

## Public Law 67

## CHAPTER 136

## AN ACT

June 8, 1955  
[H. R. 5224]

To amend title 14, United States Code, entitled "Coast Guard", to authorize certain early discharges of enlisted personnel, and preserve their rights, privileges, and benefits.

Coast Guard.  
Enlisted personnel.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That the analysis of chapter 11 of title 14, United States Code, is amended by inserting following and underneath item 369 in such analysis, the following item:

"370. Discharge within three months before expiration of enlistment."

63 Stat. 524.

SEC. 2. Chapter 11 of title 14, United States Code, is amended by inserting, immediately following section 369 thereof, a new section, as follows:

"§ 370. Discharge within three months before expiration of enlistment

"Under regulations prescribed by the Secretary, any enlisted man may be discharged at any time within three months before the expiration of his term of enlistment or extended enlistment without prejudice to any right, privilege, or benefit that he would have received, except pay and allowances for the unexpired period not served, or to which he would thereafter become entitled, had he served his full term of enlistment or extended enlistment."

Approved June 8, 1955.

## Public Law 68

## CHAPTER 137

## AN ACT

June 10, 1955  
[S. 2061]

To increase the rates of basic compensation of officers and employees in the field service of the Post Office Department.

Postal Field  
Service Compensation Act of 1955.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That this Act may be cited as the "Postal Field Service Compensation Act of 1955".

## TITLE I—DEFINITIONS, COVERAGE, AND EXEMPTIONS

## DEFINITIONS

SEC. 101. For the purposes of this Act—

(1) "Department" means the Post Office Department established by section 388 of the Revised Statutes (5 U. S. C., sec. 361), and the postal field service of the Post Office Department;

(2) "postal field service" includes all operations and organization units of the Department, other than the departmental operations and organization units in the headquarters offices of the Post Office Department at the seat of the Government, and includes postal inspectors assigned to the headquarters offices of the Post Office Department at the seat of the Government;

(3) "employee", unless the context otherwise indicates, includes postmasters, officers, supervisors, and all other persons employed in the postal field service, regardless of title, other than persons who provide services for the Department on a fee, contract, job, or piecework basis;

(4) "position" means the duties and responsibilities assigned to an employee, other than duties performed on a fee, contract, job, or piecework basis;

(5) "key position" means an existing position, described in section 203 of this Act;

(6) "salary level" means the numerical standing in the Postal Field Service Schedule assigned to a position in the postal field service;

(7) "basic salary" means the rate of annual or hourly compensation specified by law, exclusive of overtime, night differential, and longevity compensation;

(8) "basic compensation" means basic salary plus longevity compensation; and

(9) "persons" has the meaning prescribed for such word in section 1 of title 1 of the United States Code.

62 Stat. 859.

#### COVERAGE

SEC. 102. This Act applies to all positions and employees in the postal field service.

### TITLE II—RANKING OF POSITIONS

#### ADMINISTRATION

SEC. 201. (a) The Postmaster General shall determine the personnel requirements of the postal field service, and fix the number of supervisors and other employees in such service, except that not more than one assistant postmaster may be employed at any post office. He shall define the various positions other than the key positions specified in section 203 of this Act and the standard positions of postmaster in a fourth-class office and rural carrier. He shall assign each such position to its appropriate salary level in the Postal Field Service Schedule. He shall ascertain the appropriate salary level of a position (1) by comparing the duties, responsibilities, and work requirements of the position with the duties, responsibilities, and work requirements of key positions described in section 203 of this Act, and (2) by ranking the position in relation to the key position most closely comparable in terms of the level of duties, responsibilities, and work requirements.

(b) In ranking positions, the Postmaster General shall apply the principle of equal pay for substantially equal work and give effect to substantial differences in difficulty of the work to be performed, in the degree of responsibility to be exercised, in the scope and variety of tasks involved, and in the conditions of performance.

(c) There shall not at any one time be more than forty employees in positions assigned to salary level 17, twelve employees in positions assigned to salary level 18, four employees in positions assigned to salary level 19, or fifteen employees in positions assigned to salary level 20.

(d) The Postmaster General's determinations under this section shall be the basis for the payment of compensation and for personnel transactions.

Salary levels  
17-20, restrictions.

#### APPEALS

SEC. 202. Any employee, either individually or together with one or more other employees with a similar grievance, may appeal at any time, in person or through his representative specifically designated for that purpose, to the United States Civil Service Commission to review (1) if such employee is in a position other than a key position described in section 203 of this Act, any action taken by the Postmaster General under section 201 of this Act, in order to determine whether his position has been placed in its appropriate salary level in accordance with such section, and (2) if such employee is in a key position

described in section 203 of this Act, any administrative action taken or determination made under this Act, in connection with such employee, in order to determine whether such employee has been placed correctly in a key position on the basis of and in accordance with the descriptions of key positions and the assignments of such positions to salary levels specified in section 203 of this Act. The Commission shall act upon such appeal at the earliest practicable time, and its decision on such appeal shall be certified forthwith to the Postmaster General who shall take action in accordance with such certificate.

#### KEY POSITIONS

SEC. 203. Key positions in the postal field service consisting of standard, related tasks commonly performed in that service are described and assigned to salary levels in the Postal Field Service Schedule, as follows:

##### (1) POSITION.—JANITOR—LEVEL 1.

**BASIC FUNCTION.**—Cleans, sweeps, and removes trash from work areas, lobbies, and washrooms.

##### **DUTIES AND RESPONSIBILITIES.**—

(A) Sweeps and scrubs floors and stairs, dusts furniture and fixtures, cleans washrooms and washes windows (except exterior glass in high buildings).

(B) Moves furniture and helps erect equipment and fixtures within offices of the building.

(C) In addition, may perform any of the following duties:

(i) Cleans ice and snow from the sidewalks and driveways, and tends the lawn, shrubbery, and premises of the post office.

(ii) Washes walls and ceilings.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a foreman or other designated supervisor.

##### (2) POSITION.—ELEVATOR OPERATOR—LEVEL 2.

**BASIC FUNCTION.**—Operates a freight or passenger elevator.

##### **DUTIES AND RESPONSIBILITIES.**—

(A) Operates elevator.

(B) Cleans cab of elevator and polishes metal fittings.

(C) In addition, may perform any of the following duties:

(i) Pushes handcarts of mail on and off elevator or assists in loading or unloading material carried on elevator.

(ii) Tends the heating plant or performs cleaning duties in the vicinity of the elevator.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to an elevator starter or other designated supervisor.

##### (3) POSITION.—ORDER FILLER—LEVEL 2.

**BASIC FUNCTION.**—Selects, assembles, and makes ready for shipment items requisitioned by postal field establishments.

##### **DUTIES AND RESPONSIBILITIES.**—

Is assigned any of the following duties:

(A) Separates sheets of the requisition form, fastens copies to clipboards and places on appropriate conveyor line.

(B) Clarifies writing on carbon copies of requisitions in order to minimize errors in filling requisitions.

(C) Sets up and prepares shipping containers.

(D) Places in cartons on conveyor lines the quantities of items requisitioned from an assigned station, indicating action taken opposite each item.

(E) Fills and labels bulk shipping orders and moves bulk material to dispatch area.

(F) Replenishes from stock items stored in individual stations and keeps stations neat and orderly to facilitate filling of requisitions.

(G) Transports bulk and individual shipments on hand trucks.

(H) Assembles materials for each requisition where conveyor lines converge.

(I) Places cartons on assembly table for coordination and packing.

(J) Checks requisition copies and items to assure that proper action has been taken.

(K) Directs items not requiring packing to dispatch area.

(L) Combines shipments to reduce packing.

(M) Transmits bulk slips and shipping labels to the appropriate person.

(N) Labels bulk and individual packages with printed labels to avoid hand labeling.

(O) Prepares labels by use of appropriate rubber stamps.

(P) Seals cartons with stapling machine or tape.

(Q) Packs supplies for shipment.

(R) Stacks and trucks completed orders.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a foreman or other designated supervisor.

**(4) POSITION.—CLERK. THIRD-CLASS POST OFFICE—LEVEL 2.**

**BASIC FUNCTION.**—Sorts incoming and dispatches outgoing mail for a small number of points of separation and destination; provides a limited number of services at public windows.

**DUTIES AND RESPONSIBILITIES.**—

(A) Sorts incoming mail for general delivery, lock boxes, and one or more delivery routes.

(B) Postmarks and prepares mail for dispatch by train or other mail route; closes, locks, and affixes labels to pouches and mail sacks.

(C) Performs services at a public window, such as selling stamps, stamped envelopes, or other routine functions.

(D) As the needs of the service require, may perform other related duties incidental to the operation of the post office.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a postmaster.

**(5) POSITION.—GUARD—LEVEL 3.**

**BASIC FUNCTION.**—Makes rounds of the post office building, and punches clocks at designated stations.

**DUTIES AND RESPONSIBILITIES.**—

(A) Patrols buildings, punching watchman's clock where furnished, checking door and window locks, noting and reporting fire hazards and other irregularities, such as running water and unclosed doors and windows.

(B) Sounds fire alarm.

(C) Preserves order in corridors and, when necessary, detains persons for interrogation by post-office inspectors or local police.

(D) In addition may perform any of the following duties:

(i) Gives directions to the public in building lobby.

(ii) Raises and lowers the flag.

(iii) Retrieves lost and found articles and delivers them to the appropriate place.

(iv) Obtains names of victims, doctors, police, and witnesses in the event of accident.

(v) Guards property entrances and prevents damage to property by the public.

(vi) Tends the heating plant of the building.

(vii) Operates elevators on a relief basis.

(viii) Does incidental cleaning and laboring work.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a lieutenant of the guard, a building superintendent, or other designated supervisor.

**(6) POSITION.—FILE CLERK—LEVEL 3.**

**BASIC FUNCTION.**—Sets up and maintains files on one or more subject matters.

**DUTIES AND RESPONSIBILITIES.—**

(A) Prepares new file folders and maintains existing folders in correct order as prescribed in the established filing system.

(B) Transmits folders or information contained therein to authorized personnel (for example, forwards personnel folders to requesting supervisors, or copies data from folders to satisfy requests).

(C) Opens, sorts, and searches file material, and maintains files in up-to-date condition.

(D) In addition, may perform any of the following duties:

(i) Types from rough draft or plain copy.

(ii) Answers telephones.

(iii) Prepares requisitions for supplies.

(iv) Operates a mimeograph machine.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a designated supervisor.

**(7) POSITION.—TYPIST—LEVEL 3.**

**BASIC FUNCTION.**—Types material such as forms, correspondence, and stencils from rough draft or plain copy.

**DUTIES AND RESPONSIBILITIES.—**

(A) In accordance with instructions and information furnished by supervisor, types forms, standard reports, and documents such as invitations to bid, orders, contracts, invoices, personnel actions, and related materials.

(B) Types correspondence and memoranda from rough drafts or general information.

(C) Cuts stencils for instructions, circulars, and other general uses.

(D) In addition, may perform any of the following duties:

(i) Transcribes from a dictating machine.

(ii) Operates a mimeograph machine.

(iii) Files, checks requisitions, prepares vouchers, and answers the telephone.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a designated supervisor.

**(8) POSITION.—MAIL HANDLER—LEVEL 3.**

**BASIC FUNCTION.**—Loads, unloads, and moves bulk mail, and performs other duties incidental to the movement and processing of mail.

**DUTIES AND RESPONSIBILITIES.—**

(A) Unloads mail received by trucks. Separates all mail received by trucks and conveyors for subsequent dispatch to other conveying units, and separates and delivers working mails for delivery to distribution areas.

(B) Places empty sacks or pouches on racks, labels them where labels are prearranged or racks are plainly marked, dumps mail from sacks, cuts ties, faces letter mail, carries mail to distributors for processing, places processed mail into sacks, removes filled sacks and pouches from racks, closes and locks same. Picks up sacks, pouches, and outside pieces, separates outgoing bulk mails for dispatch and loads mail onto trucks.

(C) Handles and sacks empty equipment, inspects empty equipment for mail content, restrings sacks.

(D) Cancels stamps on parcel post, operates canceling machines, carries mail from canceling machine to distribution cases.

(E) Assists in supply and slip rooms and operates addressograph, mimeograph, and similar machines.

(F) In addition, may perform any of the following duties:

- (i) Acts as armed guard for valuable registry shipments and as watchman and guard around post office building.
- (ii) Makes occasional simple distribution of parcel post mail requiring no scheme knowledge.
- (iii) Operates electric fork-lift trucks.
- (iv) Rewraps soiled or broken parcels.
- (v) Performs other miscellaneous duties, such as stamping tickets, weighing incoming sacks, cleaning and sweeping in work-rooms, offices, and trucks where such work is not performed by regular cleaners.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a foreman or other designated supervisor.

**(9) POSITION.—GARAGEMAN—LEVEL 3.**

**BASIC FUNCTION.**—Performs a variety of routine services incidental to the proper maintenance of motor vehicles.

**DUTIES AND RESPONSIBILITIES.**—

- (A) Lubricates trucks in accordance with lubrication charts and type of truck.
- (B) Changes crankcase oil and filter cleaners and cleans case in conformance with instructions and vehicle mileage.
- (C) Changes tires and makes necessary repairs.
- (D) Washes and steam-cleans trucks.
- (E) Assists automotive mechanics.
- (F) Fuels and oils trucks.
- (G) Cleans garage, garage office, swing room, and washroom, as assigned.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a foreman of mechanics or other designated supervisor.

