



POSTAL BULLETIN

INSTRUCTIONS FOR POSTAL EMPLOYEES



LXXVII

Washington 25, D. C., Thursday, April 12, 1956—Four Pages

19936

All Post Offices

Application of Section 204 (b), Public Law 68, to Service in Higher Level Positions

Under certain conditions, compensation for the performance of duties in a position of higher level is provided under section 204 (b) of Public Law 68 for employees who perform such duties for more than 30 days in a calendar year. In order to insure uniform application of this provision of law to all employees who perform creditable service in the higher level, the rules stated below will be applied in all instances:

a. Definitions

(1) *Calendar year* means January 1 to December 31.

(2) *Days* means working days. They need not be continuous.

(3) Performance at a higher level for 4 hours or more on any 1 day shall count as a day for purposes of establishing credit toward the qualifying 30 days of service in a higher level. A holiday occurring during a period of assignment to the higher level shall not count as a qualifying day unless service is actually performed at the higher level on the holiday.

(4) In PTS road organizations, the trip value shall be used in computing the number of days creditable toward 30 days service in a higher level.

b. Coverage and Exclusions

(1) An employee will receive credit toward the qualifying 30 days and resulting compensation thereafter for the performance of higher level duties if such duties are not a part of his defined position and, therefore, were not considered in the assignment of his salary level. Thus, an assistant postmaster would not be paid at the postmaster's salary level while serving in the absence of the postmaster, because his defined position of assistant postmaster includes the duty of assuming complete responsibility and authority for the post office in the postmaster's absence.

(2) Service performed in relief of **any supervisor** when the absence of the supervisor is charged on his time record to compensatory time is not creditable toward the 30 days or for compensation thereafter.

(3) Service at the higher level shall be in one or more positions which have been authorized, defined, and assigned to a salary level in the usual manner. To be credited with service at the higher level, the employee must perform all essential duties of the higher-level position. In other words, performance of a segment of the duties of another position does not necessarily mean that the employee is performing at the higher level.

(4) Eligible service in any level or levels above the salary level of the employee's position shall be totaled in accumulating the credit for 30 days of service in a higher level. Thus, a level PFS-6 employee who serves for 10 days in a position in PFS-8 and 20 days in a position in PFS-7 in a calendar year is deemed to have completed the required 30 days of service in a higher level. After completion of the 30 days of qualifying service, the employee is eligible to receive pay for services performed in any level higher than the level of his regular position.

c. Record of Service for 30 Days

(1) POD Form 1322, *Performance of Higher Level Duties*, will be used to record the time in higher level duties for purposes of establishing a credit of 30 days in a calendar year. A facsimile of this form is reproduced on page 3 of this bulletin.

(2) On the first day of assignment for 4 hours or more to a higher level position, the supervisor of the employee involved will complete items 1 through 4 of POD Form 1322 and record the assignment on the first line in Item 5. Proper maintenance of the POD Form 1322 will be the

responsibility of the supervisor who has control of the assignment of the employee.

(3) In recording service at a higher level, all of the columns in item 5 must be completed for each change in assignment. Entries in columns (A) and (F) must be completed for each day on which **4 hours or more** of creditable service is performed. Entries in column (D), to show the reason for the assignment of the employee, must be specific. When the reason for the service is not attributable to a vacancy, to Saturday and Sunday relief, or to absence on leave or compensatory time of the regular incumbent of the higher level position, the assignment must be approved, in advance of the detail of the employee to the higher level duties, by the district or regional manager having line authority over the office or unit where the service is being performed. Thus, before an employee may be detailed to a higher level position which is regularly filled by an employee temporarily assigned to other duties, approval of the detail must be secured in advance.

d. Pay for Service in a Higher Level Position

(1) When 30 days of creditable service have been accumulated, the POD Form 1322 shall be forwarded to the officer who is responsible for certifying the time of the employee for pay purposes. The certifying officer shall sign and date the POD Form 1322, make appropriate notation on his records, and forward the completed form to the personnel office for inclusion in the official personnel folder of the employee.

