

office, send two copies of the statement to the postmaster. The associate office will make the appropriate entries to the accounts; date and sign both copies of the drawdown statement; return one copy to the MSC accounting unit; and retain one copy as a support document.

5. Reduce each account listed in column one of the statement by total amount shown for A/P 11 and/or any subsequent A/P. Postage for all shipments mailed prior to A/P 11 should be withdrawn using Form 5625A, according to current procedures.

6. File the Special Permit Account Drawdown Statements according to the A/P in which they are extracted.

The drawdown statement can be extracted on an as-needed basis; however, it is suggested that the statement be extracted and the corresponding accounts be posted at least once a week. Once the statement is extracted, and the *Yes* response given, the data no longer will be available to the office holding the Special Permit Account. The system has been programmed this way to eliminate the possibility of duplicate withdrawing of funds for the same shipment.

Since the new procedures will eliminate the PS Form 5625A, "Express Mail Custom Designed/Same Day Airport Service Mailing Statement," reference to that Form in Section 293 of the Domestic Mail Manual must be eliminated. Accordingly, effective July 10, 1982, Section 293 of the DOMESTIC MAIL MANUAL is amended to read:

293 Evidence of Mailing

A receipt showing the time and date of mailing will be provided to the mailer upon acceptance of Express Mail by the Postal Service. This receipt serves as evidence of mailing. Form 5625, *Express Mail Service Receipt*, is used for Express Mail Custom Designed Service; 5625-B for pickup of Express Mail Next Day Service mail, Label 11A or 11B for Express Mail Next Day Service; and Label 11C for Express Mail Same Day Airport Service.

These changes will also be incorporated into an updated revision of Handbook M-68, *Express Mail*. All offices are reminded to begin using these new procedures on, and not before, July 10, 1982.—*Customer Services Dept., 7-1-82.*

RURAL CARRIER—HIGHER LEVEL ASSIGNMENTS

There are two separate methods for making payment to rural carriers assigned to a higher level position, determined by the frequency and duration of the assignment.

A rural carrier detailed to a higher level assignment, must be issued a written management order (Form 1723), on each occurrence, stating the beginning and approximate termination date, and directing the employee to perform the duties of the higher level position. A copy of this order will be filed in the employee's personnel folder.

Assignments of 30 Days or More

In accordance with Article 25, Section 1 of the 1981-1984 USPS-NRLCA Agreement, the rural carrier who is assigned to a higher level position under a different salary schedule will first be converted to that of a 40-hour evaluated route, attained step.

a. A Form 50-A must be prepared using NOA 901 *Detail* assigning the employee to the higher level position (see Handbook P-11, 614.62).

b. When the assignment is terminated, a Form 50-A must be prepared using NOA 900 *Detail Termination* assigning the employee back to the rural carrier position (see Handbook P-11, 614.61).

The higher level pay of the detailed employee is calculated by applying the promotional increase rule for the schedule in which the assignment is performed, to the base salary, (salary with COLA), for a 40-hour evaluated route, attained step. If this adjusted base salary falls between two steps (base salary) of the higher grade, it is advanced to the higher step, but not in excess of the maximum of the higher grade.

Assignments of Less Than 30 Days—Intermittent

When the assignment is for less than 30 days in duration, *do not* prepare Form 50.

For timecard reporting on Form 1314, *Rural Certificate*:

a. Record O (Other Leave) for each day employee performs higher level.

b. Annotate on the reverse of the 1314 as to the purpose of the other leave.

This procedure will pay the regular rural carrier a day's evaluation for each O recorded, plus allow a substitute to carry the route and be properly compensated.

The following pay period, the office should transfer, via Form 1236, the hours from rural into the craft to which the carrier worked higher level.—*Finance Dept., 7-1-82.*

Uniform Allowance—New Footwear

A style of footwear that resembles jogging shoes is being purchased by some employees as a reimbursable item under the Uniform Allowance Program. Jogging style shoes meeting the specifications for shoes found in EMPLOYEE & LABOR RELATIONS MANUAL 583.1, i.e., having black leather or poromeric uppers and being capable of accepting a buff shine to obtain a glossy finish, are authorized items of uniform apparel.

In addition, jogging style shoes having all leather or poromeric uppers generally are acceptable and safe footwear in most areas of the workroom floor. Athletic shoes, jogging shoes (except as specified above) tennis shoes, or sneakers, constructed of canvas, nylon or similar material, are not acceptable attire for the workroom floor. The responsibility for determining whether a particular style of shoe is acceptable footwear on the workroom floor properly belongs to the supervisor having jurisdiction over the work location.—*Employee Relations Dept., 7-1-82.*