**(10) POSITION.—MOTOR VEHICLE OPERATOR—LEVEL 4.**

**BASIC FUNCTION.**—Operates a mail truck on a regularly scheduled route to pick up and transport mail in bulk.

**DUTIES AND RESPONSIBILITIES.**—

- (A) Picks up and delivers bulk quantities of mail at stations, branch offices, and terminal points; as required, picks up mail from collection boxes and deposits mail in relay boxes.
- (B) Operates truck in conformity with time schedules and rules of safety, and in accordance with instructions regarding the route for which responsible.
- (C) Ascertains the condition of the truck prior to leaving and upon returning to the garage; reports all accidents, mechanical defects noted, and mechanical failures while on route.
- (D) In addition, may perform any of the following duties:
  - (i) Drives a tractor and semitrailer on occasion, unloading bagged mail and packages at post offices and picking up mail for delivery to a central point.
  - (ii) Prepares daily trip reports showing work performed.
  - (iii) Makes minor mechanical repairs to truck in emergencies while on route.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a superintendent of motor vehicles or other designated supervisor.

**(11) POSITION.—CITY OR SPECIAL CARRIER OR SPECIAL DELIVERY MESSENGER—LEVEL 4.**

**BASIC FUNCTION.**—Is responsible for the prompt and efficient delivery and collection of mail on foot or by vehicle under varying conditions in a prescribed area within a city. As a representative of the postal service, maintains pleasant and effective public relations with

route patrons and others, requiring a general familiarity with postal laws, regulations, and procedures commonly used, and with the geography of the city.

**DUTIES AND RESPONSIBILITIES.—**

(A) Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and relabels cases as required by route adjustments and changes in deliveries.

(B) Withdraws mail from the distribution case and prepares it in sequence for efficient delivery by himself or a substitute along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along route for subsequent delivery.

(C) Enters change of address orders in change of address book and on appropriate form. Readdresses mail to be forwarded and marks for appropriate handling other mail addressed to route patrons who have moved. Sorts such mail into throw-back case for convenient handling by clerks.

(D) Delivers mail along a prescribed route, on a regular schedule, picking up additional mail from relay boxes. Collects mail from street letter boxes and accepts letters for mailing from patrons. Such service may be rendered on foot or by vehicle and in some instances may consist exclusively of parcel post delivery or collection of mail.

(E) Delivers and collects charges on customs, postage-due, and c. o. d. mail matter. Delivers and obtains receipts for registered and certain insured mail. Receipts for such matter, except insured mail, at the post office before beginning route and accounts for it upon return by payments of the amounts collected and delivery of receipts taken.

(F) Deposits mail collected in the post office upon return from route; faces such mail for stamp cancellation.

(G) Checks, and corrects if necessary, mailing cards presented by advertisers bearing names and addresses of patrons or former patrons of the route.

(H) Furnishes patrons with postal information when requested, and provides change of address cards and other postal forms as requested.

(I) Reports to supervisor all unusual incidents or conditions relating to mail delivery, including condition of street letter boxes and timecards.

(J) Regular city carriers assigned to foot delivery routes are required to become proficient in the casing of mail on at least one other foot delivery route.

(K) Substitute city carriers may be assigned to perform clerical duties and may be required to pass examinations on schemes of city primary distribution.

(L) Special-delivery carriers and special-delivery messengers receive special-delivery mail for delivery and sign c. o. d. and registered items at post office before beginning route; deliver on foot and by vehicle special-delivery mail to patrons; obtain signatures when required; collect amounts and fees on c. o. d.'s; in case of absent patrons, exercise judgment in determining whether to leave mail or leave notice and return mail to post office; return receipts and moneys collected to authorized personnel at post office.

(M) In addition, may perform any of the following duties:

(i) Checks hotels and other such establishments to insure that mail for residents undeliverable as addressed is not improperly held.

(ii) Delivers stamps or other paper supplies to contract or classified stations.

(iii) Serves at carriers' delivery window.

(iv) Receives and registers, where practical, all letters and packages of first-class matter properly offered for registration and gives receipt therefor.

(v) Makes delivery on other routes as assigned.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a postmaster or assistant postmaster, or other designated supervisor.

**(12) POSITION.—DISTRIBUTION CLERK—LEVEL 4.**

**BASIC FUNCTION.**—Separates mail in a post office, terminal, airmail field, or other postal facility in accordance with established schemes, including incoming or outgoing mail or both.

**DUTIES AND RESPONSIBILITIES.**—

(A) Makes primary and one or more secondary distributions of incoming mail by delivery point (for example, classified or contract station or branch or other delivery unit, general delivery, lockboxes, rural or star route, or city carrier route) based on a knowledge of the distribution scheme established for that office.

(B) Makes primary and one or more secondary distributions of outgoing mail for dispatch (for example, by city, State, region, train, highway or railway post office, or airmail flight) based on a knowledge of the distribution scheme prescribed by the Postal Transportation Service.

(C) In addition, may perform any of the following duties:

(i) Maintains records of mails.

(ii) Examines balances in advance deposit accounts.

(iii) Faces and cancels mail.

(iv) Ties mail and inserts facing slips.

(v) Opens and dumps pouches and sacks.

(vi) Operates cancelling machines.

(vii) Records and bills mail (for example, c. o. d., registered, and so forth) requiring special service.

(viii) Renders service at public windows.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a foreman or other designated supervisor.

**(13) POSITION.—WINDOW CLERK—LEVEL 4.**

**BASIC FUNCTION.**—Performs a variety of services at a public window of a post office or post office branch or station. As a representative of the postal service, maintains pleasant and effective public relations with patrons and others requiring a general familiarity with postal laws, regulations, and procedures commonly used.

**DUTIES AND RESPONSIBILITIES.**—

(A) Sells postage stamps, stamped paper, cards, internal revenue stamps, migratory bird stamps, and postal savings stamps and certificates.

(B) Accepts from and, after proper identification, delivers to patrons parcel post, insured, c. o. d., and registered mail; makes collection of required postage, issues necessary receipts, and issues general delivery mail to patrons.

(C) Verifies second-, third-, and fourth-class mailings, computing and maintaining on a current basis mailers' credit balances.

(D) Assigns special delivery and registered mail for delivery.

(E) Checks and sets post office stamp-vending machines, postage meters, and large mailers' stamp permit meters.

(F) Receives, follows up, and recommends action on patrons' claims and complaints.

(G) Issues and cashes foreign and domestic money orders and postal savings certificates.

(H) Rents post office boxes, receives rental payments, conducts reference checks, and completes related forms.

(I) Provides information to the public concerning postal regulations, mailing restrictions, rates, and other matters involving postal transactions.

(J) In addition, may perform any of the following duties:

- (i) Makes emergency carrier relays.
- (ii) Assists in alien registration and census matters.
- (iii) Separates and distributes mail.

ORGANIZATIONAL RELATIONSHIPS.—Reports to a postmaster, assistant postmaster, or other designated supervisor.

**(14) POSITION.—AUTOMOTIVE MECHANIC—LEVEL 5.**

BASIC FUNCTION.—Repairs mail trucks, including the removal and installation of complete motors, clutches, transmissions, and other major component parts.

DUTIES AND RESPONSIBILITIES.—

(A) Diagnoses mechanical and operating difficulties of vehicles, repairing defects, replacing worn or broken parts.

(B) Adjusts and tunes up engines, cleaning fuel pumps, carburetors, and radiators; regulates timing, and makes other necessary adjustments to maintain in proper operating condition trucks that are in service.

(C) Repairs or replaces automotive electrical equipment such as generators, starters, ignition systems, distributors, and wiring; installs and sets new spark plugs.

(D) Conducts road tests of vehicles after repairs, noting performance of engine, clutch, transmission, brakes, and other parts.

(E) Operates standard types of modern garage testing equipment.

(F) In addition, may perform any of the following duties:

- (i) Removes, disassembles, reassembles, and installs entire engines.
- (ii) Overhauls transmission, rear end assemblies, and braking systems.
- (iii) Straightens frames and axles, welding broken parts where required.
- (iv) Makes road calls to make emergency repairs.
- (v) Makes required truck inspections.

ORGANIZATIONAL RELATIONSHIPS.—Reports to a foreman of mechanics or other designated supervisor.

**(15) POSITION.—TRANSFER CLERK—LEVEL 5.**

BASIC FUNCTION.—Arranges for transfer of mail at junction points between trains and other mail units and observes the separation, loading and unloading of mail by railroad employees to make certain that this is done properly.

DUTIES AND RESPONSIBILITIES.—

(A) Provides for the most expeditious transfer of mail from observations of the operation of trains, star route, or mail messenger vehicles, Government-owned vehicles and platform vehicles.

(B) Examines outgoing and incoming cars to determine maximum utilization of space and proper adherence to railroad safety requirements; reports findings, when necessary, to the district superintendent.

(C) Decides whether outbound cars in full authorizations should be held beyond the first available dispatches in order to obtain fuller loading and maximum utilization of the space paid for, making certain that this will not unduly delay the arrival of the mail at destination.

(D) Studies the routing and loading of mail dispatched from his station in storage cars in order to recommend changes which would bring about economies in line haul and terminal charges and effect earlier arrival. Gives similar attention to incoming mail to assure that dispatching divisions are using best routing and loading methods; reports facts to the district superintendent.

(E) Maintains close liaison with foremen of appropriate incoming and outgoing trains and vehicles to assure prompt receipt and expeditious dispatch of mail.

(F) Keeps informed on local holding orders for each outgoing dispatch and requests that departure of unit within these limitations be withheld when scheduled connections are delayed.

(G) Prepares list of railroad cars (except railway post office cars) in which mail is loaded, and maintains record of mail loaded and unloaded in outgoing and incoming trains. Serves notice on railroad company to cancel operation and purchases lesser storage unit in its place when necessary. Prepares official diagram and appropriately labels outgoing cars to indicate destination or next relay point.

(H) Inspects the loading and unloading of storage mail to secure individual piece count of lesser storage units (thirty feet and less); estimates volume when more than thirty feet.

(I) Observes and reports to designated supervisor any failure of the railroad company to afford protection for the mail.

(J) Qualifies periodically through examination on knowledge of distributing schemes, postal regulations, space rules, and train connections.

(K) In addition, may perform any of the following duties:

(i) Receipts for, transfers, and delivers registered mail between trains or between train and post office.

(ii) Distributes mail prescribed for distribution in transfer office.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a foreman or other designated supervisor.

**(16) POSITION.—DISTRIBUTION CLERK, R. P. O. OR H. P. O.—LEVEL 5.**

**BASIC FUNCTION.**—Distributes mail in railway or highway post office prior to departure and while en route.

**DUTIES AND RESPONSIBILITIES.**—

(A) Determines the fastest or most expeditious dispatch of mail from the standpoint of assignment. In emergencies, such as floods, storms, wrecks, strikes, and missed connections, redistributes the mail so as to reach destination by the most expeditious alternative means, for example, by other railway post office or highway post office, airmail route, or star route.

(B) Distributes mail rapidly into letter case or pouches and sacks.

(C) Hangs pouches and sacks in racks and places labels in holders provided; labels letter cases in accordance with official diagram.

(D) Prepares mail for dispatch, involving labeling and tying of letter mail in packages for distribution in pouches, closing and locking sacks and pouches, and maintenance of proper separations for connections en route.

(E) In addition, may perform any of the following duties:

(i) Receives and dispatches mail en route.

(ii) Unloads mail and equipment at terminal of run.

(iii) Examines car to ascertain that no mail is left.

(iv) Convoys registered mail to post office and connecting lines.

(F) Qualifies through examination periodically on knowledge of distributing schemes, postal regulations, space rules, and train schedules.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to a foreman in charge of the railway post office car or highway post office.

**(17) POSITION.—CLAIMS CLERK, PAYING OFFICE—LEVEL 5.**

**BASIC FUNCTION.**—Examines claims for loss or damage of insured or c. o. d. mail matter and determines and approves for payment the amount found to be due under postal regulations.

**DUTIES AND RESPONSIBILITIES.—**

(A) Receives and reviews prescribed claim papers to ascertain whether:

- (i) All necessary items of the appropriate claim form have been properly completed.
- (ii) Proof of value has been properly determined.
- (iii) Appropriate check has been made of applicable records.
- (iv) Other necessary information has been supplied.

(B) Determines whether amount of claim exceeds amount of loss and the proper amount payable is within the limits of the indemnity.

(C) Conducts necessary correspondence in connection with the claim.

(D) Approves amount to be paid, and directs disposition of damaged articles.

(E) Maintains prescribed record of claims.

**ORGANIZATIONAL RELATIONSHIPS.—**Reports to an assistant postmaster or other designated supervisor.

**(18) POSITION.—POSTMASTER, SMALL THIRD-CLASS OFFICE—LEVEL 5.**

**BASIC FUNCTION.—**Is responsible for all operations of a small third-class post office, including actual performance of mail processing and window service, disbursement of funds and preparation of required reports. This office has no employees other than the postmaster and a replacement to serve during his leave; has annual receipts of approximately \$1,700; has no rural delivery service within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.—**

(A) Conducts the activities of the office in such manner as to provide prompt and efficient postal service to the patrons of the office.

(B) Maintains direct contact with the public and gives personal attention to complaints.

(C) Sorts incoming mail for boxholders and general delivery; faces, cancels, sorts by destination, ties and sacks outgoing mail.