(2) Multiple rate case time cards, as required when two different rates of pay are involved, shall be used to record and certify time for pay purposes in all instances where time cards are used. When an employee

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Application of Sec. 204 (b) Public Law 68

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becomes eligible for pay at the higher level, the certifying officer shall indicate by appropriate notation on the multiple rate case time card submitted for the first pay period in which pay at the higher level is due, or by separate certification if required by the regional controller, that the employee has established eligibility for the higher level pay by reason of the performance of 30 days of qualifying service at a level higher than the level of his regular position. For the remainder of the calendar year, the multiple rate case time card will be sufficient for pay purposes and no additional certification will be necessary.

(3) The rate of pay for service in the higher level position is determined under the provisions of section 502 (a) of Public Law 68. Thus, any employee who is entitled to receive pay under section 204 (b) will be compensated for time worked in the same manner as he would have been compensated if he had been promoted to the higher level.

(4) To determine the amount of compensation due an employee who has established eligibility by reason of service for 30 days, the amount of time in the higher-level position, in units of 1 hour, shall be computed. Fractions of an hour shall not be credited. (In PTS road organizations, the amount of time spent in each assignment shall be computed from the trip value of the trips involved.)

(5) If higher level service is performed in more than one position, the appropriate rate for each salary level shall be determined and paid in accordance with the time served (in units of 1 hour) at each level.

(6) When annual or sick leave is taken while the employee is serving at a level above the level of his regular position, the time on leave shall be reported on the time card for his regular position and not on the multiple rate case time card, since compensation for such leave shall be paid at the rate for his regular position.

(7) Payments for overtime work performed in the higher-level position shall be determined according to the rates and under the regulations

All Post Offices

Mail From Canal Zone

Reports indicate that packages from the Canal Zone are being erroneously endorsed for collection of the customs clearance and delivery fees.

Sections 225.31, 372.211, and 374.211 of the Postal Manual, relating to the collection of these fees have reference only to international mail.

Mail originating in the Canal Zone and addressed for delivery in the United States is **not** to be endorsed for collection of the customs clearance and delivery fees. If so endorsed through error, delivery should be made without collection of the fees.

applicable to the salary level at which such service is performed.

(8) If a holiday, on which an eligible employee does not perform service, occurs within a period of assignment to a higher level, the employee will be paid for the holiday at the rate of the higher level. Otherwise, the employee will be paid at the rate appropriate for his regular position.

(9) If an eligible employee performs service at the higher level on a holiday for which payment is authorized, the employee will be compensated at holiday rates for the higher level service.

(10) Insurance deductions shall be determined from the annual salary rate at which the employee is receiving pay at the close of the pay period.

e. Supply of POD Forms 1322

POD Forms 1322 will be in POD supply centers by April 23 and requisition on Form 1580-R should be submitted to the supply center by that date. Do not include any other forms or items on this special requisition. Among second- and third-class offices, only those having probable need for POD Form 1322 should requisition it—1 or 2 forms for a second-class office and only 1 form for a third-class office. First-class offices and other postal installations should requisition the form initially in the ratio of 1 form for each 20 employees and thereafter on regular requisition cycle as needed.

All Post Offices

Application for Second-Class Mail Privileges, Institutions and Societies

POD Form 3502 replaces Form 3501-B and will be used by the publishers of publications issued by the institutions and societies, **including churches**, shown in 132.23, Postal Manual, in applying for second-class mail privileges under the Act of August 24, 1912, as amended.

Order, on Requisition Form 1580-R, from your designated supply center a sufficient supply of POD Form 3502, February 1956 edition, to last for one requisitioning period. **Do not include any other form or item in this special requisition.**

Dispose of all copies of Form 3501-B as wastepaper as soon as you receive a supply of POD Form 3502.

The use of POD Form 3501, May 1955 edition, is not affected by this notice. It will continue to be used in applying for second-class mail privileges under the act of March 3, 1879, as amended, for the general publications which meet the basic qualifications in 132.22, Postal Manual.

All Post Offices

Investigating and Reporting Accidents

Investigation of each accident involving personal injuries or property damage to private parties, and report of any damage claim resulting therefrom, shall be made by the postmaster, except that when a motor vehicle of a unit which is not attached to the post office is involved in such accident, the investigation and report shall be made by the superintendent of motor vehicles.

