

The Postal Bulletin

Published daily, except Sundays and legal holidays, by direction of the Postmaster General, for the information and guidance of officers and employees of the Postal Service.

VOL XLIV.

WASHINGTON, SATURDAY, MARCH 17, 1923.

NO. 13117

LIGHT IN POST OFFICES.

OFFICE OF THE POSTMASTER GENERAL,
Washington, March 16, 1923.

To Postmasters:

One of the matters which has come early to my consideration and which I am thoroughly interested in is the question of adequate light in post offices. I would like to have it understood that it will be my policy to make the lighting of post offices sufficient and proper, in order that no one will be compelled or permitted to work under any possible eyestrain or injurious conditions.

While in Government buildings the custodian may be in charge of this matter, and while in leased buildings the terms of the lease may have to be considered, yet if the postmasters take a keen and active interest in the subject of lighting, I feel certain that we will see immediate improvement.

By keeping the lights clean a higher percentage of efficiency is at once obtained. The interest of postmasters can at least bring about this.

I have requested the Director of Service Relations to follow up this matter of better lighting and the object of this communication is to secure your earnest cooperation.

If you have not already done so, you should communicate your needs to the department and, so far and so rapidly as we are able, they will be supplied.

This subject not only bears upon the health of our postal people but also upon the quantity and accuracy of their work.

Yours very truly,

HARRY S. NEW,
Postmaster General.

FRAUD ORDER.

On March 14, 1923, a fraud order was issued against Harald Jensen, Kronprinsensgade 12, post box 140, Copenhagen K., Denmark. All mail addressed to this party should be returned to senders stamped "Fraudulent: Mail to this address returned by order of Postmaster General."

CASE EXAMINATIONS.

FIRST ASST. POSTMASTER GENERAL,
Washington, March 16, 1923.

To avoid possible misunderstanding, it may be explained that the notice of March 15 with reference to case examinations applies to post-office clerks and not to railway mail clerks.

By order of the Postmaster General.

JOHN H. BARTLETT,
First Assistant Postmaster General.

PROPER PACKING OF EMPTY MAIL BAGS.

SECOND ASST. POSTMASTER GENERAL,
Washington, March 8, 1923.

Bundles of defective mail bags being received at the mail equipment shops, Washington, D. C., from various post offices and railway post office lines are found to contain from 20 to 25 per cent serviceable empty mail bags mixed with the defective ones. Postmasters and other postal employees making up bundles of defective bags for shipment to the mail equipment shops should comply with the instructions covered in paragraph 36, page 78, of the July, 1922, Postal Guide, and see to it that defective and serviceable mail bags are not packed in the same bundles.

PAUL HENDERSON,
Second Assistant Postmaster General.

CORRECTION STOLEN MONEY ORDERS.

THIRD ASST. POSTMASTER GENERAL,
Washington, March 16, 1923.

The attention of the department has been drawn to the fact that the serial numbers of blank domestic money orders reported stolen from several post offices have been incorrectly given in the Daily Bulletin, Warning Card Notices, and Supplements to the Official Postal Guide. The correct numbers are, therefore, herein given and it is requested that postmasters amend their records accordingly.

Rossville, Ind., Nos. 33291 to 33400, inclusive.

October 2, 1922.

Harvey, Iowa, Nos. 25439 to 25600, inclusive.

January 14, 1923.

Essex, Mont., Nos. 21105 to 21400, and 22601 to 22800, inclusive.

Coopersville, N. Y., Nos. 2110 to 2200, inclusive.

August 5, 1922.

Buffalo, station 63, N. Y., Nos. 31090 to 31107, inclusive.

October 11, 1922.

New York, station 55, N. Y., Nos. 13855 to 14000, inclusive.

November 27, 1922.

W. IRVING GLOVER,
Third Assistant Postmaster General.

New 12-cent, 30-cent, \$2 and \$5 Postage Stamps, Series of 1922-23.

THIRD ASST. POSTMASTER GENERAL,
Washington, March 14, 1923.

Postmasters and other officers and employees of the Postal Service are notified that the department is prepared to issue new 12-cent, 30-cent, \$2 and \$5 postage stamps. These stamps are of the new series which will replace the present issue of ordinary stamps known as the series of 1912.