(D) At a window delivers general delivery mail, issues and cashes money orders, delivers c. o. d. and customs mail, accepts and delivers parcel post, registered and insured mail, sells stamps and stamped paper, and collects box rents.

(E) Prepares and submits estimates of operating allowances as required.

(F) Makes deposits of accountable funds; requisitions stamps and stamped paper; requisitions supplies; pays authorized bills.

(G) Maintains required office records; prepares and submits necessary reports in accordance with instructions.

(H) Maintains files for the office.

**ORGANIZATIONAL RELATIONSHIPS.—**Administratively responsible to a district manager.

**(19) POSITION.—CLAIMS CLERK, COMMON AND CONTRACT CARRIERS—LEVEL 6.**

**BASIC FUNCTION.—**Audits carriers' claims for the transportation of mail to insure their accuracy and correctness of form prior to certifying them for payment.

**DUTIES AND RESPONSIBILITIES.—**

(A) Checks original or draft of claims submitted by carriers using space procurement data, records of air carrier flights and weight allocations, reports of railroad space utilization, emergency space procured, and other pertinent reports and data submitted by the districts.

(B) Corrects errors in drafts of claims and returns them to the carrier for resubmission in final corrected form.

(C) Expedites the processing of claims by continuous coordination with the carriers to minimize the incidence of error on claims submitted.

(D) Rechecks resubmitted claims prior to certifying them for payment.

(E) Maintains records pertinent to carrier claims such as unscheduled air carrier flights, weight allocations for mail on flights of air carriers, and air line flight schedules.

(F) Accumulates data and prepares periodic and special reports on subjects related to the purchase and use of railroad space, and air carrier weight allocation.

**ORGANIZATIONAL RELATIONSHIPS.**—Reports to the supervisor in charge of the fiscal section in a Postal Transportation Service division office or other designated supervisor.

**(20) POSITION.—POSTMASTER, THIRD-CLASS OFFICE—LEVEL 6.**

**BASIC FUNCTION.**—Is responsible for all operations of a third-class post office, including actual performance of mail processing and window services, disbursement of funds and preparation of required reports. This office has one part time clerical employee; has annual receipts of approximately \$4,700; has no rural delivery service within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Supervises and conducts the activities of the office in order to provide prompt and efficient postal service to patrons.

(B) Maintains direct contact with the public and gives personal attention to complaints.

(C) Appoints personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations.

(D) Sorts incoming mail for boxholders and general delivery; files, cancels, sorts by destination, ties and sacks outgoing mail.

(E) At a window delivers general delivery mail, issues and cashes money orders, delivers c. o. d. and customs mail, accepts and delivers parcel post, registered and insured mail, sells stamps and stamped paper, and collects box rents.

(F) Makes required deposits of accountable funds; requisitions stamps and stamped paper; requisitions supplies; pays authorized bills and makes salary disbursements.

(G) Prepares and submits annual estimates of manpower needs and operating allowances as required.

(H) Maintains required office records; prepares and submits necessary reports in accordance with instructions.

(I) Maintains files for the office.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a district manager.

**(21) POSITION.—FOREMAN, MAILS—LEVEL 7.**

**BASIC FUNCTION.**—Supervises a group of employees engaged in carrying out assigned tasks connected with the processing of incoming or outgoing mail.

**DUTIES AND RESPONSIBILITIES.**—

(A) Lays out work for employees; insures attendance to duties and proper performance of assignments; shifts employees from one assignment to another to meet fluctuations in workload; answers questions respecting work progress.

(B) Trains new employees and provides continuous on-the-job training for all employees under his supervision.

(C) Reports unusual difficulties to a general foreman and suggests solutions. Personally resolves problems of a routine nature.

(D) Keeps required records for such matters as time, mail on hand, and mail processed.

(E) Recommends personnel actions respecting subordinates; maintains morale among the employees in the group; adjusts complaints; supplies leadership necessary to secure maximum interest and effort from men and promotes cooperation and harmony.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a general foreman or other designated superior. Supervises approximately twenty or more employees.

**(22) POSITION.—POSTMASTER, THIRD-CLASS OFFICE—LEVEL 7.**

**BASIC FUNCTION.**—Is responsible for all operations of a third-class post office, including actual participation in processing of mail and window services, disbursement of funds and preparation of required reports. This office has two clerical employees and annual receipts of approximately \$6,000, and rural delivery service within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Supervises the activities of the office in order to provide expeditious handling of the mails, and efficient and courteous postal service to patrons.

(B) Maintains direct contact with the public and gives personal attention to complaints.

(C) Appoints personnel to serve in the post office within the limits prescribed by Department and Civil Service Regulations; selects personnel and trains them in their respective positions.

(D) Directs the activities of employees; arranges working schedules of employees and is responsible for the administration of the Efficiency Appraisal System.

(E) Distributes incoming mail for carrier delivery, boxholders and general delivery; faces, cancels, distributes, ties and sacks outgoing mail; performs general delivery window services; issues and cashes money orders; delivers c. o. d. and customs mail; accepts and delivers parcel post, registered and insured mail; sells stamps, stamped paper, savings bonds, postal savings stamps and certificates, migratory and documentary stamps, and collects box rents.

(F) Checks financial accountability of employees in accordance with existing instructions; makes daily deposits of accountable funds in local bank; obtains bids for proposed purchases; requisitions supplies; issues checks for employees' salaries and other official disbursements.

(G) Prepares annual estimates of manpower needs and operating allowances for submission as required.

(H) Prepares reports of a recurring nature, reflecting various transactions of the office, such as personnel salary summaries, retirement and withholding tax data, cost estimates, money order and bond summaries and schedules of disbursement.

(I) Maintains all files for the office.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a district manager.

**(23) GENERAL FOREMAN.—R. P. O.—LEVEL 8.**

**BASIC FUNCTION.**—Directs mail service operations in a railway post office train with two or more authorized cars. Supervises a crew of foremen and clerks whose primary function is the distribution and exchange of mails en route.

**DUTIES AND RESPONSIBILITIES.**—

(A) Provides for the proper distribution, exchange, and dispatch of mail regularly assigned for handling in the railway post office cars. Makes decisions concerning the most expeditious dispatch, rerouting and utilization of alternative connections involving irregularly received mail and also in emergency situations.

(B) Directs mail service operations in the railway post office train including:

(i) Rapid distribution of all classes of mail in accordance with official diagrams and via most advantageous routing.

(ii) Handling, recording, and protection of registered mails.

(iii) Makeup and exchange of mail at intermediate and terminal offices.

(iv) Proper utilization of space in each railway post office car with relation to other storage space in train and, except as charged to transfer clerks, for proper handling of all storage mail in train.

(v) Loading and unloading of railway post office cars to assure maximum use of available storage space without additional cost.

(vi) Proper usage of mail equipment and supplies.

(vii) Maintenance of distribution schemes and schedules of mail routes in corrected condition.

(C) Supervises the activities of foremen and clerks in the cars and reassigns them to various duties as may be required to complete maximum distribution. Instructs clerks on proper practices and procedures and reports failures to meet operating standards to the district superintendent.

(D) Inspects condition of railway post office cars and reports to the railroad company unsatisfactory situations.

(E) Completes trip report form covering service operations, including particulars of train operation, roster of clerks on duty, mails received, worked, and dispatched, and mails not worked; prepares a list of all cars on train in which mail is carried, a record of the mail, and a report of any irregularities in service. Observes and reports to district superintendent any failure of the railroad company to afford protection to the mail.

(F) May personally distribute letter mail for one or more States, and maintain record of pouches received and dispatched.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a district superintendent or other designated superior. Directs, through one or more subordinate foremen, clerks assigned to the run.

**(24) POSITION.**—**ASSISTANT POSTMASTER, SMALL FIRST-CLASS POST OFFICE—LEVEL 8.**

**BASIC FUNCTION.**—Serves as the overall assistant to the postmaster, providing general direction and supervision over mails, finance, personnel, and other related activities. This office has approximately sixteen employees, annual receipts of approximately \$63,000, and eight carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Participates in the organization and management of the office to insure expeditious handling of the mails and to provide courteous and efficient service to patrons.

(B) Reviews and evaluates recommendations referred to the postmaster by subordinates with respect to promotions and disciplining of post office personnel; generally oversees the training of all personnel for their respective positions.

(C) Directs a continuous audit program concerning the accountability of responsible finance employees of the office.

(D) Reviews estimates of manpower needs and operating allowances for action of the postmaster.

(E) Analyzes and reports to the postmaster the daily manpower expenditures and is responsible through designated subordinates for maintaining proper apportionment of authorized allowances to operating units.

(F) Gives assistance and direction to key subordinate employees in planning and executing the mail handling, finance, and administrative programs of the post office.

(G) Reviews reports and recommendations of subordinates and attends to administrative matters essential to the management of the post office.

(H) Represents the postmaster in relationships with the public in the area, including representation with employee organizations.

(I) May personally handle window transactions and perform work elsewhere in the office as the workload requires.

(J) Assumes complete responsibility and authority for the post office in the postmaster's absence and at other times as required.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to the postmaster.

**(25) POSITION.—POSTMASTER, SECOND-CLASS OFFICE—LEVEL 8.**

**BASIC FUNCTION.**—Is responsible for all operations of a second-class post office, including actual participation in processing of mail and window services, disbursement of funds and preparation of required reports. This office has approximately six employees, annual receipts of approximately \$16,000, and has rural delivery service within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Supervises and coordinates the activities of the office in order to provide expeditious handling of the mails, and efficient and courteous postal service to patrons.

(B) Maintains direct contact with the public on administrative matters and gives personal attention to complaints.

(C) Appoints personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; selects personnel and trains them in their respective positions.

(D) Directs the activities of employees; arranges working schedules of employees; recommends promotions of employees; is responsible for the administration of the Efficiency Appraisal System.

(E) Distributes incoming mail for carrier delivery, boxholders and general delivery; faces, cancels, distributes, ties and sacks outgoing mail; performs general delivery window service; issues and cashes money orders; delivers c. o. d. and customs mails; accepts and delivers parcel post, registered and insured mail, sells stamps, stamped paper, savings bonds, postal savings stamps and certificates, migratory and documentary stamps, and collects box rents.

(F) Checks financial accountability of employees in accordance with existing instructions; makes daily deposits of accountable funds in local bank; obtains bids for proposed purchases; requisitions supplies; issues checks for employees' salaries and other official disbursements.

(G) Prepares annual estimates of manpower needs and operating allowances for submission as required.

(H) Prepares reports of a recurring nature, reflecting various transactions of the office, such as personnel salary summaries, retirement and withholding tax data, cost estimates, money order and bond summaries and schedules of disbursement.

(I) Maintains all files for the office.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a district manager.

**(26) POSITION.—GENERAL FOREMAN, MAILS—LEVEL 9.**

**BASIC FUNCTION.**—Directs foremen in the distribution of all or part of incoming mails, outgoing mails, or both, at a first-class post office.

**DUTIES AND RESPONSIBILITIES.—**

(A) Lays out work for foremen at the beginning of a tour and issues instructions.

(B) Oversees work in progress to prevent accumulation of mail.

(C) Insures that mail is distributed in accordance with established orders and instructions.

(D) Shifts men from one foreman to another to keep mails moving.

(E) Reports difficulties and suggests corrective measures to superior.

(F) Maintains required records.

(G) Assures that adequate on-the-job training is carried out to promote employee proficiency.

(H) Reviews and forwards recommendations of foremen respecting discipline, promotions, or changes in assignments; approves time and leave requests; submits manpower estimates.

**ORGANIZATIONAL RELATIONSHIPS.—**Administratively responsible to a superintendent or assistant superintendent or other designated superior. Directs, through approximately four foremen, employees as assigned.

**(27) POSITION.—POSTMASTER, SMALL FIRST-CLASS OFFICE—LEVEL 9.**

**BASIC FUNCTION.—**Is responsible for all operations of a first-class post office, including direction and supervision of mails, finance, personnel, and other related activities. This office has approximately sixteen employees, annual receipts of approximately \$63,000, and city delivery service consisting of eight carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.—**

(A) Organizes the post office to insure expeditious handling of mails and to provide courteous and efficient service to the patrons.

(B) Maintains direct contact with the public on administrative matters and gives personal attention to complaints.

(C) Appoints personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; determines that personnel are carefully selected and adequately trained for their respective positions.

(D) Directs the activities of employees; arranges working schedules of employees; recommends promotions of employees and is responsible for the proper administration of the Efficiency Appraisal System.

(E) Checks financial accountability of employees in accordance with existing instructions; makes daily deposits of accountable funds in local bank; obtains bids for proposed purchases; requisitions supplies.

(F) Prepares annual estimates of manpower needs and operating allowances for submission as required.

(G) Prepares reports of a recurring nature, reflecting various transactions of the post office; submits postmaster's accounts with supporting vouchers and documents in accordance with existing instructions.

(H) Advertises for bids for various services, including contract stations, vehicular service, mail messenger service, and vehicular maintenance service, and submits bids, with recommendations, as required.

(I) Directs the maintenance of files for the office.

(J) May personally handle window transactions and perform work elsewhere in the office as the workload requires.

**ORGANIZATIONAL RELATIONSHIPS.—**Administratively responsible to a district manager.

**(28) POSITION.—BUILDING SUPERINTENDENT—LEVEL 10.**

**BASIC FUNCTION.—**Directs the janitorial, maintenance, and operating services of a large post office building and branches and stations

covering an aggregate area of approximately 700,000 square feet, including security, heating and ventilating, mechanical and electrical equipment, and elevator services.