The Postal Manual will be amended to change articles inconsistent with these instructions.

CITY DELIVERY SERVICE

Established

COLORADO

Lafayette: Effective Apr. 11, 1956.

*All Postal Installations
Except 4th-Class Post Offices*

Credit for Serving in Higher-Level Positions

The following instructions are being published to amend previous instructions regarding the application of section 204 (b) of Public Law 68 that requires 30 days of qualifying service in the performance of higher-level duties by employees in a calendar year. These instructions will be permanently incorporated in the Postal Manual, Subchapter 750, *Compensation* in the near future.

Except as to employees who perform service in higher-level positions under the specific conditions given under the heading of *Exception*, below, each employee will be required to serve a new qualifying period of 30 working days in calendar year 1957 in a position or positions of a higher level before he may receive compensation for the performance of higher level before he may receive conditions govern the crediting of service for the qualifying period of 30 days and for compensation thereafter:

Coverage and Exclusions

An employee will receive credit toward the qualifying 30 days and resulting compensation thereafter for the performance of higher-level duties if such duties are not a part of his defined position and, therefore, were not considered in the assignment of his salary level. Thus, an assistant postmaster would not be paid at the postmaster's salary level while serving in the absence of the postmaster, because his defined position of assistant postmaster includes the duty of assuming complete responsibility and authority for the post office in the postmaster's absence.

Service performed in relief of **any supervisor** when the absence of the supervisor is charged on his time record to compensatory time is not creditable toward the 30 days or for compensation thereafter.

Service at the higher level shall be in one or more positions which have been authorized, defined, and assigned to a salary level in the usual manner. To be credited with service at the higher level, the employee must perform all essential duties of the higher-level position, exercise the full authority of the position, and be

held responsible to the same degree as the regular incumbent of that position. In other words, performance of a segment of the duties or assuming less than the full responsibility of another position does not necessarily mean that the employee is performing above the level of his regular position.

Eligible service in any level or levels above the salary level of the employee's position shall be totaled in accumulating the credit for 30 days of service in a higher level. Thus, a level PFS-6 employee who serves for 10 days in a position in PFS-8 and 20 days in a position in PFS-7 in a calendar year is deemed to have completed the required 30 days of service in a higher level. After completion of the 30 days of qualifying service, the employee is eligible to receive pay for services performed in any level higher than the level of his regular position.

Exception

If an employee receives pay for service in a higher-level position during the last pay period ending in December, and if he performs service in the identical position on or after January 1 during the first pay period ending in January, he shall be paid for performing service in the higher-level position without regard to the qualifying period of 30 days of service in a higher level in a calendar year. The employee will not thereafter be required to complete a new qualifying period of thirty days in the calendar year, and he may thereafter receive compensation at the appropriate rate for serving in any higher-level position during the calendar year.

The purpose of the exception is to permit the continued compensation at the higher-level rate in those instances where, for service reasons, an employee has been assigned over a relatively long period of time to perform the work of a particular position in a higher level. Typical instances in which this rule will be applicable are the following:

Example 1

An employee regularly performs on an intermittent basis the work of two positions. He is assigned to the lower-level position and has been receiving compensation under section

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All Postal Installations

Postal Manual Revisions: From Nov. 1, Through Dec. 10, 1956

Chapter 1

Issue 104, October 24, 1956 (Post Office Services Transmittal Letter 20). Correction of mailing lists, sections 123.521 and 123.55. Amended section 156.23 by setting forth where to send recommended changes in rural routes due to impassable or unsuitable roads. Amended sections 156.52, 156.53, and 156.9 all having to do with maintenance of rural boxes.

Chapter 2

Issue 106, October 30, 1956 (International Mail Transmittal Letter 12). Amended section 221.11 by including new AO air rates. Amended sections 221.242d and 233.321.

Chapter 3

Issue 107, October 31, 1956 (Postal Procedures Transmittal Letter 25). Changed section 314.322 so that reports covering damage to mail sacks, pouches or their contents handled by PTS clerks shall be submitted to the district transportation manager.