A description follows:

The 12-cent stamp is the same shape and size, 75/100 by 87/100 inch, as the present series of stamps and is printed in purplish brown ink. The central design is a portrait of Grover Cleve-

land within an oval and is partly inclosed in a panel which is supported on either side by acanthus scrolls. Above the portrait in a curved line appear the words "United States Postage" in white Roman letters. On a ribbon below the oval is the name "Cleveland," and under this, at the bottom of the stamp, appears the word "Cents." In both lower corners within ovals with dark backgrounds are the white numerals "12." The entire stamp is inclosed within a cross-line border with small triangular ornaments in both upper corners.

The 30-cent stamp is the same size as the other denominations but is a horizontal rectangle, the color is sepia. The central design represents a buffalo taken from a photograph. This design is then a semicircle surrounded by a panel which is supported on either side by acanthus scrolls. Within this panel and above the design appear the words "United States Postage" in white Roman letters. Below the design at the bottom of the stamp in a white edged panel appears the word "Cents." In both lower corners within circles with dark backgrounds are the white numerals "30." The entire stamp is inclosed within a single white line border, with triangular white line ornaments in both upper corners.

The \$2 stamp is the same shape and size as the 30-cent stamp and is printed in blue ink. The central design is a view of the United States Capitol. The surrounding design is the same as the 30-cent stamp, except that the numeral "2" appears in the circles in both lower corners with the word "Dollars" instead of "Cents" at the bottom of the stamp. On a ribbon below the central design appear the words "U. S. Capitol."

The \$5 stamp is the same shape and size as the \$2 stamp. The central design is America from a photograph of replica of statue surmounting the United States Capitol. On a ribbon below the central design is the word "America." The surrounding design is the same as the \$2 stamp, except that the numeral "5" appears in the circles in both lower corners. This is the only stamp of the new series printed in two colors. The central design is printed in blue ink with the border design printed in red.

The first issue of the 12-cent stamp will be placed on sale March 20, 1923, at the post office at Caldwell, N. J., the birthplace of former President Cleveland, and at the post office at Boston, Mass.

The first issue of the new 30-cent, \$2, and \$5 stamps will be placed on sale March 20, 1923, at the post office at Washington, D. C.

The 12-cent, 30-cent, \$2, and \$5 stamps will also be placed on sale March 20, 1923, at the Philatelic Stamp Agency, Division of Stamps, Post Office Department, for the benefit of stamp collectors and dealers.

The new stamps will not be issued to postmasters until the present supply of the current issue of these denominations is exhausted.

W. IRVING GLOVER,
Third Assistant Postmaster General.

Registered Mail to be Legibly Postmarked.

THIRD ASST. POSTMASTER GENERAL,
Washington, March 15, 1923.

Complaints have been received of the illegible postmarking of registered mail. A legible impression of the postmarking stamp must be placed twice on the back of each registered letter, as nearly as possible at the crossing of the upper and lower flap and on sealed parcels over the places where the parcels are sealed. See section 890, paragraph 3, Postal Laws and Regulations.

W. IRVING GLOVER,
Third Assistant Postmaster General.

SECOND-CLASS MAIL IN ENVELOPES.

THIRD ASST. POSTMASTER GENERAL,
Washington, March 16, 1923.

In the notice of this office dated January 25, 1923, published in the POSTAL BULLETIN of January 27, regarding the "Correction of objectionable practices in addressing and preparing second-class matter for mailing" it was suggested in paragraph 6 that small publications be inclosed in envelopes in order to facilitate their handling, the envelopes being required to bear the title and office of the particular publication and notice of its entry as second-class matter.

It would appear from complaints received that publications of the second-class mailed in envelopes bearing the prescribed indicia are frequently placed with circular mail and not given the care in handling, dispatch, and delivery that they should receive.

Postmasters and postal employees engaged in handling mail are requested to take special care to see that second-class matter inclosed in envelopes bearing a notice of entry as such is given the same prompt treatment accorded other second-class matter.

W. IRVING GLOVER,
Third Assistant Postmaster General.

QUESTIONS AND ANSWERS.

[Questions which were asked at the Vicksburg, Miss., Postal Conference Convention and answered in the bureau of the First Assistant, Division of Post Office Service.]

Question. How long should a carrier observe a forwarding order of mail from one city to another?