**DUTIES AND RESPONSIBILITIES.—**

(A) Plans and prepares work schedules and supervises the custodial forces in cleaning, heating, guarding, operating, and repairing the post office building and equipment.

(B) Makes frequent inspections to determine maintenance needs of the building and equipment, and to determine the efficiency of the janitorial and maintenance force.

(C) Prepares and answers correspondence relating to custodial service.

(D) Plans and supervises maintenance or alteration work under contract.

(E) Supervises the office force in the preparation of vouchers, requisitions and reports incidental to custodial service, and in the maintenance of required accounts and records.

(F) Recommends transfers, promotions, and disciplinary measures for custodial personnel.

(G) Inspects mechanical equipment to determine repair needs and adherence to standards of preventive maintenance.

**ORGANIZATIONAL RELATIONSHIPS.—**Administratively responsible to the postmaster or other designated superior. Directs, through a general foreman of laborers and a chief engineer, approximately 100 employees, including electricians and other skilled trades.

**(29) POSITION.—POSTMASTER, FIRST-CLASS OFFICE—LEVEL 10.**

**BASIC FUNCTION.—**Is responsible for all operations of a first-class post office, including direction and supervision of mails, finance, personnel, and other related activities. This office has approximately twenty-seven employees, annual receipts of \$129,000, and eleven city delivery and rural carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.—**

(A) Organizes the post office to insure expeditious handling of mails and to provide courteous and efficient service to the patrons.

(B) Maintains direct contact with the public on administrative matters and gives personal attention to complaints.

(C) Appoints all personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; determines that all personnel are carefully selected and adequately trained for their respective positions.

(D) Directs the activities of all employees; supervises arrangement of working schedules of employees; recommends promotions of employees; and is responsible for the proper administration of the Efficiency Appraisal System.

(E) Checks financial accountability of employees in accordance with existing instructions; makes daily deposits of accountable funds in local bank; obtains bids for proposed purchases; requisitions supplies.

(F) Prepares annual estimates of manpower needs and operating allowances for submission as required.

(G) Prepares reports of a recurring nature, reflecting various transactions of the post office; submits postmaster's accounts with supporting vouchers and documents in accordance with existing instructions.

(H) Advertises for bids for various services, including contract stations, vehicular service, mail messenger service, and vehicular maintenance service, and submits bids, with recommendations, as required.

(I) Directs the maintenance of files for the office.

(J) May personally handle window transactions and perform work elsewhere in the office as the workload requires.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a district manager.

**(30) POSITION.—TOUR SUPERINTENDENT, INCOMING OR OUTGOING MAILS—LEVEL 11.**

**BASIC FUNCTION.**—Directs general foremen in the distribution of incoming mails or outgoing mails on a tour at a large first-class post office.

**DUTIES AND RESPONSIBILITIES.**—

(A) Provides for the prompt and complete operation of a tour activity, such as incoming mails, outgoing mails, or all first- and third-class outgoing mails.

(B) Reassigns employees as necessary to meet peakload demands; provides direction to subordinate foremen, coordinating the portions of work assigned to them.

(C) Answers questions of subordinate foremen regarding operating problems; refers policy questions to his superior with appropriate recommendations.

(D) Reviews requests for personnel actions by subordinate foremen, recommending final action to superior.

(E) Reviews estimates of manpower required, consolidating for recommendation to superior.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to an assistant superintendent of mails or other designated superior. Directs, through general foremen, employees assigned to the tour.

**(31) POSITION.—POSTMASTER, FIRST-CLASS OFFICE—LEVEL 11.**

**BASIC FUNCTION.**—Is responsible for all operations of a first-class post office, including direction and supervision of mails, finance, personnel, and other related activities. This office has approximately fifty-three employees, annual receipts of \$314,000, six Government-owned vehicle units, no classified stations, and twenty-five city and rural delivery routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Organizes the post office to insure expeditious handling of mails and to provide courteous and efficient service to the patrons.

(B) Maintains direct contact with the public on administrative matters and gives personal attention to complaints.

(C) Appoints personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; determines that personnel are carefully selected and adequately trained for their respective positions.

(D) Directs the activities of all employees; supervises arrangement of working schedules of employees; recommends promotions of employees and is responsible for the proper administration of the Efficiency Appraisal System.

(E) Checks financial accountability of employees in accordance with existing instructions; makes daily deposits of accountable funds in local bank; obtains bids for proposed purchases; requisitions supplies.

(F) Prepares annual estimates of manpower needs and operating allowances for submission as required.

(G) Prepares numerous reports of a recurring nature, reflecting various transactions of the post office; submits postmaster's accounts with supporting vouchers and documents in accordance with existing instructions.

(H) Advertises for bids for various services, including contract stations, vehicular service, mail messenger service, and vehicular maintenance service, and submits bids, with recommendations, as required.

(I) Directs the maintenance of files for the office.

(J) May personally handle window transactions and perform work elsewhere in the office as the workload requires.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a district manager.

**(32) POSITION.—POSTAL INSPECTOR—LEVEL 12.**

**BASIC FUNCTION.**—Is responsible in an assigned territory, usually including all classes of post offices, for inspection and investigative programs covering all phases of the postal service. In heavily populated areas may be assigned a majority of the time to selected types of work as determined by the inspector-in-charge.

**DUTIES AND RESPONSIBILITIES.—ASSIGNED TERRITORY.—**

(A) Inspects post offices and related postal units to insure compliance with postal laws and regulations, protection and proper expenditure of postal revenues and appropriated funds, and evaluates and reports to administrative officials on operational efficiency.

(B) Maintains close working relationship with regional officials and submits to them factual information and recommendations on conditions and needs of the postal service; acts as counselor to postmasters and other postal officials and employees in explaining instructions, regulations, applicable laws and decisions.

(C) Investigates violations of postal laws, including, but not limited to, armed robbery, mailing of bombs, burglary, theft of mail, embezzlements, obscene literature and pictures, and mail fraud.

(D) Determines the validity and seriousness of charges against postmasters and other officers and employees and makes pertinent recommendations.

(E) Investigates local and area operating problems and recommends corrective action, and within his prescribed jurisdiction, initiates necessary corrective action, including restoration of service immediately in disaster areas caused by hurricanes, tornadoes, floods, and other catastrophes.

(F) Maintains liaison activities (i) with military installations to insure adequate postal service for the military forces; (ii) with Federal and State civil defense authorities at the area level; (iii) with branches of Federal and State law enforcement agencies.

(G) Ascertains postal needs for post offices and stations, rural and city delivery, changes in schedules, quarters, equipment, manpower, and procedures and reports findings and recommendations to appropriate officials.

**SELECTED CASES.—**

(H) Investigates the loss, theft, destruction, and damage to mail matter through technical analyses of complaints and other specialized procedures.

(I) Investigates money-order forgeries; investigates complaints of use of the mails to defraud and to operate lotteries.

(J) Investigates personal injuries, motor-vehicle and other accidents; develops evidence for defense of suits under the so-called Federal Tort Claims Act; recommends out-of-court settlements.

(K) In any criminal investigation, develops evidence, locates witnesses and suspects; apprehends and effects arrests of postal offenders, presents facts to United States attorney, and collaborates as required with Federal and State prosecutors in presentation before United States commissioner, grand jury, and trial court.

(L) Surveys postal service on an area basis to ascertain and recommend ways of improving service and effecting economies.

(M) Makes investigations of a variety of other matters and performs related duties as assigned.

60 Stat. 842; 62  
Stat. 982,  
28 USC 2671 et  
seq.

**ORGANIZATIONAL RELATIONSHIPS.**—Responsible to the inspector-in-charge or the assistant inspector-in-charge of the division. Supervises trainees and other inspectors as assigned.

**(33) POSITION.—POSTMASTER, FIRST-CLASS OFFICE—LEVEL 12.**

**BASIC FUNCTION.**—Is responsible for all operations of a first-class post office, including direction and supervision of mails, finance, buildings, personnel, and related services. This office has approximately seventy-two employees, annual receipts of \$797,000, six Government-owned vehicle units, no classified stations, and seventeen carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Organizes the post office to insure expeditious handling of the mails and to provide efficient and courteous postal service to patrons.

(B) Represents the Post Office Department in its relationships with the public in the area.

(C) Appoints personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; determines that personnel are carefully selected and adequately trained in their respective positions.

(D) Supervises the administration of the Efficiency Appraisal System and is responsible for maintaining satisfactory employee relations with representatives of employee organizations and individual employees.

(E) Reviews estimates of manpower needs and operating allowances, submits requests and recommendations as required, and determines that operations are efficiently carried out and expenditures authorized in accordance with approved estimates.

(F) Provides for the safeguarding of all moneys, the operation and maintenance of equipment and other facilities of the post office, and for the expenditure of funds in accordance with applicable laws and regulations.

(G) Approves requisitions for supplies and equipment submitted by operating officials of the post office for submission to the Supply Center or the Department.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a district manager.

**(34) POSITION.—STATION SUPERINTENDENT, LARGE CLASSIFIED STATION—LEVEL 13.**

**BASIC FUNCTION.**—Directs the operations of a large classified station, including the distribution, delivery, and dispatch of mail and all required window services to the public.

**DUTIES AND RESPONSIBILITIES.**—

(A) Plans and supervises the distribution of incoming and outgoing mails, the delivery service, including special delivery, and the dispatch of outgoing mail.

(B) Supervises services to the public at windows, including sales of stamps and stamped paper, money orders, postal savings stamps and certificates, migratory and documentary stamps, registry and insurance of mail; handling of c. o. d. items; general delivery and box mail.

(C) Supervises city and rural carriers and determines that delivery schedules are maintained; consults in the adjustment and establishment of routes to reflect changes in volume, patronage, or population; and recommends establishment or changes in location of collection boxes.

(D) Directs and maintains required records for personnel of station; verifies and approves timecards for payroll purposes; makes manpower estimates and reports; trains new supervisors and employees in various aspects of station operations.

(E) Requisitions supplies and equipment, stamps, stamped paper, and accountable forms from main post office, reissuing to subordinates as required. Is responsible for entire fixed credit of station and for operation within the allowance granted.

(F) Maintains effective relations with large mailers and the public; simplifies handling of mail, and takes appropriate action to meet complaints.

(G) In addition, may perform any of the following duties:

(i) Supervises the cleaning and custodial maintenance of the station building.

(ii) Makes necessary arrangements for special services such as alien registrations, special census reports, or handling of special purpose mailing.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a superintendent of mails or other designated superior. Directs, through subordinate supervisors, approximately one thousand or more employees.

**(35) POSITION.—ASSISTANT POSTMASTER, FIRST-CLASS OFFICE—LEVEL 13.**

**BASIC FUNCTION.**—Serves as the overall assistant to the postmaster, particularly on internal operations, and provides general direction over the mails, finance, administrative, and service functions of the post office. The office has approximately four hundred and fifty employees, annual receipts of \$2,700,000, fifty Government-owned vehicle units, one classified station or branch, and one hundred and thirty carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Participates in the organization and management of the office to insure expeditious handling of the mails and to provide courteous and efficient service to patrons.

(B) Reviews and evaluates recommendations referred to the postmaster by subordinates with respect to promotions and disciplining of post-office personnel; generally oversees the training of all personnel for their respective positions.

(C) Directs a continuous audit program concerning the accountability of responsible finance employees of the office.

(D) Reviews estimates of manpower needs and operating allowances for action of the postmaster.

(E) Analyzes and reports to the postmaster the daily manpower expenditures and is responsible through designated subordinates for maintaining proper apportionment of authorized allowances to operating units.

(F) Gives assistance and direction to key subordinate officials in planning and executing the mail handling, finance, and administrative programs of the post office.

(G) Reviews reports and recommendations of subordinates and attends to administrative matters essential to the management of the post office.

(H) Represents the postmaster in relationships with the public in the area, including representation with employee organizations.

(I) Carries out special assignments for and as directed by the postmaster.

(J) Assumes complete responsibility and authority for the post office in the postmaster's absence and at other times as required.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to the postmaster.

**(36) POSITION.—POSTMASTER, FIRST-CLASS OFFICE—LEVEL 13.**

**BASIC FUNCTION.**—Is responsible for all operations of a first-class post office, including the direction and supervision of mails, finance, buildings, personnel, and related services in the main post office, stations, and branches. This office has approximately one hundred and eighty employees, annual receipts of \$1,000,000, twenty-one Government-owned vehicle units, three classified stations, and sixty-five carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Organize the post office to insure expeditious handling of the mails and to provide efficient and courteous postal service to patrons.

(B) Represents the Post Office Department in its relationships with the public in the area.

(C) Appoints personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; determines that personnel are carefully selected and adequately trained for their respective positions.

(D) Supervises the administration of the Efficiency Appraisal System and is responsible for maintaining satisfactory employee relations with representatives of employee organizations and individual employees.

(E) Reviews estimates of manpower needs and operating allowances, submits requests and recommendations as required, and determines that operations are efficiently carried out and expenditures authorized in accordance with approved estimates.

(F) Provides for the safeguarding of all moneys, the operation and maintenance of equipment and other facilities of the post office, and for the expenditure of funds in accordance with applicable laws and regulations.

(G) Approves requisitions for supplies and equipment submitted by operating officials of the post office for submission to the Supply Center or the Department.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a district manager.

