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WASHINGTON BICENTENNIAL STAMPS AND STAMPED ENVELOPES

THIRD ASSISTANT POSTMASTER GENERAL,
Washington, November 4, 1931.

The special attention of postmasters and postal employees at direct and central accounting post offices is called to the instructions in the POSTAL BULLETIN of September 29 and beginning on page 17 of the October Guide, concerning the forthcoming issue of bicentennial stamps and stamped envelopes. Postmasters are advised that distribution of bicentennial envelopes to post offices is now in progress and the shipment of bicentennial stamps will be begun at an early date.

Postmasters are again notified that these advance shipments of bicentennial stamps and stamped envelopes must be retained intact in the post office until January 2, 1932, on which date, BUT NOT BEFORE, the commemorative stamps and envelopes will be placed on sale to the public.

The first day sale of the bicentennial stamps and stamped envelopes will be restricted to Washington, D. C., and postmasters at all other post offices are directed to see that their advance shipments of the new commemorative stamps and envelopes are adequately safeguarded to prevent the sale or removal from the post office of any of the stock before January 2, 1932. In this connection, attention is invited to the special instructions in the POSTAL BULLETIN of October 16 headed "Commemorative Postage Stamps," which must be explicitly adhered to.

As stated in the original notice, it will not be possible, because of the volume of work involved, for the Washington post office or the Philatelic Agency to prepare first day covers of the bicentennial stamps and stamped envelopes for collectors. Therefore, all requests to the Postmaster, Washington, D. C., or the Philatelic Agency, for first day covers of the Washington bicentennial stamps and stamped envelopes will be returned to the sender unfilled.

The department has also been informed that many requests for first-day covers are being received from collectors by the Washington Bicentennial Commission, Washington, D. C., and the chamber of commerce, Washington, D. C., which, likewise, can not be accepted. These organizations have advised the department that they have no facilities or funds available for the handling of such stamp covers.

It will, therefore, be necessary for collectors desiring bicentennial first-day covers to arrange for the service with some private individual or business concern. Postmasters may advise local collectors who make inquiry that many of the leading philatelic magazines, such as the Mekeel's Weekly Stamp News, Portland, Me., Linn's Weekly Stamp News, Columbus, Ohio; and the Stamp Collector's Magazine, Richmond, Va., as shown by complimentary copies received in the department, are now carrying the advertisements of numerous concerns that offer to supply bicentennial covers at a nominal charge. No doubt other philatelic publications, having as subscribers members of the various philatelic societies throughout the country, are carrying the announcements of collectors and dealers who will perform this first-day service.

Collectors who are interested may also be advised that the department will not provide a special cachet for use on bicentennial first-day covers mailed at the Washington, D. C., post office of January 1, 1932.

F. A. TILTON,
Third Assistant Postmaster General.

COOPERATION OF THE PUBLIC IN PREPARING CHRISTMAS MAIL

THIRD ASSISTANT POSTMASTER GENERAL,
Washington, November 2, 1931.

In connection with the arrangements for handling the Christmas mail, postmasters are again reminded of the importance of the proper preparation of such mail. To this end the cooperation of patrons should be sought and developed and the particular observance of the conditions set forth below should be urged. This information for the guidance of mailers in preparing their Christmas mail should be disseminated as widely as possible.

Postage.—Prepay postage fully on all mail matter. The rates are as follows:

FIRST CLASS: Letters and written and sealed matter, 2 cents for each ounce; Government postal cards, 1 cent each; private mailing or post cards, including greeting cards in this form, 1 cent each.

AIR MAIL: 5 cents for the first ounce and 10 cents for each additional ounce or fraction thereof.

SECOND CLASS: Newspapers, magazines, and other periodicals containing notice of second-class entry, 1 cent for each 2 ounces or fraction thereof, regardless of weight or distance.

THIRD CLASS (limit, 8 ounces): Circulars and other miscellaneous printed matter, also merchandise, 1½ cents for each 2 ounces; books (including catalogues) of 24 pages or more, seeds, cuttings, bulbs, roots, scions, and plants, 1 cent for each 2 ounces; bulk lots of identical pieces of third-class matter may be mailed at special rates under conditions which may be ascertained from the postmaster.

FOURTH CLASS (over 8 ounces): Merchandise, books, printed matter, and all other mailable matter not in first, second, or third class.

Zones	First pound	Additional pounds
Local.....	7	1 cent each 2 pounds.
1 and 2.....	7	1 cent each pound.
3.....	8	2 cents each pound.
4.....	8	4 cents each pound.
5.....	9	6 cents each pound.
6.....	10	8 cents each pound.
7.....	12	10 cents each pound.
8.....	13	12 cents each pound.

On parcels collected on rural routes the rates are 2 cents less per parcel than shown in the foregoing table when for delivery anywhere within the first three zones, and 1 cent less when for delivery in any other zone.