Answer. Order No. 8423, dated December 12, 1922, amending paragraph 5 of section 596, Postal Laws and Regulations, provides that: "At city delivery offices the city carriers shall record only changes of address (local changes and forwarding orders) and the records of permanent removals shall be retained and observed for two years."

Question. What is the policy of the department in allowing small second-class offices an assistant postmaster?

Answer. It is contrary to the policy of the department to authorize the appointment of assistant postmasters at the smaller second-class post offices, in as much as it is believed that the postmasters should be able to exercise all necessary supervision over the small number of clerks employed thereat (usually not to exceed three or four clerks), and if at any time a postmaster at one of these offices finds it necessary to be absent he should proceed in accordance with sections 266 and 267 of the Postal Laws and Regulations and appoint his most competent and best qualified clerk to act in his place. This clerk should be held strictly accountable for the proper conduct of the office in the maintenance of necessary discipline.

Question. How does the department contemplate that a city carrier continue forwarding mail?

Answer. See reply to first question.

Question. Please make it possible for a carrier who has vacation time and there is an available substitute, to take an evening off at times to relax on such vacation time.

Answer. A postmaster has authority to excuse a carrier for an afternoon or a fraction of a day, although as a regular practice the use of leave in fractions of days or a few hours at a time is not encouraged.

[Questions which were submitted at the Atlanta Conference Convention. Answers by the Fourth Assistant, Division of Equipment and Supplies.]

Question. Carriers' satchels should be furnished with a large rubber flap to protect the mail from rains. This cover could be made in detachable style, so that it could be taken off and put up during dry spells.

Answer. The flaps of letter carriers' satchels are made of very heavy leather, which is as nearly waterproof as rubber. The question of rubber covers for carriers' satchels has heretofore been given consideration, but the cumbersome nature of the rubber and the added weight has prevented favorable action, especially as it has been found that the leather flap furnishes adequate protection in the great majority of cases.

Question. Could the department furnish cabinets for rural carriers with pigeonholes sufficient to provide one for each mail box on route, with name clips thereon?

Answer. Desks or routing cabinets for rural carriers are furnished in two sizes; i. e., with 100 separations and with 60 separations. It would obviously be impossible to provide a desk with the exact number of separations required on individual routes, but so far as possible, it is the desire of the department to furnish desks commensurate with the routing needs of carriers. Where more than 100 separations are necessary additional sections containing 25 or 50 pigeonholes can be furnished. As touching the matter of name clips, carriers will be supplied on requisition with cardboard strips. (Item 90 or 91.) Requisitions should be addressed to the Fourth Assistant, Division of Equipment and Supplies, and should show the length and width of the strips required.

ACTING POSTMASTERS APPOINTED.

Presidential.

* Marshfield, Oreg., Duncan E. Douglas. March 1, 1923.
Vivian, S. Dak., Joseph Matt. January 2, 1923.

Fourth Class.

Bremen, Ala., Dee Stricklin. March 7, 1923.
Oak, Ala., Edward L. Murray. March 6, 1923.
Smackover, Ark., Reuben P. Allen. March 2, 1923. (Second designation.)
Poncho Springs, Colo., Clara E. Oatman. March 1, 1923.

* White Rock, Colo., Dana H. Davis. March 6, 1923.

Northbranch, Kans., W. E. Jones. March 1, 1923. (Second designation.)

Barthel, Ky., Lyster B. Martin. March 5, 1923.

Bremen, Ky., Peter A. Shaver. March 1, 1923.

South Hill, Ky., William P. Westray. January 15, 1923.

* Stambaugh, Ky., Mrs. Exer D. Rothwell. March 8, 1923.

Adelina, Md., Percy L. Bowen. January 1, 1923.

Miloma, Minn., Grover C. Chandler. August 24, 1922.

* Tarkio, Mont., Paul E. Ridings. February 1, 1923.

Los Tanos, N. Mex., Antonio A. Chavez. February 28, 1923.

Volcano, N. Mex., Coke Johnson. March 3, 1923.

Dougherty, Okla., James B. Denton. December 1, 1922.

Chico, Oreg., Clarence Spangler. February 1, 1923.

Lenape, Pa., William A. Johnson. March 15, 1923.

Little Edisto, S. C., Anne D. Whaley. February 24, 1923.