Issue 109, November 12, 1956 (Postal Procedures Transmittal Letter 26). A number of pen and ink changes and new sections 342.8, 353.77, and 372.45. Amended section 342.751, *Inspection of City Delivery Routes*.

Issue 110, November 13, 1956 (Postal Procedures Transmittal Letter 27). Amended section 334.112 to require the placing of facing slips on the back of direct packages of letter mail.

Chapter 4

Issue 102, October 22, 1956 (Finance, Budget, and Accounting Transmittal Letter 10). Amended section 451.182a to clarify instructions for preparing POD Form 115.

Issue 112, November 26, 1956 (Finance, Budget, and Accounting Transmittal Letter 11). Amended section 445.33 to provide for use of new POD Form 2132 in submitting claims for credit or reimbursement for physical losses amounting to more than \$25. Amended section

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Postal Manual Revisions

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472.4 to comply with the 13-period fiscal year.

Chapter 5

No amendments published during this period.

Chapter 6

No amendments published during this period.

Chapter 7

Issue 103, October 23, 1956 (Personnel Transmittal Letter 18). New part 763, instructions for the administration of industrial accident prevention and new part 764, instructions for the administration of fire prevention, extinguishment, and control.

Issue 111, November 16, 1956 (Personnel Transmittal Letter 19). New part 745, instructions on discipline.

Issue 113, November 30, 1956 (Personnel Transmittal Letter 20). New part 721 covering the administration and responsibility for leave as well as accruing, crediting and granting of leave.

Chapter 8

Issue 101, October 15, 1956 (Organization and Administration Letter 10). Change in punctuation in section 843.223 clarified interpretation.

Issue 105, October 26, 1956 (Organization and Administration Transmittal Letter 11). Amended Part 821, *Office of the Postmaster General* to reflect current organization by eliminating former section 821.5, *Special Assistant to the Postmaster General*.

Issue 108, November 5, 1956 (Organization and Administration Transmittal Letter 12). New Part 815, *Regional Abbreviations And Numerical Designations*. Amended section 841.252 to incorporate instructions on the discontinuance of contract stations or branches, other than seasonal, that are closed for a period of 90 days.

Issue 114, December 10, 1956 (Organization and Administration Transmittal Letter 13). Amended sections 841.521 and 841.531 to eliminate requirement that 4th-class postmasters, on opening and closing seasonal post offices, respectively, notify the Bureau of Post Office Operations.

All Postal Installations

Obsolete Forms

The list of obsolete forms in the December 13, 1956, POSTAL BULLETIN listed the following form erroneously: **POD Form 1554 7/S**, June 1954, *Additional Regular Employees*. The correct listing should be: **POD Form 1554 T/S**, June 1954, *Additional Regular Employees*, Superseded by POD Form 1644.

The following forms are obsolete. Any supplies of the blank forms anywhere (including all using points and stocks at supply centers) must be disposed of immediately as waste.

POD Form SOL-21, February 1955, *Claim for Credit or Reimbursement for Physical Losses*. (Superseded by POD Form 2132, July 1956.)

POD Form 41, December 1954, *Statement of Unpaid Obligations*. (Not replaced.)

POD Form 41, April 1955, *Statement of Unpaid Obligations*. (Not replaced.)

Form 4253, January 1953, *Certificate of Service Performed by Substitute Temporary, or Auxiliary Rural Carrier*. (Superseded by POD Form 1236.)

Form 4517, September 1951, *Truck Record Government-Owned Motor Vehicles*. (Superseded by POD Form 4501.)

Form 5033, June 1951, *Record of Government Property*. (Superseded by POD Form 5032, August 1956.)

POD Form 5033, December 1954, *Record of Government Property*. (Superseded by POD Form 5032, August 1956.)

Form 5048, March 1951, *Record of Travel Commission*. (Superseded by POD Form 5032, August 1956.)

Form 5148, April 1951, *Receipt for PTS Property*. (Superseded by POD Form 5032, August 1956.)

Form 6045-B, July 1951, *Description of Money Order*. (Not replaced.)

