

# Summary of Postal Bulletin Updates May 1989 to June 1996

*Note that changes are cumulative. Numbering of a section may be modified by a change made subsequently.*

## **1. Overall Revisions**

Addresses, PEN numbers, and form titles have been updated. Addresses have also been reformatted to reflect machine readability standards.

## **2. Specific Revisions**

Substantive changes published in *Postal Bulletin* articles are marked with vertical bars in the margins or printed in bold type in tables and certain exhibits.

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## 620 Contests

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### 621 **Scope**

This subchapter establishes the policy and procedures for implementing contests and related awards programs, i.e., contests that involve a tangible award.

### 622 **Objective**

Contests and awards programs are intended to provide a motivational tool for improving performance in particular functions. Such programs can be used for, but are not limited to, safety awareness and sales promotion. No contest may continue beyond its stated time limit.

### 623 **Responsibilities**

#### 623.1 **Approval Authorities**

Contests established pursuant to this subchapter require specific approval of the Field Division General Manager/Postmaster, Regional Postmaster General (RPMG), or the appropriate senior management committee member.

#### 623.2 **Field Division General Manager/Postmaster**

The Field Division General Manager/Postmaster does the following:

- a. Determines the appropriateness of each proposed contest in terms of specific objectives to be achieved, and either approves or disapproves the contests and awards to be presented.
- b. Oversees the accountability of approved contests in terms of monetary benefits, improved safety, improved customer services, etc.
- c. Forwards a copy of approved contests to the functional regional manager.
- d. At the conclusion of each contest, evaluates the results against the objectives and submits a full report to the functional regional manager.

#### 623.3 **Regions**

##### 623.31 **Regional Postmaster General (RPMG)**

All proposed regional contests must be approved by the RPMG.

##### 623.32 **Other Personnel**

623.321 The appropriate regional director or designee monitors all regional contests to determine compliance with program criteria in 624.1.

623.322 Contest winners will be announced by the responsible director.

623.323 The functional regional manager reviews the contest results to determine benefits (derived and total impact on the USPS), i.e., reduced motor vehicle

accidents, increased number of firms using ZIP+4, and provides the division manager with any guidance believed to be appropriate for future contests.

623.4 **Senior Management Committee**

623.41 All proposed national contests must be approved by the appropriate Senior Management Committee member.

623.42 National contests will be monitored by the appropriate senior management committee member to determine compliance with program criteria in 624.1.

623.43 Contest winners will be announced by the senior management committee member.

624 **Establishment**

624.1 **Criteria**

Responsible officials will:

- a. Specify amount to be spent on contest (subject to limitations in 627).
- b. Establish clear rules in advance.
- c. Specify start and end dates.
- d. Structure the contest to make it competitive. (If individual competition is involved, no fewer than ten employees must be covered.)
- e. Establish objectives that are clear and measurable.

624.2 **Structure**

To achieve the broadest possible participation and facilitate control, all contests must be:

- a. Divided into competitive divisions or units, such as competition among field divisions, MSCs, or associate offices. Competition may also be arranged between comparable units on a single tour, or tour against tour, station or branch against other stations or branches.
- b. Conducted within a specific time frame, such as monthly, quarterly, or yearly. Contest(s) must have (1) clear objectives of what is to be accomplished (i.e., reduce number of motor vehicle accidents, or increase number of firms using ZIP+4) and (2) objectives that are measurable.

624.3 **Contest Rules**

All rules and procedures must be made clear prior to the start of the contest and must be either posted or distributed to each employee involved. Rules also must contain a measurable objective that will be used to determine the winners.

## 625 **Implementation**

### 625.1 **Eligibility**

- 625.11 Employee eligibility for participation in all contests is without regard to race, color, religion, national origin, sex, age, or physical or mental handicap.
- 625.12 Contests should include all individuals involved in the activity at the organizational level of the contest.

### 625.2 **Evaluation**

#### 625.21 **Winners**

Award decisions must be based on the contest rules and procedures established for each contest. The selection of the winning individual or group must be based on a predetermined measurable objective.

#### 625.22 **Ties**

Ties should be resolved by chance drawing or other equitable form of elimination.

## 626 **Types of Awards**

### 626.1 **Acceptable**

- 626.11 Only tangible items such as trophies, plaques, pins, certificates, letters of recognition, or commercial prizes including tickets may be awarded.
- 626.12 The specific value of each award may vary from contest to contest or be graduated within a contest with progressive levels of competition.
- 626.13 To ensure maximum interest, prizes should be alternated periodically, or a variety of prizes be made available for individual selection from a catalog.
- 626.14 Prizes offered must be appropriate for both sexes.

### 626.2 **Unacceptable**

Cash and savings bonds are not authorized as prizes.

## 627 **Limitations**

### 627.1 **Numbers and Types of Contests**

- 627.11 Sponsoring MSCs or offices may not exceed a maximum of four contests per year.
- 627.12 Identical contests may not be automatically carried over from year to year. Approval must be received prior to each contest, even if it is similar, or identical, to a previously authorized contest.

627.2 **Expenditures**

627.21 **MSCs, BMCs, and Divisions**

The total annual expenditure (publicity, printing, awards, pictures, certificates, etc.) for each contest may not exceed maximum monetary ceilings established below.

Type of Installation	Expense Ceiling Per Contest
MSC II, III, BMC	\$2,000
MSC IV	3,500
MSC V	5,000
Field Division	8,000

627.22 **Other**

627.221 Regional and Headquarters offices, airport mail facilities, transportation management offices, procurement services offices, and large associate offices not included in an MSC or division program have an annual maximum expense ceiling per contest based on the number of employees, as follows:

Number of Employees	Expense Ceiling Per Contest
1 to 500	\$1,000
1,001 to 1,500	1,500
501 to 1,000	2,000
1,501 to 2,000	2,500
2,001 to 2,500	3,000
2,501 to 3,000	3,500

627.222 The amount allocated for regionwide contests will be determined by the RPMG.

627.223 The amount allocated for nationwide contests must have the prior approval of the appropriate senior management committee member.