

PO Box 23-42

UNITED STATES POST OFFICE

DATE: May 6, 1985  
OUR REF: 154:TJoyce:maf  
SUBJECT: Post Office Advancement to CAG J

TO: Postmaster  
Worthington, MA 01098-9998

The Springfield MSC has received the annual statement of post office revenue units for Fiscal Year 1984. The revenue unit total for your office is 212 units, which exceeds the revenue unit total of 189 upon which a level 3 Post Office Clerk position is authorized. Accordingly, it is necessary to change the present incumbent at your office to Distribution Clerk, level 5, effective Pay Period 12, which begins Saturday, May 25, 1985.

The following clerk is subject to this action:

H. E. OSGOOD

Please discuss this action with the person named above. Retain this letter in your files with your notation as to the date the discussion was held.

*John M. Steele*  
JON M. STEELE  
MSC Manager-Postmaster  
Springfield, MA 01101-9998

Attachment

cc: SCD Finance

*Notified  
HE Osgood  
1450 HRS  
5/7/85  
Sheppard R.M.*