Form 6045-B, November 1953, *Description of Money Order*. (Not replaced.)

Local reproduction of forms serving the same purpose as the above forms is not authorized.—Bureau of Finance.

Credit for Serving in Higher-Level Positions

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204 (b) for the time he spends in the higher-level position.

Example 2

Because of the extended absence of the regular incumbent of a higher-level position, an employee who is in a position in a lower level has been assigned to perform the duties of the higher-level position for

Notice—Stolen Money-Order Forms Since July 1, 1956

(See Postal Manual 361.2)

- 1-17,092,968 to 1-17,093,000
- 1-27,994,133 to 1-27,994,500*
- 3-4,115,701 to 3-4,117,981
- 4-71,482,432 to 4-71,482,600
- 4-75,253,520 to 4-75,253,600
- 4-78,760,051 to 4-78,760,500
- 5-5,235,628 to 5-5,235,700
- 5-6,361,573 to 5-6,361,687
- 5-6,361,881
- 5-6,372,004 to 5-6,374,000
- 5-92,604,613 to 5-92,605,000
- 6-5,441,247 to 6-5,442,000*
- 6-80,351,823 to 6-80,351,900
- 6-85,359,198 to 6-85,359,500
- 6-88,746,800 to 6-88,747,000
- 6-89,016,235 to 6-89,017,000
- 6-89,776,126 to 6-89,776,500
- 6-90,423,858 to 6-90,423,963*
- 7-84,965,208 to 7-84,965,649*
- 7-96,828,600 to 7-96,830,000
- 7-92,855,197 to 7-92,855,299
- 9-44,890,283 to 9-44,890,350
- 9-50,759,162 to 9-50,759,200
- 10-4,991,512 to 10-4,992,000
- 10-6,569,929 to 10-6,570,700
- 10-86,767,401 to 10-86,767,500
- 11-7,640,249 to 11-7,640,400
- 11-36,160,851 to 11-36,161,000
- 12-1,314,069 to 12-1,314,500
- 12-32,992,266 to 12-32,992,300
- 12-35,004,647 to 12-35,004,650
- 12-35,587,776 to 12-35,587,850
- 12-36,242,038 to 12-36,242,200
- 12-36,993,776 to 12-36,994,000*
- 12-37,178,501 to 12-37,178,650
- 12-77,749,651 to 12-77,749,750
- 12-82,560,928 to 12-82,561,000
- 12-96,521,766 to 12-96,521,770*
- 13-4,132,070 to 13-4,132,100
- 13-4,181,784 to 13-4,182,000
- 13-4,808,730 to 13-4,809,000*
- 15-649,488 to 15-649,541
- 15-4,149,725 to 15-4,149,950
- 15-4,336,801 to 15-4,336,900

*Published for first time.

an indefinite period. The exception to the general requirement of 30 days of service in a calendar year is extended to this case. The exercise of the leave privilege in accordance with the general policy governing the holiday season will not deprive the employee of the higher-level compensation if he returns to the higher-level position between January 1 and January 11, 1957.—*Bureau of Personnel*.

The Postal Field Service Compensation Act of 1955 (P. L. 68)

It is directed that this Postal Bulletin notice be posted at all installations of the field service so that all employees may be informed of the exact provisions of the new salary law

This important law was enacted on June 10, 1955. Except for the 6 percent general salary increase, which has been explained in the *POSTAL BULLETINS* of June 14 and June 16, the provisions of the act will become effective within 180 days after June 10, 1955. The necessary work involved in installing the reclassification provisions of the law will be completed by early December, and conversions to the new pay schedules will be made at that time.

This Bulletin explains the new classification and pay plan in some detail. Instructions and delegations of authority will be issued in later Bulletins and other official communications.

A supply of copies of the complete text of Public Law 68 is being distributed separately. Postmasters and other postal installation heads will make copies of the law available to their subordinate employees for sufficient periods of time to enable them to become familiar with its provisions. A careful review of the language of P. L. 68 by each employee will dispel many misunderstandings.

1. Coverage

The act defines the "postal field service" to include postal inspectors assigned to the headquarters offices in Washington, D. C., and all employees of the Department outside the headquarters offices of the Department in Washington, D. C.

