

POSTAL LAWS AND REGULATIONS

OF THE

UNITED STATES OF AMERICA

INSERT PAGES FOR

1940 EDITION

of postmasters relative to preparation and rendition of their accounts; the keeping of administrative appropriation and cost accounts; and the compilation of statistical reports, monthly operating statements, and other financial data for the information of the Postmaster General and other officers of the Post Office Department in connection with the administration of the service; also the keeping of the individual accounts for the statutory deductions from basic salaries of all employees of the department and the Postal Service for credit to the "civil-service retirement and disability fund," and the Comptroller is designated as budget officer of the Post Office Department to prepare the departmental estimates and such supplemental and deficiency estimates as may be required. (See secs 41, 205, and 255.)

FIRST ASSISTANT POSTMASTER GENERAL

INSERT No. 32. ORDER No. 16329.

Октября 13, 1941.

Section 10, paragraphs 1 and 2 of the Postal Laws & Regulations, 1940, are hereby amended to read as follows:

"10. The first Assistant Postmaster General is charged with the duty of handling for the Postmaster General all matters relating to the selection and nomination of postmasters at post offices of the first, second, and third classes, and the appointment of postmasters at offices of the fourth class; the bonding and commissioning of postmasters; Army mail clerks and assistant Army mail clerks; the general management of post offices, and the instruction of postmasters, except as otherwise provided; the establishment, discontinuance and changes of names of post offices; the changes of sites of offices of the fourth class; the authorization of allowances for clerk and city and village carrier hire, and other expenses connected with post offices; and the conduct of the city delivery, village delivery, and special-delivery services; and the treatment of all unmailable and undeliverable mail matter."

The divisions of this bureau shall perform duties as follows:

"2. The Division of Post Office Service, under the supervision of the superintendent, is charged with the annual adjustment of salaries of postmasters at Presidential offices; the organization and management of post offices of the first and second classes; the establishment of contract stations; the appointment, disciplining, and fixing of salaries of assistant postmasters, supervisory officers, clerks, special clerks, watchmen, messengers, laborers, printers, mechanics, and skilled laborers, and of city and village letter carriers; the designation of Army mail clerks and assistant Army mail clerks, and the supervision of their performance of postal duties; the establishment, maintenance, supervision, and extension of city and village delivery and collection service; allowances for clerk hire at first-, second-, and third-class offices, for mail separations and 'unusual conditions' at fourth-class offices, and for miscellaneous service items at first- and second-class offices, such as telephone and water rentals, laundry, towel service, and all matters concerning the special-delivery service, and the hours of business at Presidential offices."

for mail separations and "unusual conditions" at fourth-class offices, and for miscellaneous service items at first- and second-class offices, such as telephone and water rentals, laundry, towel service, and all matters concerning the special-delivery service, and the hours of business at presidential offices.

3. The Division of Postmasters, under the supervision of the superintendent, is charged with the preparation of cases for the establishment, change of name, and discontinuance of post offices; the keeping of a record of the appointment of postmasters; the obtaining, recording, and filing of bonds and oaths of office and

Division of
Postmasters.
Superintendent.
—duties.
Appointment
of postmasters.

INSERT No. 12. ORDER No. 16056.

JULY 10, 1941.

Section 14, paragraph 1, Postal Laws and Regulations, is hereby amended to read as follows:

"The Chief Inspector is charged with keeping the department advised as to the condition and needs of the postal service; with the inspection and rating of post offices, and the certification of the results to the First Assistant Postmaster General; with the inspection, audit, and inventory of finances, valuables, equipment, supplies, and property, and the examination of procedures relating thereto in every Bureau or agency of the Postal Establishment in Washington and in the field, and the certification of the results to the Postmaster General or the Assistant Postmaster General in charge of the unit inspected; with the authorization, coordination, and disposition of all investigations by the Post Office Inspection Service; with all matters relating to depredations upon the mails and losses therein; with the consideration of complaints and correspondence relative to criminal offenses against the postal service; with the treatment of claims for rewards and correspondence relative to the department's interest in the prosecution of offenders against the postal laws; with the consideration of matters arising from the application of the private express statutes; with the coordination and supervision of plans and arrangements for the handling of the President's mail while he is traveling, and advising with White House officials on matters connected therewith; with the coordination of plans and arrangements for the handling of Army mail by the Post Office Department in the event of an emergency, and advising with the War Department on matters connected therewith; with the direction of all inquiries for the purpose of determining whether articles of mail matter have been delivered except as provided in section 810; with the treatment of all inquiries addressed to the United States Post Office Department by foreign postal administrations or by persons interested, or reported by postal officials and others under section 809 and 2233, concerning losses and irregularities in the international mails; with the treatment of all cases involving international mail where some form of return receipt is required which has not been received; with the general supervision of the business of the Post Office Inspection Service and of the divisions of his Bureau; with the custody and proper disposition of all money and property coming into the possession of the Post Office Inspection Service or any division of his Bureau; with the selection, government, and assignment to duty of post office inspectors in charge, post office inspectors and clerks at division headquarters of post office inspectors; with the operation of the Post Office Department Library; with the printing, numbering, and assignment of commissions for officers of the department and post office inspectors; with the performance of such other duties as may from time to time be required by the Postmaster General."

...tion of the Post Office Inspection Service or any division of his Bureau; with the selection, government, and assignment to duty of post office inspectors in charge, post office inspectors and clerks at division headquarters of post office inspectors; with the operation of the Post Office Department Library; with the printing, numbering, and assignment of commissions for officers of the Department and post office inspectors; with the performance of such other duties as may from time to time be required by the Postmaster General.

The officers and divisions of this Bureau shall perform duties as follows:

Assistant Chief Inspector.—duties.

(2) The Assistant Chief Inspector shall perform such duties as may be delegated to him by the Chief Inspector and in the absence of the latter shall act in his stead.

General Superintendent.—duties.

(3) The General Superintendent, Office of the Chief Inspector, under the Chief Inspector and Assistant Chief Inspector, shall

ness attending to testify or depose in the course of such investigation.

RESTRICTIONS ON HOLDING OTHER OFFICES

38. Unless otherwise specifically authorized by law, no money appropriated by any act shall be available for payment to any person receiving more than one salary when the combined amount of said salaries exceeds the sum of \$2,000 per annum, but this shall not apply to retired officers or enlisted men of the Army, Navy, Marine Corps, or Coast Guard, or to officers and enlisted men of the Organized Militia and Naval Militia in the several

Holding two
offices for-
bidden.
5 U. S. C.
58, 59.
—exceptions.

DUAL EMPLOYMENT

INSERT No. 79. ORDER No. 18110.

JULY 3, 1942.

Paragraph 2, Section 38, Postal Laws and Regulations, is amended to read as follows:

"2. Postmasters and acting postmasters are authorized, when in the judgment of the Postmaster General the needs and interests of the Postal Service require, to employ mail messengers and other postal employees in a dual capacity, or to assign extra duties to such mail messengers and other employees; and, notwithstanding the provisions of sections 58, 59, and 70 of Title 5 (U. S. Code), compensation shall be paid to such mail messengers and other employees for such services at the rate provided by law for such services. (Public Law 605—77th Congress.)" (Postal Bulletin No. 18459, July 6, 1942.)

compensation actually paid for all services does not exceed \$2,000 for any one fiscal year.

See secs. 217 and 218 as to extra compensation for discharging duties of different offices, etc., and sec. 1772, par. 2, as to mail messengers' compensation.

39. No person holding a classified or unclassified position under the Post Office Department shall be a candidate for or accept or hold any office in any State, Territorial, county, or municipal government, with or without pay or compensation, except as hereinafter specified:

State or municipal offices.

2. An employee of the Post Office Department may be a member of or hold a commission in the National Guard: he may serve as a notary public, as a member of a volunteer fire department, as a member of a school committee, board of education, public library, or religious or eleemosynary institution, incorporated or established or sustained by State or municipal authority, provided these offices are not elective. Service in any of the above-mentioned capacities will not be permitted if it interferes with the regular and efficient discharge by the employee of the duties of his Federal position or office.

—positions that may be held by appointment.

3. The permission to hold local offices is now subject to the general prohibition of section 9 of the act of August 2, 1839 (18 U. S. C. 61b, Supp. V, known as the Hatch law), against the participation in political management and in political campaigns

or groups of persons of any grievance or grievances to the Congress or any Member thereof shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from said service. The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or member thereof, shall not be denied or interfered with.

Right to petition Congress.

LEAVES OF ABSENCE OF EMPLOYEES IN POSTAL SERVICE

44. (a) Employees in the Postal Service shall be granted fifteen days' leave of absence with pay, exclusive of Saturdays, Sundays, and holidays, each fiscal year, and sick leave with pay at the rate of ten days a year, exclusive of Saturdays, Sundays, and holidays, to be cumulative, but no sick leave with pay in excess of six months shall be granted during any one fiscal year. Sick leave shall be granted only upon satisfactory evidence of illness in accordance with the regulations to be prescribed by the Postmaster General: *Provided*. That the

Leaves of absence.
39 U. S. C. 823,
Supp. V.

INSERT No. 25. ORDER No. 16188.

September 11, 1941.

Paragraph (a) of section 44, Postal Laws and Regulations, 1940, is amended by the addition of the following subparagraph:

"That employees of the United States Government * * * who have heretofore or who may hereafter be ordered to active duty with the military or naval forces of the United States shall be entitled to receive, in addition to their military pay, compensation in their civilian positions covering their accumulated or current accrued (annual) leave or to elect to have such leave remain to their credit until their return from active military or naval service."
(Public Law 202—77th Congress—August 1, 1941.)

in the classified civil service shall be granted the same rights and benefits with respect to annual and sick leave that accrue to regular employees in proportion to the time actually employed.

(c) No substitute shall be entitled to sick leave for an illness or disability incurred at a time when such substitute is on leave of absence, granted at his own request, other than annual leave, or when such substitute is not available for duty.

Substitutes.
Time of illness.
1940, Apr. 30;
Public, No. 482.

(d) In no event shall a substitute employee be granted more than fifteen days' annual and ten days' sick leave allowed by existing law to regular employees.

Substitutes.
Maximum leave.
39 U. S. C.
824c, Supp. V.

number rejected, the number approved, the number paid, and the total amount thereof, and of the number approved but not paid because of lack of appropriation, if there be such, and the total amount thereof. He shall also consider and recommend to the Postmaster General the certification of such claims as in his opinion should be recommended for payment under the provisions of paragraph 2 of this section.

(d) When the Solicitor concludes that a civil suit is warranted he shall so advise the Chief Inspector. The Chief Inspector shall then prepare the request of the Postmaster General upon the Solicitor of the Treasury for such suit, and in case of recovery shall arrange for the proper disposition of the proceeds.

TRAVEL EXPENSES

Travel expenses of officers and employees of the United States.

5 U. S. C. 821 and 822.

60. (a) Sections 821 to 833 of this title may be cited as the "Subsistence Expense Act of 1926."

(b) When used in sections 821 to 833 of this title—
The term "departments and establishments" means any executive department, independent commission, board, bureau, office, agency, or other establishment of the Government, including the municipal government of the District of Columbia.

The term "subsistence" means lodging, meals, and other necessary expenses incidental to the personal sustenance or comfort of the traveler.

The term "actual expenses" means the actual amounts necessarily expended by the traveler for subsistence and itemized in accounts for reimbursement.

INSETT No. 57. ORDER No. 1716B. FEBRUARY 21, 1942.

Paragraphs 1 (c) and 3 of section 60, Postal Laws and Regulations of 1940, are amended to read as follows:

"(c) Civilian officers and employees of the departments and establishments, while traveling on official business and away from their designated posts of duty, shall be allowed, in lieu of their actual expenses for subsistence and all fees or tips to porters and stewards, a per diem allowance to be prescribed by the head of the department or establishment concerned, not to exceed the rate of \$6 within the limits of continental United States, and not to exceed an average of \$7 beyond the limits of continental United States (Public Law, 424 approved January 30, 1942).

"3. Any officer, clerk, or employee of the Post Office Department traveling on the business of the Department, upon the order or direction of the Postmaster General, shall be allowed as per diem in lieu of subsistence such amount, not to exceed \$6, as may be fixed by the Postmaster General, which shall be paid out of the appropriation for the service for which said travel is performed."

5 U. S. C. 827.

(d) The fixing and payment, under section 60 of this title, of per diem allowance, or portions thereof, shall be in accordance with regulations which shall be promulgated by the heads of departments and establishments and which shall be standardized as far as prac-

1. Paragraph 2 of section 60, Postal Laws and Regulations of 1940, is hereby revoked and paragraph 6 is amended to read as follows:

"6. The Standardized Government Travel Regulations, as amended March 7, 1941, and approved by the President, issued for the guidance of civilian officials and employees of the several departments and establishments, including their field services, except the Postal Service, while traveling on official business of the Government, are hereby made applicable to the Postal Establishment effective July 1, 1941, except paragraphs 5, 13 (note), 15 (note), 17 to 37, inclusive (note), and 83 (b), which are amended as follows:

I. AUTHORITY FOR TRAVEL

5. *Form of authority.*—All travel shall be either authorized or approved in writing by the Postmaster General or by an official to whom such authority has been properly delegated, *except that no travel order shall be required where the travel is performed by holders of permanent travel commissions issued by the Postmaster General.*

II. TRANSPORTATION

13. *Accommodations on trains and steamers.*—

* * * * *

NOTE.—Holders of travel commissions issued by the Postmaster General will secure such accommodations by cash payments without surcharge and will be reimbursed for the amount so expended.

15. *Extra fare trains.*—

* * * * *

NOTE.—This regulation does not apply to holders of travel commissions issued by the Postmaster General.

III. TRANSPORTATION REQUESTS

17 to 37, inclusive.

* * * * *

NOTE.—These regulations are not applicable to holders of travel commissions issued by the Postmaster General, except that when cash payment for airplane or steamship fares is impracticable because of the amount involved, the use of transportation requests may be authorized.

XII. EXPENSE ACCOUNTS

83. *Expense accounts.*—

* * * * *

(b) Every expense account must be supported where practicable by a copy of the travel authorization, or, if travel authorization has been filed or attached to previous expense account, proper reference thereto should be made, *except in those cases specified in paragraph 5, in which no travel order is required.*

* * * * *

"NOTE.—These regulations do not apply to railway postal clerks, acting railway postal clerks, and substitute railway postal clerks."

2. The Standardized Government Travel Regulations, as amended March 7, 1941, effective July 1, 1941, as to the Postal Establishment, includes the following variations from the edition approved by the President December 10, 1935:

Paragraphs amended: 8, 8 (d), 12, 15, 36, 45, 54, 62, 64, 65, 67, 80 (h), and 83. Omissions: All appendixes.

New matter: References on pages 32 and 33.

shall approve for such transfer, * * * *Provided*, That any head of an executive department, independent office, or other agency of the Government may, for limited periods, not exceeding in duration his tenure of that office, exempt from examination and consultation by officials, private individuals, or any other persons such confidential matter transferred from his department or office, as he may deem wise.

2. The Archivist shall * * * transmit to Congress * * * on January 1 of each year, * * * a list or description of the papers, documents, and so forth (among the archives and records of the Government), which appear to have no permanent value or historical interest, and which, with the concurrence of the Government agency concerned, and subject to the approval of Congress, shall be destroyed or otherwise effectively disposed of.

Reports to
Congress.
40 U. S. C. 239.

Insert No. 59. Order No. 17185.

FEBRUARY 23, 1942.

Paragraph 1, section 101, Postal Laws and Regulations, is hereby amended to read as follows:

"101. Postmasters shall carefully preserve all waste paper, which shall include dead and unclaimed domestic printed matter (see sec. 803), facing slips that have been used (see sec. 759), and all other useless paper and all waste twine, including remnants of twine unfit for use (see sec. 704). As much as possible shall be realized from this waste matter, competitive bids being procured if feasible. All proposals, except as provided for in paragraph 2 of this section, for the sale of such material accumulated in Federal buildings in which post offices are located and in classified stations and branches thereof, and also in post offices and classified stations and branches thereof located in leased quarters, shall be procured and sent to the Fourth Assistant Postmaster General, Division of Building Operations and Supplies, Maintenance Branch, by the custodians of the Federal buildings and by the postmasters of post offices located in leased quarters. When practicable such waste material should be sold before the expiration of the quarter and the proceeds accounted for as postal funds. (See secs. 104 and 248 to 250.) Form 1096 (Revised) should be used for the purpose of giving and securing a receipt for moneys collected and deposited. Waste paper and twine shall not be sent free in the mails to a purchaser and mail bags shall not be used to store or carry it away. If, after exhausting every resource, a profitable market cannot be found, such waste material shall be disposed of, without expense to the Department if practicable. Undeliverable printed matter such as picture cards, newspapers, magazines, and other periodical publications, falling within the term 'waste paper,' for which no sale can be effected, may, if suitable for the purpose, be delivered by postmasters, on application therefor, to the proper local municipal authorities for distribution to hospitals, asylums, or other charitable or reformatory institutions.

"NOTE.—For a list of dealers in paper stock communicate with the local chamber of commerce or board of trade, or those of near-by cities. Sales should be made in the neighborhood of post offices, if possible."

magazines and periodicals as may be deemed suitable shall be segregated from publications subject to disposal as waste, and sold to the highest bidder as magazines and periodicals. Complete records of such sales shall be kept and the funds resulting

(d) Postmasters at third-class offices shall submit two stamp requisitions each month—one between the 5th and 15th and the other between the 16th and 25th.

(e) In case of emergency, requisitions may be submitted at other times.

(f) When currency or coin is included in a remittance the remittance shall be prepared as directed in section 111, and dispatched by registered mail.

6. Postmasters at district post offices shall render a quarterly account to their central-accounting postmasters promptly after the close of the quarter. This account shall include a record of stamp transactions for the period covered.

Quarterly accounts to be rendered central-accounting postmasters.

153. Postmasters shall charge themselves in their quarterly postal accounts with the difference between the invoice value of stamped envelopes and newspaper wrappers and the amount received from their sale. This difference consists of the gain accruing in fractions of a cent from the sale of envelopes and wrappers singly or in odd lots and may be ascertained, whenever an inventory is taken, by deducting the amount for which the postmaster is accountable to the department or central-accounting postmaster from the amount of cash received from the sale of postage stamps, supplies since the previous inventory

Accounting for excess revenue.

Method of determining.

INSERT NO. 26. ORDER NO. 16202.

September 15, 1941.

Paragraph 2 of section 153, Postal Laws and Regulations, is hereby amended and a new paragraph added as follows:

"2. Branch post offices, postal stations, and stamp clerks having a fixed credit for stamp supplies may ascertain this difference by adding the value of stamp supplies and cash on hand at the time of inventory and deducting therefrom the amount of such fixed credit.

"3. Rural and star-route carriers shall account to the postmaster daily for the envelope excess when the stamp fixed credit is replenished."

... postage stamps, or special-delivery stamps, whether annexed to envelopes or not, shall not be redeemed from the public nor exchanged for other postage stamps, stamped envelopes, newspaper wrappers, or postal cards, except as provided in paragraph 7. Stamps removed from embossed stamped envelopes, newspaper wrappers, or postal cards shall not be redeemed nor accepted in payment of postage.

Postage stamps, postal cards, stamped envelopes, etc.
—redemption.

2. Postage stamps stamp books, postage-due stamps, special-delivery stamps, special-handling stamps, international reply coupons, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps damaged in the post office may be returned for redemption and credit, but shall be accompanied with a statement setting forth fully the time when, and manner in which, they were damaged.

—damaged in the post office.

3. Uncanceled, unserviceable, and spoiled stamped envelopes and newspaper wrappers in a substantially whole condition, without a printed return card or address thereon, and postal cards without printing thereon, may be redeemed from any responsible person in postage stamps or other stamped paper at the postage value only of the stamped envelopes and newspaper wrappers and 75 percent of the face value only of the postal cards.

—redeemed from the public.

erroneous deposits made on a previous account, or to adjust discrepancies in fixed credits or pay claims allowed by the Postmaster General under section 159, when specifically authorized by the Third Assistant Postmaster General in writing in each instance.

INSERT No. 56. ORDER No. 17123.

FEBRUARY 13, 1942.

The Postal Laws and Regulations of 1940 are hereby amended by the addition of Section 156½, reading as follows:

"There shall be imposed upon the use of motor vehicles * * * a tax, with respect to each year in which such use occurs, at the following rates: (1) Motor vehicles—\$5 * * *. The payment of the tax * * * shall be evidenced by such suitable stamp, sticker, or tag of such form, which shall be affixed to the motor vehicle * * * in such manner as the Commissioner (Bureau of Internal Revenue), with the approval of the Secretary (of the Treasury), may by regulations prescribe. * * * The Commissioner (Bureau of Internal Revenue) shall furnish to the Postmaster General, without prepayment, a suitable quantity of stamps, stickers, or tags to be distributed to and kept on sale by postmasters in the United States. The Postmaster General may require each such postmaster to give additional or increased bond as postmaster for the value of the stamps, stickers, or tags furnished to him, and each such postmaster shall deposit the receipts from the sale of such stamps, stickers, or tags to the credit of and render accounts to the Postmaster General at such times and in such form as he may by regulations prescribe. The Postmaster General shall at least once monthly transfer all collections from this source to the Treasury as internal-revenue collections. * * * The tax imposed by this section shall not apply to the use of a motor vehicle * * * by the United States, a State, Territory, the District of Columbia, or a political subdivision of any of the foregoing. (Act of September 20, 1941.)

"2. Motor vehicle tax stamps shall be issued to and kept on sale at post offices of the first, second, third, and fourth classes within the United States mainland, and Alaska and Hawaii, including branch post offices and classified stations.

"3. All postmasters, postal officials and employees shall be accountable under their official bond for all motor vehicle tax stamps and funds in their custody under this regulation.

"4. Motor vehicle tax stamps shall be supplied to postmasters and accounted for in accordance with detailed instructions of the Third Assistant Postmaster General, who shall prepare and render in the name of the Postmaster General a monthly account of the transactions of the Department in motor vehicle tax stamps and funds to the Comptroller General through the Commissioner of Internal Revenue, and a signed duplicate of such account shall, with the various postmasters' monthly accounts and bank receipts, be transmitted to the General Accounting Office, Postal Accounts Division."

propagation, or by the resident owner, tenant, or share cropper of the property or officially designated agencies of the Department of Agriculture for the killing, under such restrictions as the Secretary of Agriculture may by regulation prescribe, of such waterfowl when found injuring crops or other property.

Note.

NOTE.—Pursuant to Reorganization Plan No. II, these duties of the Secretary of Agriculture were transferred to the Secretary of the Interior.

Issuance of stamps; fees.
16 U. S. C.
718b, Supp. v.

2. The stamps required by section 718a shall be issued and sold by the Post Office Department under regulations prescribed by the Postmaster General: *Provided*, That the stamps shall be sold at all post offices of the first- and second-class and at such others as the Postmaster General shall direct. For each such stamp sold

receipt and disposition of all fees collected by the Post Office Department for migratory-bird hunting stamps. Said account current shall have as supporting vouchers the accounts received from the central accounting postmasters and their supporting subvouchera.

7. All postmasters and postal officials and employees shall be accountable under their official bond for all stamps and funds in their custody under this regulation.

8. All correspondence in connection with the issuance, distribution, and accounting of stamps and funds under this regulation shall be addressed to the Third Assistant Postmaster General, Division of Stamps.

UNITED STATES SAVINGS BONDS

United States Savings Bonds.
31 U. S. C.
757c, Supp. V.

158. The Secretary of the Treasury, with the approval of the President, is authorized to issue, from time to time, through the Postal Service, or otherwise, bonds of the United States to be known as "United States Savings

INSERT NO. 24. ORDER NO. 16161. SEPTEMBER 5, 1941.

Paragraph 2, section 158, Postal Laws and Regulations, 1940, is amended by substituting a comma for a period at the end thereof and adding thereto the following:

"and savings certificates, or in connection with any stamps or other means provided to evidence payments." (Public, No. 7, approved February 19, 1941.)

CORRECTION TO INSERT No. 19, page 63, August, 1941, Supplement:

The reference to September 31, 1941, in line 4 of paragraph 5 should be changed to read September 30, 1941.

... sale-keeping, redemption, and payment of the Savings Bonds.

—denominations.

—sale to be encouraged.

—where to send requisitions.

3. United States savings bonds, issued by the Secretary of the Treasury in denominations of \$25, \$50, \$100, \$500, and \$1,000, maturity value, and in registered form only, shall be offered for sale at post offices of the first, second, and third classes and at such branches, stations, and fourth-class offices as the Third Assistant Postmaster General shall select and designate for the purpose. Postmasters at designated savings-bond offices shall encourage the sale of savings bonds; they shall post conspicuously one or more placards calling the attention of the public to the advantages and availability of the bonds, shall keep on hand for discriminating distribution a supply of descriptive booklets, and shall maintain, at all times, an adequate supply of bonds for sale to the public. Requisitions for bonds (Form 911) shall be submitted by postmasters at first- and second-class offices to the Third Assistant Postmaster General, Division of Postal Savings, and by postmasters at third-class offices and designated offices of fourth class to their respective central savings-bond accounting postmasters. Postmasters will be held accountable for all savings bonds sent them.

—when may be made.

Checks, how drawn.

Form of check.

or trust companies, as provided in section 120, may make payment of the expenditures of their offices by means of checks drawn upon such banks, whenever it can be done without expense to the Post Office Department.

