

VII. ADMINISTRATIVE POSTAL SUPPORT

A. Description

This program category covers—(1) The Postmaster General and Deputy Postmaster General executive direction and administration of the Post Office Department, the functions of their offices and headquarters services. (2) The technical direction and functions of the Bureaus of Operations, Transportation, Finance and Administration, Facilities, Personnel and Chief Inspector and the Office of General Counsel. (3) The administration functions of the Bureau of Research and Engineering. (4) The functional responsibilities of the 15 regional offices. (5) The administrative functions of the Field Inspection Divisions. (6) The operations of the six Postal Data Centers. (7) The operations of the Postal Service Institute. (8) The operation of the two Automatic Data Processing Centers and four tele-concentrator sites of the Postal Source Data System. (9) The operation of area supply centers, mailbag depositories and repair centers, the envelope agency, and work performed by area equipment specialists. (10) The executive direction and administration support functions of WMS post offices.

B. Services provided

Program category VII provides for the administration of the postal service at the departmental, regional, and local level, through the offices of the Postmaster General, the Deputy Postmaster General, bureaus and offices, advisory and planning boards, regional directors and their staffs and postmasters and their immediate staffs.

This category provides direction and guidance for the handling and transportation of mail, the appointment and administration of personnel, the management of its finances, the procurement of operating supplies and equipment and the promulgation of rules and regulations for its operations. In addition to his administrative duties, the Postmaster General maintains liaison with the Congress, appoints postmasters at fourth-class offices and submits nominations to the President on appointments for other class offices.

The Bureau of Operations: (a) provides functional direction for the execution of policies and programs governing the operational activities of the postal service which involve the admissibility, classification, collection, processing, dispatch and delivery of mail; (b) directs the establishment and discontinuance of mail handling facilities; (c) determines the establishment, change, and discontinuance of city and rural routes; (d) determines space, mechanization, and equipment requirements for postal installations; (e) determines staffing standards, maintains personnel complement controls, and directs the work measurement program; and (f) promotes a patron relations program.

The Bureau of Transportation: (a) provides functional direction for the execution of policies and programs governing the transportation activities of the postal service which involve the distribution, routing, and dispatch of outgoing and transit mail; (b) prescribes the regulations governing the selection of transportation media and the procurement of transportation from and supervision of service performance by mail carriers; (c) determines establishment and discontinuance of mobile post offices, airport mail facilities, transfer offices and truck terminals, and issues standards for their staffing; and (d) effects operating arrangements for the exchange of mail with other countries.

The Bureau of Finance and Administration: (a) develops and administers the Department's financial management program including the handling of funds and accountable paper, budget formulation and execution, accounting, costing and cost ascertainment, postal rate and fee development, postal economics, money order systems and financial and statistical reporting; (b) serves as financial adviser to the Postmaster General; (c) develops and directs programs to improve the organization and performance of the Post Office Department; (d) develops policy for application, operation, and administration of automatic data processing; (e) directs preparation and distribution of official orders and regulations; and (f) designs and develops statistical programs and provides professional staff services in applying mathematical and statistical principles and techniques to the solution of financial management and operating problems.

The Bureau of Facilities: (a) formulates and administers policies and programs governing the acquisition, management, maintenance, improvement, and disposal of real property occupied by the Post Office Department, and of utilities, operating equipment and supplies, and vehicles used in the postal service; (b) directs operation of the supply system, the production, repair, and storage of mailbags, production of keys and locks, and the production, distribution and control