2. New Salary Schedules

In approximately 6 months, all postal field service employees will be paid their basic salaries in accordance with one of three new salary schedules. The schedule for postmasters at fourth-class offices will be the FOS schedule; for rural carriers, the RCS schedule; and for all other postmasters, supervisors, and employees, the PFS schedule. Until these schedules become effective, field service employees will continue to be paid on the basis of Public Law 134, as amended, or the Classification Act of 1949, as amended, as the case may be. Their salaries during this interim period will of course include the 6 percent increase.

Each schedule has a series of salary ranges applicable to the positions covered by that schedule. Each

range, except levels PFS-19 and PFS-20, has 7 steps and rates (somewhat similar to the present automatic grades). The method to be used in placing positions of employees in the proper salary range, and the method of determining the appropriate step of the range for each employee, are described below.

At the time of conversion to the new schedules, most employees will receive an additional increase in pay necessary to place them in a step of the new salary schedules.

3. The FOS Schedule

Fourth-class offices will be divided into 8 receipts categories, instead of the present 17. Each receipts category will have a range of salary rates for the position of postmaster. To determine the appropriate step of the range in which the postmaster will be placed on the effective date, his salary (exclusive of longevity but including the 6 percent general increase) which is in effect immediately prior to the effective date of the schedule will be compared with the range of rates for his receipts category.

a. If that salary is below the minimum step of the range, he will be placed in step one of that range.

b. If that salary falls between two steps of the range, he will be placed in the higher of the two steps.

c. If that salary exceeds the maximum step of the range, he will continue to receive that salary.

d. To these new rates will then be added whatever longevity the postmaster may be entitled to.

For example, a postmaster whose gross receipts in calendar year 1954 were \$1,050 will be receiving a basic salary of \$2,476 immediately prior to the effective date of the FOS schedule. This amount falls between step 3 and step 4 of the \$900 to \$1,299.99 receipts category in the FOS schedule. Hence, the postmaster will be placed in step 4, with a new basic salary of \$2,535, to which will then be added his longevity payments, if any.

When the schedule becomes effective, a postmaster whose new basic salary is below the maximum step of the salary range for his receipts cate-

gory will advance to the next higher step upon completion of 52 weeks of satisfactory service. He will continue to advance in this manner until he reaches the top step for his range.

When the receipts category changes, the postmaster will be placed in the new salary range at the step which is next above his former salary. If there is no such step, he will be placed at the highest step for the new range. When salaries change because of changes in receipts category, the postmaster will begin a new 52-week waiting period for automatic advancement.

Money-order commissions will no longer be paid after the FOS schedule takes effect, as the salaries reflected in that schedule were made sufficiently high to compensate for the loss of the money order commissions. However, the allowances for rent, fuel, light, and equipment will continue to be paid.

4. The RCS Schedule

As at present, the RCS schedule will base the pay of rural carriers on fixed compensation and compensation per mile. The rates of basic salary (again, this does not include longevity) will be higher than at present, however, and the Act establishes a new maximum of \$4,700, *exclusive of longevity*, for basic salary plus heavy duty allowance. The maximum mileage for heavy duty allowance will be increased to 61 miles.

Rural carriers will be placed initially in the proper step of their salary range in the manner described above for fourth-class postmasters. They will advance from one step to the next higher step upon completion of each 52 weeks of satisfactory service in accordance with title IV of the act.

5. The PFS Schedule

a. General Description

This schedule consists of 20 salary levels. Every position in the postal field service, except those of rural carrier and fourth-class postmaster, will be placed in one of these 20 salary levels on the conversion date. The salary level to which a position is assigned will be determined by the

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Postal Field Service Compensation Act

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duties and responsibilities of the employee, not by his present title or pay. Thus, the most difficult and responsible positions will be placed in salary level 20, and the least difficult and responsible positions will be placed in level 1. All other positions will be placed in their appropriate salary levels, with the result that positions of comparable difficulty and responsibility will receive the same range of pay, and positions of greater difficulty and responsibility will receive higher ranges of pay.

b. Determining the Salary Level

The act sets forth 49 *key position descriptions*, each of which is identified with 1 of the 20 salary levels of the PFS schedule. An employee whose assignment falls within one of the key position descriptions will be placed in the salary level identified in the act for that position. It is emphasized, however, that titles will not govern this determination. The employee's assigned *duties and responsibilities* must match the job content of the key positions in order to fall within the key position descriptions. The Department will make the determination in each case as to whether an employee is occupying a key position. If it is determined that the employee is occupying a key position, he will be assigned on the conversion date to the salary level set forth in the act for that key position.