2. The regular forms of checks issued by the bank where the deposit is maintained may be used. The signature of the postmaster shall always be followed by his official title.

3. Postmasters who have been authorized and specially instructed by the Third Assistant Postmaster General, Division of Finance, shall pay salaries of employees by checks drawn on the

INSERT NO. 62. ORDER NO. 17189.

FEBRUARY 25, 1942.

Paragraph 1, section 237, Postal Laws and Regulations, 1940, is amended to read as follows:

"At offices of the first and second classes the service and pay record of each employee shall be kept on the forms prescribed therefor by the Department. At offices where the gross receipts are \$600,000 or more per annum, the postmasters shall pay the salaries of assistant postmasters, supervisors, clerks, carriers, laborers, watchmen, messengers, special-delivery messengers, and motor-vehicle employees, and substitute employees by checks drawn on the Treasurer of the United States, and the pay vouchers or pay roll shall not be signed by the employees, but in lieu thereof the pay check numbers shall be entered in the spaces provided therefor. At all other offices of the first and second classes the pay vouchers shall be signed by the employees, the names and signatures to correspond. The service and pay record sheets shall be so kept as to show all information called for thereon and shall be completely made out before the pay voucher is signed by the employee or check issued. If a regular employee is absent, that fact shall be shown on the service and pay record."

—to be signed when.

made out before the pay voucher is signed by the employee or check issued. If a regular employee is absent, that fact shall be shown on the service and pay record.

Payments, when made.

2. Payments shall be made in full semi-monthly on the first and sixteenth days of each month, except February, when the mid-month payment shall be made on the fifteenth instead of the sixteenth, but in no case shall regular payments, or emergency payments made in advance of these dates, be in excess of the amount of salary or compensation actually earned.

Substitutes, auxiliary or temporary clerk, receipts from.

3. When a substitute is employed in place of a regular employee absent for any cause, he shall be paid at the hourly rate fixed by law and the check number entered on the substitute pay voucher or pay roll in the space provided therefor or receipt taken thereon in accordance with the provisions of paragraph 1 of this section.

Overpayments or underpayments corrected.

4. Overpayments or underpayments, which can be corrected within the quarter in which they occur, shall be made by decreasing or increasing the amount of the next payment. Star (*) the incorrect entry and explain in footnote or on reverse side of the pay voucher as "Overpaid 75¢, deducted from July 31st payment." Also star the correcting entry and explain as "Deducted 75¢ to correct July 15th payment." When an overpayment is made which is not discovered until after all the payments for the quarter have been made, the amount shall be collected at once, charged in the next postal account with a suitable explanation, and the matter reported to the General Accounting

Bills, how made out.

3. Bills for articles purchased out of allowances shall be fully itemized and show the date of purchase and the quantity and price for each item.

Affidavits to accompany advertising accounts.

4. Postmasters shall obtain and attach to the vouchers for payment of advertising accounts the affidavit of the publisher that the rates do not exceed the commercial rates charged to individuals, with the usual discounts. (See sec. 83.)

INSERT No. 63. ORDER No. 17190.

FEBRUARY 25, 1942.

Paragraph 5, section 267, Postal Laws and Regulations, 1940, is hereby rescinded.

terly receipts shall be retained in the files of the post office subject to inspection.

See sec. 2320 as to penalty for taking and presenting a receipt for a greater sum than actually paid.

Quarterly returns.

268. Postmasters at direct-accounting offices shall observe the following directions in rendering their quarterly postal accounts:

—manner of making.

(a) The accounts shall be made out and forwarded immediately after the close of the quarter on the last day of March, June, September, and December to the Bureau of Accounts in duplicate upon the blanks furnished by the Post Office Department, a supply of which sufficient for one year shall be kept on hand.

—when to be made.

(b) The name of the postmaster, post office, and State, and number of the post office and period shall be written in the proper blank spaces in the account.

—name of postmaster, etc., to be given.

(c) The account shall be signed by the postmaster himself, or, in case he is necessarily absent or sick, by his assistant.

—signing of.

See secs. 417 and 418 as to signature to account.

—oath to.

(d) The oath at the foot of the account shall be subscribed and sworn to by the postmaster, or by the assistant when the latter renders the account, before an officer authorized to administer oaths; no allowance can be made for fees paid for administering such oath. At offices located at a distance from any person authorized to take acknowledgments postmasters may render accounts under their official oaths.

—to be in duplicate.

(e) The account shall be made in triplicate, one copy of which shall be retained by the postmaster.

—vouchers must accompany.

(f) Vouchers for all expenditures, including employees' pay rolls, shall accompany the account.

—expenditures as disbursing officers included.

(g) Postmasters who act as disbursing officers shall include in their accounts all expenditures made in this capacity, and submit all vouchers therefor with the accounts.

—how forwarded and addressed.

(h) The account, with its accompanying papers, shall, unless forwarded in a special envelope provided for that purpose, be inclosed in one package, in which no letter, receipt, or other paper not relating thereto shall be inclosed, and addressed and forwarded by ordinary mail (not registered) to the "Comptroller, Bureau of Accounts, Post Office Department, Washington, D. C." The words "Quarterly postal account" shall be plainly written on the package. Postmasters shall be furnished, on application to the Fourth Assistant Postmaster General, Equipment and

in cash or in cashed money orders, as well as any money orders spoiled in issue. Form 8012 shall also be used by all offices having branches and stations.

5. (a) Postmasters having money-order remittances in transit at the close of a quarter shall hold their last money-order accounts of that quarter until the certificates covering such remittances are received, in order that credit therefor may be claimed in the same quarter in which the certificates were issued and dated. Accounts, however, shall not be thus delayed in cases where it is manifest that the certificates to be issued will bear dates of a subsequent quarter.

Special instructions for rendering accounts.

(b) An account shall not be held for this purpose longer than three days, and under no circumstances shall credit be taken in such account for a certificate issued in a subsequent quarter.

(c) In claiming credit for a certificate of deposit received on account of a money-order remittance, the date to be entered in the cashbook shall be that on which the certificate is received, except at the close of a quarter, when credit for a certificate received shall be claimed under date of the certificate itself.

(d) Where a certificate of deposit is received after the account has gone forward at the close of a quarterly period, and such certificate bears date of the quarter just closed, credit therefor shall be taken in the next money-order account rendered and an explanatory note made thereon.

6. Postmasters shall not claim credit for money orders issued by express companies, banks, and commercial houses.

Money orders issued by express companies.
Cash balance from preceding account to be brought forward.

7. The cash balance, however small, remaining on hand at the close of the period covered by the preceding account shall be brought forward and accounted for in the usual way from month to month.

District offices.—rendering of accounts to central-accounting postmasters.

8. Postmasters at district offices shall include in their quarterly account to the central-accounting postmaster the amount received for money orders issued and fees for money orders issued and, at fourth-class post offices, commissions claimed on money orders issued. Lists of money orders issued shall accompany the quarterly accounts to the central-accounting postmaster, and in making them up the following instructions shall be strictly observed:

(a) Money-order forms

JANUARY 30, 1942.

INSERT No. 54. ORDER No. 16919.

The last sentence of paragraph 8 (a), section 277, Postal Laws and Regulations of 1940, is amended to read as follows:

"The coupon and receipt shall be retained and the spoiled order forwarded with the account to the central-accounting postmaster."

(b) Special care shall be exercised to detach the coupons from the paid money orders in such manner as not to remove the serial numbers or amounts of the orders.

Detaching coupons.

278. Where no money-order business has been transacted at a district office authorized to issue and pay money orders, an issued

Reports of "No business."

no person will be admitted who has reached the age of retirement.

—classified status, when given.

9. Where the Civil Service Commission is unable to establish a register of eligibles for fourth-class postmaster and authorizes an appointment by the Postmaster General on the report of a post

INSERT No. 21. ORDER No. 16113.

AUGUST 22, 1941.

Section 407, paragraph 10, Postal Laws and Regulations of 1940, is amended to read as follows:

"10. All postmasters in the classified civil service shall serve a probationary period of 6 months."

postmaster ship.
—alien.
—exceptions.

is a citizen of the United States or a person in the service of the United States on March 28, 1938, who being eligible for citizenship has filed a declaration of intention to become a citizen or who owes allegiance to the United States.

—minor.

2. No person under 21 years of age shall be appointed postmaster or acting postmaster.

—contractor.

3. No person concerned in a contract for carrying the mails, either as contractor, subcontractor, or surety, nor any member of his immediate family shall be appointed postmaster.

See sec. 65 and sec. 1772 as to postmasters interested in mail contracts.

—holding claim against Government.
—husband or wife of rural carrier.

4. No person engaged in the prosecution of claims against the Government shall be appointed postmaster.

5. The husband or wife of a rural carrier shall not be appointed postmaster, nor shall the husband or wife of a postmaster be appointed rural carrier.

Residence.
39 U. S. C. 32.

409. Every postmaster shall reside within the delivery of the office to which he is appointed or within the town or city where the same is situated.

—State boundaries.

2. The delivery district of a post office is not affected by State boundaries, and a postmaster may reside outside the State where his office is located if he is within the delivery thereof.

BONDS AND COMMISSIONS OF POSTMASTERS

Bonds of postmasters.
39 U. S. C. 34.

410. Every postmaster, before entering upon the duties of his office, shall give bond, with good and approved security, and in such penalty as the Postmaster General shall deem sufficient, conditioned for the faithful discharge of all duties and trusts imposed on him either by law or the rules and regulations of the department. On the death, resignation, or removal of a postmaster, his bond shall be delivered to the General Accounting Office. The bond of any married woman who may be appointed postmaster shall be binding upon her and her sureties, and she shall be liable for misconduct in office as if she were sole.

See sec. 67 as to approval of postmasters' bonds and sec. 71 as to surety companies acceptable on bonds.

Commissions of officers under direction of the Postmaster General. 5 U. S. C. 11.

414. The commissions of all officers under the direction and control of * * * the Postmaster General * * * shall be made out and recorded in the * * * (Post Office Department) under which they are to serve, and the department seal affixed thereto, any laws to the contrary notwithstanding: * * *.

When commissions of postmasters shall be issued and duties assumed.

415. A commission shall be issued to every person appointed postmaster upon the filing and acceptance of his bond and oath of office. The duties of the office shall not be assumed by the person appointed until after he has received his commission or notice that the commission has been issued.

Former postmaster to continue until successor takes charge.

2. After a new postmaster has been commissioned the old postmaster shall continue to be recognized as such, and his requisitions shall be honored until his successor has actually taken possession of the office.

Postmaster shall transfer post office and records.

3. The postmaster shall transfer the post office and all records, supplies, and other Government property in his custody to his successor upon presentation of his commission, or notice that the commission has been issued, or at such time thereafter as may suit the convenience of the new postmaster. (See secs. 129, 130, 271, 279, and 1531.)

ACTING POSTMASTERS

Procedure in case of vacancy. 39 U. S. C. 39.

416. Whenever the office of a postmaster becomes vacant through death, resignation, or removal, the Postmaster General shall designate some person to act as postmaster until a regular appointment can be made by the President in case the office is in the first, second, or third class, and by the Postmaster General when the office is in the fourth class; and the Postmaster General shall notify the General Accounting Office of the change. The postmaster so appointed shall be responsible under his bond for the safekeeping of the public property per-

General Accounting Office to be advised of change. Liability of sureties.

INSERT No. 3. ORDER No. 15047.

JANUARY 30, 1941.

Section 416, Postal Laws and Regulations, is amended by the addition of the following as paragraph 2 (a):

"(a) That at any post office the postmaster of which has been called for duty as a member of the National Guard or of the Reserve of the Army, Navy, or Marine Corps or pursuant to draft or voluntary enlistment, the Postmaster General is authorized to grant leave of absence without pay to such postmaster and to appoint an acting postmaster at such post office to serve for the period only of the absence of the regular postmaster on military service, requiring such acting postmaster to furnish suitable bond with surety for the faithful performance of the duties as acting postmaster and releasing the regular postmaster and his sureties of responsibility for the conduct of the office during such period: *Provided further*, That where a postmaster resigns for the purpose of military service as herein described and subsequently wishes to resume his previous position as postmaster he may be permitted, upon being released from military service, to withdraw his resignation and resume the office of postmaster, or be reappointed thereto, in the event the office is being conducted at the time by an acting postmaster: *Provided further*, That appointments of acting postmasters to serve during the absences of regular postmasters on leave granted pursuant to the terms of this act shall be made in accordance with the civil-service laws, rules, and regulations, and such appointments may continue until the return to duty of the regular postmaster or until it has been determined that the regular postmaster will not return to duty."

(Public, No. 887, approved December 6, 1940.)

INSERT No 35. ORDER No. 15767.

JUNE 16, 1941.

The 3-cent rate of postage for nonlocal first-class matter having been continued until July 1, 1943, by Joint Resolution of Congress, approved May 28, 1941, paragraph 1 (b) of Section 424 of the Postal Laws and Regulations, 1940, is amended by changing line 3 to read (July 6, 1932, to July 1, 1943).

post office or the compensation or allowances of postmasters or of postal employees of post offices of the first, second, and third classes, except that in the case of such post offices as have city or village letter-carrier service 90 per centum of the gross postal receipts shall be counted for such purpose.

(c) In fixing the salary of the postmaster in the post office at Washington, District of Columbia, the Postmaster General may, in his discretion, add not to exceed 75 per centum to the gross receipts of that office.

Postmaster at
Washington,
D. C.
39 U. S. C. 55.

NOTE.—Postmasters at first-, second-, and third-class offices are not allowed commissions on the money-order business, but see section 1403 as to such commissions allowed to postmasters at offices of the fourth class. Money-order fees are not included as a part of the gross receipts in adjusting salaries under this law. The gross receipts on which the postmaster's salary is based are the legitimate normal receipts of the office, and any abnormal or illegal increase in the receipts, whether caused by the postmaster or persons interested, will be disallowed in the adjustment of the salary of the postmaster. (See secs. 138, 252, 528, 579, and 709.)

Note.

Money-order
commissions.

See secs. 1083, 1094, and 1100 as to compensation for special-delivery business at other than city-delivery offices.

2. In determining the gross receipts upon which the salary of a postmaster shall be based, stamps, stamped envelopes, and postal cards sold in large or unusual quantities to any person to be used in mailing matter at other post offices, or in mailing matter diverted from other offices, shall not be included, whether the sale be made with or without solicitation by the postmaster.

Manner of determining gross receipts
89 U. S. C. 56.

3. When postage stamps or other stamped paper are sold in large or unusual quantities, the postmaster shall ascertain whether the purchaser intends to use such postage stamps or other stamped paper for mailing matter in his office or another office, or for mailing matter diverted from another office; and any "outside" sales shall be reported to the First Assistant Postmaster General, Division of Post Office Service, at the end of the quarter in which the sales are made. The statement of such outside sales shall be itemized by the postmaster as to dates, amounts of purchases, and business addresses of the purchasers, and shall bear the following form of certificate:

Unusual stamp sales.
—duty of postmaster to investigate.

—report of.

I hereby certify on my oath of office that the foregoing is a true and correct statement, and that to the best of my knowledge and belief it shows all the stamp supplies sold at this office for use elsewhere, or on mailings diverted from other post offices.

Upon evidence of neglect of the postmaster to ascertain and report such facts, he shall be required to refund the amount of

Refund of excess salary.

whole fiscal year, exclusive of 3 cents commission on each money order issued.

INSERT No. 13. ORDER No. 15934.

JULY 16, 1941.

The 3-cent rate of postage for nonlocal first-class matter having been continued until July 1, 1943, by Joint Resolution of Congress, approved May 28, 1941, paragraph 1 (c) of section 426 of the Postal Laws and Regulations, 1940, is amended by changing July 1, 1941, to July 1, 1943, in line six.

—change of postmasters.
39 U. S. C. 57a.

2. Whenever during the fiscal year there occurs or is created a change in the postmastership of an office of the fourth class, by death or otherwise, the outgoing postmaster shall receive in the final settlement of his account all his earned compensation for that part of the fiscal year which he has served, but in no case shall such compensation amount to more than such sum as is determined by taking such a fractional part of \$1,100 as the time he has served in that fiscal year is to the whole fiscal year.

—office assigned to higher class.
39 U. S. C. 59.

3. When the total compensation of any postmaster at a post office of the fourth class for the calendar year shall amount to \$1,100, exclusive of 3 cents commission on each money order issued, and the receipts of such post office for the same period shall aggregate as much as \$1,500, the office shall be assigned to its proper class on July 1, following and the salary of the postmaster fixed according to the receipts.

—unusual conditions.
39 U. S. C. 60.

4. Whenever unusual conditions prevail, the Postmaster General, in his discretion, may advance any post office from the fourth class to the appropriate class indicated by the receipts of the preceding quarter, notwithstanding the provisions of section 59 of this title which requires the compensation of fourth-class postmasters to reach \$1,100 for the calendar year, exclusive of commission on each money order issued, and that the receipts of such post office for the same period shall aggregate as much as \$1,500 before such advancement is made: *Provided*, That when the Postmaster General has exercised the authority herein granted he shall, whenever the receipts are no longer sufficient to justify retaining such post office in the class to which it has been advanced, reduce the grade of such office to the appro-

every week day during the hours prescribed for the transaction of money-order business and at such other times as the business of the office may require or as the Postmaster General shall direct.

6. Service to the public at post-office windows shall not be suspended on account of the distribution of mails during the regular hours of service at such windows if the clerical force is sufficient to attend to both distribution and delivery at the same time.

Window service during distribution of mails.

7. Post offices shall not be closed during business hours unless special authority has been obtained from the First Assistant Postmaster General.

Authority for closing.

8. Postmasters shall not maintain night service, either at the main office or at stations, where such service involves any additional expense, without authority from the First Assistant Postmaster General.

Night service.

9. Lobbies of post offices may remain open at the postmaster's discretion when no one is on duty if the screen work extends to the ceiling and if all doors, windows, and wickets connecting the lobby with the working portion of the office are securely locked and police protection is adequate.

Lobbies open.

436. Post offices of the first and second classes shall not be open on Sundays for the purpose of delivering mail to the general public, but this provision shall not prevent the prompt delivery of special-delivery mail.

Sunday hours.
39 U. S. C. 5.

2. Postmasters at first- and second-class post offices shall not require more clerks and carriers to be on duty on Sundays than are requisite to collect and prepare mail for dispatch and to make such distribution of incoming mail as is necessary to meet the requirements of the law as to special-delivery mail and to perform such distribution as may be necessary to prevent congestion or an accumulation of mail that would prevent prompt deliveries on Monday. Renters of lock boxes may be permitted to obtain on Sundays such mail as may be distributed into their boxes during the process of necessary distribution.

—clerks and carriers at first- and second-class offices.

3. When the distribution of mail to lock boxes is necessary lobbies may be left open for such length of time thereafter as is safe and expedient.

—lobbies.

4. Third- and fourth-class post offices need not be opened on Sundays unless a mail or mails arrive during the time between the Saturday closing hour and 6 p. m. Sunday. If such a mail does arrive and the public convenience requires its delivery on Sunday, the office may be opened to the public not more than once

—when required at third- and fourth-class offices.

INSERT NO. 61. ORDER NO. 17187.

FEBRUARY 23, 1942.

Paragraph 5 section 436 of the Postal Laws and Regulations 1940, is hereby amended to read as follows: "Special delivery mail at third and fourth class offices shall be delivered on Sunday if the mail or mails arrive between 9 p. m. on Saturday and 6 p. m. on Sunday. If such an office is open to the public on Sundays the sale of postage stamps, the registry of mail and the delivery of registered mail is left to the option of the postmaster, and money orders need not be issued or paid."

Reports of robberies of post offices.

—to whom made.

—by telegram details.

—by letter.

Solicitor to be advised.

Postmasters liable, when.

443. When a post office, branch, or station has been broken into by burglars, damaged by fire, cyclone, flood, or otherwise; when a loss of Government funds or property occurs, by theft or otherwise; or whenever a postmaster or other person employed in or connected with a post office has been assaulted or robbed, while on duty or in possession of mail matter or Government funds or property, the postmaster shall immediately make report thereof by telegraph to the post-office inspector in charge of the division in which the office is located. Such telegrams shall show the nature of the occurrence, the approximate loss, and the serial numbers of blank money-order forms stolen. If there was no loss the telegram should so state. If the loss included supplies state what action, if any, has been taken to obtain an emergency stock. Such telegrams shall be sent collect and indorsed "Official business, Government rate, collect."

2. An immediate report by letter shall also be made to the same inspector in charge, giving all known circumstances connected with the occurrence, including the nature, date, detailed inventory of the loss, denominations of the stamped paper stolen, serial numbers of money-order forms stolen, the amount of each class of Government funds (postal, money order, etc.) and Government property taken, and whether any clues have been found indicating the identity and whereabouts of the person or persons responsible. If the mail key has been taken its number shall be furnished. (See sec. 1894.) Full particulars regarding registered mail lost or rifled shall be given also.

3. The inspector in charge shall report the name of the post office and other particulars to the chief inspector, who shall immediately notify the solicitor of the Post Office Department of every such case from which a claim for credit under the provisions of section 159 may arise. Where the circumstances warrant, the inspector in charge shall report the facts in detail by telegraph to the chief inspector.

4. The postmaster shall be held responsible for the loss of Government funds or property if he fails to exercise due care in the protection thereof. (See sec. 106.)

See sec. 809 as to reports of losses of mail matter, delays, etc.; sec. 2303 as to reports of commission of offenses against the postal laws; sec. 1380 as to indemnity for lost registered matter; sec. 440 as to manner of sending telegrams.

PENSION VOUCHERS

444. All United States officers on March 1, 1889, au-

Pension vouch.

INSERT NO. 22. ORDER NO. 16126.

AUGUST 27, 1941.

Section 444, Postal Laws and Regulations of 1940, is amended by transposing the note following paragraph 13 so as to follow paragraph 1.

38 U. S. C. 60.
—to be executed.
—by fourth-class postmasters.

2. * * * Fourth-class postmasters of the United States are hereby required, empowered, and authorized to administer any and all oaths required to be made by pensioners and their witnesses in the execution of their

the compensation of employees in the motor-vehicle service on January 1, 1925, shall be adjusted accordingly.

(b) In making promotions after one year's satisfactory service since the last promotion, clerks, general mechanics, driver-mechanics, and garagemen-drivers in the motor-vehicle service, who have been transferred from one post office to another and who have not reached the maximum grade to which they are entitled to progress automatically, shall be given credit for previous service in the same capacity at other post offices, the same as if all service had been performed at one post office.

454. Under civil-service rule 2 all the employees of post offices of the first and second classes shall be included in the classified postal service, but no officer or employee in any office advanced to these classes or consolidated with an office of these classes shall be classified under the terms of this rule who fails to establish to the satisfaction of the Postmaster General his or her capacity for efficient service in the position held.

Classified civil service.
—all employees of first and second class offices included in.—efficiency a requisite.

2. No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.

Officer or employee shall not instruct for examinations.

3. The probationary period of six months for persons appointed in the post office service shall begin with the date of appointment as a regular substitute and terminate on the basis of 1,224 hours of actual service performed, or, where the appointment is made direct from a register to the position of regular clerk, carrier, or other regular employee, on the basis of six calendar months from date of appointment.

Beginning of probationary period.

INSERT NO. 11. ORDER NO. 15927.

JULY 2, 1941.

Section 454, paragraph 4, Postal Laws and Regulations, 1940, is rescinded.

direct from the register to the position of regular clerk, carrier, or other regular employee, on the basis of one year or 12 calendar months from the date of appointment.

455. The number, grades, and salaries of clerks and other employees at post offices of the first and second classes, where allowance for clerk hire is made, shall be fixed by the First Assistant Postmaster General. All allowances for clerks shall continue from year to year unless otherwise ordered. (See sec. 228.)

Appointment of clerks in post offices of first and second classes.

Allowance to continue, except.

2. At post offices embraced in the classified Postal Service under the civil service act (see sec. 454) appointments shall be made under the civil-service rules from the eligible list furnished by the Civil Service Commission.

Appointments under civil-service rule a.

The foregoing air-mail rates shall include all transportation by air mail available in the United States, including Hawaii; also in the Philippine Islands. Official matter in penalty or

INSERT No. 50. ORDER No. 16604.

DECEMBER 23, 1941.

Section 511, Postal Laws and Regulations of 1940, is amended by the addition of the following as paragraph 3½:

"3½. The rate of postage on matter carried by airplane to and from the personnel of the armed forces of the United States stationed outside the continental United States, including transportation of the mail to and from the air-mail routes, shall be 6 cents for each half ounce or fraction thereof. This rate shall apply to all air mail sent to or by such forces when deposited at any place where the United States mail service is in operation addressed to any other place where the United States mail service is in operation, but this shall not affect the present air-mail rate to and from Alaska."

5. The postage on all air mail should be fully prepaid in order to expedite its handling, and postmasters shall make every effort to have patrons prepay the full amount on such matter. Nevertheless, short-paid mail intended to be carried by airplane shall, if it bears at least one full rate according to destination as shown in paragraph 8, be rated with the deficiency and dispatched as intended by the sender, the amount due to be collected upon delivery of the matter.

Prepayment of postage.

See sec. 577 as to limit of weight and size; sec. 1203 as to registration; sec. 1782 as to air-mail service.

