

All Postal Installations

Uniform Allowance Program—Coding Invoice Numbers

Instructions previously issued in the POSTAL BULLETIN for transcribing invoice numbers from the vendor's invoice to Form 1498, Uniform Allowance Payment Record, are amended to read as follows:

Transcribe from original invoice to employee's Form 1498 the vendor's license number, invoice number, invoice date and amount. If the invoice number exceeds eight positions, enter only the last eight positions of the number. If the number is less than eight positions, enter the number to the right leaving the leftmost position blank. If the number contains a hyphen and exceeds eight positions, drop the hyphen and enter the last eight positions of the number. If the invoice number contains a hyphen and is less than eight positions, include the hyphen when transcribing number to Form 1498.

Examples:

Enter Invoice No. 200 as

					2	0	0
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Enter Invoice No. 10-053768 as

1	0	0	5	3	7	6	8
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Enter Invoice No. 10-53687 as

1	0	-	5	3	6	8	7
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Enter Invoice No. 765,987,432 as

6	5	9	8	7	4	3	2
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Enter Invoice No. L-53768 as

	L	-	5	3	7	6	8
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—Bureau of Finance and Administration, 9-18-69.

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New Airmail Service—AM-29

On or after October 25, 1969, Continental Airlines will inaugurate airmail service at San Francisco, Calif.

An official cachet will be furnished the post office and the airport mail facility.

The usual philatelic treatment outlined in section 145.5, Postal Manual will be provided.

Patrons desiring to receive these cachets should forward their covers in another envelope as follows:

<p>For dispatch from: San Francisco Post Office. AMF San Francisco.</p>	<p>Send covers to: Postmaster, San Francisco, CA 94101. Superintendent, Airport Mail Facility, San Francisco, CA 94128.</p>
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First-flight covers should reach the office applying the cachet at least 3 days before flight date.

Covers already postmarked, those not properly prepared and those posted in the usual manner will not receive the cachet.—Bureau of Operations, 9-18-69.

All Postal Employees

Advanced Annual Leave

It is the policy of the Post Office Department to advance annual leave to career annual and hourly rate regular employees at the beginning of the leave year. (Hourly rate regulars may not be advanced leave until after the first full year of employment.) The leave advanced is limited to the number of hours the employee is normally expected to earn during the year.

When an employee separates and has used more leave than earned, he is indebted for the amount of the unearned leave. Except as provided in section 721.36, Postal Manual, employees shall refund payment for the excess leave or deduction therefor shall be made from salary due him. This amount will be withheld from the employee's final salary payment provided the separating POD Form 50, Notification of Personnel Action, is received at the postal data center promptly. If the Form 50 is not received at the PDC in time to prevent

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Supply Chest for Rural Carriers

POSTAL BULLETIN 20676, dated December 12, 1968, informed all offices to discontinue placing orders for this item until further notice and to cancel outstanding orders.

A new item will be available from GSA Stores on October 1, 1969. Postmasters shall inform their rural carriers of its availability and determine total requirements. Allow one per rural carrier not previously supplied one by Post Office Department. The new item is manufactured by the "deep drawn" process which assures that the chest will have no sharp edges. Item will be equipped with lock having 50 different key combinations to assure no duplication at offices having more than one rural carrier.

Offices having FEDSTRIP authority may requisition directly on GSA. FSN is 7520-145-0060. Unit price is \$2.75 each. Description is Box, Cash, Steel. Offices not having FEDSTRIP authority shall submit requirements on Form 73, Equipment Requisition, to Chief, Procurement and Supply Branch, for procurement by the regional office.

Since a price increase is anticipated about January 1, 1970, ordering offices should place their orders before that date.—Bureau of Facilities, 9-18-69.

processing salary payment, the postmaster will intercept the check and return it to the PDC. Where the final salary payment is insufficient to cover the indebtedness, employees will be billed on Form 1903, Invoice and Statement, for the remaining amount.

Funds in an employee's Civil Service Retirement account are available for set-off to satisfy a debt to the Post Office Department. However, such set-off may not be made until the employee has had an opportunity to make payment. An employee filing for a refund of retirement deductions may speed the process by sending to the PDC a written request to withhold the amount of the indebtedness.—Bureau of Finance and Administration, 9-18-69.