Positions which are determined not to fall within 1 of the 49 key position descriptions will be defined, and placed in their proper salary level by comparing them with the key positions, and ranking them in relation to the key position most closely comparable in terms of the level of duties, responsibilities, and work requirements. Employees will be asked to participate in the description of their positions.

c. Appeals

The act provides that any employee, either individually or together with one or more other employees with a similar grievance, may appeal to the Civil Service Commission at any time after the schedules take effect if he feels that his position has not been placed in its appropriate

salary level or key position in accordance with the act. Employees will be encouraged to seek administrative remedies first within the Post Office Department, under an appeals procedure which will be established for this purpose. It is believed that most questions concerning assignment of positions to salary levels can be readily resolved without resort to a formal appeal to the Civil Service Commission, although employees will be free at any time after the effective date to use that appeal right if they so desire.

d. Determining the Step of the Salary Level

After the salary level of the position has been determined, the employee's step rate will be ascertained in the same way as for rural carriers and fourth-class postmasters. That is, the employee's salary (minus longevity) immediately prior to the conversion date will be compared with the salary level identified for his position. If that salary is less than the bottom step of the salary range for his position, he will be placed in the bottom step on the conversion date. If it falls between two steps, he will receive the higher of the two. If it exceeds the maximum step, the employee will continue to receive the salary he received immediately prior to the effective date. To these rates will then be added whatever longevity he is entitled to.

e. Advancement to Higher Steps

Employees who are not presently in the automatic grades, and many employees in the automatic grades who will receive substantial salary increases upon conversion to the new schedule, will begin a new 52-week waiting period for advancement to the next higher step in their salary level, starting with the date of conversion.

Employees now in the automatic grades, who have not reached the top automatic grade by the date of conversion to the new schedule, will retain the anniversary date established for their next automatic promotion under Public Law 134 unless the amount of increase in basic salary which they receive upon adjustment to the new schedule is equal to or greater than the difference between the salary for their automatic grade and the next higher automatic grade for their position under Public Law 134.

In general, employees will advance successively at 52-week intervals with satisfactory service until they reach the maximum step of their salary level. The exceptions are as follows:

(1) Temporary employees appointed for a period of 1 year or less may not advance beyond step 1.

(2) Substitute PTS clerks whose positions are placed in salary level 5 may not be advanced beyond step 4.

(3) Employees in salary level 10 and above may advance beyond step 4 only on the basis of superior performance, under regulations to be issued later by the Postmaster General.

(4) Employees who are in or above the top step of their new salary level on the date of conversion may not advance further in the salary level in which their position is placed.

f. Increase Upon Promotion

When an employee is promoted from one salary level to a higher level, he will receive an increase of at least the difference between the beginning step of the level from which promoted and the beginning step of the salary level immediately above. If there is no step in the higher salary level which exceeds the employee's previous basic salary by at least that amount of difference, he will be paid at the top step or at his previous rate whichever is higher.

6. General Plan of Installation

Under the law, conversions to the new schedules *must all be made on the same date*. The initiation of the biweekly pay period must begin on the same date.

a. RCS and FOS Positions

Because rural carriers and fourth-class postmasters will be placed in their salary ranges and steps based on readily accessible facts of record (mileage and gross receipts), the conversion of those employees to the new schedules will be made in the field.

b. PFS Positions

The identification of the proper salary level for a large number of employees, such as letter carriers, will be substantially automatic also, because their duties are so clearly defined in the law, and the law estab-

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(Continued from p. 4)

lishes the salary level for their positions. In order, however, to assure that positions under the PFS schedule are properly identified as key positions, or defined, evaluated and ranked in a consistent manner as nonkey positions, it is necessary that the installation of the PFS schedule be controlled from Departmental headquarters. The bulk of the work will be performed at the regional and installation level, but under standards and controls issued by the Department.