512. * * * postal cards shall be transmitted through the mails at a postage charge of one cent each, including the cost of manufacture; * * *

Rate of postage on postal cards.
39 U. S. C. 289.

See secs. 146 and 147 as to postal cards.

2. Private mailing cards (post cards) shall be transmitted by mail at a postage charge of 1 cent each. (See sec. 507.)

—private mailing cards.

513. All mail matter of the first class upon which one full rate of postage has been prepaid shall be forwarded to its destination, charged with the unpaid rate, to be collected on delivery; * * *. If the postage is short paid one rate, the additional charge shall be * * * (3) cents, or the deficient postage. If it is short more than one rate, the deficient postage and an additional charge of 1 cent for each (short-paid) ounce or fraction thereof shall be collected.

Insufficiently prepaid first-class matter.
39 U. S. C. 275.
1932, June 6.
47 Stat. 286.

See secs. 763, 765, and 2315 as to the collection of postage due.

514. * * * in adjoining cities and in those adjacent districts of dense population having two or more post offices within a distance of three miles of each other, any letter mailed at one of such cities and/or offices and addressed to an adjoining city or to a locality within the delivery of another of such offices, which shall have been

Insufficiently prepaid drop letters.
39 U. S. C. 407.
—to be forwarded, when.

inadvertently prepaid at the drop or local letter rate of postage only, may be forwarded to its destination through the proper office, charged with the amount of the deficient postage, to be collected on delivery.

See secs. 765 and 2215 as to collection of postage due.

INSERT No. 68. Order No. 17352. March 28, 1942.

Section 515, Postal Laws and Regulations, is amended by the addition of the following paragraphs 3 and 4:

3. Any first-class letter mail matter admissible to the mails as ordinary mail matter which is sent by a member of the military or naval forces of the United States (including the United States Coast Guard), while on active duty or in the active military or naval service of the United States, to any person in the United States, including the Territories and possessions thereof, shall be transmitted in the mails free of postage, subject to such rules and regulations as the Postmaster General shall prescribe. (Act of March 27, 1942, sec. 901, Public, No. 507, 77th Cong.)

4. Letters sent by members of the military or naval forces of the United States, to be mailed free of postage under the conditions set forth in paragraph 3 of this section shall bear in the upper right corner the word "FREE" and in the upper left corner the name of the sender together with his rank or rating and the designation of the service to which he belongs, as, for example, Private John Doe, U. S. Army, or John Doe, Seaman 2 Cl., U. S. Navy, or Private John Doe, U. S. Marine Corps, or John Doe, Seaman 2 Cl., U. S. Coast Guard. Such letters shall be so accepted when deposited in the mails in the United States or its possessions or at any place outside the continental United States where the United States mail service is in operation addressed to any other place where this service is in operation, including army and navy bases, naval vessels, etc. Messages on post cards may be accepted under this provision but it shall not apply to packages or parcels or any matter other than messages in the form of ordinary letters or cards. This free mailing privilege does not apply to matter sent by air mail, nor to any matter sent to the members of the military or naval forces by persons who are not members thereof.

... be charged with double postage, to cover the fee paid to the vessel.

Rating of postage on ship letters.

2. Ship letters shall be charged double rate of postage, to be collected at the office of delivery; but on any such letter which has been prepaid by United States stamps at such double rate no additional charge shall be made.

—if carried only over water declared a post road.
—if carried only a portion of the way over a post road.

3. Letters and packages carried in a private ship or vessel from one port to another in the United States, if the whole of the water be a post road by law, shall be charged only with single postage. If only a part of the voyage be over water declared to be a post road such letters and packages shall be charged with double the rate of postage. (See sec. 1741.)

See sec. 1833 as to meaning of ship letters; secs. 1830, 1834, 1835, 1836 as to fees to masters of vessels for carrying ship and steamboat letters and payment thereof; secs. 711 and 712 as to treatment of ship matter in post offices.

Printed ship matter.

4. Printed matter delivered to a post office by the master of a vessel arriving from a foreign port and not regularly engaged in carrying the mail, which is wholly unpaid, shall be charged with double the third-class rate of domestic postage, to be collected on delivery, and dispatched to its destination.

—how treated.

See sec. 1838 as to nonpayment of fees on printed ship matter; sec. 765 as to collection of postage due.

and including eight ounces in weight except that the rate of postage on books, catalogues, seeds, cuttings, bulbs, roots, scions, and plants, not exceeding eight ounces in weight shall be 1 cent for each two ounces or fraction thereof, except as herein (sec. 572) provided for library books: *Provided*, That * * * the rate of postage on third-class matter mailed in bulk under * * * (regulations prescribed by the Postmaster General, sec. 562) shall be 12 cents for each pound or fraction thereof, except that in the case of books, catalogues, seeds, cuttings, bulbs, roots, scions, and plants, the rate shall be 8 cents for each pound or fraction thereof: *Provided, however*, That the rate of postage on third-class matter mailed in bulk under the foregoing pro-

INSERT No. 18. ORDER No. 16034.

AUGUST 6, 1941.

Paragraph 3, section 561, Postal Laws and Regulations, is amended to read as follows:

"3. Books consisting wholly of reading matter and containing no advertising matter other than incidental announcements of books, in parcels not exceeding 8 ounces in weight and otherwise conforming to the conditions set forth in section 572, paragraphs 6 and 7, may be mailed for the period commencing July 1, 1941, and ending September 30, 1941, at the postage rate of 1½ cents a pound or fraction thereof where such rate is less than that prescribed by paragraph 2 of this section."

* * * * *

39 U. S. C. 302. ~~liber tags securely attached thereto, there being inventory stamped upon such tags explicit post-office address and instructions directing that key and tag be returned to the hotel or steamship of their origin, postage shall be charged at the rate of 5 cents for each two ounces or fraction thereof if postage be collected on delivery.~~

Postage may be collected on delivery. —conditions.

5. When hotel or steamship room keys conforming to the conditions prescribed in paragraph 4 of this section are presented for mailing or deposited in the mails without prepayment of any postage, they shall be dispatched to the post office of address and delivered to the hotel or steamship of origin in accordance with the instructions on the tags attached to the keys on payment of postage thereon at the rate of 5 cents for each 2 ounces or fraction thereof. Postage-due stamps representing the amount of postage collected shall be affixed to the tags in accordance with the general procedure governing the collection of postage due set forth in sections 765 and 768.

See secs. 562 and 579 as to payment of postage on third-class matter in money; sec. 516 as to postage on printed ship matter.

Pound rate for bulk mailings of third-class matter. 39 U.S. C. 291.

562. * * * under such regulations as the Postmaster General may establish for the collection of the lawful revenue and for facilitating the handling of such matter

and including eight ounces in weight except that the rate of postage on books, catalogues, seeds, cuttings, bulbs, roots, scions, and plants, not exceeding eight ounces in weight shall be 1 cent for each two ounces or fraction thereof, except as herein (sec. 572) provided for library books: *Provided*, That * * * the rate of postage on third-class matter mailed in bulk under * * * (regulations prescribed by the Postmaster General, sec. 562) shall be 12 cents for each pound or fraction thereof, except that in the case of books, catalogues, seeds, cuttings, bulbs, roots, scions, and plants, the rate shall be 8 cents for each pound or fraction thereof: *Provided, however*, That the rate of postage on third-class matter mailed in bulk under the foregoing pro-

Form No. 10
 INSERT No. 40. ORDER No. 16487.

NOVEMBER 24, 1941.

Paragraph 3, section 561, Postal Laws and Regulations, is amended to read as follows:

"3. Books consisting wholly of reading matter and containing no advertising matter other than incidental announcements of books, in parcels not exceeding 8 ounces in weight and otherwise conforming to the conditions set forth in section 572, paragraphs 6 and 7, may be mailed for the period commencing October 1, 1941, and ending June 30, 1942, at the postage rate of 1½ cents a pound or fraction thereof where such rate is less than that prescribed by paragraph 2 of this section."

39 U. S. C. 302.

When tags securely attached thereto, there being ~~inserted~~ stamped upon such tags explicit post-office address and instructions directing that key and tag be returned to the hotel or steamship of their origin, postage shall be charged at the rate of 5 cents for each two ounces or fraction thereof if postage be collected on delivery.

Postage may be collected on delivery.
 —conditions.

5. When hotel or steamship room keys conforming to the conditions prescribed in paragraph 4 of this section are presented for mailing or deposited in the mails without prepayment of any postage, they shall be dispatched to the post office of address and delivered to the hotel or steamship of origin in accordance with the instructions on the tags attached to the keys on payment of postage thereon at the rate of 5 cents for each 2 ounces or fraction thereof. Postage-due stamps representing the amount of postage collected shall be affixed to the tags in accordance with the general procedure governing the collection of postage due set forth in sections 765 and 768.

See secs. 562 and 579 as to payment of postage on third-class matter in money; sec. 516 as to postage on printed ship matter.

Pound rate for bulk mailings of third-class matter.
 39 U. S. C. 291.

562. * * * under such regulations as the Postmaster General may establish for the collection of the lawful revenue and for facilitating the handling of such matter

and including eight ounces in weight except that the rate of postage on books, catalogues, seeds, cuttings, bulbs, roots, scions, and plants, not exceeding eight ounces in weight shall be 1 cent for each two ounces or fraction thereof, except as herein (sec. 572) provided for library books: *Provided*, That * * * the rate of postage on third-class matter mailed in bulk under * * * (regulations prescribed by the Postmaster General, sec. 562) shall be 12 cents for each pound or fraction thereof, except that in the case of books, catalogues, seeds, cuttings, bulbs, roots, scions, and plants, the rate shall be 8 cents for each pound or fraction thereof: *Provided, however*, That the rate of postage on third-class matter mailed in bulk under the foregoing pro-

POSTAGE RATE ON BOOKS

INSERT No. 76. ORDER No. 18100.

JUNE 30, 1942.

Paragraph 3, section 561, Postal Laws and Regulations, is amended to read as follows:

The postage rate on books consisting wholly of reading matter or reading matter with incidental blank spaces for students' notations and containing no advertising matter other than incidental announcements of books, when mailed under such regulations as the Postmaster General may prescribe, shall be 3 cents per pound or fraction thereof, irrespective of the postal zone of destination thereof: *Provided*, That this Act shall not affect the rates of postage on books mailed by or to libraries and organizations as prescribed by the Act of February 28, 1925, as amended (39 U. S. C., 1934 ed., Sec. 293a). Act of June 30, 1942, 77th Congress

stamped upon such tags explicit post-office address and instructions directing that key and tag be returned to the hotel or steamship of their origin, postage shall be charged at the rate of 5 cents for each two ounces or fraction thereof if postage be collected on delivery.

Postage may be collected on delivery.—conditions.

5. When hotel or steamship room keys conforming to the conditions prescribed in paragraph 4 of this section are presented for mailing or deposited in the mails without prepayment of any postage, they shall be dispatched to the post office of address and delivered to the hotel or steamship of origin in accordance with the instructions on the tags attached to the keys on payment of postage thereon at the rate of 5 cents for each 2 ounces or fraction thereof. Postage-due stamps representing the amount of postage collected shall be affixed to the tags in accordance with the general procedure governing the collection of postage due set forth in sections 765 and 768.

See secs. 562 and 579 as to payment of postage on third-class matter in money; sec. 518 as to postage on printed ship matter.

Pound rate for bulk mailings of third-class matter.
39 U. S. C. 291.

562. * * * under such regulations as the Postmaster General may establish for the collection of the lawful revenue and for facilitating the handling of such matter

shall apply in every case where such rate is lower than the rate prescribed herein for books under this classification: *Provided*, That this rate shall apply only to such books as are addressed for local delivery, for delivery in the first, second, or third zone, or within the State in which mailed.

—evidence to be submitted by libraries.

(b) Public libraries, organizations, or associations before being entitled to the foregoing rates shall furnish to the Postmaster General under such regulations as he may prescribe, satisfactory evidence that none of the net income of such organizations inures to the benefit of any private stockholder or individual.

—request to mail at library book rate.

2. When any public library, organization, or association desires to mail books to county or other unit libraries or as a loan to readers at the rate of postage provided in this section such library, organization, or association shall first submit to the Third Assistant Postmaster General, Division of Classification, through the postmaster at the office where it is desired to mail the books, a request for such privilege, together with satisfactory evidence, such as its articles of incorporation, constitution, by-laws, etc., to establish that the library, organization, or association is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual. No books shall be accepted for mailing under the provisions of this section until such evidence has been furnished and the Third Assistant Postmaster General has approved the request of the applicant.

—definition of books.

3 Books mailed under the provisions of this section shall consist wholly of reading matter and contain no advertising matter other than incidental announcements of books. Parcels of such books when mailed by or returned to an authorized library, organization, or association, shall bear over the return card of the sender in the upper left corner of the address side, an indorsement reading "Contents: Books. Mailed under sec. 572, P. L. and R."

—indorsement of parcels.

—further conditions.

4. Books to be entitled to be mailed by an authorized library, organization, or association at the reduced rates prescribed in this section shall be sent as a service to a county or other unit library or as a loan to readers. Books may be returned to an authorized library, organization, or association at the rates pre-

INSERT No. 19. ORDER No. 16034.

AUGUST 6, 1941.

* * * * *

Paragraph 5, section 572, Postal Laws and Regulations, is amended to read as follows:

"5. The postage rate on books consisting wholly of reading matter and containing no advertising matter other than incidental announcements of books, when mailed under such regulations as the Postmaster General shall prescribe, shall, for the period commencing July 1, 1941, and ending September 31, 1941, be 1½ cents a pound or fraction thereof, irrespective of the zone of destination."

shall apply in every case where such rate is lower than the rate prescribed herein for books under this classification: *Provided*, That this rate shall apply only to such books as are addressed for local delivery, for delivery in the first, second, or third zone, or within the State in which mailed.

—evidence to be submitted by libraries.

(b) Public libraries, organizations, or associations before being entitled to the foregoing rates shall furnish to the Postmaster General under such regulations as he may prescribe, satisfactory evidence that none of the net income of such organizations inures to the benefit of any private stockholder or individual.

—request to mail at library book rate.

2. When any public library, organization, or association desires to mail books to county or other unit libraries or as a loan to readers at the rate of postage provided in this section such library, organization, or association shall first submit to the Third Assistant Postmaster General, Division of Classification, through the postmaster at the office where it is desired to mail the books, a request for such privilege, together with satisfactory evidence, such as its articles of incorporation, constitution, by-laws, etc., to establish that the library, organization, or association is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual. No books shall be accepted for mailing under the provisions of this section until such evidence has been furnished and the Third Assistant Postmaster General has approved the request of the applicant.

—definition of books.

3 Books mailed under the provisions of this section shall consist wholly of reading matter and contain no advertising matter other than incidental announcements of books. Parcels of such books when mailed by or returned to an authorized library, organization, or association, shall bear over the return card of the sender in the upper left corner of the address side, an indorsement reading "Contents: Books. Mailed under sec. 572, P. L. and R."

—indorsement of parcels.

—further conditions.

4 Books to be entitled to be mailed by an authorized library, organization, or association at the reduced rates prescribed in this section shall be sent as a service to a county or other unit library or as a loan to readers. Books may be returned to an authorized library, organization, or association at the rates pre-

INBERT No. 42. ORDER No. 16489.

NOVEMBER 24, 1941.

Paragraph 5, section 572, Postal Laws and Regulations, is amended to read as follows:

"5. The postage rate on books consisting wholly of reading matter and containing no advertising matter other than incidental announcements of books, when mailed under such regulations as the Postmaster General shall prescribe, shall, for the period commencing October 1, 1941, and ending June 30, 1942, be 1½ cents a pound or fraction thereof, irrespective of the zone of destination."

shall apply in every case where such rate is lower than the rate prescribed herein for books under this classification: *Provided*, That this rate shall apply only to such books as are addressed for local delivery, for delivery in the first, second, or third zone, or within the State in which mailed.

—evidence to be submitted by libraries.

(b) Public libraries, organizations, or associations before being entitled to the foregoing rates shall furnish to the Postmaster General under such regulations as he may prescribe, satisfactory evidence that none of the net income of such organizations inures to the benefit of any private stockholder or individual.

—request to mail at library book rate.

2. When any public library, organization, or association desires to mail books to county or other unit libraries or as a loan to readers at the rate of postage provided in this section such library, organization, or association shall first submit to the Third Assistant Postmaster General, Division of Classification, through the postmaster at the office where it is desired to mail the books, a request for such privilege, together with satisfactory evidence, such as its articles of incorporation, constitution, by-laws, etc., to establish that the library, organization, or association is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual. No books shall be accepted for mailing under the provisions of this section until such evidence has been furnished and the Third Assistant Postmaster General has approved the request of the applicant.

—definition of books.

3 Books mailed under the provisions of this section shall consist wholly of reading matter and contain no advertising matter other than incidental announcements of books. Parcels of such books when mailed by or returned to an authorized library, organization, or association, shall bear over the return card of the sender in the upper left corner of the address side, an indorsement reading "Contents: Books. Mailed under sec. 572, P. L. and R."

—indorsement of parcels.

4 Books to be entitled to be mailed by an authorized library, organization, or association at the reduced rates prescribed in this section shall be sent as a service to a county or other unit library or as a loan to readers. Books may be returned to an authorized library, organization, or association at the same rate.

—further conditions.

INSERT No. 77. ORDER No. 18100.

JUNE 30, 1942.

Paragraphs 5 and 6, section 572, Postal Laws and Regulations, are amended to read as follows:

5. The postage rate on books consisting wholly of reading matter or reading matter with incidental blank spaces for students' notations and containing no advertising matter other than incidental announcements of books, when mailed under such regulations as the Postmaster General may prescribe, shall be 3 cents per pound or fraction thereof, irrespective of the postal zone of destination thereof: *Provided*, That this Act shall not affect the rates of postage on books mailed by or to libraries and organizations as prescribed by the Act of February 28, 1925, as amended (39 U. S. C., 1934 ed., Sec. 293a). Act of June 30, 1942, 77th Congress.

6. A book, within the contemplation of paragraph 5, shall be a cloth- or paper-bound volume having twenty-four or more pages, of which at least twenty-two are printed, and with the exception of text books containing incidental spaces for students' notations, shall not contain ruled or blank pages intended for records or memoranda purposes. (Postal Bulletin No. 18457, July 1, 1942.)

6. A book, within the contemplation of paragraph 5, shall be a cloth- or paper-bound volume having 24 or more pages, of which at least 22 are printed, and shall not contain ruled or blank pages intended for records or memoranda purposes.

7. The permissible additions to and enclosures with fourth-class matter as set forth in section 574 shall also be permissible in the case of books mailed under the provisions of paragraph 5.

INSERT No. 55. ORDER No. 17122.

FEBRUARY 13, 1942.

Paragraph 1, section 573, Postal Laws and Regulations, Edition of 1940, is amended to read as follows:

"573. Publications weighing in excess of 8 ounces issued at regular intervals of 12 or more times a year, 25 per centum or more of whose pages are devoted to text or reading matter and not more than 75 per centum to advertising matter, which are circulated free or mainly free, may, upon authorization by the Post Office Department, under such regulations as the Postmaster General may prescribe, be accepted for mailing at the postage rate of 8 cents a pound or fraction thereof, computed on the entire bulk mailed at one time, but not less than 5 cents per piece, provided the copies of such publications are presented for mailing made up according to States, cities, and routes as directed by the Postmaster General." (39 U. S. C. 293b, as amended by Order No. 17122, dated February 13, 1942, pursuant to the authority contained in 39 U. S. C. 247.)

made up according to States, cities, and routes as directed by the Postmaster General.

2. Application to mail copies of a publication under the provisions of paragraph 1 shall be submitted in writing by the publisher through the postmaster at the office where the matter is to be mailed. The application shall set forth the name of the publication, its frequency of issue, the number of issues published under such frequency, where published, and the name of the publisher, and be accompanied with two copies of the issue nearest to the date of the application. The postmaster shall transmit the application and one copy of the publication to the Third Assistant Postmaster General, Division of Classification, and pending action thereon shall accept copies of the publication for mailing under deposits of money sufficient to cover postage at the regular fourth-class rates. Such deposits shall be held in trust and otherwise treated as provided in paragraph 1, section 530, with respect to second-class matter, until further instructions are received from the Third Assistant Postmaster General. —applications.

3. The following indicia shall be conspicuously printed on one or more of the first five pages, preferably on the first page, of each copy of a publication accepted under this section: —indicia to be printed.

(a) Title of the publication, which shall always be shown on the first or cover page.

(b) Date of issue.

(c) Regular periods of issue; that is to say, frequency.

(d) Serial number.

(e) Office of publication.

(f) Subscription price, if any.

(g) Notice of authority for acceptance under this section, as follows:

9. Postmasters shall require at least two post-office employees to verify the "Statement of mailing" by an indorsement on the back thereof; the same two employees shall sign each copy of the receipt, which is issued in triplicate, and they shall be given due notice that the performance of this duty in a perfunctory manner will result in the administering of severe disciplinary action. The superintendent of mails, or the employee in charge of the mailing division, shall be held responsible for the strict enforcement of this regulation.

Verification of "Statement of mailing" by two post-office employees.

10. At the expiration of each month, or as soon thereafter as possible, the postmaster (or cashier, if the office has a cashier) shall send to every permit holder desiring the same, a statement of mailings (Form 3613). In the event that there have been no mailings, a statement to that effect may be sent.

Statement of mailings to be sent monthly to permit holders.

11. At the close of each quarter the postmaster shall send with the quarterly postal account the duplicate receipts on Form 3603

Quarterly statement.

INSERT No. 1. ORDER No. 14805.

NOVEMBER 14, 1940.

Section 579, Postal Laws and Regulations, is amended by the addition of the following paragraphs 13 and 14:

"13. * * * the Social Security Board is hereby authorized to certify to the Secretary of the Treasury for payments to the Postmaster General for postage, out of the amount herein appropriated, such amounts as may be necessary and at such intervals as shall be determined by the Board, under a procedure to be prescribed and agreed upon by and between the Board and the Postmaster General, for the transmission of official mail matter heretofore transmitted free, pursuant to the provisions of section 13 of the act entitled 'An act to provide for the establishment of a national employment system and for cooperation with the States in the promotion of such system, and for other purposes,' approved June 6, 1933 (29 U. S. C. 491), and for the transmission of official mail matter in connection with the unemployment compensation administration of States receiving grants out of the funds herein appropriated; the Postmaster General is hereby authorized and directed to extend to the States receiving such grants the privilege of transmission without prepayment of postage of official mail of the class upon which the Board is hereinabove authorized to certify amounts for payment of postage (act of June 26, 1940, Public, No. 665, 76th Cong.)."

"14. The envelope, wrapper, or label of matter mailed by State Employment Security offices cooperating with the Social Security Board shall, under the provisions of this section, bear in the upper left corner the name and address of the agency by which it is mailed over the words 'Official Business—Return Postage Guaranteed' and in the upper right corner the words 'Employment Security Mail—United States Postage Accounted for under act of Congress (par. 13, sec. 579, P. L. & N.).'"

Persons desiring to avail themselves of the privilege of this section shall apply to the Third Assistant Postmaster General, Division of Classification, for authority to issue permits therefor and instructions as to the procedure. Until such authority and instructions are received no postmaster shall issue permits for the privilege of using Government stamped envelopes and Government postal cards precanceled by the mailer.

—postmasters to apply for authority to issue permits.

Persons desiring the privilege of using Government stamped envelopes and Government postal cards precanceled by themselves shall make application therefor to the postmaster, who shall follow the instructions as to procedure given by the Third Assistant Postmaster General, Division of Classification.

—application for privilege.

printed in black letters inside of a black-lined border measuring 3½ inches on each side. The wording on the red labels shall be:

Notice to postal employees. Caution. Do not drop. Keep away from fires, stoves, radiators, lighted matches, lanterns, and direct sunlight. Any leaking package shall be removed to a safe place. This is to certify that the contents of this package are properly described by name and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Post Office Department.

Shipper's name.

The word:-----

JANUARY 8, 1942.

INSERT No. 52. ORDER No. 16657.

Paragraph 2 of section 588, Postal Laws and Regulations of 1940, is amended by the addition of a new subparagraph 2 (ff) immediately following subparagraph 2 (f), reading as follows:

2. (ff)—Inflammable and combustible materials, both liquids and solids, having a flash point between 80° and 150° F., oxidizing materials, and poisonous articles or substances are prohibited in the mails when necessary to transport such materials, articles, or substances by vessel or vessels carrying passengers. (Public, No. 809, approved Oct. 9, 1940, amending sec. 4472 of the Revised Statutes.)

----- and more of potassium in packages not exceeding 25 pounds shall be accepted for transmission in the domestic mail when prepared as provided in paragraph 2 (f) of this section or when packed in strong cotton bags lined with two thicknesses of kraft paper, cemented together with asphaltum and cemented to the outside cotton bags. Care shall be taken to avoid any of the product getting on the outside of the parcels, and the package shall be capable of withstanding a drop of 4 feet without any escaping of contents. Each package shall bear the yellow caution label referred to in the preceding subparagraph.

(h) Safety matches (strike-only-on-box variety) shall be accepted for transmission in the domestic mails when packed in asbestos wrapped or tightly closed metal containers.