**(37) POSITION.—ASSISTANT POSTMASTER, FIRST-CLASS OFFICE—LEVEL 14.**

**BASIC FUNCTION.**—Serves as the overall assistant to the postmaster, particularly on internal operations, and provides general direction over the mails, finance, administrative, and service functions of the post office. This office has approximately one thousand and two hundred employees, annual receipts of \$8,460,000, one hundred and seventeen Government-owned vehicle units, sixteen classified stations and branches, and two hundred and ninety carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Participates in the organization and management of the office to insure expeditious handling of the mails and to provide courteous and efficient service to patrons.

(B) Reviews and evaluates recommendations referred to the postmaster by subordinates with respect to promotions and disciplining of post office personnel; generally oversees the training of all personnel for their respective positions.

(C) Directs a continuous audit program concerning the accountability of responsible finance employees of the office.

(D) Reviews estimates of manpower needs and operating allowances for action of the postmaster.

(E) Analyzes and reports to the postmaster the daily manpower expenditures and is responsible through designated subordinates for

maintaining proper apportionment of authorized allowances to operating units.

(F) Gives assistance and direction to key subordinate officials in planning and executing the mail handling, finance, and administrative programs of the post office.

(G) Reviews reports and recommendations of subordinates and attends to administrative matters essential to the management of the post office.

(H) Represents the postmaster in relationship with the public in the area, including representation with employee organizations.

(I) Carries out special assignments for and as directed by the postmaster.

(J) Assumes complete responsibility and authority for the post office in the postmaster's absence and at other times as required.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to the postmaster.

**(38) POSITION.—POSTMASTER, FIRST-CLASS OFFICE—LEVEL 14.**

**BASIC FUNCTION.**—Is responsible for all operations of a first-class post office, including direction and supervision of mails, finance, buildings, personnel, and related services in the main post office, stations, and branches. This office has approximately four hundred and fifty employees, annual receipts of \$2,700,000, fifty Government-owned vehicle units, one classified station or branch, and one hundred and thirty carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Organizes the post office to insure expeditious handling of the mails and to provide courteous and efficient postal service to patrons.

(B) Represents the Post Office Department in its relationships with the public in the area.

(C) Appoints personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; determines that personnel are carefully selected and adequately trained in their respective positions.

(D) Supervises the administration of the Efficiency Appraisal System and is responsible for maintaining satisfactory employee relations with representatives of employee organizations and individual employees.

(E) Reviews estimates of manpower needs and operating allowances, submits requests and recommendations as required, and determines that operations are efficiently carried out and expenditures authorized in accordance with approved estimates.

(F) Provides for the safeguarding of all moneys, the operation and maintenance of equipment and other facilities of the post office, and for the expenditure of funds in accordance with applicable laws and regulations.

(G) Approves requisitions for supplies and equipment submitted by operating officials of the post office for submission to the Supply Center or the Department.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a regional director or other designated superior.

**(39) POSITION.—ASSISTANT POSTMASTER, FIRST-CLASS OFFICE—LEVEL 15.**

**BASIC FUNCTION.**—Serves as the overall assistant to the postmaster, particularly on internal operations, and provides general direction over the mails, finance, administrative and service functions of the post office. This office has approximately three thousand two hundred employees, annual receipts of \$16,900,000, two hundred Government-owned vehicle units, thirty-four classified stations and branches, and one thousand carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.—**

(A) Participates in the organization and management of the office to insure expeditious handling of the mails and to provide courteous and efficient service to patrons.

(B) Reviews and evaluates recommendations referred to the postmaster by subordinates with respect to promotions and disciplining of post-office personnel; generally oversees the training of all personnel for their respective positions.

(C) Directs a continuous audit program concerning the accountability of responsible finance employees of the office.

(D) Reviews estimates of manpower needs and operating allowances for action of the postmaster.

(E) Analyzes and reports to the postmaster the daily manpower expenditures and is responsible through designated subordinates for maintaining proper apportionment of authorized allowances to operating units.

(F) Gives assistance and direction to key subordinate officials in planning and executing the mail handling, finance, and administrative programs of the post office.

(G) Reviews reports and recommendations of subordinates and attends to administrative matters essential to the management of the post office.

(H) Represents the postmaster in relationships with the public in the area, including representation with employee organizations.

(I) Carries out special assignments for and as directed by the postmaster.

(J) Assumes complete responsibility and authority for the post office in the postmaster's absence and at other times as required.

**ORGANIZATIONAL RELATIONSHIPS.—**Administratively responsible to the postmaster.

**(40) POSITION.—POSTMASTER, FIRST-CLASS OFFICE—LEVEL 15.**

**BASIC FUNCTION.—**Is responsible for all operations of a first-class post office, including direction and supervision of mails, finance, buildings, personnel, and related services in the main post office, stations and branches. This office has approximately seven hundred employees, annual receipts of \$4,470,000, seventy-seven Government-owned vehicle units, eight classified stations and branches, and two hundred carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.—**

(A) Organizes the post office to insure expeditious handling of the mails and to provide courteous and efficient postal service to patrons.

(B) Represents the Post Office Department in its relationships with the public in the area.

(C) Appoints personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; determines that personnel are carefully selected and adequately trained in their respective positions.

(D) Supervises the administration of the Efficiency Appraisal System and is responsible for maintaining satisfactory employee relations with representatives of employee organizations and individual employees.

(E) Reviews estimates of manpower needs and operating allowances, submits requests and recommendations as required, and determines that operations are efficiently carried out and expenditures authorized in accordance with approved estimates.

(F) Provides for the safeguarding of all moneys, the operation and maintenance of equipment and other facilities of the post office, and for the expenditure of funds in accordance with applicable laws and regulations.

(G) Approves requisitions for supplies and equipment submitted by operating officials of the post office for submission to the Supply Center or the Department.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a regional director or other designated superior.

**(41) POSITION.—GENERAL SUPERINTENDENT, PTS DIVISION—LEVEL 16.**

**BASIC FUNCTION.**—Directs all activities of a division of the Postal Transportation Service of average size and complexity in terms of numbers of employees and in expenditure of funds, or in terms of the importance of the mail gateways in the division, the volume and complexity of the mail and mail handling operations, and concentrations which create congestions. Is responsible for the transportation, transfer, distribution, and dispatch of mail in transit, and for the efficient and economical operation of the division.

**DUTIES AND RESPONSIBILITIES.**—

(A) Directs and coordinates the activities of subordinate district superintendents in planning and effectuating the transportation and processing of transit mail within, entering, or emanating from the division; confers with officials of commercial carriers regarding mail handling and transportation, schedules, security of mail in transit, and rates.

(B) Provides, through his assistants, general supervision over the activities of the employees of the division. Establishes manpower controls, effective employee relations, and inspections of personnel activities, both informally and as required by regulations.

(C) Exercises administrative control over the district superintendents and, through them, the constituent field units such as transfer offices, airmail fields, terminals, railway post office lines, highway post office lines, and contract carriers such as star routes and mail messenger routes, and related operating units; maintains financial control of the division, reporting on expenditures and requirements as directed.

(D) Maintains liaison with airlines, railroads, trucklines, and other contract carriers; contacts major publishers, mail-order houses, and other large volume patrons with respect to mass mailing problems.

(E) Coordinates division activities with those of contiguous divisions and with other segments of the Post Office Department within the area.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a regional director. Directs, through an assistant and district superintendents, up to three thousand three hundred employees.

**(42) POSITION.—ASSISTANT POSTMASTER, LARGE FIRST-CLASS OFFICE—LEVEL 16.**

**BASIC FUNCTION.**—Serves as the overall assistant to the postmaster, particularly on internal operations, and provides general direction over the mails, finance, administrative and service functions of the post office. This office has approximately eight thousand employees, annual receipts of \$48,000,000, four hundred Government-owned vehicle units, fifty classified stations and branches, and one thousand four hundred carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Participates in the organization and management of the office to insure expeditious handling of the mails and to provide courteous and efficient service to patrons.

(B) Reviews and evaluates recommendations referred to the postmaster by subordinates with respect to promotions and disciplining of post office personnel; generally oversees the training of all personnel for their respective positions.

(C) Directs a continuous audit program concerning the accountability of responsible finance employees of the office.

(D) Reviews estimates of manpower needs and operating allowances for action of the postmaster.

(E) Analyzes and reports to the postmaster the daily manpower expenditures and is responsible through designated subordinates for maintaining proper apportionment of authorized allowances to operating units.

(F) Gives assistance and direction to key subordinate officials in planning and executing the mail handling, finance, and administrative programs of the post office.

(G) Reviews reports and recommendations of subordinates and attends to administrative matters essential to the management of the post office.

(H) Represents the postmaster in relationships with the public in the area, including representation with employee organizations.

(I) Carries out special assignments for and as directed by the postmaster.

(J) Assumes complete responsibility and authority for the post office in the postmaster's absence and at other times as required.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to the postmaster.

**(43) POSITION.—POSTMASTER, FIRST-CLASS OFFICE—LEVEL 16.**

**BASIC FUNCTION.**—Is responsible for all operations of a first-class post office, including direction and supervision of mails, finance, buildings, personnel, and related services in the main post office, stations, and branches. This office has approximately one thousand two hundred employees, annual receipts of \$8,460,000, one hundred and seventeen Government-owned vehicle units, sixteen classified stations and branches, and two hundred and ninety carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Organizes the post office to insure expeditious handling of the mails and to provide courteous and efficient postal service to patrons.

(B) Represents the Post Office Department in its relationships with the public in the area.

(C) Appoints all personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; determines that all personnel are carefully selected and adequately trained in their respective positions.

(D) Supervises the administration of the Efficiency Appraisal System and is responsible for maintaining satisfactory employee relations with representatives of employee organizations and individual employees.

(E) Reviews estimates of manpower needs and operating allowances, submits requests and recommendations as required, and determines that operations are efficiently carried out and expenditures authorized in accordance with approved estimates.

(F) Provides for the safeguarding of all moneys, the operation and maintenance of equipment and other facilities of the post office, and for the expenditure of funds in accordance with applicable laws and regulations.

(G) Approves requisitions for supplies and equipment submitted by operating officials of the post office for submission to the Supply Center or the Department.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a regional director or other designated superior.

**(44) POSITION.—GENERAL SUPERINTENDENT, LARGEST PTS DIVISION—LEVEL 17.**

**BASIC FUNCTION.**—Directs all activities of one of the largest divisions of the Postal Transportation Service in terms of numbers of employees and in expenditure of funds, as well as in terms of the importance of the mail gateways in the division, the volume and complexity of the mail and mail handling operations, and concentrations which create congestions. Is responsible for the transportation, transfer, distribution, and dispatch of mail in transit, and for the efficient and economical operation of the division.

**DUTIES AND RESPONSIBILITIES.—**

(A) Directs and coordinates the activities of subordinate district superintendents in planning and effectuating the transportation and processing of transit mail within, entering, or emanating from the division; confers with officials of commercial carriers regarding mail-handling and transportation schedules, security of mails in transit, and rates.

(B) Provides, through his assistants, general supervision over the activities of the employees of the division. Establishes manpower controls, effective employee relations, and inspections of personnel activities, both informally and as required by regulations.

(C) Exercises administrative control over the district superintendents and, through them, the constituent field units such as transfer offices, air mail fields, terminals, railway post office lines, highway post office lines, and contract carriers such as star routes and mail messenger routes, and related operating units; maintains financial control of the division, reporting on expenditures and requirements as directed.

(D) Maintains liaison with airlines, railroads, trucklines, and other contract carriers; contacts major publishers, mail-order houses, and other large volume patrons with respect to mass mailing problems.

(E) Coordinates division activities with those of contiguous divisions and with other segments of the Post Office Department within the area.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a regional director. Directs, through an assistant and district superintendents, approximately three thousand three hundred or more employees.

**(45) POSITION.—ASSISTANT POSTMASTER, LARGEST FIRST-CLASS OFFICE—LEVEL 17.**

**BASIC FUNCTION.**—Serves as the overall assistant to the postmaster, particularly on internal operations, and provides general direction over the mails, finance, administrative, and service functions of the post office. This office has approximately twenty thousand employees, annual receipts of \$140,000,000, one thousand one hundred Government-owned motor-vehicle units, sixty-six classified stations and branches, and three thousand two hundred carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.—**

(A) Participates in the organization and management of the office to insure expeditious handling of the mails and to provide courteous and efficient service to patrons.

(B) Reviews and evaluates recommendations referred to the postmaster by subordinates with respect to promotions and disciplining of post-office personnel; generally oversees the training of all personnel for their respective positions.

(C) Directs a continuous audit program concerning the accountability of responsible finance employees of the office.

(D) Reviews estimates of manpower needs and operating allowances for action of the postmaster.

(E) Analyzes and reports to the postmaster the daily manpower expenditures and is responsible through designated subordinates for maintaining proper apportionment of authorized allowances to operating units.

(F) Gives assistance and direction to key subordinate officials in planning and executing the mail handling, finance, and administrative programs of the post office.

(G) Reviews reports and recommendations of subordinates and attends to administrative matters essential to the management of the post office.

(H) Represents the postmaster in relationships with the public in the area, including representation with employee organizations.

(I) Carries out special assignments for and as directed by the postmaster.

(J) Assumes complete responsibility and authority for the post office in the postmaster's absence and at other times as required.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to the postmaster.

**(46) POSITION.—POSTMASTER, FIRST-CLASS OFFICE—LEVEL 17.**

**BASIC FUNCTION.**—Is responsible for all operations of a first-class post office, including direction and supervision of mails, finance, buildings, personnel, and related services in the main post office and stations and branches. This office has approximately three thousand two hundred employees, annual receipts of \$16,900,000, two hundred Government-owned vehicle units, thirty-four classified stations and branches, and one thousand carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.**—

(A) Organizes the post office to insure expeditious handling of the mails and to provide courteous and efficient postal service to patrons.