To assist in the ranking of positions which are not covered by key position descriptions in the act, "standard" position descriptions will be developed, ranked, and issued to the field. The standard position descriptions will each describe a different set of duties and responsibilities performed by postal field service employees. An employee's position which is substantially identical to a standard position description will be ranked in the salary level set forth for the standard position.

With the guidance furnished by the key position descriptions and the standard position descriptions, the various duties and responsibilities assigned to employees can be readily identified as key positions, or described and ranked in their appropriate salary levels.

In the near future, instructions and necessary position description forms will be issued to field officials, providing for the description or other identification of all PFS positions, and the local or regional ranking of most nonkey positions. Standard position descriptions will be made available as they are developed and ranked.

In many cases, the process of identifying the proper salary level will be completed well before the final conversion date. In such cases, if the employee's assignment remains unchanged, no further classification action will be required. If the employee's assignment is changed following the initial identification of his salary level, however, a new form and new job identification action will be required for each such change.

During the course of installation, each employee will have the oppor-

tunity to discuss his ranking with his supervisor, and as soon as his position has been classified he will be informed of his new salary level.

7. Extra Duties

Section 204 (b) of the act sets forth the rule which relates to the assignment of duties and responsibilities other than the duties and responsibilities set forth in the employee's position description.

8. Longevity

The act provides longevity for substitute as well as regular employees. Otherwise, no change has been made in the provisions pertaining to longevity.

9. Information

Employees, supervisors and postmasters who have inquiries concerning the provisions or administration of the act, should seek clarification through their normal channels of supervision. Individuals are asked, however, to refrain from seeking advance information concerning the salary level in which their positions will be placed, as such inquiries will serve only to delay the orderly and rapid conversion of all employees to the new schedules.

Payment for Local Procurement

(Continued from p. 1)

(1) The name of the post office and other location identification, such as the name of the branch, station, regional office, garage, parking area, etc. (items 2 and 3).

(2) The code number for the state and post office (item 5).

(3) District number (item 6).

(4) The allotment account will not be indicated by the approving offices.

(d) When Standard Form 44 is used, the Receiving Report (44c) will be sent to the regional controller by the authorized approving officer.

4. *Invoices:* The seller's invoice (44a) will be forwarded by the vendor directly to the regional controller for payment.

Exceptions:

Vehicle Service purchases for Government Vehicle Operations (Account 233) will be processed in accordance with instructions issued for the operation of motor pools.

New Temporary Procurement Authority

(Continued from p. 2)

7. Competitive Bids:

a. When procurement will exceed the above schedules, prior authority for obtaining bids must be secured through channels. Competitive bids are required on expenditures over \$100. Standard Form 44 may be used up to that amount.

b. If bid is \$300 or less, the contracting officer may make the award and send one copy of the abstract, with his record of award noted, through channels to the Assistant Postmaster General, Bureau of Facilities.

c. All bids over \$300 shall be forwarded through channels to the Assistant Postmaster General, Bureau of Facilities, together with an abstract, for approval.

Expenditures in excess of the above schedule may be made by postmasters as specifically authorized for installation of screenline and other equipment, when under the supervision of a traveling mechanician.

The following are designated as contracting officers for local procurement:

- Regional directors,
- Postmasters,
- Personnel-in-charge of vehicle services garages.

This notice supersedes all previous instructions regarding contracting or issuance of allowances by the Bureau of Facilities. The provisions of this notice will, in turn, be superseded by the instructions in the Facilities Supply and Services Handbook on its receipt by the postmaster or other using official.

Disposition of Defective Locks

Effective immediately, all defective letterbox locks shall be shipped to the Mail Equipment Shops, Fifth and W Streets NE., Washington 25, D. C., by ordinary first-class mail. A letter of transmittal shall not accompany the shipment unless replacement of the locks is desired.

Chapter 8, article 20, of the Postal Manual will be appropriately amended.