(i) Mercury in quantities not exceeding 15 pounds shall be accepted for transmission in the domestic mails when in a tightly closed container of glass or earthenware, securely cushioned in a double-faced corrugated fiberboard box. This box shall then be cushioned in a larger double-faced corrugated fiberboard box, tightly closed and securely fastened. Both fiberboard boxes must be of at least 175-pound test board. Mercury in small quantities such as contained in switches used to make and break an electric current may also be packed in approved mailing tubes when the glass tube of mercury is completely surrounded with at least one-half inch of soft cushioning material.

Liquids, pastes, confections, etc., when admitted.

3. Liquids not spirituous, vinous, malted, fermented, or otherwise intoxicating, and not liable to explosion or spontaneous combustion or ignition by shock or jar, and not inflammable, fruits or vegetable matter liable to decomposition, comb honey, soft soap, pastes or confections, ointments, salves, and articles of similar consistency, shall be admitted to the mails for transmission in the

printed in black letters inside of a black-lined border measuring 3¼ inches on each side. The wording on the red labels shall be:

Notice to postal employees. Caution. Do not drop. Keep away from fires, stoves, radiators, lighted matches, lanterns, and direct sunlight. Any leaking package shall be removed to a safe place. This is to certify that the contents of this package are properly described by name and are

in proper condition for transportation according to Department.

INSERT No. 73. ORDER No. 17692.

Paragraph 2 (ff) of section 588, Postal Laws and Regulations, is amended to read as follows:

FEBRUARY 25, 1942.

2 (ff). Inflammable or combustible liquids which give off inflammable vapors at or below a temperature of 150° Fahrenheit; inflammable solids which are liable, under conditions incident to transportation, to cause fires through friction, through absorption of moisture, or through spontaneous chemical changes; oxidizing materials such as chlorates, permanganates, peroxides, or nitrates, that yield oxygen readily to stimulate the combustion of organic matter; poisonous articles or substances; are prohibited in the mails when necessary to transport such materials, articles, or substances by vessels carrying passengers. (R. S. 4472, as amended; 46 U. S. C., 1940 ed., 170.) (Postal Bulletin No. 18398, February 26, 1942.)

(g) Nitrate of soda and ammonium nitrate exceeding 25 pounds shall be accepted for transmission in the domestic mail when prepared as provided in paragraph 2 (f) of this section or when packed in strong cotton bags lined with two thicknesses of kraft paper, cemented together with asphaltum and cemented to the outside cotton bags. Care shall be taken to avoid any of the product getting on the outside of the parcels, and the package shall be capable of withstanding a drop of 4 feet without any escaping of contents. Each package shall bear the yellow caution label referred to in the preceding subparagraph.

(h) Safety matches (strike-only-on-box variety) shall be accepted for transmission in the domestic mails when packed in asbestos wrapped or tightly closed metal containers.

(i) Mercury in quantities not exceeding 15 pounds shall be accepted for transmission in the domestic mails when in a tightly closed container of glass or earthenware, securely cushioned in a double-faced corrugated fiberboard box. This box shall then be cushioned in a larger double-faced corrugated fiberboard box, tightly closed and securely fastened. Both fiberboard boxes must be of at least 175-pound test board. Mercury in small quantities such as contained in switches used to make and break an electric current may also be packed in approved mailing tubes when the glass tube of mercury is completely surrounded with at least one-half inch of soft cushioning material.

Liquids, pastes, confections, etc., when admitted.

3. Liquids not spirituous, vinous, malted, fermented, or otherwise intoxicating, and not liable to explosion or spontaneous combustion or ignition by shock or jar, and not inflammable, fruits or vegetable matter liable to decomposition, comb honey, soft soap, pastes or confections, ointments, salves, and articles of similar consistency, shall be admitted to the mails for transmission in the

printed in black letters inside of a black-lined border measuring 3½ inches on each side. The wording on the red labels shall be:

Notice to postal employees. Caution. Do not drop. Keep away from fires, stoves, radiators, lighted matches, lanterns, and direct sunlight. Any leaking package shall be removed to a safe place. This is to certify that the contents of this package are properly described by name and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Post Office Department.

INSERT NO. 84. ORDER NO. 18300.

JULY 23, 1942.

INFLAMMABLE LIQUIDS

Paragraph 2 of Section 588 of the Postal Laws and Regulations is amended by the addition of a new subparagraph 2 (*fff*), immediately following subparagraph 2 (*f*), to read as follows:

(*fff*). Substances mentioned in the preceding paragraphs (e) and (f) shall be accepted for transmission in the domestic mails except the Air Mail Service, when in quantities not exceeding one gallon in any one outside container in inside containers of glass or earthenware cushioned with cells of air at least ¾ of an inch deep formed by extended tips of each compartment or partition, or with excelsior or other effective cushioning material and then enclosed in a wooden, solid fiberboard or double-faced corrugated fiberboard box testing at least 200 pounds per square inch, all seams to be sealed with Kraft 2½-inch gummed paper tape. When the quantity in any one parcel exceeds 4 ounces the parcel must bear the proper red caution label and shall be handled outside of mail bags.

two thicknesses of kraft paper, cemented together with asphaltum and cemented to the outside cotton bags. Care shall be taken to avoid any of the product getting on the outside of the parcels, and the package shall be capable of withstanding a drop of 4 feet without any escaping of contents. Each package shall bear the yellow caution label referred to in the preceding subparagraph.

(*h*) Safety matches (atrike-only-on-box variety) shall be accepted for transmission in the domestic mails when packed in asbestos wrapped or tightly closed metal containers.

(*i*) Mercury in quantities not exceeding 15 pounds shall be accepted for transmission in the domestic mails when in a tightly closed container of glass or earthenware, securely cushioned in a double-faced corrugated fiberboard box. This box shall then be cushioned in a larger double-faced corrugated fiberboard box, tightly closed and securely fastened. Both fiberboard boxes must be of at least 175-pound test board. Mercury in small quantities such as contained in switches used to make and break an electric current may also be packed in approved mailing tubes when the glass tube of mercury is completely surrounded with at least one-half inch of soft cushioning material.

Liquids, pastes, confections, etc., when admitted.

3. Liquida not spirituous, vinous, malted, fermented, or otherwise intoxicating, and not liable to explosion or spontaneous combustion or ignition by shock or jar, and not inflammable, fruits or vegetable matter liable to decomposition, comb honey, soft soap, pastes or confections, ointments, salves, and articles of similar consistency, shall be admitted to the mails for transmission in the

domestic mails when inclosed in packages in conformity with the conditions prescribed in sections 590 and 591.

4. (a) Medicines which are not outwardly or of their own force dangerous or injurious to life, health, or property, and not in themselves unmailable (see secs. 589 and 598), shall be admitted to the mails for transmission in the domestic mails when inclosed in packages in conformity with the conditions prescribed in section 590: *Provided*, That the term "medicines" shall not be construed to mean poisons: *Provided further*, That the article mailed bears the label or superscription of the manufacturer thereof or dealer therein, or of the licensed physician, surgeon, dentist, pharmacist, druggist, or veterinarian preparing or prescribing the same.

Medicines,
when admitted.

(b) Insecticides, fungicides, and germicides not outwardly or of their own force dangerous or injurious to life, health, or property, and not in themselves unmailable (see secs. 589 and 598), shall be admitted to the mails for transmission in the domestic mails when securely packed for safe transmission: *Provided*, That the container of the article mailed is plainly labeled to show its contents, is also marked "Poisonous Composition", and bears the label or superscription of the manufacturer thereof. (See par. 4 (f) of sec. 590 as to packing.)

Insecticides,
fungicides, and
germicides,
when admitted.

Poisonous preparations, such as raticides, for the extermination of rodents and other destructive mammals are not included in the above classification and are not mailable.

(c) Poisonous drugs and medicines and anesthetic agents which are not outwardly or of their own force dangerous or injurious to life, health, or property, and not otherwise unmailable (see secs. 589 and 598), when securely packed for safe transmission shall be admitted to the mails for transmission in the domestic mails when sent by the manufacturer thereof or dealer therein to licensed physicians, surgeons, dentists, pharmacists, druggists, cosmetologists, barbers, and veterinarians, when addressed as such: *Provided*, That the container of the article mailed is plainly labeled to show its contents, is marked "Poison," and bears the

Poisonous
drugs and
anesthetic
agents, when
admitted.

INSERT NO. 75. ORDER NO. 17939.

JUNE 25, 1942.

MOTION-PICTURE FILMS

Paragraph 5 of section 588 of the Postal Laws and Regulations is amended by the addition of a new subparagraph 5 (cc) immediately following subparagraph 5 (c), reading as follows:

(cc). Motion-picture films referred to in paragraphs a, b, and c may also be packed in one-piece fiberboard boxes complying with L. C. C. Specification 12B (paragraph 30 (b)) when each film is in a tightly closed metal film-reel can or strong cardboard or fiberboard box with cover held in place by adhesive tape or paper, containing not over 2,000 feet (approximately) of film; cans or boxes to be adequately braced in center of box by fiberboard, at least 175-pound test, extending full depth of box. Gross weight not over 65 pounds. Closing of box must be effected by coating entire contact surfaces of flaps with efficient adhesive; stitched closure not authorized. Boxes that have been filled, shipped, and opened, are not authorized for reuse. (Postal Bulletin No. 18455, June 26, 1942.)

wooden boxes complying with Specification No. 15C of the Interstate Commerce Commission regulations for the transportation

All such parcels shall be handled outside of mail bags.

(g) Motion-picture films shall be loaded in cars occupied by a postal or railroad employee and in a place that will permit of their ready removal in case of fire. They shall not be loaded in cars nor stored in stations or offices in contact with steam pipes or other sources of heat.

(h) Postmasters shall exercise special care in accepting motion-picture films and pyroxylin plastics for shipment and see that containers are in good condition and have attached thereto the required caution label.

(i) The address labels shall be plain, with the name of the shipper shown in the upper left corner less conspicuously than the name and address of the addressee, which shall appear on the lower half of the label, and all old labels and postage stamps shall be removed.

(f) Packages of motion-picture films shall not exceed the size and weight limit for parcel-post mail.

589. (a) Specimens of diseased tissues, blood, serum, and cultures of pathogenic microorganisms may be admitted to the mail for transmission to United States, State, municipal, or other laboratories in possession of permits referred to in paragraph 2 of this section only when enclosed in mailing case constructed in accordance with this regulation, provided that bacteriologic or unfixed pathologic specimens of plague and cholera shall not be admitted to the mails except when prepared as hereinafter specifically provided.

Diseased tissues.
—when
available.

(b) Pathologic specimens of plague and cholera which have been immersed for at least 72 hours in four times their volume of 4 percent formaldehyde gas in water, or other fluid of equal or superior disinfecting power for a period sufficient to fix or harden the central portions of the specimen, may be admitted to the mails if packed in the same manner as herein prescribed for other unfixed pathologic tissues (par. 3, subpars. a, b, c).

(c) Cultures and infectious material of plague, cholera, anthrax, undulant fever and tularemia may be admitted to the mails if enclosed in stout glass tubes sealed by fusion of the glass and packed in a larger stout glass container with a layer of absorbent cotton soaked in 4 percent formaldehyde surrounding the inner container. The outer glass container shall be closed

by fusion of the glass or by fusion of
SPECIMENS OF DISEASED TISSUES

INSERT No. 72. ORDER No. 17516.

April 21, 1942.

Paragraph 3 (b), section 589, Postal Laws and Regulations, is hereby amended for the duration of the war, to read as follows:

(b) The aforesaid glass container shall then be placed in (1) a cylindrical sheet-metal box, with soldered joints, closed by a metal screw cover, or (2) a paraffin impregnated heavy cardboard container with ends made of metal, or a suitable substitute for metal and/or cardboard. A sleeve type of closure may be employed provided that the overlap is at least one-third the length of the cylinder and in any case at least two inches. The closure shall be sealed with tape. Or, (3) a one-piece bored wooden cylinder at least three-sixteenths of an inch thick in its thinnest part with a threaded screw top.

The screw top covers shall be provided with rubber or felt washers and shall be threaded with sufficient screw threads to require at least one and one-half full turns before they will come off.

The vial or test tube in the above containers shall be completely and evenly surrounded by absorbent cotton or other suitable absorbent in quantity sufficient to absorb the contents of the glass container, should it be broken. (Postal Bulletin No. 18430. April 29, 1942.)

Section 617, Postal Laws and Regulations, is amended by the addition of the following as paragraph 3:

"Correspondence necessary in the execution of this (Selective Service) Act may be carried in official penalty envelopes. (Act of September 16, 1940, Sec. 10 (c), Public, No. 783, 76th Cong.)"

privilege except postage stamps, stamped envelopes, newspaper wrappers, postal cards, internal-revenue stamps, single books weighing in excess of that amount, and books and documents published or circulated by order of Congress, or printed or written official matter emanating from any of the departments of the Government, or from the Smithsonian Institution.

See sec. 578 as to official matter to be mailed free only at Washington, D. C.

2. Official matter exceeding 4 pounds in weight which is not embraced within these exceptions shall not be accepted for mailing free of postage under a penalty envelope or label, but, if it does not exceed the limit of weight prescribed by section 569, shall be accepted at the rates of postage prescribed for fourth-class matter, regardless of its character or kind, including written official matter, whether sealed or unsealed.

—exceptions.

3. No article, package, or other matter, except postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps, shall be admitted to the mails under a penalty privilege, unless such article, package, or other matter, except postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps would be entitled to admis-

—matter admitted restricted.
89 U. S. C. 333.

Paragraph 4, section 618, Postal Laws and Regulations, is amended by the addition of subparagraph (b) reading as follows:

"During the period of the national emergency declared by the President on September 8, 1939, to exist, so much of section 6 of the act approved May 6, 1939 (53 Stat. 683), as amended by section 2 of the act approved June 30, 1939 (53 Stat. 989), as requires the head of each executive department (other than the Post Office Department) to submit to the Postmaster General quarterly reports relating to mail matter which has been transmitted free of postage, is hereby suspended, insofar as the War and Navy Departments are concerned" (Public, No. 781, sec. 301, 76th Cong., approved, September 9, 1940).

United States, mail concerning the sale of Government securities, and all forms and blanks and copies of statutes, rules, regulations, and instructions and administrative orders and interpretations necessary in the administration of such departments and establishments), unless a request therefor has been previously received by such department or independent establishment; or such transmission is required by law; or such document is trans-

son, may be transmitted through the mails at the rate of 1 cent per pound or fraction thereof; under such regulations as the Postmaster General may prescribe.

INSERT No. 49. ORDER No. 16599.

DECEMBER 22, 1941.

Paragraphs 2, 3, and 4, section 627 of the Postal Laws and Regulations of 1940, are amended to read as follows:

2. The Postmaster General may in his discretion extend this rate of 1 cent per pound or fraction thereof to reproducers for sound-reproduction records for the blind, or parts thereof, and, when mailed to be repaired or being returned after repair, to Braille writers and other appliances for the blind, or parts thereof, which are the property of State governments or subdivisions thereof, or of public libraries, or of private agencies for the blind not conducted for private profit, or of blind individuals, under such regulations as he may prescribe (39 U. S. C. 331, Supp. V, as amended by Public, No. 270, approved October 14, 1941).

3. Organizations, institutions, libraries, or other agencies desiring to send or receive reproducers for sound-reproduction records or parts thereof, and Braille writers and other appliances for the blind, or parts thereof, at the rate prescribed in paragraph 1 of this section shall furnish satisfactory evidence that they are not conducted for private profit.

4. Parcels, not exceeding the limit of weight prescribed for fourth-class matter, containing reproducers or parts thereof, and Braille writers and other appliances for the blind, or parts thereof, to be acceptable for mailing under this section must be sent for repair purposes only or returned after repair, shall be securely packed or wrapped, and shall bear the words:

Appliance for the Blind
Sent for Repair
Act of October 14, 1941

below the name and address of the sender which must appear in the upper left corner of the address side of the envelope, wrapper, or address label, the postage stamps to cover postage at the rate of 1 cent for each pound or fraction of a pound to be placed in the upper right corner.

In the upper left corner of the address side of the envelope, wrapper, or address label, the postage stamps to cover postage at the rate of 1 cent for each pound or fraction of a pound to be placed in the upper right corner.

730. When the sender of any article of unregistered mail matter desires its return after it has been dispatched from the mailing office application shall be made to the postmaster at the office of mailing, stating the reasons for such request. The matter shall be identified, the application accompanied with proper proof in writing, and a sum deposited with the postmaster sufficient to cover all expenses incurred.

Recall of matter after dispatch.—application for, how made.

2. When application has been made in due form for the recall of an article of mail matter the postmaster shall telegraph a request to the postmaster at the office of address, or to a railway postal clerk in whose custody the matter is known at the time to be, for the return of such matter to his office, carefully describing the same, so as to identify it and prevent the return of any other matter. All such telegraphic requests shall bear the proper signature and title of the sender of the message. If air mail is being recalled, the telegram should include, as additional means of identification, the air-mail trip involved, and if the originating office does not have direct air-mail contact, the city and train should be shown to which the mail was dispatched for initial plane connection.

—deposit to cover expense.

—request for, to be telegraphed.

3. On receipt of a request for the return of any article of mail matter the postmaster or railway postal clerk to whom such request is addressed shall return such matter in a penalty envelope, to the mailing postmaster, who shall deliver it to the sender

—return to mailing office.

INSERT No. 29. ORDER No. 16319.

OCTOBER 10, 1941.

Paragraph 5 of section 730, Postal Laws and Regulations, together with note and references appended thereto, are hereby rescinded, and paragraphs 1, 2, 3, and 4 are amended to read as follows:

"1. When the sender of any article of unregistered matter desires its return after it has been dispatched from the mailing office, application therefor shall be made on Form 1509 to the postmaster at the office of mailing. (See sec. 2094 as to return of matter by railway postal clerks; sec. 2228 as to recall of foreign matter; sec. 1292 as to recall of registered matter.) The requirement that the application for the recall of mail matter shall be made through the mailing office will not apply to official mail, but postmasters at offices of destination receiving requests by telegraph, telephone, or mail from executive departments at Washington, D. C., or their regional disbursing officers shall comply promptly therewith and take special care to prevent delivery of Government checks subject to recall.

"2. When application has been made in due form for the recall of an article of mail matter the postmaster shall telegraph a request to the postmaster at the office of address, or to a railway postal clerk in whose custody the matter is known at the time to be, for the return of such matter to his office, carefully describing the same so as to identify it and prevent the return of any other matter. All such telegraphic requests shall bear the proper signature and title of the sender of the message. If air mail is being recalled, the telegram should include, as additional means of identification, the air-mail trip involved, and if the originating office does not have direct air-mail contact, the city and train should be shown to which the mail was dispatched for initial plane connection.

NOTE.—Telegrams sent in such cases must be paid for at the regular commercial rates and not at the rates established for official business.

"3. On receipt of a request for the return of any article of mail matter the postmaster or railway postal clerk to whom such request is addressed shall return such matter in a penalty envelope to the mailing postmaster, who shall deliver it to the sender upon payment of all expenses and the regular rate of postage on the matter returned (except first-class matter, which is returned without additional charge for returning), and on the envelope or cover thereof postage-due stamps of the proper value shall be placed and canceled. (See sec. 765.) If the mail to which the application relates has been delivered, that fact shall be reported to the mailing postmaster, who shall inform the sender. Under no circumstances shall the addressee be informed that mail has been intercepted or that recall thereof has been requested by the sender.

"4. All applications for the recall of any article of mail matter, together with the proofs submitted therewith, the sender's receipt for such matter, and the envelope or wrapper in which it was enclosed, shall be filed at the mailing office."

8. When a mail crane is out of repair, report thereof shall be made to the Chief Clerk, Railway Mail Service. Cranes out of repair.

See sec. 1279 as to pouches containing registered mail; sec. 1747 as to erection of mail cranes and furnishing of lamp thereon; sec. 1776 as to duties of mail messengers; secs. 1863 and 1865 as to catcher pouches and use thereof.

751. Not exceeding 35 pounds of mail matter shall be placed in a catcher pouch. Letter mail shall be given preference; and when the mail matter to be sent exceeds 35 pounds, the excess shall be despatched by local train, if there be one. Weight of mail in catcher pouches.—not to exceed 35 pounds.

MAIL MATTER AT OFFICES IN TRANSIT

752. At all intermediate offices on star routes where no time is specified the mails shall be opened and closed within 10 minutes. If this time be too short, the postmaster shall apply to the Second Assistant Postmaster General for an extension. On railroad and steamboat routes there shall be no more delay than is necessary to receive and deliver the mails. Time for opening and closing at intermediate offices.—extension of.

2. Whenever a pouch of mail in transit on a star route is passed along without being opened, a note shall be made on the postmaster's transit registry record to show that the pouch was passed unopened to the next office, giving the reason and the date. Record of passage of pouch unopened.

See sec. 1868 as to pouches which cannot be opened; sec. 1881 as to defective locks on pouches and forwarding of mail bag which cannot be opened.

753. When a pouch is received addressed to another office or railway post office, and, on account of being delayed, is opened and the contents distributed in order to advance the mail, the label of such pouch shall be marked "Distributed," postmarked, and sent direct to the office of destination, if addressed to a post office, or to the chief clerk (if known, otherwise to the superintendent) of the railway post-office line addressed, so that the pouch may be properly accounted for. Unless there is reason to think the pouch has been lost or stolen, the postmaster may defer reporting nonreceipt of pouch for 12 hours after pouch is due, or until arrival of next following mail; then if label is received, no report need be made. Report of pouches in transit opened to advance mails.

2. When a pouch due to be made up for a post office or railway post office is not made up for any reason, the label for such pouch shall be indorsed "Not made up," with reasons therefor, and be disposed of in the same way as labels referred to in paragraph 1. Pouches "Not made up."

3. Labels from emergency or irregular pouches shall be sent by the post office or railway post office addressed, with a statement showing how and when received, to the post office of origin; or if made up by a railway post office, to the chief clerk (if known, otherwise to the superintendent) of that railway post Disposition of labels from emergency or irregular pouches.

INSERT NO. 6. ORDER NO. 15181.

FEBRUARY 27, 1941.

Section 753 of the Postal Laws and Regulations is amended to read as follows:

"4. When sealed sacks or pouches are made up by a Sea Post Office arriving at New York, the labels taken therefrom shall be sent to the Superintendent, Railway Mail Service, New York, N. Y. If made up by a trans-Pacific Sea Post Office, the labels shall be sent to the Superintendent, Railway Mail Service, San Francisco, California."

Package or sack without slips.

3. If any package or sack arrives without slips, the chief clerk, Railway Mail Service, shall be promptly notified of the fact, and the name of mailing office given, if known, and the label shall be sent to him.

Irregularities to be reported.

4. Any irregularities in the receipt or dispatch or forwarding of any mail shall also be promptly reported.

Mail improperly distributed

5. Any mail received at any post office which has not been properly distributed or made up by railway postal clerks shall

INSERT No. 66. ORDER No. 17280.

MARCH 14, 1942.

Amend section 759, paragraph 6, to read:

6. Missent packages of letters and papers shall be checked on the slip that is on or in the package, as follows:

Missent pkg. of
— letters (for
papers), all for

John Smith, P. M.
(Postmark)

and the slip shall be forwarded to the division superintendent, Railway Mail Service, with the label of the pouch or sack. If there is no slip on the package, check on a blank slip and forward as above. If the pouch or sack is not labeled, that fact shall be stated. A package of papers is construed to mean a tie-out under a separate label of more than one piece of separately wrapped and addressed mail matter other than letters.

dressed mail matter other than letters.

Misdirected packages to be checked.

7. Misdirected packages of letters and papers shall be checked in the same manner as a missent package, except the word "Misdirected" shall be substituted for "Missent."

Missent or misdirected pouches or sacks.

8. Missent or misdirected pouches and sacks shall be reported as prescribed in paragraph 6 for missent packages. The labels shall be forwarded in all these cases.

Facing slips to be sent to chief clerk.

9. All slips received upon packages of letter or circular mail, or in sacks of newspaper mail, upon which errors have been noted shall be preserved and sent to the chief clerk daily from first- and second-class offices and weekly from all others.

See sec. 763 as to examination for insufficiently paid matter, etc.; sec. 810, par. 6, as to reporting the mis-sending, delay, or damage of ordinary mail and special delivery ordinary mail.

Missent matter to be promptly forwarded.

760. Whenever, on opening the mails at a post office, matter is found therein directed to other post offices of the same name in other States, or which in any manner has been missent to such office for delivery, it shall at once be plainly stamped or marked with the word "Missent," also with the postmark of the office, and forwarded by next mail to destination.

Mail left in bag.

2. If mail belonging to an intermediate office is found in a pouch when opened, it shall be sent back by the return pouch.

Backstamping. — registered, special-delivery mail, motion-picture films.

761. All registered mail of whatever class and all special-delivery letter mail received for delivery at any post office shall be backstamped once over the flap of the envelope or wrapper to show the post office and State and date of receipt at such office. When registered first-class mail or a special-delivery letter is addressed for delivery through a station or branch of a post

Paragraph 2, section 768, Postal Laws and Regulations, is amended to read as follows:

"2. Postmasters at other than city-delivery post offices shall not affix postage-due stamps to part-paid or unpaid matter of any class until the delivery thereof has been requested. No postmaster shall affix postage-due stamps to part-paid or unpaid matter of the third or fourth class unless there is good reason to believe that the delivery thereof can be effected, as in the case of matter returned to the sender under his pledge guaranteeing the payment of return postage. Postage-due stamps shall not be affixed to matter forwarded by request of addressee, returned to writer, or sent to the Division of Dead Letters and Dead Parcel Post, or a branch thereof, or to post offices at division headquarters of the Railway Mail Service."