(B) Represents the Post Office Department in its relationships with the public in the area.

(C) Appoints personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; determines that personnel are carefully selected and adequately trained for their respective positions.

(D) Supervises the administration of the Efficiency Appraisal System and is responsible for maintaining satisfactory employee relations with representatives of employee organizations and individual employees.

(E) Reviews estimates of manpower needs and operating allowances, submits requests and recommendations as required, and determines that operations are efficiently carried out and expenditures authorized in accordance with approved estimates.

(F) Provides for the safeguarding of all moneys, the operation and maintenance of equipment and other facilities of the post office, and for the expenditure of funds in accordance with applicable laws and regulations.

(G) Approves requisitions for supplies and equipment submitted by operating officials of the post office for submission to the Supply Center or the Department.

**ORGANIZATIONAL RELATIONSHIPS.**—Administratively responsible to a regional director or other designated superior.

**(47) POSITION.—POSTMASTER, LARGE FIRST-CLASS OFFICE—LEVEL 18.**

**BASIC FUNCTION.**—Is responsible for all operations of a large first-class post office, including direction and supervision of mails, finance, buildings, personnel, and related services in the main post office and stations and branches. This office has approximately eight thousand

employees, annual receipts of \$48,000,000, four hundred Government-owned vehicle units, fifty classified stations and branches, and one thousand four hundred carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.—**

(A) Organizes the post office to insure expeditious handling of the mails and to provide courteous and efficient postal service to patrons.

(B) Represents the Post Office Department in its relationships with the public in the area.

(C) Appoints personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; determines that personnel are carefully selected and adequately trained for their respective positions.

(D) Supervises the administration of the Efficiency Appraisal System and is responsible for maintaining satisfactory employee relations with representatives of employee organizations and individual employees.

(E) Reviews estimates of manpower needs and operating allowances, submits requests and recommendations as required, and determines that operations are efficiently carried out and expenditures authorized in accordance with approved estimates.

(F) Provides for the safeguarding of all moneys, the operation and maintenance of equipment and other facilities of the post office, and for the expenditure of funds in accordance with applicable laws and regulations.

(G) Approves requisitions for supplies and equipment submitted by operating officials of the post office for submission to the Supply Center or the Department.

**ORGANIZATIONAL RELATIONSHIPS.—**Administratively responsible to a regional director or other designated superior.

**(48) POSITION.—POSTMASTER, LARGEST FIRST-CLASS OFFICE—LEVEL 19.**

**BASIC FUNCTION.—**Is responsible for all operations of one of the largest first-class offices, including direction and supervision of mails, finance, buildings, personnel, and related services in the main post office, stations and branches. This office has approximately twenty thousand employees, annual receipts of \$140,000,000, one thousand one hundred Government-owned vehicle units, sixty-six classified stations and branches, and three thousand two hundred carrier routes within its jurisdiction.

**DUTIES AND RESPONSIBILITIES.—**

(A) Organizes the post office to insure expeditious handling of the mails and to provide courteous and efficient postal service to patrons.

(B) Represents the Post Office Department in its relationships with the public in the area.

(C) Appoints personnel to serve in the post office within the limits prescribed by Departmental and Civil Service Regulations; determines that personnel are carefully selected and adequately trained in their respective positions.

(D) Supervises the administration of the Efficiency Appraisal System and is responsible for maintaining satisfactory employee relations with representatives of employee organizations and individual employees.

(E) Reviews estimates of manpower needs and operating allowances, submits requests and recommendations as required, and determines that operations are efficiently carried out and expenditures authorized in accordance with approved estimates.

(F) Provides for the safeguarding of all moneys, the operation and maintenance of equipment and other facilities of the post office, and for the expenditure of funds in accordance with applicable laws and regulations.

(G) Approves requisitions for supplies and equipment submitted by operating officials of the post office for submission to the Supply Center or the Department.

ORGANIZATIONAL RELATIONSHIPS.—Administratively responsible to a regional director.

**(49) POSITION.—REGIONAL DIRECTOR—LEVEL 20.**

BASIC FUNCTION.—Directs the management of all postal activities within the jurisdiction of an assigned region in accordance with basic departmental policies and with functional direction and guidance from Assistant Postmasters General.

DUTIES AND RESPONSIBILITIES.—

(A) Develops and formulates policies and practices for the region within basic policies and instructions of the Postmaster General.

(B) Manages post office operations.

(C) Administers routing, distribution, and transportation of mail within and in transit through the region.

(D) Arranges for the provision of adequate facilities and equipment for all postal functions in the region.

(E) Administers the personnel program of the region, including employment, placement, training, evaluation of positions, employee relations, and other personnel functions.

(F) Authorizes and issues allowances for all expenditures and exercises budgetary controls.

(G) Administers cost reduction programs and provides industrial engineering services to operating segments of the region.

(H) Maintains effective public relations with the general public, large mail users, and with Federal, State, and municipal authorities.

ORGANIZATIONAL RELATIONSHIPS.—Administratively responsible to the Deputy Postmaster General. Directs, through subordinate officials, approximately thirty thousand to thirty-five thousand employees in some three thousand offices within the region.

DUAL EMPLOYMENT AND EXTRA DUTIES

SEC. 204. (a) An employee may be appointed to more than one position and shall be paid compensation at the rate provided by law for each position, without regard to the provisions of sections 1763, 1764, and 1765 of the Revised Statutes, as amended (5 U. S. C., secs. 58, 69, and 70).

(b) As the needs of the service require, an employee may be assigned from time to time to perform, without change in compensation, duties, and responsibilities other than the duties and responsibilities specifically set forth in his position description; however, if any employee is assigned for more than thirty days in any calendar year to duties and responsibilities of a salary level which is higher than the salary level to which his position is assigned, except to perform service in a relief capacity for a supervisor granted compensatory time pursuant to section 603, he shall be paid for the period of his assignment in excess of thirty days a basic salary computed in accordance with the provisions of section 502.

REPORT OF THE POSTMASTER GENERAL

SEC. 205. (a) The Postmaster General shall transmit to the Congress, on or before January 15, 1956, a comprehensive report of opera-

tions under this title. Such report shall include, among other matters, the following—

(1) information, in summary and in detail, with respect to actions by the Postmaster General taken under section 201, with specific reference to the definitions of positions, the designations of the respective salary levels to which such positions are assigned, and the reasons for such actions;

(2) a statement showing the number of employees determined to be in each key position under section 203, and the occupational titles of such employees immediately prior to the conversion of such employees under section 304 (b);

(3) a statement with respect to the operation of the appeals system prescribed by section 202, including the number of such appeals by employees, a general discussion of the reasons for such appeals, the actions taken thereon and the reasons therefor; and

(4) such other information and evidence as is necessary to enable the Committees on Post Office and Civil Service of the Senate and the House of Representatives to carry out the responsibility for supervision and review of the administration of this title, in accordance with section 136 of the Legislative Reorganization Act of 1946 (Public Law 601, Seventy-ninth Congress).

(b) The report submitted by the Postmaster General under subsection (a) of this section shall be delivered to the President of the Senate and to the Speaker of the House of Representatives on the same day, and shall be referred to the Committees on Post Office and Civil Service of both Houses. The report shall be printed as a House Document.

60 Stat. 832.

TITLE III—BASIC SALARY SCHEDULES

POSTAL FIELD SERVICE SCHEDULE

SEC. 301. (a) There is established a basic salary schedule for positions in the postal field service which shall be known as the Postal Field Service Schedule, and for which the symbol shall be "PFS". Except as provided in sections 302 and 303 of this Act, basic salary shall be paid to all employees in accordance with this schedule.

POSTAL FIELD SERVICE SCHEDULE

Level	Per annum rates and steps						
	1	2	3	4	5	6	7
1.....	\$2,880	\$2,980	\$3,080	\$3,180	\$3,280	\$3,380	\$3,480
2.....	3,090	3,195	3,300	3,405	3,510	3,615	3,720
3.....	3,330	3,445	3,560	3,675	3,790	3,905	4,020
4.....	3,600	3,785	3,910	4,035	4,160	4,285	4,410
5.....	3,880	4,005	4,130	4,255	4,380	4,505	4,630
6.....	4,190	4,330	4,470	4,610	4,750	4,890	5,030
7.....	4,530	4,685	4,840	4,995	5,150	5,305	5,460
8.....	4,890	5,060	5,230	5,400	5,570	5,740	5,910
9.....	5,280	5,465	5,650	5,835	6,020	6,205	6,390
10.....	5,800	6,000	6,200	6,400	6,600	6,800	7,000
11.....	6,380	6,600	6,820	7,040	7,260	7,480	7,700
12.....	7,020	7,260	7,500	7,740	7,980	8,220	8,460
13.....	7,730	7,990	8,250	8,510	8,770	9,030	9,290
14.....	8,500	8,780	9,060	9,340	9,620	9,900	10,180
15.....	9,350	9,650	9,950	10,250	10,550	10,850	11,150
16.....	10,300	10,600	10,900	11,200	11,500	11,800	12,100
17.....	11,400	11,700	12,000	12,300	12,600	12,900	13,200
18.....	12,500	12,800	13,100	13,400	13,700	14,000	14,300
19.....	13,600	13,900	14,200	14,500	14,800	-----	-----
20.....	14,800	-----	-----	-----	-----	-----	-----

(b) The basic salary for hourly rate employees shall be computed by dividing the per annum rates prescribed in the Postal Field Service

Schedule (1) by 2,080 in the case of hourly rate employees other than substitutes, and (2) by 2,016 in the case of substitute employees.

#### RURAL CARRIER SCHEDULE

SEC. 302. (a) There is established a basic salary schedule which shall be known as the Rural Carrier Schedule, and for which the symbol shall be "RCS", for carriers in the rural delivery service, which is based in part on fixed compensation per annum and in part on specified rates per mile per annum. Basic salary shall be paid to rural carriers in accordance with this schedule.

#### RURAL CARRIER SCHEDULE

	Per annum rates and steps						
	1	2	3	4	5	6	7
Carriers in rural delivery service:							
Fixed compensation per annum.....	\$1,566.00	\$1,611.00	\$1,656.00	\$1,701.00	\$1,746.00	\$1,791.00	\$1,836.00
Compensation per mile per annum for each mile up to 30 miles of route.....	65.00	67.00	69.00	71.00	73.00	75.00	77.00
For each mile of route over 30 miles.....	22.00	22.00	22.00	22.00	22.00	22.00	22.00
Temporary carriers in rural delivery service on routes to which no regular carrier is assigned:							
Fixed compensation per annum.....	1,566.00	-----	-----	-----	-----	-----	-----
Compensation per mile per annum for each mile up to 30 miles of route.....	65.00	-----	-----	-----	-----	-----	-----
For each mile of route over 30 miles.....	22.00	-----	-----	-----	-----	-----	-----
Temporary carriers in rural delivery service on routes having regular carriers absent without pay or on military leave.....	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Substitute carriers in rural delivery service on routes having carriers absent with pay..	(1)	(1)	(1)	(1)	(1)	(1)	(1)

<sup>1</sup> Basic compensation authorized for the regular carrier.

(b) A rural carrier serving one triweekly route shall be paid 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 on the basis of a route one-half the combined length of the two routes.

(c) The Postmaster General may 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 sixty-one miles in length. He may not pay additional compensation to a carrier serving such a route in an amount which would exceed \$4,700, when added to the basic salary for the maximum step in the Rural Carrier Schedule for his route. In case any such heavily patronized route is extended in length, the rural carrier assigned to such route at the time of such extension shall not be reduced in pay.

(d) The Postmaster General may pay additional compensation to rural carriers who are required to carry pouch mail to intermediate post offices, or for intersecting loop routes, in all cases where it appears that 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 the sum of \$12 per annum for each mile such carrier is required to carry such pouches.

(e) In addition to the other compensation, rural carriers shall be paid the authorized fee for making special delivery of mail. Such fee shall not be paid when (1) no special delivery service is rendered, (2) delivery is made into a rural mail box, or (3) delivery is made to the addressee or his representative on the rural carrier's route.

## FOURTH-CLASS OFFICE SCHEDULE

SEC. 303. (a) There is established a basic salary schedule which shall be known as the Fourth-Class Office Schedule, and for which the symbol shall be "FOS", for postmasters in post offices of the fourth class which is based on the gross postal receipts as contained in returns of the post office for the calendar year immediately preceding. Basic salary shall be paid to postmasters in post offices of the fourth class in accordance with this schedule, and basic salary so paid, together with other forms of compensation provided by this Act, shall replace all existing forms of compensation for such postmasters.

