, manufacture, design, or composition of matter, or any new and useful improvement thereof, or any variety of plant, which is or may be patentable under the patent laws of the United States.

Policy

233. The Executive order establishes a basic policy for all Government agencies with respect to inventions hereafter made by any Government employee. Applied to the postal service, it is as follows:

(1) The Government shall obtain the entire right, title, and interest in and to all inventions made by any postal employee during working hours, or with a contribution by the Government of facilities, equipment, materials, funds, or information, or of time or services of other Government employees on official duty, or which bear a direct relation to or are made in consequence of the official duties of the inventor.

(2) In any case where the contribution of the Government, as measured by any one or more of the criteria set forth in the paragraph above, to the invention of a postal employee is insufficient equitably to justify a requirement of assignment to the Government of the entire right, title, and interest to such invention, or in any case where the Government has insufficient interest in an invention to obtain entire right, title, and interest therein (although the Government could obtain same), the Postmaster General subject to the approval of the Chairman of the Government Patents Board, shall leave title to such invention in the employee, subject to the reservation to the Government of a nonexclusive, irrevocable, royalty-free license in the invention with power to grant licenses for all governmental purposes, such reservation to appear, where practicable, in any patent which may issue on such invention.

(3) When it is determined by the Postmaster General, approved by the Chairman of the Government Patents Board, that a postal employee should not assign to the Government the entire right, title, and interest in and to his invention, and if the Government does not reserve a nonexclusive, irrevocable, royalty-free license, including power to grant licenses for all governmental purposes, in the invention of a postal employee, the entire right, title, and

interest in and to the invention shall be left to the employee, subject to law.

(4) Generally, any particular invention made by a postal employee who is employed or assigned by his superior to invent or improve or perfect any art, machine, manufacture, or composition of matter; to conduct or perform research and development work; to supervise, direct, coordinate, or review Government financed or conducted research and development work; or to act in a liaison capacity among postal or nonpostal agencies or individuals engaged in such work, or made by an employee included within any other category of employees specified by regulations issued by the Chairman of the Government Patents Board, falls within the provisions of paragraph (1) above. Any invention made by any other employee generally falls within the provisions of paragraph (2) above. The facts and circumstances attendant upon the conditions under which an invention is made will be considered in each case and exceptions to the above general classifications may be expected. A determination that the invention falls within the provisions of paragraph (3) above, is not precluded.

Determinations by Postmaster General

234. Subject to the application, definitions, and policies, established by Executive Order No. 10096, and regulations pursuant thereto, the Postmaster General will determine:

(1) whether the results of research, development, or other activity conducted by any postal employee or group of such employees constitute invention;

(2) the respective rights of the Government and of the inventor in and to any invention made by a postal employee (subject to review by the Chairman, Government Patents Board);

(3) whether patent protection will be sought in the United States by the Post Office Department for such invention. Action looking toward patent protection for the rights of the inventor shall be contingent upon the consent of the inventor.

Report of Inventions

235. In order to protect the rights of the Government and of the inventor, every invention made by postal employees shall be reported to the Administrative Assistant to the Postmaster General. The invention report shall contain the following information: (1) The full name, residence, office address, and position or title of the inventor; (2) the title of the invention; (3) a description of the invention; (4) the objects, advantages, and uses of the invention; (5) the problems which led to the making of the invention; (6) information relative to conception, disclosure to others, and reduction to practice; (7)

information concerning any public use of the invention; and (8) experimental data. The report should be made as promptly as possible, taking into consideration such factors as reduction to practice, and the necessity for protecting any rights of the Government in the invention.

Appeals

236. Any postal employee who is aggrieved by a determination made under these instructions may obtain a review of the determination by filing, within 30 days after receiving notice of such determina-

tion, a written appeal with the Chairman of the Government Patents Board and a copy of the appeal with the Post Office Department. The decision of the chairman upon any appeal taken shall be final.

Correspondence

237. All correspondence and submissions with respect to inventions and patents of postal employees and the Post Office Department should be directed to the Office of the Administrative Assistant to the Postmaster General, Post Office Department, Washington 25, D. C.