—at city-delivery offices, as soon as received.

way Mail Service.

3. At city-delivery post offices postage-due stamps shall be affixed to all part-paid or unpaid mail of the first and second classes as soon as received unless a forwarding order is on file, in which case first-class mail prepaid at least one full rate shall be forwarded without affixing due stamps.

See sec. 769 as to forwarding mail.

When no postage-due stamps on hand.

4. When postmasters have no postage-due stamps on hand they shall collect the amount of postage due, and as soon as they obtain such stamps an amount equal to the postage collected shall be affixed to a sheet of paper, canceled, and forwarded to the Third Assistant Postmaster General, Division of Classification, with a statement of the facts.

See sec. 773 as to attaching postage-due bill to matter forwarded with postage-due stamps affixed; sec. 1320 as to deficiency in postage on registered matter; and sec. 148 as to timely requisition for stamp supplies.

Matter received accompanied by postage-due bill.

5. When matter is received at any post office, returned to writer, or forwarded from another office on which postage-due stamps have been affixed and canceled, and which is accompanied with a postage-due bill, as provided in section 773, such bill shall be returned to the postmaster from whom it is received, accompanied with uncanceled postage-due stamps in the amount named thereon. Upon the delivery of such matter the proper postage shall be collected.

Due bill to be returned, how.—delivery of matter.

See sec. 258 as to claim for postage-due stamps canceled on matter not delivered, forwarded to foreign country, or undelivered foreign matter where postage-due bills are not returned or returned without stamps affixed, and where matter is forwarded to foreign country; sec. 308 as to postage due on returned second-class matter.

FORWARDING OF MAIL MATTER

Forwarding of mail matter. First-class mail. 39 U. S. C. 410.

769. Prepaid letters shall be forwarded from one post office to another, at the request of the party addressed, without additional charge for postage.

Perishable matter. 39 U. S. C. 276.

2. Under such regulations as the Postmaster General may prescribe, fourth-class matter of obvious value which is of a perishable nature may be forwarded to the addressee at another post office charged with the amount of the forwarding postage * * *. Other undeliverable matter of the second, third, and fourth classes may be forwarded to the addressee or to such

Second-, third-, and fourth-class matter.

Mail addressed to box number.

7. Mail addressed merely to the number of a box may be delivered to the holder thereof as long as no improper or unlawful business is conducted in this manner.

See sec. 1828, par. 12, regarding the treatment of registered matter addressed to no particular person or firm.

Matter without postage not to be put in boxes.

8. Bills and circulars shall not be placed in boxes by postmasters for themselves or anyone else without payment of regular postage thereon.

Mail in lock boxes to be handed out, when.

9. Postmasters may hand out mail from lock boxes or drawers when the holder or such person as may be authorized to take the mail has forgotten the key or cannot open the box.

Discrimination in handing out mail forbidden.

10. No discrimination in favor of box renters shall be made in the delivery of mail, but each person shall be served in his turn.

See sec. 486 as to rental of boxes.

Delivery of mail at city delivery offices.

782. All mail addressed to residences and business houses within the city delivery limits of a city or town shall, as far as possible, be delivered by letter carriers.

—by carrier, except.

2. Mail addressed to street and number shall be delivered by letter carriers unless the addressee directs otherwise. If a patron so direct, all of his mail, however addressed, shall be delivered by carrier or through his post-office box; otherwise it shall be delivered as addressed.

See sec. 779 as to the use of general delivery by residents served by carriers; sec. 1854 as to delivery of registered mail.

INSERT No. 82. ORDER No. 18289.

JULY 21, 1942.

CITY DIRECTORIES

Use of, in Ascertaining Addresses

Section 783, Postal Laws and Regulations, is hereby amended to read as follows:
 "At letter-carrier offices where a city directory is available it shall be used when necessary to ascertain the addresses of persons to whom letters are directed. . . .
 "(See Official Postal Guide, caption 'Directory Service.')

the street addresses have been omitted, the directory shall not be used to supply such omissions, and all such circulars, etc., which cannot be delivered through boxes or by letter carriers shall be placed in the general delivery to await call.

Pension letters.—not deliverable when.
 38 U. S. C. 50.
 Supp. V.

784. Pensions, compensation, insurance, or other allowances or benefits provided for by laws administered by the Veterans' Administration shall be paid by checks drawn, pursuant to certification by the Administrator of Veterans' Affairs, by the Division of Disbursement of the Treasury Department in such form as to protect the United States against loss, without separate vouchers or receipts, and payable by the Treasurer of the United States, except in any case in which the Administrator of Veterans' Affairs may consider a voucher necessary for

Return of undelivered letters.
39 U.S. C. 409.
—time specified.

800. When the writer of any letter on which the postage is prepaid shall indorse on the outside thereof his name and address, such letter shall not be advertised, but, after remaining uncalled for at the office to which it is directed the time the writer may direct or the Postmaster General prescribe, shall be returned to the writer without additional charge for postage, and if not then delivered, shall be treated as a dead letter.

Limitation.

2. The writer's card request for the holding of a letter for a period shorter than 3 days or longer than 30 days shall be disregarded, except that a special-delivery letter bearing the specific request that it be returned to the writer if immediate delivery cannot be effected shall be so returned.

—time altered by sender.

3. The sender of a letter bearing a specific return request may by subsequent written instruction to the postmaster at the office of delivery lengthen or shorten the time originally allowed for delivery, but no letter shall be returned in less than 3 days (except as provided in sec. 730 as to the recall of mail) nor held for delivery more than 30 days.

Addressee's request for retention not valid.

4. Mail matter of the first class bearing the sender's return request shall be returned at the expiration of the time specified in the request, regardless of instructions from the addressee for the retention of his mail. Such matter placed in a patron's rented post office box shall

JULY 21, 1942.

INSERT No. 83. ORDER No. 18290.

SENDER'S RETURN REQUEST TO BE DISREGARDED, WHEN

Paragraph 5, section 800, Postal Laws and Regulations, is hereby amended to read as follows:

"5. First-class, ordinary mail, specifically addressed to street and number, building, rural route, or post-office box, bearing the sender's return request, which cannot be delivered as addressed . . . and which is properly endorsed 'Removed—Left no address' shall be returned promptly to the sender without directory service and without regard to the number of days specified or implied by the return card thereon. Such mail shall not be placed in the general delivery nor held to await call.

"(See Official Postal Guide, caption 'Directory Service' and section 780 as to the holding of mail without return cards at the addressee's request.)"

letters.
—time not specified.

801. Ordinary mail of the first class (except that described in par. 5 of sec. 800 and single postal cards and post cards), bearing the name and address of the sender without a request specifying a number of days, which after proper service remains undelivered shall not be advertised but shall be returned to the sender at the expiration of—

—when to be returned.

Five days if intended for delivery by village or rural carrier.
Ten days if intended for general delivery service at an office having city carrier service.

Fifteen days from offices not having city carrier service unless intended for delivery by village or rural carrier.

—official mail.

2. Unclaimed official mail sent under penalty envelope or label or the frank of a Member of Congress and unclaimed reports and bulletins sent out from State agricultural colleges (in accordance

with sec. 620) and from agricultural experiment stations (as provided in par. 3, sec. 622) shall be returned to the office of mailing if it is known. If the office of origin can not be ascertained, such mail shall be returned to the post office at Washington, D. C.

3. A request upon a drop letter for its return to the writer at another post office shall not be complied with unless the letter is prepaid with one full rate of postage. —drop letters..

4. An unclaimed letter bearing the card of a hotel, school, or college, or other public institution printed upon the envelope as an advertisement shall not be returned unless the card includes a printed or written request for return. —cards of hotels, schools, etc.

5. If a prepaid letter bearing a return card is opened inadvertently or upon a wrong delivery and is undeliverable, it shall be returned to the writer without additional charge. (See sec. 794.) —inadvertently opened letters.

6. An undelivered letter or other matter of the first class bearing a return card and prepaid one full rate, but not wholly prepaid, shall be returned to the mailing office to be delivered to the sender upon his payment of the postage due. —short-paid letters.

7. Every piece of domestic first-class mail returned in accordance with the sender's return card shall bear on its face an indorsement of the reason for its return, as prescribed by section 806, and shall also be indorsed "Returned to writer," and bear a postmark showing the date of return and the name of the post office from which returned. The original address shall be canceled, but shall not be obliterated or rendered illegible. —indorsement of reason.

See section 2227 as to indorsement of foreign mail.

8. Undeliverable mail bearing the card of the White House, the Speaker's room (House of Representatives), the United States Senate, or of the House of Representatives, with or without postage stamps affixed, shall be returned direct to the Washington, D. C., post office and not sent to the Division of Dead Letters and Dead Parcel Post. —mail from White House, Senate, etc.

UNDELIVERABLE AND UNCLAIMED DOMESTIC MAIL MATTER. —undelivered postal and post cards.

INSERT NO. 38. ORDER NO. 16411.

NOVEMBER 6, 1941.

Section 802, Postal Laws and Regulations, 1940, is amended to read as follows: "Unpaid, misdirected, unmailable, and unclaimed domestic postal cards and post cards, whether single or double and whether addressed for local delivery or otherwise, shall be returned to the sender only when they bear his return card in the upper left corner of the address side, together with a pledge to pay return postage. Such cards bearing the sender's return card and pledge to pay return postage shall be returned charged with postage due at the rate of 1 cent each, to be collected on delivery, as provided in section 805. This applies regardless of whether in the case of double cards postage has been prepaid on the reply portion. Care shall be taken in indorsing and returning double cards not to deface delivery, and the sender shall be held responsible for the return of such cards."

domestic cards shall be held for return. If not delivered, shall be destroyed or disposed of as waste by postmasters, except that such as are obscene or scurrilous shall be sent to the Division of Dead Letters and Dead Parcel Post, and those that bear uncanceled postage stamps shall be sent

to the proper branch of the Division of Dead Letters and Dead Parcel Post. Before being disposed of as waste, the written communications shall be canceled or mutilated

"2. All other undeliverable domestic cards shall be held for reclamation 2 weeks and then, if not delivered, shall be destroyed or disposed of as waste by postmasters, except that such as are obscene or scurrilous shall be sent to the Division of Dead Letters and Dead Parcel Post, and those that bear uncanceled postage stamps shall be sent to the proper branch of the Division of Dead Letters and Dead Parcel Post. Before being disposed of as waste, the written communications on undeliverable cards shall be canceled or mutilated so as to prevent the improper use of the correspondence."

claimed printed matter.
39 U. S. C. 411.
—regulations as to.

506. The Postmaster General may provide, by regulations, for disposing of printed and mailable matter which may remain in any post office, or in the department, not called for by the party addressed; but if the publisher of any refused or uncalled-for newspaper or other periodical shall pay the postage due thereon, such newspaper or other periodical shall be excepted from the operation of such regulations.

Matter without value to be treated as waste paper, except.

2. Domestic printed matter, obviously without value, including printed single postal cards, and post cards, and double post cards not having postage prepaid on reply portion, which are not returnable under the conditions prescribed in paragraph 1, section 802, shall not be sent to the Division of Deal Letters and Dead Parcel Post or a branch thereof when unclaimed, except that upon which postage is due, but shall be disposed of as waste paper, and the proceeds accounted for as other postal revenue. (See sec. 101.)

Note.

NOTE.—Printed matter of obvious value means such as sheet music, pictures, photographs, books, or pamphlets likely to be of any special use or value to the addressee.

Undeliverable perishable matter.
39 U. S. C. 261.

804. Under such regulations as the Postmaster General may prescribe, undeliverable parcels containing perishable matter may be sold and the amount realized, less a commission of 10 per centum, but in no case less than 15 cents, shall be remitted to the sender or other rightful owner.

—when it may be disposed of by sale or otherwise.

2. (a) Undeliverable parcels containing live day-old poultry, dressed poultry, fresh meats, fish, vegetables, fruits, berries, cut flowers, nursery stock, eggs, hides and pelts, or other perishable articles, may, when there is insufficient time to forward them to the addressee at a new address or return them to the sender before the contents would spoil (72 hours from time of hatching with respect to live day-old poultry—see sec. 594, par. 2) be disposed of by postmasters by sale through competitive bidding. Postal employees are strictly forbidden to submit bids at such sales nor shall bids be accepted from or on behalf of the original addressee of such perishable article or articles. The amount realized, less a commission of 10 percent, but in no case less than 15 cents, shall be remitted to the sender or other rightful owner, or the net amount

tory, or part of a State in which the office of detection is located, except that such matter detained at offices in the lower peninsula of Michigan shall be sent to the postmaster at Chicago, Ill. —exception.

(b) Mail matter addressed to foreign countries, posted in violation of law or treaty stipulation and bearing a return address, shall be returned at once without charge to the sender with reason for return properly endorsed thereon. All such matter without return address, except that of the first class in letter form, shall be listed on Form 1522 and dispatched to the Division of Dead Letters and Dead Parcel Post or proper dead parcel post branch, where it shall be treated and finally disposed of in the same manner as ordinary domestic matter; provided, however, that matter of foreign address which is found to be undeliverable and of obvious value shall be held in the dead parcel post branch 6 months awaiting reclamation.

See secs. 723 and 724 as to return of matter to sender before dispatch where postage is unpaid, or the matter is misdirected, without payment where applicable to returning local matter redirected to

UNDELIVERABLE MATTER—"DECEASED" INDICIA RESTRICTION

INSERT NO. 71. ORDER NO. 17412.

APRIL 1, 1942.

Section 806, Postal Laws and Regulations, is hereby amended to read as follows:

"806. Upon every undelivered article of mail matter shall be indorsed or stamped the reason for nondelivery, using a term that is applicable and easily understood, such as: 'Moved—no address,' 'Unknown at address,' 'No such number,' 'No such street,' 'Refused,' * * * 'Firm dissolved—no order,' 'In dispute,' 'House quarantined,' or such other term as clearly explains the failure of delivery, except that the indorsement 'Deceased' shall be provided only on letters containing veterans' checks which are subject to the provisions of law, Sec. 784; and when the indorsement 'Deceased' is improper or when no other reason can be ascertained the matter should be indorsed 'Unclaimed.' At offices having city or village delivery service, mail properly distributed to a carrier, but which he is unable to deliver, shall be indorsed by the carrier with the correct reason for nondelivery and the indorsement shall include the initials of the carrier and the number of the route served by him. In indorsing or stamping undelivered matter the original address or postmark shall not be defaced or obscured. "See Sec. 2227 as to indorsement of foreign mail."

sions of section 773 relating to postage-due bill shall be observed. been affixed.

UNDELIVERABLE SECOND-CLASS MATTER

808. When copies of any publication of the second class, mailed by a publisher at the pound rate or free in the county of publication, are undeliverable at the address thereon, the postmaster at the office of destination shall promptly notify the publisher of the fact, giving the reason therefor, and copies received five weeks after the mailing of the notice to the publisher, and in no instance until two successive issues thereof have been

Undeliverable second-class matter. 39 U. S. C. 277. —publisher to be notified of. —returned to publisher charged with postage at third-class rate.

tory, or part of a State in which the office of detention is located, except that such matter detained at offices in the lower peninsula of Michigan shall be sent to the postmaster at Chicago, Ill. —exception.

(b) Mail matter addressed to foreign countries, posted in violation of law or treaty stipulation and bearing a return address, shall be returned at once without charge to the sender with reason for return properly endorsed thereon. All such matter without return address, except that of the first class in letter form, shall be listed on Form 1522 and dispatched to the Division of Dead Letters and Dead Parcel Post or proper dead parcel post branch, where it shall be treated and finally disposed of in the same manner as ordinary domestic matter; *provided, however,* that matter of foreign address which is found to be undeliverable and of obvious value shall be held in the dead parcel post branch 6 months awaiting reclamation.

See secs. 723 and 724 as to return of matter to sender before dispatch where postage is unpaid, or the matter is misdirected, without payment to sending local matter redirected to

UNDELIVERABLE MATTER—"DECEASED" INDICIA RESTRICTION

INSERT No. 71. ORDER No. 17412.

APRIL 1, 1942.

Section 806, Postal Laws and Regulations, is hereby amended to read as follows:

"806. Upon every undelivered article of mail matter shall be indorsed or stamped the reason for nondelivery, using a term that is applicable and easily understood, such as: 'Moved—no address,' 'Unknown at address,' 'No such number,' 'No such street,' 'Refused,' * * * 'Firm dissolved—no order,' 'In dispute,' 'House quarantined,' or such other term as clearly explains the failure of delivery, except that the indorsement 'Deceased' shall be provided only on letters containing veterans' checks which are subject to the provisions of law, Sec. 784; and when the indorsement 'Deceased' is improper or when no other reason can be ascertained the matter should be indorsed 'Unclaimed.' At offices having city or village delivery service, mail properly distributed to a carrier, but which he is unable to deliver, shall be indorsed by the carrier with the correct reason for nondelivery and the indorsement shall include the initials of the carrier and the number of the route served by him. In indorsing or stamping undelivered matter the original address or postmark shall not be defaced or obscured.

"See Sec. 2227 as to indorsement of foreign mail."

Instruction

Postmasters are directed to delete the work "Deceased" from composite stamps used in indorsing reasons for return of mail to sender.

All delivering employees and others involved in the return of mail to the sender are to initial this order. (First Assistant.)

(Postal Bulletin No. 18423, April 13, 1942.)

UNDELIVERABLE SECOND-CLASS MATTER

808. When copies of any publication of the second class, mailed by a publisher at the pound rate or free in the county of publication, are undeliverable at the address thereon, the postmaster at the office of destination shall promptly notify the publisher of the fact, giving the reason therefor, and copies received five weeks after the mailing of the notice to the publisher, and in no instance until two successive issues thereof have been

Undeliverable second-class matter. 39 U. S. C. 277. —publisher to be notified of. —returned to publisher charged with postage at third-class rate.

CHAPTER 5

DEAD MAIL MATTER

WHERE TO BE SENT

813. Undeliverable and unmailable matter which is not returned to senders from post offices (except that for which other treatment is provided), shall be forwarded by postmasters and other employees of the Postal Service in the following manner.

Undeliverable and unmailable matter, where forwarded.

2. (a) Such matter reaching any post office in the Territory

Dead-letter service in Hawaii, Virgin

LIMITING ESTABLISHMENT OF DEAD-LETTER BRANCHES

INSERT NO. 70. ORDER No. 17427.

MARCH 24, 1942.

Paragraph 2 (b), section 813, Postal Laws and Regulations, is hereby amended to read as follows:

"(b) Such matter of the first class reaching any post office of the first class shall be treated in the dead-letter branch of that office: provided, that post offices located at or near military posts or naval bases and other offices whose advancement to the first class subsequent to July 1, 1941, is due to conditions resulting from the present national emergency shall not become dead-letter branches but shall continue to dispose of undeliverable and unmailable first-class matter, also money and stamps found loose in the mails, as provided in existing regulations for offices of the second, third, and fourth classes. Such matter of the first class reaching post offices of the second, third, and fourth classes shall be sent to the central-accounting post office. * * * (See secs. 822 to 828 and 2227.)"

Instruction

In conformity with the foregoing amendment, post offices advancing to the first class will not assume any of the functions or duties of dead-letter branches unless so instructed by the First Assistant Postmaster General. In the absence of these instructions such offices will continue to handle undeliverable matter as prescribed for offices of the second, third, and fourth classes. (Postal Bulletin No. 18423, April 13, 1942.)

See section 806, paragraph 10 (b), for the treatment of mail matter received in violation of law or treaty stipulations.

MAKING RETURNS FROM POST OFFICES

814. Dead matter, or that of the first class and obscene, scurrilous, or lottery matter of any class, which is to be sent from the post office of address to the Division of Dead Letters and Dead Parcel Post or branch thereof, and that of the third and fourth classes which is to be sent to post offices at division headquarters of the Railway Mail Service, shall be made up as follows:

Classification of dead matter.

(a) Unclaimed matter: That which is not called for and cannot be delivered or returned as provided in sections 723 and 801 to 805, other than matter of the second class, treated as waste paper, as provided in sections 804 and 808.

—unclaimed.

(b) Refused matter: That which for any reason the parties addressed decline to receive, other than matter of the second

—refused.

Postage on returned parcels.

5. A parcel of fourth-class mail returned to the sender from the Division of Dead Letters and Dead Parcel Post or post offices at division headquarters of the Railway Mail Service shall be charged with postage at the zone rate from Washington, D. C., or such division headquarters, together with an additional charge for postage at the zone rate from the post office where the matter was originally detained to Washington, D. C., or such division headquarters.

DISPOSITION OF LETTERS WITHOUT VALUABLE ENCLOSURES:

DISCONTINUING THE BURNING OF DEAD LETTERS

INSERT No. 69. ORDER No. 17426.

MARCH 24, 1942.

Paragraph 2, section 827, Postal Laws and Regulations, is hereby amended to read as follows:

"2. Letters containing personal correspondence only not returned to the writers shall be * * * mutilated by tearing across two ways and shall be sold as waste paper. Undeliverable advertising matter mailed under first-class postage shall be sold as waste paper without mutilation."

Instruction

In view of the paper shortage, the burning of dead letters will be discontinued during the present emergency, as directed in the foregoing amendment to section 827. In lieu thereof dead letters containing personal correspondence shall be torn in two twice, in two different directions, and then thrown with waste paper to be sold. The envelopes need not be torn. Dead letters consisting of advertising matter mailed under first-class postage shall not be mutilated but thrown into the waste immediately upon examination of contents. (Postal Bulletin No. 18423, April 13, 1942.)

turned to the owner or sender of the same or otherwise disposed of as the Postmaster General may direct.

Third- and fourth-class matter received by Division of Dead Letters and Dead Parcel Post.—destruction of, except.

2. All domestic matter of the third or fourth class received by the Division of Dead Letters and Dead Parcel Post, its branches, or post offices at division headquarters of the Railway Mail Service, which is unmailable under sections 597 to 601, shall be destroyed or otherwise disposed of under the direction of the superintendents or the postmasters, except when it can be ascertained therefrom by whom it was deposited in the mails, in which case the matter shall be held and the fact reported to the Chief Inspector, or unless on submission to the Postmaster General he shall direct its preservation as evidence or other disposition.

Sealed matter which is non-mailable.

3. Sealed matter declared nonmailable by law and received by the Division of Dead Letters and Dead Parcel Post, its branches, or post offices at division headquarters of the Railway Mail Service shall be disposed of in accordance with the order of the Postmaster General.

Matter forbidden delivery under "fraud orders."

4. All mail matter the delivery of which is forbidden by order of the Postmaster General under sections 604 and 605, which is received by the Division of Dead Letters and Dead Parcel Post, its branches, or post offices at division headquarters of the Railway Mail Service, shall be treated in accordance with such order.

See sec. 2232 as to treatment of obscene, lottery matter and matter of an immoral character.

Information as to chutes.

Hours of collection.

Regulations to become part of contract.

Postmasters to control location of boxes.

Boxes to be supplied with time cards.

Care of street letter boxes and keys.

List of boxes.

12. Printed cards, properly framed, dustproof, and glazed and giving information as to the use of mail chutes and receiving boxes, as well as stating that the hours of collection are posted on the receiving box and calling attention to the penalties for tampering with mail equipment, shall be attached to each mail opening. The card on the receiving box shall be completed to show the hours of collection therefrom.

13. These regulations shall be printed on the back and become a part of every contract hereafter entered into between manufacturers or owners of mailing chutes and receiving boxes for the erection and use of such chutes and boxes and the proprietor or lessee of the building in which they are located.

944. Postmasters may locate boxes within the city delivery limits in places where, in their judgment, they are most needed.

945. All letter boxes shall be supplied with time cards showing the hours at which collections are made therefrom.

946. A list of street letter boxes, giving number and location, shall be kept in the post office.

2. Letter boxes shall be kept in repair and in neat condition.

PRIVATE EXPRESS

INSERT No. 80. ORDER No. 18111.

JULY 3, 1942.

Section 2255, Postal Laws and Regulations, 1940, is amended by annexing thereto the following:

NOTE.—See Sec. 1711. (Postal Bulletin No. 18459, July 6, 1942.)

LETTER BOX EQUIPMENT END OF MONTH REPORT ON GENERAL CONDITION
DISCONTINUED

INSERT No. 81. ORDER No. 18112.

JUNE 29, 1942.

Paragraph 3, Section 946, Postal Laws and Regulations, is hereby amended to read as follows:

"3. Whenever a letter box is broken or the time card thereon defaced, the carrier on whose route the box is located shall promptly report the facts to the postmaster . . . Broken or unserviceable letter boxes and package boxes that cannot be easily and cheaply repaired shall be thoroughly demolished and sold as waste postal material. Postmasters shall charge themselves in the quarterly postal account with the proceeds of such sales. (See sec. 101.)" (Postal Bulletin No. 18459, July 6, 1942.)

thereof.

keys to the person designated by the postmaster to receive them, except that carriers who make early morning collections and carriers engaged in late collections who end their tour of duty in the field, at a distance from the post office, may be permitted to retain their keys overnight.

—loss to be reported.

6. The loss of a mail key by a carrier shall be reported immediately to the First Assistant Postmaster General, Division of Post Office Service. The report shall contain the name of the carrier and the number of the key, as well as a full statement of the circumstances surrounding the loss.