## FOURTH-CLASS OFFICE SCHEDULE

Gross receipts	Per annum rates and steps						
	1	2	3	4	5	6	7
\$1,300 to \$1,499.99.....	\$2,514	\$2,598	\$2,682	\$2,766	\$2,850	\$2,934	\$3,018
\$900 to \$1,299.99.....	2,304	2,381	2,458	2,535	2,612	2,689	2,766
\$600 to \$899.99.....	1,886	1,949	2,012	2,075	2,138	2,201	2,264
\$350 to \$599.99.....	1,467	1,516	1,565	1,614	1,663	1,712	1,761
\$250 to \$349.99.....	1,048	1,083	1,118	1,153	1,188	1,223	1,258
\$200 to \$249.99.....	838	866	894	922	950	978	1,006
\$100 to \$199.99.....	629	650	671	692	713	734	755
Under \$100.....	419	433	447	461	475	489	503

(b) The basic salary of postmasters in fourth-class post offices shall be readjusted for changes in gross receipts at the start of the first pay period after the beginning of each fiscal year. In adjusting a postmaster's basic salary under this section the basic salary shall be fixed at the lowest step which is higher than the basic salary received by the postmaster at the end of the preceding fiscal year. If there is no such step the basic salary shall be fixed at the highest step for the adjusted gross receipts of the office. Each increase in basic salary because of change in gross receipts shall be deemed the equivalent of a step-increase under section 401 of this Act and the waiting period, for purposes of advancement to the next step, shall begin on the date of adjustment.

(c) The basic salaries of postmasters at newly established offices of the fourth class shall be fixed at the lowest salary rate. Whenever unusual conditions prevail at any post office of the fourth class the Postmaster General may advance such office to the appropriate category or class indicated by the receipts of the preceding quarter. Any fourth-class office advanced to the appropriate category or class pursuant to this subsection shall not be reduced in category or class until the start of the first pay period after July 1 of the calendar year following the calendar year in which it was so advanced, at which time it shall be assigned to the category or class indicated by the receipts for the preceding calendar year.

(d) Persons who perform the duties of postmaster at post offices of the fourth class where there is a vacancy or during the absence of the postmaster on sick or annual leave, or leave without pay, shall be paid the same basic salary to which they would have been entitled if regularly appointed as such postmaster.

(e) The Postmaster General may allow to postmasters in fourth-class post offices additional compensation for separating services and for unusual conditions during a portion of the year, in lieu of an allowance for clerical services for this purpose.

(f) At seasonal post offices of the fourth class, the Postmaster General may authorize the payment of the basic salary prorated over the pay periods such office is open for business during the fiscal year.

(g) 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, such post office shall be relegated to the fourth class and the basic salary of the postmaster shall be fixed in the manner provided in subsection (b) of this section.

#### CONVERSION

SEC. 304. (a) Each employee whose basic salary is paid under the Act of July 6, 1945 (59 Stat. 435), as amended, or under the Classification Act of 1949 (63 Stat. 954), as amended, and who on or prior to the effective date of this section has earned but has not been credited with a higher automatic salary grade increase under the Act of July 6, 1945, or a higher within-grade step-increase under the Classification Act of 1949 for his position, or whose basic salary would have been increased on July 1, 1955, by reason of changed postal receipts, shall be given credit for such increase before his basic salary is adjusted under subsection (b) of this section.

39 USC 851 et  
seg.  
5 USC 1071 note.

(b) The basic salary of each employee in effect immediately prior to the effective date of the Postal Field Service Schedule, the Rural Carrier Schedule, and the Fourth-Class Office Schedule, shall be adjusted as of such adjusted date to the basic salary in the schedules in the following manner:

(1) If the basic salary of the employee is equal to any step established for his position in the appropriate schedule, such step shall be established as the employee's new basic salary.

(2) If the basic salary of the employee is less than the entrance step established for his position in the appropriate schedule, such entrance step shall be established as the employee's new basic salary.

(3) If the basic salary of the employee falls between any two steps established for his position in the appropriate schedule, the higher step shall be established as the employee's new basic salary.

(4) If the basic salary of the employee is greater than the highest step established for his position in the appropriate schedule, such basic salary shall be established as the new basic salary of the employee.

#### ADDITION OF LONGEVITY STEP-INCREASES

SEC. 305. (a) When the basic salary of an employee, except an employee whose basic salary immediately prior to the effective date of the Postal Field Service Schedule was fixed by the Classification Act of 1949, is established under section 304 of this Act, each longevity step-increase which such employee has earned prior to the effective date of his schedule shall become a part of his basic compensation and shall constitute a longevity step-increase under section 404 of this Act.

5 USC 1071 note.

(b) In the case of an employee whose compensation immediately prior to the effective date of the Postal Field Service Schedule was fixed by the Classification Act of 1949, all creditable service under section 404 shall be counted in order to determine such employee's eligibility for longevity step-increases under such section.

## TITLE IV—STEP-INCREASES

## AUTOMATIC ADVANCEMENT BY STEP-INCREASES

SEC. 401. (a) Except as to a substitute employee in the Postal Transportation Service whose position is allocated to salary level PFS-5 as a distribution clerk in a railway or highway post office, each employee whose position is allocated to the Rural Carrier Schedule, the Fourth-Class Office Schedule, or salary level PFS-9 or a lower salary level of the Postal Field Service Schedule, who has not reached the highest step for his position, shall be advanced successively to the next higher step for his position at the beginning of the first pay period following the completion of each fifty-two calendar weeks of satisfactory service, if no equivalent increase in basic salary from any cause was received during such period of fifty-two calendar weeks. The benefit of successive step-increases shall be preserved, under regulations prescribed by the Postmaster General, for employees whose continuous service is interrupted by service in the Armed Forces.

(b) Each employee whose position is allocated to salary level PFS-10 or a higher salary level of the Postal Field Service Schedule shall be advanced to and including step four of his salary level in the manner provided in subsection (a) of this section. Advancement of such employee to steps higher than step four, exclusive of longevity step-increases, shall be granted by the Postmaster General on the basis of superior performance under regulations issued by him, but no such employee is eligible for more than one step-increase within the time period specified in subsection (a) of this section.

(c) Each substitute employee in the Postal Transportation Service, whose position is allocated to salary level PFS-5 as a distribution clerk in a railway or highway post office, shall be advanced in the manner prescribed for other employees under subsection (a) of this section, but such substitute shall not be advanced beyond step four of salary level PFS-5.

## CREDITABLE SERVICE FOR ADVANCEMENT

SEC. 402. Each employee in the postal field service is eligible to earn step-increases in accordance with this Act. Except for temporary rural carriers serving in the absence of regular rural carriers on leave without pay or on military leave, credit shall not be allowed for time on the rolls under a temporary appointment for one year or less unless such time on the rolls is continuous to the date of appointment to a position of unlimited duration.

## ADJUSTMENT OF SERVICE CREDIT

SEC. 403. In order to retain to the maximum possible extent promotion credits earned by employees under the Act of July 6, 1945, as amended, and in order to prevent the advancement by step-increases of junior employees ahead of senior employees, employees whose basic salaries are adjusted on the effective date of the schedules in this Act shall establish credit toward advancement by step increases under section 401 in the following manner:

(1) Each employee in the automatic grades who had not reached the maximum grade for his position under the provisions of the Act of July 6, 1945, as amended, shall retain the anniversary date established for his next automatic promotion under such Act unless the amount of increase in basic salary which he receives upon adjustment to the appropriate schedule is equal to or greater than the difference

between the salary for his automatic grade and the next higher automatic grade for his position under such Act.

(2) Employees in the automatic grades who do not retain their anniversary dates under paragraph (1), above, employees who had reached the maximum grades for their positions, and employees who occupied positions for which single rates were established under the Act of July 6, 1945, as amended, shall begin the waiting period for advancement to the next step for their positions on the date of adjustment to the schedules in this Act.

#### LONGEVITY STEP-INCREASES

SEC. 404. (a) There are established for each employee longevity steps A, B, and C. For each promotion to a longevity step—

(1) each postmaster at a post office of the fourth class shall receive an amount equal to 5 per centum of his basic salary, or \$100 per annum, whichever is the lesser, and

(2) each employee (other than a postmaster at a post office of the fourth class) shall receive \$100 per annum.

In computing the percentage increase under this subsection the amount of the increase shall be rounded to the nearest dollar. A half dollar or one-half cent shall be rounded to the next highest dollar or cent, respectively.

(b) Each employee shall be assigned to—

(1) longevity step A at the beginning of the pay period following the completion of thirteen years of service;

(2) longevity step B at the beginning of the pay period following the completion of eighteen years of service; and

(3) longevity step C at the beginning of the pay period following the completion of twenty-five years of service.

(c) (1) There shall be credited, for the purposes of subsection (b)—

(A) all time on the rolls, except time on the rolls as a substitute rural carrier, in the postal field service or in the Post Office Department;

(B) all time on the rolls in the custodial service of the Department of the Treasury continuous to the date of the transfer of the employee to the custodial service of the Post Office Department in accordance with Executive Order Numbered 6166, dated June 10, 1933;

(C) all time on the rolls as a special-delivery messenger at a first-class post office; and

(D) all time on the rolls as a clerk in a third-class post office for which payment is made from authorized allowances.

(2) In determining longevity credit for the purposes of subsection (b) in the case of an employee whose continuous service in the postal field service or in the departmental service of the Post Office Department shall have been interrupted by service with the Armed Forces or to comply with a transfer during war or national emergency as defined by the United States Civil Service Commission, all time engaged in such service with the Armed Forces or on such transfer shall be credited pro rata for each week of such service. All service specified in this subsection, whether continuous or intermittent, shall be credited on the basis of one week for each whole week the employee has been on the rolls, except that credit shall not be allowed for time on the rolls under a temporary appointment for one year or less unless such time on the rolls is continuous to the date of appointment to a position of unlimited duration.

5 USC 132 note.

(d) Employees on the rolls on the effective date of this section who are entitled to promotion credit for longevity purposes under section 2 of the Act approved May 3, 1950 (64 Stat. 102; 39 U. S. C. 889), shall retain all rights and benefits established or continued under such section to the same extent as though such section had remained in effect.

(e) Increases under this section shall not be deemed equivalent increases within the meaning of section 401.

## TITLE V—GENERAL COMPENSATION RULES

### APPOINTMENTS

SEC. 501. The Postmaster General may appoint any person who has been employed in a civilian capacity in any branch of the Government to any position in a regional or district office or to any professional or scientific position and may place such person in any step in the salary level of the Postal Field Service Schedule which is less than one full step above the highest basic salary which such person received from the United States.

### PROMOTION

SEC. 502. (a) Any employee who is promoted or transferred to a position in a higher salary level of the Postal Field Service Schedule shall be paid basic salary at the lowest step of such higher salary level which exceeds his existing basic salary by not less than the amount of difference between the entrance step of the salary level from which promoted and the entrance step of the salary level immediately above the salary level from which promoted. If there is no step in the salary level to which the employee is promoted which exceeds his existing basic salary by at least the amount of such difference, such employee shall be paid (1) the maximum step of the salary level to which promoted, or (2) his existing basic salary, whichever is higher.

(b) Regular clerks and carriers in first- and second-class post offices are not eligible for promotion to positions of higher salary levels in their respective offices unless they are in the maximum steps of their respective salary levels. If for any reason such clerks and carriers in such maximum steps are not available those clerks and carriers in the lower steps in such offices shall be eligible for such promotion.

### COMPENSATION OF CERTAIN TEMPORARY EMPLOYEES

SEC. 503. Each temporary employee who is hired for a continuous period of one year or less for a position under the Postal Field Service Schedule shall be paid a basic salary at the entrance step for the salary level of the position to which he is appointed.

### PROHIBITION ON REDUCTION OF FORMER COMPENSATION

SEC. 504. (a) Nothing in this Act shall be deemed to reduce the per annum or hourly basic compensation of any employee on the rolls on the effective date of the Postal Field Service Schedule, the Rural Carrier Schedule, or Fourth-Class Office Schedule, to an amount less than his basic compensation immediately prior to adjustment to such schedules.

(b) For the purposes of this section, "basic compensation" includes basic compensation under the Classification Act of 1949.

## TITLE VI—PAY ADMINISTRATION

## PAY PERIODS AND COMPUTATION OF RATES

SEC. 601. (a) Employees in the postal field service shall be paid compensation in twenty-six installments. Each such installment shall be the compensation for a pay period of two weeks.

(b) As basic compensation for a full pay period, an employee, other than an hourly rate employee, shall be paid an amount equal to one twenty-sixth of his annual basic compensation. As basic compensation for a portion of a pay period, such employee shall be paid basic compensation computed in accordance with subsection (d) of this section for the number of days and hours of service for which he has credit.

(c) As basic compensation for the pay period, an hourly rate employee shall be paid an amount equal to the product of his hourly rate of basic compensation and the number of hours of service for which he has credit.

(d) For purposes of computing rates of compensation other than annual rates the following rules shall govern:

(1) To compute an hourly rate of basic compensation for employees other than substitute employees, the annual rate of basic compensation shall be divided by 2,080.

(2) To compute an hourly rate of basic compensation for substitute employees, the annual rate of basic compensation shall be divided by 2,016.

(3) To compute the daily rate of compensation for postmasters, postal inspectors, and rural carriers, the annual rate of compensation shall be divided by 312.

(4) To compute the daily rate of basic compensation for annual rate employees other than postmasters, postal inspectors, and rural carriers, the hourly rate of basic compensation shall be multiplied by the number of daily hours of service required.

(e) Except for lump-sum payments for accumulated leave upon the termination of employment, an annual rate employee shall not be paid more than one twenty-sixth of his basic compensation as basic compensation for a pay period.

(f) All rates shall be computed to the nearest cent, counting one-half cent and over as a whole cent.

(g) When a pay period for employees to whom this Act applies begins in one fiscal year and ends in another, the gross amount of the earnings of such employees for such pay period may be regarded as a charge against the appropriation or allotment current at the end of such pay period.