Glen Lyn, Va., William A. Brewer. March 1, 1923.

Plaza, Wash., Joseph A. Bushue. March 1, 1923.

* Rig, W. Va., Joseph H. Kessel. March 2, 1923.

* Shull, Wis., Edith A. Brunn. January 27, 1923.

* Not money-order office.

* Postal savings depository.

Subscription price of this Bulletin is \$2 per annum.

Remittance should be made to the Superintendent of Documents, Government Printing Office, Washington, D. C.

POST OFFICE CHANGES.

Established.

NEW MEXICO.
Monero, Rio Arriba County, 114726. The order of February 28, 1923 (Bul. 13105), discontinuing this office is rescinded. [15 March.]

Discontinued.

MONTANA.
Kendall, Fergus County, 63231. Source of supply was given as 636567 in Bulletin 13116. [16 March.]

VIRGINIA.

Hendricks Store, Bedford County, route No. 1, from Moneta. Mail and money-order records to be sent to Moneta. Other records and Government property to the central accounting office. Effective March 31, 1923. [15 March.]

WEST VIRGINIA.

Hubbard, Mineral County, 103765. Mail to be sent to Schell. Other records and Government property to the central accounting office. Effective March 31, 1923. [16 March.]

Sites Changed.

MONTANA.
Evaro, Missoula County, 570 feet west, on 113733 and 263097 (3,450 feet from railroad station). Effective March 14, 1923. [14 March.]

NEW JERSEY.

Montville, Morris County, 300 feet west, on 102767 and 209196 (3,669 feet from railroad station). Effective March 14, 1923. [14 March.]

PENNSYLVANIA.

Wolfsburg, Bedford County, 350 feet west, on 102789 and 210461 (1,026 feet from railroad station). Effective March 14, 1923. [14 March.]

STATIONS AND BRANCHES.

Established.

MONTANA.
49183. C. O. D. Station, Billings. Effective April 1, 1923. [16 March.]

SPECIAL SERVICE.

Discontinued.

TEXAS.
Baileyboro, Bailey County (supplied 16 miles north from Muleshoe). From March 31, 1923. (Superseded by 50683.) [16 March.]

STAR SERVICE.

Established.

NEVADA.
75201. Simpson to Wellington, 10 miles and back, six times a week. Contractor to be required, in addition to usual box delivery and collection service, to sell stamp supplies, etc. From April 2, 1923, to June 30, 1926. Catherine A. Flanagan, of Simpson, contractor, at \$933.92 per annum. [16 March.]

TEXAS.
50683. Baileyboro to Sudan, 16 miles and back, three times a week. Contractor required to sell stamp supplies, etc. From April 1, 1923, to June 30, 1926. James Vergil Burnett, of Sudan, contractor, at \$608.40 per annum. [16 March.]

VIRGINIA.
14826. Lecato railroad station (n. o.) to Chincoteague Island, 10 miles and back, 12 times a week. From April 1, 1923, to June 30, 1925. Wm. F. Fisher, of Chincoteague Island, contractor, at \$2,190 per annum. [16 March.]

Discontinued.

NEVADA.
75175. Simpson to Hudson. From March 31, 1923. (Superseded by 75201.) [16 March.]

TEXAS.
50463. Huntsville to Phelps railroad station (n. o.). Discontinue service, effective February 24, 1923, no service having been performed since that date. (Not necessary.) [16 March.]

Changed.

COLORADO.
65206. Meeker to Marvina. From March 1, 1923, supply Marvina at the site authorized February 21, 1923, decreasing distance 1 mile. [16 March.]

IDAHO.
70271. Boise to Quartzburg. From April 1, 1923, end at Placerville, omitting Quartzburg (discontinued); decreasing distance 3 miles. [16 March.]

KANSAS.
55218. Ashland to Minneola. From April 1, 1923, change line of travel between Minneola and Cleaverdale (n. o.) on trip from Minneola; increasing distance 0.50 mile, equal to 0.25 mile and back. [16 March.]

MASSACHUSETTS.
4248. Petersham to Athol. Original distances are restated to be as follows:

| | Miles. |
|--|--------|
| Between Petersham and station (A) (Athol)..... | 7.80 |
| Between station (A) (Athol) and Athol..... | 1.20 |

Total..... 9.00
[16 March.]