See sec. 1895 as to loss of key.

Private boxes.

947. Private mail receptacles should be used to facilitate the delivery of mail. When designated by the owner or user there-

and await specific instructions before taking other action in the matter.

Permanent changes of travel.
—report to be made to department.

3. Postmasters shall make prompt report to the department of any permanent changes of travel by rural carriers from the line of their routes as officially described, due to changes in roads by State or local authorities, or for other reasons, and should make recommendation for withdrawal of service from retraces or other portions of routes not regularly traveled, or on which the number of families served and the amount of mail delivered and collected do not warrant continuance of service thereon. They should make suggestions for extensions of routes for the supply of families not easily accessible to facilities, or to more conveniently serve patrons when, in their opinion the number of families, the distance they reside from rural or star routes or post offices and the condition of the roads to be covered warrant such extensions.

—extensions of routes.

Inspection trips and reports.

970. Postmasters, their assistants, or other competent employees shall make a trip of inspection over the rural routes each year in the month of May. The inspections shall be made without expense to the Department. Report of each inspection shall be prepared in duplicate on Form 4248. The original of the form shall be promptly submitted to the Second Assistant Postmaster General, Division of Rural Mail, and the copy shall be filed in the post office.

Carriers subordinate to postmasters.

971. Rural carriers shall be subordinate to the postmasters at the offices to which they are attached and shall comply with their instructions and obey their orders, subject to directions from the department.

Assistance in separating.
—permitted, when.

972. Postmasters shall not permit rural carriers, without specific authority from the Department, to handle or have access to mail other than that of patrons of their routes. Postmasters shall obtain permission from the Department to allow rural carriers to assist in the separation of second-, third-, and fourth-class matter when such action is necessary to enable

INSERT No. 28. ORDER No. 16226.

September 22, 1941.

Section 973, paragraph 1, Postal Laws and Regulations, is hereby amended to read as follows:

The salary of carriers in the Rural Mail Delivery Service for serving a rural route of thirty miles six days a week shall be \$1,800; on routes less than thirty miles, \$60 per mile per annum for each mile or major fraction thereof. The Postmaster General may, in his discretion, allow and pay such additional compensation as he may determine to be fair and reasonable in each individual case to rural letter carriers serving heavily patronized routes not exceeding forty-two miles in length: *Provided*, That in no case shall the total compensation of a rural letter carrier serving a heavily patronized route of forty-two miles or less in length exceed \$2,100 per annum, exclusive of maintenance allowance: *Provided further*, That the Postmaster General shall include in his annual report to the Congress the number and names of the routes on which increases have been made. Each rural carrier assigned to a route served six days in a week shall receive \$20 per mile per annum for each mile or major fraction thereof said route is in excess of thirty miles, based on actual mileage, and each rural carrier assigned to a route served three days in the week shall receive \$10 per mile per annum for each mile or major fraction thereof said route is in excess of thirty miles, based on actual mileage" (39 U. S. C. 197; Act of July 30, 1941. (Public 195), effective August 1, 1941.)

they shall not be required to take such fourth-class mail or mail to be relayed in quantities in excess of the reasonable capacity of their conveyances after making provision for the loading of the mails for the rural routes, nor make any additional trips or travel, nor leave their conveyances out of their sight or at a greater distance than 50 yards in order to perform this work.

Delinquencies.
—penalty for.
39 U. S. C. 207.

980. The Postmaster General may, in his discretion, whenever for disciplinary purposes he deems it advisable to do so, reduce temporarily the pay of rural carriers. In no case shall such a reduction in pay be of more than one grade as fixed by law, nor extend over a greater period of time than one year.

Discipline.

2. A rural carrier may be reprimanded, temporarily reduced in pay, suspended from duty, or removed from the service, in accordance with the gravity of the offense, for dishonesty, immorality, intoxication, or improper conduct of any character; irregularities in the transaction of money-order, registry, insured, or C. O. D. parcel-post business; for continued failure, without excuse, to serve his route completely; unsatisfactory service, neglecting to take mail to and from a post office which he has been ordered to serve; for leaving behind or throwing off any portion of the mail; for allowing the mail or any part of it to be damaged, lost, or destroyed; for frequent failures to reach an intermediate office at about the same time each day; for total or partial abandonment of service, or for persistent insubordination disregard of the orders of the department or of postmaster.

Leave of absence.

981. Carriers in the service on the 1st day of July may be granted 15 days' annual leave at any time during the fiscal year

INSERT No. 4. ORDER No. 15062.

FEBRUARY 4, 1941.

Section 981, paragraph 2, Postal Laws and Regulations, is hereby amended to read as follows:

"A rural carrier serving in court as a witness for the Government, serving on a jury in a Federal court, or serving as a member of a Civil Service Examining Board shall be allowed leave with pay, not to be charged to his annual leave credit, during the period of such service. A rural carrier serving on a jury in a State court shall be allowed leave with pay, not to be charged to his annual leave credit, but the disbursing postmaster shall deduct from the salary otherwise payable to such carrier an amount equal to the compensation or fees received for jury service in the State court, except that such deduction shall not exceed the amount of salary otherwise payable for the days of absence on jury duty."

Leave of absence without pay.

982. Postmasters may, in addition to the leave of absence with pay provided bylaw, grant leave of absence without pay for not exceeding 30 days in any one fiscal year to rural carriers without making report thereof to the department. Entries of such leave shall be made on Form 4251. Applications for leave of absence to cover a longer period in cases of illness, or disability received in the service, shall be submitted by the post-

on rural routes, the postmasters at distributing offices shall notify the patrons affected and the road supervisors or officials in charge of such matters and request that the necessary repairs be made, using for the purpose Forms 4024 and 4024-A. If the repairs are not made within a short time the postmaster shall report the facts to the Second Assistant Postmaster General, Division of Rural Mails, with recommendation for an amendment of the route to withdraw it from impassable or unsuitable roads. Postmasters shall in like manner

INSERT No. 58. ORDER No. 17184.

FEBRUARY 23, 1942.

Section 995, paragraph 1, Postal Laws and Regulations, is hereby amended to read as follows:

"Rural carriers shall serve their routes as ordered by the department and as officially described, except in cases of emergency, when they shall make such deviations and use such roads as may be available and will enable them to serve the greatest possible number of their patrons. When the deviations involve but slight additional travel and are likely to be of short duration, reports thereof to the department are not necessary. If the changes from the established route are of considerable extent, prompt and full report shall be made to the Second Assistant Postmaster General, Division of Rural Mails."

—postmasters to make reports regarding.

changes from the established route are of considerable extent, or likely to be necessary for a period of at least two months, prompt and full report shall be made to the Second Assistant Postmaster General, Division of Rural Mails.

Assistant to carrier.

2. A rural route shall be served each schedule day when by the use of suitable equipment the performance of the service is practicable. When essential to the performance of full service a rural carrier shall employ, at his own expense, some suitable person, preferably a bonded substitute, to assist him, and in such circumstances the assistant may accompany the regular carrier, if by such an arrangement more nearly complete service can be performed than otherwise would be possible. Ordinarily, when the employment of assistance is necessary, the person employed by the carrier shall, if practicable, serve a different part of the route from that covered by the regular carrier. A rural carrier when serving his route shall not be accompanied by any person to serve as driver or in any other capacity except as herein provided.

Service on tri-weekly routes.

3. When, owing to climatic or other conditions which cannot be controlled, a carrier serving one triweekly route is unable to perform service on the days prescribed by the department, he shall, if conditions permit, be required to perform service on the next working day.

Horseback service permitted, when.

4. Postmasters may permit carriers to perform service on horseback when, on account of storms or other causes, roads are temporarily impassable for vehicles. In such cases the mail shall be completely protected from loss or damage.

Funds received. —accounting for and disposition of.

996. Rural carriers shall account for and promptly pay over to the proper officials each schedule day all funds belonging to the United States which may come into their possession, and make proper disposition of any money entrusted to them as agents of the Post Office Department.

Unidentified mail.
—to be examined by carriers.

Two rural routes on one road.

Service where contagious disease prevails.

Special delivery at residence within half mile of route.

—see allowed.

—outside half-mile limit to patron's box.

—no fee allowed.

To whom delivery may properly be made.
Special-delivery matter, when to be deposited in patron's box.

—notice to patron, form of.

1025. When the addressee of mail received at a distributing office is unknown, such mail shall be placed in the hands of the rural carriers for possible identification and delivery before it is treated as undeliverable matter.

1026. A patron residing on a road traveled by two or more rural carriers may select the carrier by whom he prefers to have his mail delivered and collected, in which case only the designated carrier shall handle his mail. Unless such selection is made by the patron, each carrier passing the box shall deliver mail into it and collect therefrom any mail which he can expedite in dispatch or delivery, provided the box is on the right-hand side of the road as traveled by the carrier.

1027. A rural carrier shall deliver mail into the box of a patron in whose family a contagious disease exists, when this can be done without exposure to contagion, but no mail other than first-class mail or printed matter shall be collected from such box while quarantine is in force.

1028. Special-delivery mail addressed to a patron of a rural route who lives more than 1 mile from the post office shall be sent out by the carrier on his first trip after the receipt of such mail and shall be delivered by the carrier at the patron's dwelling or place of business, provided it is not more than one-half mile from the route and there is a passable road leading to it, for which service the carrier shall be paid the regular fee. If the patron resides more than one-half mile from the route, the mail, after being properly recorded, shall be delivered by the carrier into the patron's box the same as ordinary mail. (See sec. 1007 as to parcels too large for box.) In the latter case, or in any case where delivery is effected without extra travel or special effort, the special-delivery fee shall not be paid to the postmaster, the clerk in charge of a rural station, nor the rural carrier.

2. Special-delivery mail shall be delivered to the addressee or to some one authorized to receive his mail.

1029. If a rural carrier cannot make personal delivery of special-delivery matter at the residence or place of business of the addressee, it shall not be returned to the post office, but shall be deposited in the patron's box, and the carrier shall leave at the residence or place of business notice of nondelivery (Form 3055 41

INSERT No. 5. ORDER No. 15087.

FEBRUARY 7, 1941.

Paragraph 2, Section 1029, Postal Laws and Regulations, is hereby amended to read as follows:

"Special-delivery mail addressed to a patron of a rural route who resides within 1 mile of the post office or its delivery units, including rural stations, shall be delivered immediately by other than the rural carrier unless equally prompt and efficient delivery by the rural carrier is assuredly possible."

mail not collected and delivered en route.

—procedure.

mail addressed to a patron of his route which can be delivered before he returns to the office, he shall make proper entry on Form 3064, or on messenger's receipt book (Form 3051), as the

case requires, cancel the stamps, and make delivery in the regular way, and upon arrival at the distributing office promptly notify the postmaster or clerk in charge of such collection and delivery so that the proper entry can be made on the records.

See sec. 1076 as to amount of special-delivery charge.

1031. Special-delivery matter shall be transferred by one carrier to another at a point where regular exchange of ordinary mail is authorized, either in person or through a United States collection box, if such action will facilitate delivery. The carrier who makes or attempts to make delivery to the addressee shall be paid the regular fee by the postmaster at the office from which his route emanates.

Exchange of special-delivery matter by carriers.—allowed when effected how.—compensation for.

1032. A rural carrier starting from an office having city delivery service shall take a receipt on Form 3951 for special-delivery matter delivered. At other than city delivery offices receipts shall be taken on sheets (Form 3954). If receipts cannot be obtained on delivery, proper record shall be made of the reasons for failure to obtain them. (See secs. 1089 and 1090.)

Record and receipts.

1033. Special-delivery matter addressed for delivery along a rural route, beyond the special-delivery limits of an office, shall be recorded in the post office and treated in accordance with the regulations governing the handling of such mail.

Record of special-delivery matter in post office.

2. For recording special-delivery matter received, Form 3954, blank for

INSERT No. 41. ORDER No. 16488.

NOVEMBER 24, 1941.

Paragraph 3, section 1033, Postal Laws and Regulations, is hereby amended by substituting "Form 1594" for "Form 1907" in the fourth line of the paragraph.

rier, and at the end of each month shall pay him the fee earned, taking his receipt therefor on Form 1907.

payment.

1034. In registering special-delivery mail and in making delivery of registered special-delivery matter, the rules and regulations governing the registry system also shall be observed.

Registered special-delivery matter.—treatment of.

1035. During the first 15 days in the month of May of each year a count shall be kept and record made on Form 4240, in duplicate, of the number of pieces of mail delivered and collected on every rural route on which the service is daily, except Sunday; also of the number of applications for money orders received, of the value of stamps (including permit matter) on mail collected by the carrier, and of the value of the stamps and other stamped paper sold by the carrier. One copy of the report shall be forwarded promptly to the Second Assistant Postmaster General, Division of Rural Mails; the other shall be retained in the files of the post office.

Statistical reports to be prepared.—rural routes.

2. On all triweekly routes the same count and records shall be made as required on routes served daily except Sunday, except that they shall be made every schedule day of the year. Report shall be made to the Second Assistant Postmaster General on Form 4240, showing the business transacted on each of such routes only during the first 15 days in the month of May of each year.

—triweekly routes.

Expenditures by postmasters forbidden.

7. Postmasters shall not make expenditures on account of the rural service for the purchase or repair of service equipment, or for any other purpose, without specific authorization from the department.

Stamped-paper supplies.—sale of, by carriers.

1047. Rural carriers when on duty shall carry, for sale, a stock of postage stamps, postal cards, and stamped envelopes to the value of \$3 or more sufficient to meet the demands of purchasers. (See secs. 102 and 1024.)

—stock, how

INSERT NO. 27. ORDER No. 16203.

September 15, 1941.

Paragraph 2 of section 1047, Postal Laws and Regulations, is hereby amended to read as follows:

"2. The amount advanced by the postmaster shall be kept intact, and the stock of each carrier shall be replenished each schedule day by purchase from the postmaster from the proceeds of the sales of the day. The excess from sales of stamped envelopes accruing each day shall be turned over to the postmaster at the end of each trip, to be charged to his accounts as provided in section 153."

~~uses purchased~~ of them.

RURAL STATIONS

Establishment of rural stations.

1048. Rural stations shall be established and maintained in connection with rural delivery service when considered necessary to facilitate the transaction of postal business in communities where a considerable number of people would be seriously inconvenienced if compelled to transact business with the rural carrier only, or at such points where rural carriers are required to exchange mails and it is deemed inadvisable to establish post offices.

Clerk in charge, subordinate to postmaster.

2. A rural station shall be tributary to a post office and shall be in charge of a clerk subordinate to and under the control of the postmaster of such office, who shall frequently visit and inspect the station with a view to correcting irregularities and seeing that it is conducted properly.

Appointment.—compensation.—bond required.—quarters.

3. Clerks in charge of rural stations shall be appointed by the Postmaster General at an annual compensation fixed by him, and shall furnish bonds in a designated sum. The person appointed shall provide quarters and equipment suitable for the transaction of the business of the station. If call boxes or lock boxes are provided, the rentals must be at the rates prescribed by the regulations and paid to the Department.

Clerks in charge to exercise supervision over carriers.

1049. Clerks in charge of rural stations shall exercise supervision over rural carriers on routes emanating from their stations, shall receive and certify to the correctness of the required reports, and transmit them to the postmasters at the offices to which they are attached.

Functions.

1050. At rural stations mail shall be dispatched, received, and delivered, money orders issued, mail registered, and stamp supplies sold.

Receipt and dispatch of mails.

1051. Mail shall be supplied to rural stations by rural carriers unless otherwise specifically authorized. Mail for delivery at a rural station or for a rural route emanating therefrom shall be properly separated at the distributing office, tied in bundles,

eral shall at any time designate as a special-delivery post office. * * *

Special-delivery offices.

2. Special-delivery service shall be performed at every post office. Delivery shall be made within a radius of 1 mile of every post office, or delivery station, or branch of such post office, and within the delivery limits of every office having village or city-delivery service.

Regulations for special-delivery service.
39 U. S. C. 171.
—Postmaster General may prescribe

3. The Postmaster General shall prescribe suitable regulations, not inconsistent with law, for the performance of the immediate-delivery service, the keeping of the records and rendering of accounts thereof, and all matters connected therewith, and may prescribe the hours within which such immediate delivery shall be made at ———

NOVEMBER 24, 1941.

INSERT No. 43. ORDER No. 16490.

The note following paragraph 3, section 1075, Postal Laws and Regulations of 1940, is hereby rescinded and the following reference is substituted therefor:

"See section 2205 for special delivery service to Canada and other countries."

U. S. C. 107.
—postmasters responsible for.

~~Postmaster shall be responsible~~
for * * * (the) immediate delivery of every * * * article (bearing a special-delivery stamp), and shall cause delivery to be made of all such articles received at his office bearing such stamp and entitled to delivery thereat, * * *. (See sec. 1083.)

Rate on special-delivery matter.
39 U. S. C.
276b.

1077. To procure the most expeditious handling and transportation practicable and the immediate delivery of mail matter at the office of address, special-delivery stamps shall be affixed thereto, in addition to the regular postage, in accordance with the following schedule: Matter weighing not more than 2 pounds, if of the first class, 10 cents, if of any other class, 15 cents; matter weighing more than 2 but not more than 10 pounds, if of the first class, 20 cents, if of any other class, 25 cents; matter weighing more than 10 pounds, if of the first class, 25 cents, if of any other class, 35 cents: *Provided*, That, under such regulations as the Postmaster General may prescribe, ordinary postage stamps of equivalent value may be accepted in lieu of the special-delivery stamps herein specified.

See sec. 132 as to distinctive stamps for special delivery.

—use of ordinary stamps.

2. Postmasters and other employees shall endorse every special-delivery article, except ordinary sized long and short envelopes bearing the distinctive special-delivery stamp, with the words

"Special Delivery" on the envelope or wrapper directly above the name of the addressee, regardless of whether or not the distinctive special-delivery stamp, or the equivalent in ordinary stamps, is affixed.

3. All special-delivery mail, except ordinary-sized long and short envelopes, shall be properly rated and plainly endorsed, by rubber stamp or otherwise, with the words, "Special-Delivery Fee Paid.....cents," thus indicating the proper special-delivery fee according to the weight of the article.

To be rated and endorsed.

1078. Postmasters and all persons employed in the Postal Service shall facilitate in every way not inconsistent with the Postal Laws and Regulations the prompt dispatch, transmission, and immediate delivery of all special-delivery matter. Where delivery is possible, failure to deliver shall not be considered excusable.

Persons employed in Postal Service to expedite special-delivery matter.

2. Any disregard of the regulations relative to the special-delivery service or failure to give proper attention to special-delivery matter shall be reported to the First Assistant Post-Master General, Division of Post Office Service.

—failure of, to be reported.

1079. The expense of the special-delivery service shall be paid out of the receipts of said service and charged against the appropriation for said service.

Expenses of special-delivery service.—to be paid out of receipts.

1080. * * * The omission by the sender to place the lawful postage upon a letter bearing such special-delivery stamp and otherwise entitled to immediate delivery under the provisions of this section (sec. 1075) shall not hinder or delay the transmission and delivery thereof as provided herein, but such lawful postage shall be collected upon its delivery, in the manner provided by law for the collection of deficient postage resulting from the overweight of letters. (See sec. 768.)

Postage on special-delivery matter.
39 U. S. C. 165.

2. The foregoing provision permitting the dispatch of mail matter bearing a special-delivery stamp without prepayment of postage shall apply to letters only.

—omission to pay on letters, not to delay transmission.—shall be prepaid except on letters.

3. Mail matter of the first class other than letters, when prepaid one full rate by stamps affixed in addition to the special-delivery stamp, shall be dispatched with the deficient postage rated thereon; but such matter with postage wholly unpaid, although bearing a special-delivery stamp, shall be held for postage.

—of first class other than letters, part paid or wholly unpaid.

INSERT NO. 31. ORDER NO. 16328.

OCTOBER 13, 1941.

Paragraph 4, section 1080, Postal Laws and Regulations, is amended by changing the word "prepared" in line 11 to read "prepaid."

... where the special-delivery matter is prepaid but the postage is not prepaid, and it is not practicable to collect the deficiency from the sender without delaying the parcel, it shall be rated with the amount due and dispatched, the deficiency to be collected

less than eight cents per piece, when he shall deem it expedient.

2. When 100 or more pieces are received for delivery to 1 address on 1 trip the contract price shall not be more than 50 percent of the total special delivery fees involved.

Record of special-delivery matter.
—how kept.

1086. A record shall be kept of each piece of special-delivery mail received for delivery, showing office of origin, complete address, registry, insurance, or collect-on-delivery number, if any, and the name or number of messenger to whom delivered, and the time of delivery to messenger. This record shall also show reason for nondelivery or delay of any piece of such mail and its subsequent treatment or disposal.

Hours of special-delivery service.
—at city delivery offices.

1087. Special-delivery matter shall be delivered at city delivery offices from 7 a. m. to 11 p. m., and at all other post offices from 7 a. m. until 7 p. m., and after the arrival of the last mail, provided this is not later than 9 p. m.

FEBRUARY 23, 1942.

INSERT No. 60. ORDER No. 17186.

Paragraph 2 section 1087 of the Postal Laws and Regulations 1940 is hereby amended to read as follows: "Special delivery matter shall be delivered at post offices of the first and second classes on Sunday and at other offices if the mail or mails arrive between 9 p. m. on Saturday and 6 p. m. on Sunday. Special delivery shall be made at all offices on holidays. (See sections 436 and 437.)"

Delivery.

Special-delivery matter. If the address is deficient or incorrect, it shall be completed or corrected if possible. If the addressee has removed to the delivery of another post office, the article, if ordinary mail of the first class, shall be immediately forwarded if the new address is known or can be ascertained; if the article be registered mail, it shall not be forwarded without such authority as is required by section 1327, in the absence of which a registry notice shall be sent. (See sec. 769 as to immediate forwarding of perishable or "pledge" matter of second third, or fourth class.)

Delivery records
39 U. S. C. 169.

1089. * * * (Special-delivery messengers) upon the delivery of * * * (every article) will procure a receipt from the party addressed, or some one authorized to receive it, in a book to be furnished for the purpose, which shall, when not in use, be kept in the post office, and at all times subject to examination, * * *.

—manner of making entries.

2. Each messenger at a city-delivery office shall be furnished with a delivery book or its equivalent (Form 3951), in which shall be entered the address of each piece of matter received for special delivery, the date and hour of its receipt by the messenger, the registry, collect-on-delivery, or insurance number, if any, the amount of postage due thereon, and the time of delivery by messenger.

—receipt of addressee.

3. The receipt of the person to whom any special-delivery matter is delivered shall be taken in the blank space provided for this purpose in the delivery book, or its equivalent, and the time of such delivery shall be noted thereon.

of special-delivery matter by postmasters, clerks, or other persons), and require the delivery to be made entirely by special messengers, according to the provisions of sections 169 and 170 of this title. * * *

See sec. 1076 as to limits of delivery at free-delivery offices; sec. 1083 as to compensation of messengers

INSERT No. 34. ORDER No. 16358.

OCTOBER 22, 1941.

Paragraph 1, section 1096, Postal Laws and Regulations, 1940, is hereby amended to read as follows:

"At city delivery offices postmasters should employ substitute carriers and clerks, preferably the former, instead of boys as special-delivery messengers where the volume of such business is sufficient to warrant these employees in taking up the work and the conditions are otherwise favorable; but when in the judgment of the postmaster circumstances require the employment of minors, or he is of the opinion that the efficiency of the service will thereby be promoted, compliance shall be made with the State Child Labor Laws respecting age and hours of employment.

...number to be on hand during prescribed hours.

...force of special-delivery messengers in each office shall be so arranged that a suitable number may always be on hand to secure immediate delivery of all special-delivery matter at any time within the prescribed hours of the day, but postmasters shall not employ a greater number of messengers than actually necessary.

—clerks, etc., when service may be performed by.

3. When delivery of special-delivery matter can not be made promptly by regular special-delivery messengers, postmasters may cause such delivery to be made by any regular clerk or employee, who shall be allowed the same compensation as regular messengers, except that, at offices of the first and second classes, regular clerks or employees (other than rural carriers and clerks in charge of rural stations) shall not receive fees for delivering special-delivery mail during their regular tours of duty, and substitutes shall not receive fees for effecting special deliveries during the time for which they are paid at the hourly rate.

4. Additional special-delivery messengers shall not be appointed to handle special mailings, but such mailings shall be delivered by the regular special-delivery messengers. If there are insufficient regular messengers to effect prompt delivery, the work shall be assigned as indicated in paragraph 3 of this section.

See sec. 1028 as to conditions under which rural carriers and clerks in charge of rural stations may receive fees.

Combinations among messengers.

1097. Special-delivery messengers shall not make combinations or arrangements with a view to securing a division of the total permissible compensation of the month, and postmasters shall, by distribution of the work and assignment of hours of duty, equalize as far as practicable the compensation of messengers.

Conduct of messengers.

1098. Special-delivery messengers shall conduct themselves in an orderly manner while in the office and on their trips and shall be held personally responsible for properly safeguarding special-delivery matter entrusted to their care for delivery.

Not to have access to other mail matter.

2. A special place should be provided in the post office for the accommodation of the messengers, and it should be so arranged

as to prevent their access to other parts of the office and to mail matter other than that in which they are immediately concerned. (See sec. 703.)