## HOURS OF WORK

SEC. 602. Except as otherwise provided in this Act, employees shall not be required to work more than eight hours a day. The work schedule of employees shall be regulated so that the eight hours of service shall not extend over a longer period than ten consecutive hours.

## COMPENSATORY TIME, OVERTIME, AND HOLIDAYS

SEC. 603. In emergencies or if the needs of the service require, the Postmaster General may require employees to work more than eight hours in one day, or on Saturdays, Sundays, or holidays. For such service he shall grant employees in the "PFS" Schedule compensatory time or pay such employees overtime compensation under the following rules:

(1) Each employee in or below salary level PFS-7 shall be paid for all work in excess of eight hours in one day at the rate of 150 per centum of his hourly basic compensation.

(2) (A) Each employee in or below salary level PFS-7 who performs work on Saturdays or Sundays shall, under regulations prescribed by the Postmaster General, be granted compensatory time in an amount equal to the excess time worked within five working days, except that, in lieu of such compensatory time, the Postmaster General may, if the exigencies of the service require, authorize such employee to be paid, for work performed on Saturdays and Sundays during the month of December, at the rate of 150 per centum of his hourly basic compensation.

(B) If the work performed by such employees on Saturdays and Sundays is less than eight hours, such service, in the discretion of the Postmaster General may be carried forward and combined with similar service performed on other Saturdays and Sundays. The employees may be allowed compensatory time for such combined service or any part thereof at any time, except that, whenever at least eight hours of such service has been accumulated, the employees shall be allowed eight hours compensatory time on one day within five working days next succeeding the Saturday or Sunday on which the total accumulated service was at least eight hours.

55 Stat. 862.

(3) For time worked on a day referred to as a holiday in the Act of December 26, 1941 (5 U. S. C., sec. 87b), or on a day designated by Executive order as a holiday for Federal employees generally, each employee in or below salary level PFS-7, under regulations prescribed by the Postmaster General, shall either be granted compensatory time in an amount equal to such time worked within thirty working days, or be paid premium compensation at a rate equal to his hourly basic compensation for the time so worked. For work performed on Christmas Day, premium compensation shall be paid at a rate equal to 150 per centum of the employee's hourly basic compensation.

(4) Each employee in or above salary level PFS-8 who performs overtime or holiday work as described in this section, under regulations prescribed by the Postmaster General, shall be granted compensatory time in an amount equal to such overtime or holiday work.

#### NIGHT WORK

SEC. 604. Employees who perform work between the hours of 6 o'clock post meridian and 6 o'clock ante meridian standard or daylight saving time, depending upon which time is observed where such work is performed, shall be paid extra compensation for each hour of such work at the rate of 10 per centum of their hourly basic compensation. The differential for night duty shall not be included in computing any overtime compensation to which such employees may be entitled.

#### EXEMPTION OF CERTAIN EMPLOYEES FROM CERTAIN PROVISIONS RELATING TO PAY ADMINISTRATION

SEC. 605. (a) Sections 602, 603, and 604 of this Act do not apply to the heads of regional or district offices and such other employees of the headquarters staff of regional and district offices as the Postmaster General designates, or to postmasters, rural carriers, post office inspectors, traveling mechanics, and traveling examiners of equipment and supplies.

(b) Sections 602 and 603 of this Act do not apply to substitute employees and to employees in the Postal Transportation Service assigned to road duty.

(c) Section 602 of this Act does not apply to employees in post offices of the third class.

(d) The provisions of section 603 of this Act relating to compensatory time and overtime compensation for work on Saturdays or Sundays do not apply to hourly rate regular employees and to employees in post offices of the third class.

#### SUBSTITUTE EMPLOYMENT

SEC. 606. (a) Subject to subsection (c) of this section, the Postmaster General shall prescribe the conditions under which substitute positions may be established.

(b) Each substitute, hourly rate, and temporary employee who reports for duty in compliance with an official order shall be employed for not less than two hours following the hour at which such employee is ordered to report.

(c) In the case of positions which are the same as or equivalent to the positions enumerated in the Act entitled "An Act to provide for the appointment of substitute postal employees, and for other purposes", approved June 4, 1936, as amended (39 U. S. C., sec. 834), the ratio of classified substitute employees to regular employees shall not be more than one classified substitute to five regular employees or fraction thereof with respect to each such position, except that in offices having fewer than five regular employees there may be one substitute clerk and one substitute carrier, and one substitute in the motor vehicle service.

49 Stat. 1460.

#### EMPLOYEES IN THE POSTAL TRANSPORTATION SERVICE

SEC. 607. (a) The Postmaster General shall organize the work of employees in the Postal Transportation Service who are assigned to road duty into regular scheduled tours of duty. Such tours of duty shall aggregate an average of not more than eight hours a day for two hundred and fifty-two days a year, including an allowance of one hour and thirty-five minutes for work to be performed on layoff periods. He shall not grant allowances of time for work performed on layoff periods to employees other than employees engaged in the distribution of mail.

(b) Employees in the Postal Transportation Service assigned to road duty, except substitute employees, who are required to perform work in excess of the scheduled time of their regular tours of duty as established by the Postmaster General shall be paid at the rate of 150 per centum of their hourly basic compensation for such overtime work. In arriving at the amount of overtime to be paid at any time during the calendar year, any deficiencies accrued up to that time during the same calendar year shall be offset against any overtime work by the employee.

(c) Substitute employees in the Postal Transportation Service assigned to road duty shall be paid on an hourly basis for actual work performed according to the time value of each trip of such road duty, including an allowance of time for all work required on layoff periods.

(d) In addition to compensation provided under this Act, the Postmaster General, under regulations prescribed by him, may pay not more than \$9 per day as travel allowances in lieu of actual expenses, at fixed rates per annum or by such other method as he deems equitable to regular and substitute employees in the Postal Transportation Service who are assigned to road duty, after the expiration of ten hours from the time the initial run begins.

(e) Substitute employees in the Postal Transportation Service shall be credited with full time while traveling under orders of the Post Office Department to and from their designated headquarters to take up assignments.

#### SPECIAL-DELIVERY EQUIPMENT MAINTENANCE ALLOWANCE

SEC. 608. (a) In addition to the compensation provided under this Act regular and substitute special-delivery carriers and special-delivery messengers at first-class post offices shall be paid an automotive equipment maintenance allowance at the rate of 7 cents per mile or major fraction thereof for miles traveled under the direction of the Department in making delivery of special-delivery mail or at the option of the Postmaster General at the rate of 90 cents per hour spent in making delivery of special-delivery mail. Payments for equipment maintenance shall be made at the same periods and in the same manner as payments of regular compensation.

(b) The Postmaster General may provide or hire vehicles under an allowance basis for use in the delivery of special-delivery mail whenever the needs of the postal field service so require.

#### EQUIPMENT MAINTENANCE ALLOWANCE FOR RURAL CARRIERS

SEC. 609. (a) In addition to the compensation provided in the Rural Carrier Schedule, each rural carrier shall be paid for equipment maintenance a sum equal to 9 cents per mile for each mile or major fraction of a mile scheduled. The Postmaster General may pay such additional equipment maintenance allowance as he determines to be fair and reasonable, not in excess of \$3 per day when combined with the equipment maintenance allowance provided by the preceding sentence, to rural carriers entitled to additional compensation under section 302 (c) of this Act for serving heavily patronized routes. Payments for such equipment maintenance shall be made at the same periods and in the same manner as payments of regular compensation.

(b) Any employee in the postal field service who is assigned to serve any rural route, and who furnishes the vehicle used in the performance of such service, shall be paid the equipment maintenance allowance provided for the route so served, in addition to his compensation.

#### ALLOWANCES FOR POSTMASTERS IN FOURTH-CLASS POST OFFICES

SEC. 610. Postmasters of fourth-class post offices shall be paid as allowances for rent, fuel, light, and equipment an amount equal to 15 per centum of the basic compensation earned in each pay period, at the same time and in the same manner as their regular compensation.

### TITLE VII—SALARY INCREASES

#### RETROACTIVE BASIC SALARY INCREASES

SEC. 701. (a) The basic salary in effect immediately prior to the effective date of this section, of each employee paid under the Act of July 6, 1945, as amended (39 U. S. C., secs. 858, 859, 861a, 862, 863-866, 868, 869), or under the Classification Act of 1949, as amended, shall be increased by 6 per centum effective March 1, 1955 (rounded to the nearest dollar in the case of per annum rates and to the nearest one-half cent in the case of hourly rates, a half-dollar or one-quarter of a cent being

rounded to the next highest dollar or one-half cent, respectively). Such increase shall be applied (1) in the case of each rural carrier to his fixed compensation, his compensation per mile, and any additional compensation allowed him for serving a heavily patronized route, and (2) to the amounts specified in sections 3 (c), 3 (d), 12 (a), 12 (e), 15 (f), and 17 (d) of the Act of July 6, 1945 (Public Law 134, Seventy-ninth Congress), as amended.

39 USC 853, 862,  
865, 867.

(b) Retroactive salary shall be paid under this Act only in the case of an individual in the service of the United States (including service in the Armed Forces of the United States) or of the municipal government of the District of Columbia on the date of enactment of this Act, except that such retroactive salary shall be paid a retired postmaster, officer, or employee for services rendered during the period beginning March 1, 1955, and ending with the date of his retirement, or in accordance with the provisions of the Act of August 3, 1950, for services rendered by a deceased postmaster, officer, or employee during the period beginning on March 1, 1955, and ending with the date of his death. For the purposes of this subsection, service in the Armed Forces of the United States, in the case of an individual relieved from training and service in the Armed Forces of the United States or discharged from hospitalization following such training and service, shall include the period provided by law for the mandatory restoration of such individual to a position in or under the Federal Government or the municipal government of the District of Columbia.

64 Stat. 395.  
5 USC 61f-61k.

## TITLE VIII—MISCELLANEOUS PROVISIONS

### CLASSES OF POST OFFICES

SEC. 801. At the beginning of each fiscal year, the Postmaster General shall divide post offices into four classes on the basis of gross annual postal receipts for the preceding calendar year. He shall place in the first class those post offices at which such receipts are \$40,000 or more. He shall place in the second class those post offices at which such receipts are \$8,000 or more, but less than \$40,000. He shall place in the third class those post offices at which such receipts are \$1,500 or more, but less than \$8,000. He shall place in the fourth class those offices at which such receipts are less than \$1,500, except as provided in section 303 (g).

### ASSIGNMENT OF EMPLOYEES

SEC. 802. With the consent of the employee, the Postmaster General is authorized to detail any employee, including any employee of the departmental service, between the postal field service and the departmental service to such extent as may be necessary to develop a more efficient working force and more effectively to perform the work of the Department. Each such detail shall be made for a period of not more than one year and may be made without change in compensation of the employee so detailed.

### INCREASES IN BASIC COMPENSATION NOT "EQUIVALENT INCREASES"

SEC. 803. Any increase in rate of basic compensation by reason of enactment of this Act shall not be considered as an "equivalent increase" in compensation within the meaning of section 701 (a) (A) of the Classification Act of 1949, in the case of employees who transfer or are transferred to a position coming within the purview of the Classification Act of 1949.

65 Stat. 613.  
5 USC 1121.

## POSTAL EMPLOYEES OF THE CANAL ZONE GOVERNMENT

SEC. 804. The Governor of the Canal Zone is authorized and directed to adopt applicable provisions of this Act for postal employees of the Canal Zone Government, as of the respective effective dates of such applicable provisions.

REFERENCES IN OTHER LAWS WITH RESPECT TO PUBLIC LAW 134,  
SEVENTY-NINTH CONGRESS

39 USC 851 et  
seq.

SEC. 805. (a) Whenever reference is made in any other law to the Act of July 6, 1945 (59 Stat. 435), as amended, such reference shall be held and considered to mean this Act. Whenever reference is made in any other law to a "grade" of such Act of July 6, 1945, such reference shall be held and considered to mean the corresponding basic salary step in any schedule contained in this Act.

(b) The application of this Act to any position or employee shall not be affected by reason of the enactment of subsection (a).

## APPLICABILITY OF ACT TO GUAM

SEC. 806. This Act shall have the same force and effect within Guam as within other possessions of the United States.

## REGULATIONS OF POSTMASTER GENERAL

SEC. 807. The Postmaster General is hereby authorized to issue such regulations as may be necessary for the administration of this Act.

## CIVIL SERVICE ACT AND RULES, VETERANS' PREFERENCE ACT OF 1944

58 Stat. 387.  
5 USC 851 note.

SEC. 808. This Act shall not be construed to modify the application of the Civil Service Act and Rules or the Veterans' Preference Act of 1944 to the postal field service.

## AUTHORIZATION OF APPROPRIATIONS

SEC. 809. There are hereby authorized to be appropriated such sums as may be necessary to carry out the provisions of this Act.

## EFFECTIVE DATES

SEC. 810. (a) This section shall take effect on the date of enactment of this Act.

(b) This Act, except title VII, section 607 (d) and this section, shall take effect on such date as may be specified by the Postmaster General, but not later than one hundred and eighty days after the date of its enactment.

(c) Title VII and section 607 (d) shall take effect on the first day of the first pay period which begins after the date of enactment of this Act.

68 Stat. 736.  
5 USC 2091 note.

(d) For the purpose of determining the amount of insurance for which an individual is eligible under the Federal Employees' Group Life Insurance Act of 1954, changes in the rates of compensation which result from the enactment of title VII shall be deemed to be effective as of the first day of the first pay period which begins on or after the date of enactment of this Act.

Approved June 10, 1955.