Addresses.—Address all matter plainly and completely in ink, giving street address or box or rural route number whenever possible. Place sender's return card in upper left corner of address side. Tags should not be used unless necessary, in which case a copy of the address and return card should be placed inside the parcel for identification if tag is lost.

Packing and wrapping.—Pack articles carefully in strong, durable containers. Wrap parcels securely, but do not seal them except when bearing a printed label or indorsement reading: "Contents, merchandise. Postmaster: This parcel may be opened for postal inspection if necessary," together with name and address of sender, as sealed parcels not so labeled or indorsed are subject to postage at the letter rate. The name and address of the sender may be handwritten or typewritten on the labels.

Limit of size.—Parcels may not exceed 100 inches in length and girth combined. The minimum postage charge on a parcel measuring more than 84 inches in length and girth combined is the same as the appropriate zone charge for a 10-pound parcel for the zone to which the particular parcel may be addressed. On parcels weighing 10 pounds or more, which measure more than 84 inches but not more than 100 inches in length and girth combined, the regular zone pound rates apply.

Limit of weight.—The limit of weight of fourth-class or parcel-post matter is 70 pounds for all zones, including Manila, Philippine Islands, but parcels for other places in those islands (except Iloilo, Cebu, and Zamboanga, for which the limit is 44 pounds) may not exceed 20 pounds.

Permissible additions and inclosures.—Parcels may be marked "Do not open until Christmas," this being permitted in order to encourage early mailing.

Written greetings, such as "Merry Christmas," "Happy New Year," "With best wishes," and names, numbers, or symbols, for the purpose of description may be inclosed with third or fourth class (parcel-post) mail. Books may bear simple dedicatory inscriptions not of a personal nature. Other written additions subject parcels to letter postage.

Do not inclose letters in parcels, as doing so would subject entire parcel to letter postage. Communications prepaid at the first-class rate may be sent with parcels prepaid at the third or fourth class rate by securely attaching the envelopes containing the letters or other written matter to the outside of parcels. (See art. 55, p. 15, July, 1931, Postal Guide.)

Seals.—Christmas seals or stickers should not be placed on the address side of mail.

Special handling—Fourth-class matter only.—Parcels of fourth-class matter indorsed "Special handling" will be given the most expeditious handling and transportation practicable (but not special delivery) upon payment, in addition to the regular postage, of the following charge: Up to 2 pounds, 10 cents; over 2 pounds up to 10 pounds, 15 cents; over 10 pounds, 20 cents.

Special delivery fees

	First class	Second, third, or fourth class
	Cents	Cents
Up to 2 pounds.....	10	15
Over 2 pounds up to 10 pounds.....	20	25
Over 10 pounds.....	25	35

The prepayment of the foregoing fee on second, third, or fourth class mail entitles it to the most expeditious handling and transportation practicable, and also entitles it to special delivery at the office of address.

Insurance.—Valuable parcels should be insured. The fees are: For parcel valued not over \$5, 5 cents; over \$5 but not over \$25, 8 cents; over \$25 but not over \$50, 10 cents; over \$50 but not over \$100, 25 cents; over \$100 but not over \$150, 30 cents; over \$150 but not over \$200, 35 cents. Return receipt 3 cents extra. All in addition to the regular postage.

Where to mail parcels.—Ordinary parcels 8 ounces or less in weight may be mailed in street letter or package boxes, at all classified stations and branches, and at such numbered stations as are designated to receive parcels. Parcels weighing over 8 ounces can not be mailed in street boxes. Parcels containing meat, food products, cut flowers, or other perishable matter should be mailed only at the main post office or one of the large classified stations.

In giving the foregoing features widespread publicity it is suggested that postmasters especially request department stores and like establishments to embody in their Christmas advertising appropriate text bearing thereon. Valuable assistance may be secured through schools and motion-picture shows.

Attention is renewed to previous efforts to discourage the use of small or odd-sized greeting cards and envelopes, which practice is so costly to the Postal Service. The cooperation of manufacturers, dealers, and the public generally in the elimination of small-sized cards and envelopes to the end that the Postal Service may be relieved of the burden of handling them is desired and should continue to be sought and cultivated. It should be suggested that in no case should cards and envelopes be smaller than 2¼ by 4 inches, a size somewhat larger being preferable.

F. A. TILTON,
Third Assistant Postmaster General.

REVISED FORMS FOR REPORTING APPOINTMENTS (FORM 1260) AND SEPARATIONS (FORM 1270) TO BE REQUISITIONED BY POSTMASTERS

OFFICE OF THE COMPTROLLER,
Washington, November 3, 1931.

Revised Forms 1260 and 1270 have been received from the Government Printing Office and are now available. Postmasters and other officers