1099. Postmasters at all offices having three or more special-delivery messengers, each of whom is regularly employed as much as four hours daily, shall require such messengers to provide themselves, at their own expense, with uniforms in full accordance with the following specifications:

Uniforms of messengers.

(a) *Material*.—Some as provided in section 920, bluish, mixed cadet gray, flannel, or heavy bluish-gray worsted or serge.

—specifications.

(b) *Style of coat or vest*.—Same as provided in section 920, except that it may be optional whether the vest is worn, and instead of an overcoat a reefer may be adopted for winter wear. Use of summer coat to be optional, shirt to be used instead.

(c) *Style of trousers*.—Same as provided in section 920, or, if breeches are worn, they may be made of same cloth as the coat, or for summer wear khaki breeches may be worn, and for the winter, corduroy breeches.

(d) *Style of shirt, material, color, etc.*—Same as provided in section 920.

(e) *Style of tie*.—Either a black four-in-hand or bow may be used.

(f) *Puttees*.—Leather, black or dark brown.

(g) *Style of cap*.—Cap same material and color as uniform and similar in style and appearance to what is commonly known as the "full-top yacht cap."

2. Every special-delivery messenger at an office of the first or second class shall wear a badge furnished by the Fourth Assistant Postmaster General, Equipment and Supplies Branch, and postmasters shall require each special-delivery messenger to whom a badge is issued to place a deposit of \$0 cents, which shall be treated as a trust fund and accounted for as such to cover losses of badges, the deposit to be returned to the messenger when he is separated from the service and returns his badge in good condition to the postmaster. Whenever a deposit is forfeited, it shall be accounted for as miscellaneous postal receipts. The badge shall be worn on the messenger's cap.

—badge furnished.

—deposit.

3. The above requirements shall not apply to substitute carriers wearing the regulation carrier uniform whose services are

—exceptions.

INSERT No. 64. ORDER No. 17191.

FEBRUARY 25, 1942.

Paragraph 1, section 1100, Postal Laws and Regulations, 1940, is amended to read as follows:

"Except at offices authorized to effect salary payments by checks drawn on the Treasurer of the United States, postmasters of the first- and second-class offices shall take receipts from each messenger, or rural carrier acting as messenger, or on a regular pay roll (Form 1594), showing the name of the messenger, his number, and the number of pieces delivered, or attempted to be delivered, at each rate of pay, as ascertained from the postmaster's record. The quarterly voucher shall be detached and forwarded to the Comptroller, Bureau of Accounts, with the quarterly postal account. (See sec. 243.)"

of pieces delivered, or attempted to be delivered, and the amount

fourth class offices.

CHAPTER 3

TREATMENT OF MATTER AT POST OFFICES OF DELIVERY

OPENING, EXAMINATION, RECORDING, DELIVERY, FORWARDING,
AND RETURN OF REGISTERED MAIL

Matter received for delivery.
—how treated.

1314. Every postal employee who opens an iron or brass-lock pouch or a sack containing, or reasonably believed to contain, registered mail (see sec. 1261 as to rotary-lock pouches), or a registry jacket shall at the time the registered mail is removed from the equipment have a witness to its removal, if practicable. The employee and witness immediately after removal of the registered mail shall, unless otherwise authorized by the Third Assistant Postmaster General, check each piece against the corresponding entry on the manifold registry bill or registry dispatch receipt card.

See sec. 1268 as to witnessing.

—registered mail to have preference over ordinary.

2. Registered mail shall be checked and receipted for before distribution is attempted of any ordinary mail in the pouch or sack.

—receipt for.

3. The employee opening the iron- or brass-lock pouch or sack shall sign the accompanying registry dispatch receipt card and write, in words, in the space provided therefor, the total number of articles described in the receipt and received by him, postmark the receipt on the address side with the date he received the

INSERT NO. 47. ORDER NO. 16553.

December 11, 1941.

The last sentence of paragraph 3, section 1314, Postal Laws and Regulations of 1940, is hereby amended to read as follows:

“The total number of articles received shall be noted on the bill and coupon in figures instead of words, but the coupons shall not be returned for correction simply because the total is entered in words.”

—errors and irregularities in connection with.

4. Before signing the receipt, the postal employee shall correct any errors which it may contain, and note upon it any irregularities observed in connection with the articles described therein. (See secs. 1222, 1261, and 1315.)

Registered jacket envelopes.
—how opened.

5. Ordinary mail shall be carefully examined to ascertain whether any unrecorded registered mail has been included therewith. (See secs. 1205, 1329, and 2210.)

—comparison of. with bill.

6. Employees in opening a registered jacket envelope shall cut the envelope on the end so as not to detach any part of it. The articles within the jacket shall be checked against the corresponding entries on the bill, which shall be signed, postmarked, and filed. (See secs. 1242, 1261, 1262, 1263, and 1268.)

—examination and recording of.

7. Registered letters and parcels shall be examined as to their condition, backstamped, and recorded immediately in the delivery book or other proper record.

See sec. 761 as to backstamping of registered mail and sec. 1800 as to receipts for registered mail transferred in either direction between mailing clerks and registry clerks.

(d) To any responsible person (see subpars. (e) and (f)) to whom the addressee's ordinary mail is customarily delivered, including the authorized representative of a club, fraternity house, or similar institution of good standing. In the absence of a written order from the sender or addressee, mail addressed to a guest at a hotel, occupant of an apartment house, or the like shall not be delivered to the proprietor, manager, or clerk, unless addressed in his care or in care of the hotel or apartment house; except that if the duly authorized agent of a hotel or apartment house has signed and filed with the postmaster the prescribed agreement to assume responsibility for the proper care and disposition of registered matter for hotel guests or occupants of an apartment house and agrees to keep proper record of the same, registered matter, when delivery has not been restricted, addressed to hotel guests or occupants of an apartment house may, without a written order from the sender or the addressee, be delivered to the authorized representative of the hotel or apartment house even though not addressed in care of the hotel or apartment house. The hotel or apartment house shall designate in writing the persons to whom the registered matter is to be delivered. (See par. 15.)

—for hotel
guests, clubs,
fraternity
house, etc.

(e) Registered mail addressed for delivery to persons at Y. M. C. A.'s, Y. W. O. A.'s, Salvation Army Shelters, Missions, and the like, is properly deliverable, without written orders from the senders or addressees, to such persons as are authorized to receive mail for the places addressed or, in the absence of such authorization, to any responsible persons who customarily receive the ordinary mail of such institutions. If any such institutions operate hotels, registered mail addressed for delivery thereat shall be treated strictly in accordance with the provisions of paragraph 1 (d) of this section.

—for
Y. M. C. A.'s,
etc.

(f) In the absence of knowledge to the contrary, the following should be regarded as responsible persons within the meaning of paragraph 1 (d) of this section: Adult members of the addressee's family; his employees in a clerical or supervisory capacity; the proprietor or manager of a private lodging house in which he resides. Careful inquiry shall be made to determine whether the address given comes within the definition of a private lodging house. (See par. 15 of this section.)

—responsible
persons.

Note.

NOTE.—A private lodging house within the meaning of the regulation ordinarily is considered a private home within which the addressee resides and where the lodgers are in a general way selected, as distinguished from a public lodging house which is open to any and all who may apply for accommodations, frequently transient, and at which it seems reasonable to presume that the registered mail of the addressee would not receive the

REGISTERED MAIL

DELIVERY TO ARMY MAIL ORDERLINES WITHOUT WRITTEN ORDERS

INSERT No. 78. ORDER No. 18108.

JULY 3, 1942.

Section 1323, paragraph 1 (g), Postal Laws and Regulations, is hereby amended to read as follows:

"(g) No mail addressed to others shall be delivered to the following persons unless they are authorized in writing by the addressees to receive it: Minors; janitors; laborers; messengers; elevator operators; house servants . . . Sections 776 to 797, concerning the delivery of ordinary mail, shall govern the delivery of registered matter in all cases where applicable, except as provided in this chapter.

"See sec. 795 as to registered matter from the Division of Dead Letters and Dead Parcel Post." (Postal Bulletin No. 18459, July 6, 1942.)

AUGUST 1, 1941.

Section 1507 of the Postal Laws and Regulations of 1940 is amended by the addition of paragraph 2, reading as follows:

"At branches and stations any postal funds available may be used to cash money orders. The orders so paid shall be placed with the funds from which the money was taken and remitted to the main office the same as cash, but no part of the fixed credit funds of the station shall be permanently retained in cash to assure the payment of money orders. When the need for funds to pay money orders is continuous, a portion of the money-order reserve of the main office shall be assigned to the branch or station.

authorized expenses on postal account. (See sec. 235.) They shall not transfer surplus money-order funds to postal account for the purpose of accumulating funds to meet future payments.

for.
—limitation.

1509. Each transfer of funds from the postal to the money-order account shall be debited in the money-order account and credited in the postal account on the date on which the transfer is actually made.

Records of transfers of funds.
—postal to money-order account.
—money-order to postal account.

2. Each transfer of funds from the money-order to the postal account shall be debited in the postal account and credited in the money-order account on the date on which the transfer is actually made.

See sec. 1505 as to authority for transfers of funds from one account to another.

MONEY-ORDER DRAFTS AND CREDITS WITH THE TREASURER OF THE UNITED STATES

1510. When required for the satisfactory transaction of money-order business, the Third Assistant Postmaster General, Division of Money Orders, may grant the postmaster at any money-order office a credit with the Treasurer of the United States on money-order account for a specific amount.

Credits on Treasurer, United States.
—when allowed.

2. When at any office having a credit with the Treasurer of the United States it is necessary to draw against such credit, the postmaster may issue a check for the sum needed, which check may be cashed through a bank or business house or drawn in favor of, and delivered to, the holder of the orders in payment for them.

—checks against.

3. All available money-order and postal funds need not be exhausted before drawing against the credit with the Treasurer, but when holders so desire, checks may be issued in payment of money orders regardless of the amount of funds on hand.

4. The amount of each check shall be debited by the postmaster in his cashbook upon the day it is drawn.

—entry of amount of checks on,
—renewal of.

5. When the credit with the Treasurer allowed to any office is about to become exhausted, the postmaster shall make application to the Third Assistant Postmaster General, Division of Money Orders, for a renewal thereof, using Form 6035. (See sec. 1423.)

1511. A book of blank checks consecutively numbered, shall be supplied to each postmaster having a standing credit with the Treasurer of the United States.

Checks.

2. The postmaster shall record on the stub of each check a description of the check in the form provided thereon. When a Treasury check is written by a clerk or cashier, the particulars

—entries on stub.

1515. Postmasters may deposit the money-order funds of their offices in a national bank or a State bank, or may make a special deposit thereof for safekeeping in any other bank, as provided in sections 120 and 121.

Temporary deposits of money-order funds.

2. Where postmasters maintain temporary deposits, regular remittances of surplus funds shall be made as provided in section 1517.

Regular remittances to be made.

DEPOSITS OF SURPLUS FUNDS: REMITTANCES

1516. All regulations as to deposit of surplus funds and preparation and dispatch of remittances, given in sections 110, 111, 113, 114, 116, 117, and 119, shall apply to money-order funds unless they specifically refer to postal funds or are otherwise modified in this chapter.

General regulations as to deposits.—to apply to money-order funds, except.

1517. Postmasters at direct accounting offices shall remit daily to the depository designated by special instructions to each office (see sec. 1522) all surplus money-order funds unless the amount is less than \$50, in which case no remittance is required (see sec. 1520).

Remittances of money-order funds.

2. Remittances of cash shall consist of complete dollars only and not include fractions of a dollar. Small coins may be used, if necessary, in making remittances, but should amount to even dollars. When drafts, checks, etc., are used in making remittances the total of the remittance need not necessarily be in even dollars.

—not to include fractions of a dollar.

—except.

3. Whenever possible remittances shall be prepared and dispatched after the close of business each day and if the remittance is in the form of cash it shall be registered. When it is not possible to dispatch the remittance after the close of business for the day it shall be forwarded on the succeeding day by the last mail available that day, together with all the surplus funds that have accrued up to that time.

—when to be made.

4. When a postmaster is in doubt as to the proper depository for money-order funds he shall apply to the Third Assistant Postmaster General, Division of Money Orders, for instructions.

Doubt as to depository.

See secs. 111 and 1215 as to preparation and dispatch of remittances and as to coinage; secs. 1409 and 1518 as to remittances by check or draft; sec. 1520 as to reserves; sec. 2317 as to penalty for failure to remit or pay over money-order funds as instructed.

1518. Surplus money-order funds may be remitted by means of drafts issued by any suitable

Remittances by drafts, checks.

INSERT. No. 20. ORDER No. 16035.

AUGUST 7, 1941.

Section 1518 of the Postal Laws and Regulations of 1940 is amended by the addition of paragraph 3, reading as follows:

"A postmaster remitting surplus money-order funds by means of a check drawn against his official checking account is authorized to retain until the next business day the funds which accumulate after the last opportunity to deposit in bank. Such accumulated funds shall be available for use in the transactions of the office until the latest opportunity to deposit on the first succeeding day on which the bank is open, and the remainder if any shall then be deposited with all surplus accruing up to that time."

Amount of any remittance until a certificate of deposit is received therefor from the depository to which it was sent.

Rate is obtained prohibited.

Carriers to receive and deposit properly prepaid matter presented to them.
39 U. S. C. 495.

1718. Every railway postal clerk or other carrier of the mail shall receive any mail matter presented to him if properly prepaid by stamps, and deliver the same for mailing at the next post office at which he arrives; but no fees shall be allowed him therefor.

Note.

Note.—All postal cars and all mail apartments in cars and steamboats are post offices for the distribution of mail in transit, and mail matter placed therein is deposited in a post office.
See sec. 2064 as to acceptance of mail from public by railway postal

INSERT No. 9. ORDER No. 15672.

JUNE 9, 1941.

Section 1719, Postal Laws and Regulations, 1940, is deleted, the subject matter being covered in section 2253.

person having charge or control thereof has signed and sworn to the following declaration before the collector or other proper customs officer:

Oath.

I, A. B., master -----, of the -----, arriving from -----, and now lying in the port of -----, do solemnly swear (or affirm) that I have to the best of my knowledge and belief delivered to the post office at ----- every letter and every bag, packet, or parcel of letters which was on board the said vessel during her last voyage, or which were in my possession or under my power or control.

Penalty for failure.

And any master or other person having charge or control of such vessel who shall break bulk before he has delivered such letters shall be fined not more than one hundred dollars.

See sec. 1832 as to delivery at post office of letters by master of vessel and payment therefor; sec. 2251 as to penalty for foreign vessels not delivering letters at post office on arrival, etc.; sec. 2258 as to retaliatory postage on letters carried to or from United States on foreign vessels; sec. 516 as to postage on ship letters.

Carrying letters out of the mail on vessels.
18 U. S. C. 308.
Punishment.

1720. Whoever shall carry any letter or packet on board any vessel which carries the mail, otherwise than in such mail, except as otherwise provided by law, shall be fined not more than fifty dollars, or imprisoned not more than one month, or both.

Illegal carrying of mail, report of.

1721. Whenever a postmaster, or other officer of the Postal Service, receives information or has good reason to believe that letters are illegally brought to or sent from any city, town, landing, station, or place, whether by steamboat, railroad, private carrier for hire, or any other mode of conveyance, or in any way in violation of law, he shall immediately report such violation to the proper inspector in charge with all the facts concerning it in his possession. If in doubt whether matter comes within the classification of letters or whether it may be lawfully transported and

the forfeiture as are authorized in respect to goods, wares, and merchandise forfeited for violation of the revenue laws; and all laws for the benefit and protection of customs officers making seizures for violating revenue laws shall apply to officers making seizures for violating the postal laws.

See sec. 828 as to return to sender of letters or other matter seized or detained for violation of law: sec. 209, as to disposition of penalties and forfeitures.

CHAPTER 3

INSERT No. 44. ORDER No. 16513.

NOVEMBER 29, 1941.

Section 1726 of the Postal Laws and Regulations, 1940, is amended in the following respects:

Paragraph 13 is hereby revoked.

Paragraph 20 is amended by striking out the last sentence, and by adding as a note the following:

"NOTE.—Transportation Act of 1940, Public, 785, Seventy-sixth Congress."

Paragraph 47 is hereby revoked.

Add the following note after paragraph 48 (a):

"NOTE.—The provisions of section 321 of the Transportation Act of 1940, Public, 785, Seventy-sixth Congress having been complied with, all mail-carrying railroads having filed releases of all claims against the United States, paragraph 48 (b) of this section is omitted from the Postal Laws and Regulations."

Paragraph 48 (b) is hereby revoked.

Section 1728 of the Postal Laws and Regulations, 1940, is amended as follows:

Table A is amended by striking out column 2 under the heading "Land-grant rates."

—full R. P. O. cars.
39 U. S. C. 526.

3. Full railway post-office car mail service shall be service by cars forty feet or more in length, constructed, fitted up, and maintained for the distribution of mails on trains. The authorizations of full railway post-office cars shall be for standard-sized cars sixty feet in length, inside measurement, except as hereinafter provided.

—apartment R. P. O. cars
39 U. S. C. 527.

4. Apartment railway post-office car mail service shall be service by apartments less than forty feet in length in cars constructed, fitted up, and maintained for the distribution of mails on trains. Two standard sizes of apartment railway post-office cars may be authorized and paid for, namely, apartments fifteen feet and thirty feet in length, inside measurement, except as hereinafter provided.

—storage cars.
39 U. S. C. 528.

5. Storage-car mail service shall be service by cars used for the storage and carriage of mails in transit other than by full and apartment railway post-office cars. The

Postmaster's report on bidders.

2. The postmaster shall also forward at the time he transmits the bids a specific statement of the service required and a report as to the character and suitability of the bidders on Form 2638. Bidders may forward bids direct to Post Office Department, but should inform the postmaster so that he may make proper report. (See sec. 1803.)

Designation of mail messengers.

1771. Proposals for mail-messenger service shall be opened in the office of the Second Assistant Postmaster General, and the lowest bidder, if in all other respects acceptable, shall be designated as mail messenger. The right is reserved to reject any and all bids. A formal written contract, with bond, is not required.

Postmaster to notify party designated.

2. Notice of the designation of a mail messenger shall be sent to the postmaster, who, on its receipt, shall immediately notify the party designated to begin service on the date mentioned in the notice, and the retiring messenger of the date he is to be released.

Mail messenger not designated for fixed period. No increase of pay for additional service.

3. A mail messenger shall be expected to continue the performance of service indefinitely at the compensation specified or until his employment is terminated by proper notice or order. No increase of pay under the designation shall be allowed for additional trips performed, increase in distance, or for increase in the weight of mails carried between the points named in the order designating the mail messenger. (See sec. 1775.)

Postmasters and employees at third and fourth class offices may contract for mail-messenger service. —limitation. 39 U. S. C. 579.

1772. In the discretion of the Postmaster General, postmasters, assistant postmasters, and clerks at post offices of the third class, and postmasters, assistant postmasters, and clerks at post offices of the fourth class may enter into contracts for the performance of mail-messenger service, and allowance may be made therefor from the appropriations for mail-messenger service. The total amount payable under such contract to any postmaster, assistant postmaster, or clerk shall not exceed \$300 in any one year. Special-delivery messengers at post offices of all classes may enter into contracts for mail-messenger service. (See par. 2.)

INSERT No. 39. ORDER No. 16476.

NOVEMBER 19, 1941.

Section 1772, paragraph 2, Postal Laws and Regulations of 1940, is hereby amended to read as follows:

" 2. Post-office employees at post offices of all classes not named in the preceding paragraph may also, in the discretion of the Postmaster General, enter into contracts for the performance of mail-messenger service, provided the total amount paid under such contract shall not exceed \$300 in any one fiscal year, except that special-delivery carriers may receive in excess of \$300 for mail-messenger service in any one fiscal year, and provided further that the total amount paid to any employee, except a special-delivery carrier, for such dual service in any one fiscal year shall not exceed \$2,000."

See 39 U. S. C. 136, and decisions of Comptroller General thereunder; also decision of the Comptroller General of August 16, 1941, regarding dual employment of special-delivery carriers and mail messengers.

contract term when less than one year, and one copy thereof shall be filed in the Post Office Department within 30 days after the time when the service is to begin under it: *Provided*, That on domestic air mail routes, a subcontract may be executed for service over part of the route.

3. None of the stipulations in the form of subcontract prescribed by the Post Office Department shall be eliminated therefrom, and no collateral stipulations shall be added thereto, except with the consent of the Postmaster General.

—to conform with stipulations of contract.

4. The subcontractor shall reside on or contiguous to the route and shall be a legal resident of the county or counties traversed by the roads over which the mails are to be carried, or a legal resident within the counties adjoining such county or counties; except that firms, companies, or corporations shall be considered: *Provided*, That such firms, companies, or corporations are actually engaged in business within the counties in which individuals are herein restricted as to residence. (See par. 4, sec. 1807.)

—residence.

5. Neither the permission to subcontract nor the recognition of the subcontract made in pursuance thereof shall be construed as releasing the contractor from any of the obligations of his contract with the United States, or render him eligible to contract for another route not contiguous to the route subcontracted.

Contractor's liability.

6. If the subcontract rate of pay is greater than that named in the contract, the department may pay the subcontractor at the latter rate only, and for the remainder he shall look to the contractor.

—in excess of regular contract, how paid.

1821. If any person shall hereafter perform any service for any contractor or subcontractor in carrying the mail, he shall, upon filing in the Department his contract for such service and satisfactory evidence of its performance, thereafter have a lien on any money due such contractor or subcontractor for such service to the amount of same; and if such contractor or subcontractor shall fail to pay the party or parties who have performed service as aforesaid the amount due for such service within two months after the expiration of the month in which such service shall have been performed the Postmaster General may cause the amount due to be paid said party or parties and charged to the contractor. Such payment shall not in any case exceed the rate of pay per annum of the contractor or subcontractor.

Liens upon pay of contractors and subcontractors. 39 U. S. C. 448. —persons performing service to have.

—payment of amount of.

PERFORMANCE OF SERVICE

INSERT NO. 15. ORDER NO. 15970.

JULY 30, 1941.

Section 1822, Postal Laws and Regulations, 1940, is amended to read as follows:

"The term 'star route' shall mean a post route on which the mails are carried under a formal contract awarded to the lowest responsible bidder tendering sufficient guaranties for faithful performance in accordance with the terms of the advertisement, and requiring due celerity, certainty, and security in the performance of the service."

NOTE.—Under this chapter are grouped certain statutes which apply to the transportation of the mails generally, but they are so classified as they are referred to more frequently in connection with this class of transportation.

formance in accordance with the terms of the advertisement, and requiring due celerity, certainty, and security in the performance of the service.

Note.

NOTE.—Under this chapter are grouped certain statutes which apply to the transportation of the mails generally, but they are so classified as they are referred to more frequently in connection with this class of transportation.

Official head of route.
—what offices are.

1823. Wherever in these regulations the post office at the "head of a route" is referred to it shall mean the post office first named in the statement of the service, whether originally the initial point or subsequently made so by reason of change of the route. An office from which a mail carrier starts to make his trip

INSERT No. 37. ORDER No. 16419.

NOVEMBER 7, 1941.

Section 1824, Postal Laws and Regulations, 1940, is amended by adding thereto the following paragraph:

"On star routes, contracts covering which are entered into subsequent to December 31, 1941, no person under 18 years of age shall be permitted to carry

and trustworthy, and of sufficient intelligence to collect and deposit mail along the routes.

COLLECTION AND DELIVERY SERVICE ON STAR ROUTES

Further duties of contractors.

1825. Unless otherwise specifically stated in the advertisements, contractors for service on star routes shall, in addition to carrying the mail to the various post offices, be required, at the risk of the addressees, to deliver ordinary mail into all boxes and bang on cranes or posts that may be erected along the routes mail bags and satchels containing mail, and to collect mail from the boxes and collect the bags or satchels from cranes or posts and deposit the same in the proper post office, in accordance with the rules governing such service and without charge to the person sending or receiving the mail. Registered, insured mail, or C. O. D. mail shall not be so delivered unless expressly directed by the addressee in a written order.

Note.

NOTE.—On some routes it is a requirement of the contract that the carrier shall sell stamp supplies and accept and give receipts for applications for money orders and the money therefor, also for matter presented for registration or for insurance and for C. O. D. parcels. On such routes patrons should meet the carrier to purchase stamp supplies or procure receipts for money orders, registered insured, or C. O. D. matter.

Box delivery.
—patrons to provide boxes of standard type.

2. All persons desiring to avail themselves of box delivery and collection service on star routes shall provide suitable boxes which will properly protect the mail or provide suitable sacks or satchels with suitable posts or cranes so erected that the carriers may deliver and collect mail without dismounting from their vehicles: *Provided*, That where traffic conditions make it necessary carriers shall serve only boxes or cranes on the right-hand side of the road in the direction of travel: *And provided further*, That whenever deemed advisable by the department patrons may be required to erect standard approved boxes only.

Intoxicating liquors.

1826. A contractor or carrier on a star route is permitted to transport intoxicating liquors the same as any other freight or express outside of the mails from one point to another while in the

the sum to be allowed therefor to be expressed in the order and entered upon the books of the department, and that no compensation shall be paid for any additional regular service rendered before the issuing of such order, shall not apply to any service authorized under this

INSERT NO. 51. ORDER NO. 16624.

DECEMBER 29, 1941.

Paragraph 3, section 1838, Postal Laws and Regulations, is hereby amended to read as follows:

3. Pro rata additional pay may be allowed for increased travel caused by obstruction of roads, destruction of bridges, discontinuance of ferries, or any other cause: *Provided*, That the allowance for the increased travel caused thereby on any route during any period of 30 consecutive days amounts to as much as \$1: *And provided further*, That report thereof is made within 90 days after such additional travel was performed.

Paragraph 5 of section 1838, Postal Laws and Regulations, is hereby rescinded.

travel amounting to less than \$2.

4. In all cases where the regular line of travel becomes impassable from any cause, the carrier must use the most available road in order to perform full service. He should immediately report the matter to the department and to the postmaster at the head of the route or to the postmaster at the office first named in the statement of service. The postmaster shall forward a special report to the Second Assistant Postmaster General, Division of Railway Mail Service, stating the manner in which it is necessary for the carrier to travel, the increase in distance involved, the date on which the detour began, and the probable date on which regular service may be resumed.

5. No additional pay will be allowed for increased travel under the provisions of this section, unless claim is presented to the department within 60 days after such additional service was rendered.

1839. No extra allowance shall be made for any increase of expedition in carrying the mail unless thereby the employment of additional stock and carriers is made necessary, and in such case the additional compensation shall bear no greater proportion to the additional stock and carriers necessarily employed than the compensation in the original contract bears to the stock and carriers necessarily employed in its execution. The Postmaster General shall not have the power to expedite the service under any contract either now existing or hereafter given to a rate of pay exceeding fifty per centum upon the contract as originally let.

Expedition of
service when
authorized.
39 U. S. C. 441.
—compensa-
tion for.

—limitation
upon compensa-
tion for.

(d) Canvas mail sacks, equipped with lacing cord and cord fastener, and used for handling ordinary second, third, and fourth class mails. Size 1, equipped also with locking-cord fasteners, are used for parcel-post mails.

Sacks for domestic mail.

(e) Canvas mail sacks, equipped with a neck-strap device for closing with a lead seal, and used for foreign mails.

Sacks for foreign mail.

1864. Mail bags shall be furnished by the department for use exclusively by the Postal Service. They shall not be sold or otherwise disposed of by private parties to the commercial trade, except where specifically authorized by the Post Office Department.

Use of mail bags.
—by Postal Service only.
None sold.

2. The experimental use in the Postal Service of alleged improvements in mail bags or other mail equipment shall not be permitted unless specially authorized by the department.

—experimental use of alleged improvements forbidden.

1865. Mail bags shall be used only for the transmission of mailable matter while under the care, custody, and control of the Post Office Department, through its postmasters and other authorized agents, and shall not be used for other purposes, except as provided in section 1866.

Restrictions on use of mail bags.

2. Mail bags shall not be used for storing records, waste paper, etc., or for personal conveniences.

—for storage of records, etc., forbidden.

1866. When in the opinion of the postmaster, material benefits to the Postal Service will result and dispatch of mails will be expedited, mail sacks may be loaned to publishers or others to deliver their mail to the post office, made up for dispatch, in accordance with Railway Mail Service schemes of distribution, or in any other manner that may be prescribed by the local postmaster.

Loan of mail sacks.

2. No sacks shall be loaned by the postmaster except upon presentation of requisition in duplicate on Form 3970 by the party to whom the privilege is extended. The number of sacks loaned will be entered on the postmaster's record, Form 026, and when returned a receipt on Form 3971 will be given the borrower, who will be credited on the postmaster's record with the number of sacks returned.

—restriction on.

—account to be kept.

3. Postmasters shall see that mail sacks which have been loaned are returned to the service within a reasonable time, and shall advise each patron to whom such sacks are loaned that he will be held responsible for the proper care and return of each sack intrusted to him.

—to be returned promptly to the service.

4. The Fourth Assistant Postmaster General, Manufacturing and Repair Branch, shall advise postmasters, on request, of the

—value of sacks.

INSERT NO. 7. ORDER NO. 15425.

APRIL 17, 1941.

Paragraph 6, section 1866, Postal Laws and Regulations, is hereby amended to read as follows:

"6. Mail sacks may be furnished upon specific authorization of the Second Assistant Postmaster General, Division of Railway Mail Service, in each case for shipment of catalogs and other advertising matter in large quantities or carload lots by freight or express or by other means of transportation to post offices into which such matter is to be deposited for dispatch as mail, and for shipment by publishers of second-class mail by freight or express or by other means of transportation to post offices where such matter has entry: *Provided*, That the shipper shall make such distribution as may be required by the Railway Mail Service or the postmaster at shipping point and a record is kept of the number of sacks delivered to the shipper and the number returned to the service at the post office where mailed, the shipper to be held responsible for any shortage. However, such shipments by freight or express or by other means of transportation are not to be consigned to trucking companies to be split up and delivered by them in small lots to several different post offices but must all be entered in the mails at the post office to which such shipment is consigned and no part of such shipment shall be delivered outside of the mails."

who are granted compensatory time on Saturday for work performed the preceding Sunday or the preceding holiday shall be given the benefits of this section on 1 day within 5 working days following the Saturday when such compensatory time was granted: *Provided further*, That the Postmaster General may, if the exigencies of the service require it, authorize the payment of overtime for service on the last three Saturdays in the calendar year in lieu of compensatory time, * * * *And provided further*, That for the purpose of extending the benefits of this section to railway postal clerks the service of said railway postal clerks assigned to road duty shall be based on an average not exceeding 6 hours and 40

INSERT NO. 48. ORDER NO. 16563.

December 11, 1941.

Section 2011, Postal Laws and Regulations of 1940, is amended by the insertion of a new paragraph 10 to read as follows:

10. "After June 30, 1941, laborers in the Railway Mail Service shall be required to work not more than 8 hours a day: *Provided*, That the 8 hours of service shall not extend over a longer period than 10 consecutive hours, and the schedules of duty of such employees shall be regulated accordingly: *Provided further*, That in cases of emergency, or if the needs of the service require, and it is not practicable to employ substitutes, such employees can be required to work in excess of 8 hours per day, and for such overtime service they shall be paid on the basis of the annual pay received by such employees: *And provided further*, That in computing the compensation for such overtime the annual salary or compensation for such employees shall be divided by 305, the number of working days in the year less all Sundays and legal holidays; the quotient thus obtained will be the daily compensation which divided by 8 will give the hourly compensation for such overtime service" (Public No. 279, approved October 23, 1941).

Present paragraph 10 of section 2011 is renumbered 11 and amended to read as follows:

11. "Substitute laborers in the Railway Mail Service shall be paid for services actually performed at the rate of 55 cents per hour, and when appointed to the position of regular laborer the substitute service performed shall be included in eligibility for promotion to grade 2 on the basis of 305 days of 8 hours constituting a year's service" (Public, No. 279, approved October 23, 1941).

NOTE.—Probationary term for laborers and substitute laborers: Six calendar months prior to the Executive order of June 24, 1938, effective February 1, 1939, and 1 year subsequent to February 1, 1939.

2012. Original appointments to the position of railway postal clerk shall be made by the Postmaster General under the civil-service rules and regulations.

2. Any vacancy in the regular force of clerks shall be filled by the appointment of the first substitute in the State entitled by proper appointment to the appointment.

3. Vacancies in the substitute force shall be filled by certification of the Civil Service Commission from the Railway Mail Service register of the State in which the vacancy exists.

4. Vacancies in the substitute laborer force shall be filled by certification of the Civil Service Commission from the postal laborer register for the locality in which the vacancy exists, and

Railway postal clerks appointed under civil-service rules.

Vacancies filled by appointment of substitute.

Vacancies in substitute force.

2019. Substitute employees in the Railway Mail Service may be granted annual and sick leave with pay in proportion to time actually employed after they have performed 2,448 hours of substitute service: *Provided*, That not more than the 15 days' annual leave and 10 days' sick leave with pay due regular employees each year may be credited in any one fiscal year, and that sick leave may not be granted for an illness or disability incurred at a time when the substitute is on leave of absence, granted at his own request, other than annual leave, or when the substitute is not available for duty. Temporary employees and those employed jointly by the Post Office Department and railroad, bus, steamboat

Annual and sickleave.
Employees not entitled to leave.

INSERT No. 17. ORDER No. 15994.

AUGUST 1, 1941.

Paragraphs 2 and 4 of section 2019, Postal Laws and Regulations, are amended to read as follows:

"2. A regular employee may not be granted annual leave in excess of that accumulated to his credit at the rate of $1\frac{1}{4}$ days a month until he has been on the rolls one calendar year including time served as a substitute. Regular employees who have been in the service for one year or more may be granted their full 15 days vacation at any time during the fiscal year when their services can best be spared.

"4. Sick leave accumulates without time limit to the credit of regular employees at the rate of 10 days a year, or $\frac{5}{6}$ ths of a day per month. Sick leave with pay, exclusive of Saturdays, Sundays and holidays, may be granted regular employees upon satisfactory evidence of illness, but no sick leave with pay in excess of 6 months shall be granted in any one fiscal year. At any time after regular appointment a new appointee may be granted the sick leave that would accrue to the end of the fiscal year in which the appointment is made. When an employee is attended by a physician during the period of his illness, and in other cases where deemed advisable to protect the interests of the service, he shall furnish a physician's certificate with his application for sick leave.

... fiscal year. When an employee is attended by a physician during the period of his illness, and in other cases where deemed advisable to protect the interests of the service, he shall furnish a physician's certificate with his application for sick leave. (See sec. 44.)

NOTE.—The Act of May 15, 1939, also excludes Saturdays from annual leave.

See sec. 24 as to employees of the Post Office Department, and secs. 47 and 48 as to leave for military duty.

... ..

JULY 26, 1941.

INSERT No. 14. ORDER No. 15935

Paragraph 1 of section 2020, Postal Laws and Regulations, is amended to read as follows:

"2020. A railway postal clerk shall not absent himself from his line, or exchange runs with a clerk on the same or any other line except in case of an emergency without the approval of the division superintendent or chief clerk. If he leaves his residence for more than one day during his lay-off periods he shall notify his chief clerk where he may be reached in an emergency."

... .. of the chief
... .. of division superintendent for periods not exceeding 30 consecutive days and not exceeding 60 days in any one fiscal year. Should further leave be desired, special authority shall be obtained from the General Superintendent.

Absence without pay.

Clerks exempt from arrest on civil process, when.

2028. Railway postal clerks while on duty are exempt from arrest on civil process.

See sec. 46 as to militia duty, and sec. 2357 as to obstructing the mails.

Debts of clerks.

2029. Railway postal clerks shall pay their just and honest

when a complaint regarding indebtedness of a clerk is
superintendent or chief clerk shall acknowl-
then advise the clerk thereof,
and inform the

INSERT No. 74. ORDER No. 17792.

GOVERNMENT PROPERTY TO BE TURNED IN UPON SEPARATION OR SUSPENSION
Section 2030, Postal Laws and Regulations of 1940, is amended to read as follows:
JUNE 12, 1942.

2030. Upon the separation of a railway postal clerk from the service he shall turn over to the division superintendent or chief clerk the mail keys, travel commission, badge, and all other property and records belonging to the Post Office Department in his possession (including all records of registered matter). In case of extended suspension he shall in like manner turn in his keys, commission, badge, and revolver and related equipment. (See secs. 2338 and 2341.)
possession
of extended suspension
commission, and badge. (See sec. 2355
remov...

CHAPTER 3

RAILWAY POST OFFICES

MANAGEMENT AND CARE OF RAILWAY POST OFFICES AND MAILS

Railway post offices.
—postal cars, etc., designated as.
Examination of postal cars.
—no mail to be left therein.
—nor locks, except.

2031. All railway postal cars and mail apartments in cars and steamboats in use for the distribution of mail matter in transit shall be designated as railway post offices.

2032. Railway postal clerks shall thoroughly examine their cars upon entering and before leaving them to see that no mail has been or is left therein.

2. Mail locks shall not be left in postal cars, except when securely locked in drawers or closets or to secure drawers and closets or the car itself when necessary.

Care of cars.

2033. Railway postal clerks shall not deface or injure the postal cars or other property of the railroad company. Cars shall be kept clean and in orderly condition. Waste paper or twine shall not be thrown upon the floor or permitted to lie about. Clerks shall not expectorate upon floor or walls of car or in the waste sack, nor deposit any foreign matter in the latter, nor use the water cooler for refrigerating purposes.

Use of lights.

2. Care and economy shall be exercised in the use of lights and electric fans.

3. Clerks shall refrain from placing lighted cigars and cigarettes on tables or label holders and shall not place bridges or other metal fixtures in overhead paper boxes. Safety rods shall not be used for storage of mail or fixtures.

Clerk in charge.
—duties.

2034. Where two or more railway postal clerks are assigned to duty in a crew, one shall be designated as clerk in charge. He

—disposition of.

2. All surplus pouches, sacks, and locks shall be forwarded to the depository designated by the division superintendent. Pouches and sacks shall be carefully examined to see that no mail is left therein, and be properly labeled to show by whom made up, and the number and kind of pouches or sacks inclosed. If possible, the different sized sacks and pouches shall be packed separately.

Equipment in transit not to be interfered with.

3. Serviceable equipment the labels of which are marked "Examined" shall not be used en route to the depository addressed, except when none marked "Serviceable" is available. When bundles marked either "Examined" or "Serviceable" are opened and only a part of the contents withdrawn the clerk using the equipment shall forward the residue to the designated depository under his own "Serviceable" label.

See secs. 1865 and 1868 as to use and mutilation of mail bags, and sec. 744 as to hooks.

Report of excessive amount of equipment.

4. Railway postal clerks shall note on trip report the receipt from any local office or other source of an excessive amount of equipment, especially catcher pouches.

Waste paper and twine.

2047. Waste paper and twine shall be preserved and turned in at the terminal post office in a special sack furnished for that purpose. Before being dispatched it shall be carefully examined and the sack labeled with "Waste" tag (Form 5156) properly filled out and postmarked.

Economy in use of twine.

2. Due economy shall be observed in the use of twine. When conditions permit it shall be reused. When any is left in car, it shall be locked in a drawer or other receptacle.

INSERT No. 45. ORDER No. 16529.

DECEMBER 6, 1941.

Section 2048, Postal Laws and Regulations of 1940, is amended to read as follows:

"2048. Every railway postal clerk, when on duty, shall carry travel commission and revolver, assigned to him, the Book of Instructions, copy of any special orders for his guidance, schemes of his distribution, and copies of such schedules of mail routes as may be necessary. In addition to the above, each terminal R. P. O., transfer office, and clerk in charge in trains designated as International Exchange Railway Post Offices will be furnished and carry Parts I and II of the current edition of the Official Postal Guide; clerks in charge in trains not so designated shall carry Part I only of the current edition of the Official Postal Guide. Railway postal clerks shall see that letter cases and paper racks are labeled in accordance with official diagrams."

superintendent.

ules and Official Postal Guides.

Order books at terminals to be examined.

2050. A file of division general orders, as well as special orders, shall be kept at certain designated points, in which nothing but official matter shall be posted. Immediately before departure and after arrival clerks shall examine these order books and obtain all communications addressed to them.

Official notices — where posted

2. Official notices only may be posted in postal cars, transfer offices, and terminal railway post offices.

Constructing regulations.

2051. Whenever there is doubt as to the meaning of any regulation, the division superintendent or chief clerk shall be consulted.

Official communications. — replies to.

2052. Each railway postal clerk shall date and sign with his official signature, including the name of his line, and promptly

OPENING, DISTRIBUTION, AND DISPATCH OF MAIL.

2069. Railway postal clerks shall carefully distribute mails by the official schemes furnished, which shall be kept corrected to conform to changes published in general orders.

2. Only such pouches as may be ordered by the division superintendent or chief clerk shall be made up, except when necessary to make an emergency pouch to advance mails, in which event note thereof shall be made on trip report.

2070. Railway postal clerks shall complete the distribution of the contents of one pouch or sack before opening another.

2. The address label shall be removed from a pouch or sack when it is opened.

2071. Before using and after emptying a pouch or sack it shall be thoroughly examined to see that no mail is left therein; it shall be held so that the whole interior can be seen and examined.

2072. Letters and circular mail shall be made up in packages and not placed in the pouch or sack loose. The twine used shall be tied in a hard knot, and no more used than necessary to make package secure.

2073. A "direct package" shall be made by placing all ordinary letters for one post office in a package by themselves, all faced one way, with a plainly addressed letter on the outside and a slip bearing date, line, and name of the clerk making the package on the back.

Official schemes.
—mails to be distributed by.

—pouches to be made up and exchanged as ordered.

Distribution of mail in one pouch to be completed before opening another.

Labels to be removed from sack when opened.

Examination of pouches.
—to be made on emptying, etc.

Letters and circulars.
—to be properly tied.

Direct package.
—what are.

—how made.
—slip on.

INSERT No. 67. ORDER No. 17340.

MARCH 27, 1942.

Amend Section 2073, Paragraph 2, to read:

2. Air-mail letters shall be made up in separate packages when there are five or more for one post office, railway post office, or State. Less than five for connecting lines shall be placed at the top of the working package under the registered and special-delivery letters, if any, with facing slip endorsed to show air mail is included, except if no further air-mail dispatch can be had, distribution may be made in usual manner. (See sec. 1081 as to special-delivery mail, and sec. 1223 as to registered mail.)

2074. Newspapers and periodicals sent to regular subscribers shall be promptly dispatched to destination. Such matter shall not be withdrawn from its wrapper except to ascertain its destination, or, if necessary, the name and date.

Second-class matter to be promptly dispatched.
—not to be opened.

2075. Postage stamps affixed to mail matter and all stamped envelopes, newspaper wrappers, and postal cards deposited in railway post offices shall be immediately and effectually canceled by the use of black ink. The postmarking portion of the postmarking and canceling stamp shall not be used to cancel postage stamps. (See sec. 754.)

Cancellation of stamps.
—on matter deposited in railway post office.
—use of postmarking stamp for. forbidden.

2076. The railway postal clerk shall legibly postmark all mail deposited in a postal car for mailing except that of the second class mailed by publishers and metered mail received under proper authorization.

Postmarking.
—of mail deposited in car for mailing.

See sec. 719 as to manner of postmarking.

LETTERS.
1 Omaha, Nebr.
2 So. Bend, Ind.
1 St. Louis, Mo.
W. Brown.
(Postmark.)

PAPERS.
1 N. Y., N. Y.
1 Phila., Pa.
1 Balto, Md.
2 Wash., D. C.
1 Richmond, Va.
C. J. Smith.
(Postmark.)

4 Slips or labels upon which errors have been noted shall be —report of. inclosed with trip reports to chief clerk or superintendent as may

INSERT No. 65. ORDER No. 17279.

MARCH 14, 1942.

Amend section 2080, paragraph 5, to read:

"5. A missent package of letters and papers shall be checked on the slip covering the package, as follows:

Missent pkg.
of _____ letters (or papers),
all for _____
Frank Jackson
(Postmark)

and the slip, with the label of the pouch or sack, shall be forwarded to the chief clerk with the trip report. If there is no slip on the package, check on a blank slip and forward as above. When checking errors found in a package made up for a post office and bearing an unaddressed slip, the office shall be noted at the foot of the slip over the signature of the clerk, as follows: 'Found in package for _____' In this connection a package of papers is construed to mean a tie out under a separate label of more than one piece of separately-wrapped and addressed mail matter other than letters."

6. Misdirected packages of letters or papers shall be checked in the same manner as a missent package, except the word "Misdirected" shall be substituted for "Missent."

Misdirected packages.
—how checked and reported.

7. Missent or misdirected pouches or sacks shall be reported as above. The labels shall be forwarded in all cases. In relabeling a missent or misdirected pouch or sack the new label should contain the correct destination as well as the name of the post office or railway post office by which originally made up, and the slip shall bear the postmark of the railway post office to which missent.

Missent and misdirected pouches.
—how reported.

8. When there are no slips or labels on packages or in pouches or sacks, reports shall be made thereof, stating if possible the line with train number or post office from which the mail was received.

Report to be made when there are no slips on packages.
When no errors slips treated as waste.

9. All slips or labels on which no errors have been noted, after being counted, shall be disposed of as waste, unless otherwise instructed.

2081. Each letter or daily paper missent to a line shall be plainly stamped or marked on the face, "Missent," and the postmark of the line also stamped thereon.

Missent matter to be stamped.

Matter specially held for delivery.

2225. When a postmaster has good reason to believe that registered undelivered articles in the regular mails of foreign origin, bearing no time limit for their return, can be delivered to the person addressed if held for a period not exceeding two months, he may indorse them "Specially held for delivery" and retain them accordingly. Articles, ordinary and registered, indorsed "poste restante" (General delivery), "To be called for," or other words indicating they are for a transient person, and those addressed to a sailor or a passenger on a vessel expected to arrive, may also be held for not longer than two months.

INTERNATIONAL REPLY COUPONS

International reply coupons.

2226. International reply coupons of the denomination of 9 cents shall be issued to postmasters and sold to the public for use in prepaying international reply postage.

Redemption.

2. Unused reply coupons issued in the United States may, whether damaged or undamaged, be redeemed in postage stamps (8 cents) from original purchasers.

Foreign.

3. International reply coupons issued by foreign countries shall be redeemed by postmasters in postage stamps of a value sufficient to prepay postage on a single-rate ordinary letter to the country which issued the coupon.

Parts of, not to be redeemed.

4. To be acceptable for redemption, each coupon shall be in whole condition. Parts or pieces of coupons shall not be redeemed.

Note.

NOTE.—International reply coupons are sold and exchanged pursuant to the current Universal Postal Convention and the regulations for its execution. (See Official Postal Guide, Part I and Part II.)

DISPOSITION OF FOREIGN DEAD MATTER

Disposition of foreign dead and undeliverable matter.
5 U. S. C. 375.

2227. The action of the Post Office Department respecting foreign dead letters shall be subject to conventional stipulations with the respective foreign

INSERT NO. 33. ORDER NO. 16348.

OCTOBER, 18, 1941.

Section 2227, paragraph 2 (a), of the Postal Laws and Regulations, is amended to read as follows:

"2. (a) Except as stated in subparagraph (b) hereof (concerning certain ordinary articles without value); in paragraph 5 (concerning certain articles from Canada and Mexico); in section 808 (concerning undeliverable second-class matter from Canada), and in paragraph 6 (concerning articles having postage-due stamps affixed), undelivered or unclaimed registered and ordinary articles (except parcel post) from all foreign countries shall be returned to the country of origin (through the proper United States exchange office in the manner hereinafter provided) at the end of 30 days unless (1) they bear requests of the senders for return in case of nondelivery by a certain date or within a specified time not longer than two months, in which case they shall be returned at the expiration of the period indicated by the senders, (2) they are specially held for delivery as provided in section 2225, or (3) they are positively known to be undeliverable, in which case they shall be returned immediately if a period for their retention does not appear on the articles."

INSERT No. 8. ORDER No. 15612.

MAY 28, 1941.

Paragraph 6 of section 2234, Postal Laws and Regulations, is amended as follows: Change the second sentence to read:

"The procedure prescribed in paragraph 4 (b) shall be complied with when applicable."

NOTE.—Section 2234 in the 1932 edition is renumbered section 2233 in the 1940 edition.

be reported direct to the Second Assistant Postmaster General, Division of International Postal Service, without preliminary investigation, unless inquiry, complaint, or claim is received direct at the office of address. The foregoing official shall notify the chief inspector where inquiry discloses apparent loss, rifling, or wrong delivery in this service. If an inquiry, complaint, or claim is received direct at the office of address, the postmaster shall enter in the mailing postmaster's portion of a Form 2855 the particulars of mailing and obtain the affidavit of the addressee on the form and then transmit the papers as indicated above; at the same time, if loss, rifling, or wrong delivery in this service is apparent, Form 1510 shall be executed. The Form 1510 shall be endorsed to show the date of reference of Form 2855 to the Second Assistant Postmaster General, Division of International Postal Service, and sent to the inspector in charge of the division in which the office of destination is located, first- and second-class offices, in cases of loss or rifling, also complying with section 810, paragraph 4 (a). When Form 1510 is sent to the inspector in charge, Form 2855 shall be completed to show to what inspector in charge Form 1510 is sent.

(b) When the office of address is also the exchange office of original receipt, the report to the Second Assistant Postmaster General, Division of International Postal Service, shall show whether a bulletin of verification was sent, and if so, what information was contained therein as to the article.

(c) Before the addressee's affidavit is executed there shall be entered under "Declaration of sender" a description of the original contents of the parcel, if known.

8. (a) Inquiries as to disposition—see current Postal Guide, Part II, relative to fees—(as distinguished from prima facie loss, rifling or damage, delay, or wrong delivery) of ordinary foreign mail, except to or from Canada, shall be handled as prescribed by paragraph 9.

(b) On requests therefor the Second Assistant Postmaster General, Division of International Postal Service, may authorize refunds to be made of fees collected for inquiries covering international ordinary mail, and the Third Assistant Postmaster General, Division of Classification, may authorize such refunds in connection with domestic ordinary mail, if it is subsequently found that the inquiries were due to some irregularity which was the fault of the Postal Service. (See sec. 584.)

NOTE.—See current Postal Guide, Part II, and Supplements as to inquiries regarding registered and insured articles addressed for delivery in foreign countries.

foreign countries.

Inquiries as to ordinary foreign mail.

—refund of fees, when.