

SECOND ASSISTANT POSTMASTER GENERAL,
Washington, November 12, 1938.

DUTIABLE ARTICLES IN LETTER PACKAGES FOR FOREIGN COUNTRIES

It has come to the attention of the Department that occasionally letters or packages prepaid at the letter rate of postage, containing articles liable to customs duty, are accepted for mailing to foreign countries without the green label (Form C-1), Form 2976, affixed to the cover.

Inasmuch as such articles not bearing the green label are subject to confiscation in some foreign countries, including Great Britain, postmasters should see to it that all employees concerned are thoroughly familiar with the instructions set forth in paragraph 5 of section 3 on page 4 of Part II of the Postal Guide for 1938, and that the provisions thereof are invariably brought to the notice of prospective mailers, including the requirement concerning the paper form of customs declaration (Form 2976-A) or an invoice.

AMBROSE O'CONNELL,
Second Assistant Postmaster General.

THIRD ASSISTANT POSTMASTER GENERAL,
Washington, November 10, 1938.

COOPERATION OF THE PUBLIC IN PREPARING CHRISTMAS MAIL

In connection with the arrangements for handling the Christmas mail, postmasters are 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, 3 cents for each ounce, except when addressed for local delivery; local letters, 2 cents an ounce at letter-carrier offices, and 1 cent an ounce at other offices unless collected or delivered by rural or star-route carriers, in which case the rate is 2 cents an ounce; Government postal cards, 1 cent each; private mailing or post cards, including greeting cards in this form, 1 cent each.

Air mail.—The domestic rates of postage on matter carried by airplane, including transportation to and from the air-mail routes, are as follows:

	Per ounce (cents)
United States, from one post office to another on mainland, and also from one post office to another in Hawaiian Islands (but not between mainland and those islands).....	6
	Per half ounce (cents)
United States (mainland) to or from—	
Hawaii.....	20
Guam.....	40
Philippine Islands.....	50
Puerto Rico, Virgin Islands of United States, U. S. Naval Station, Guantanamo Bay (Cuba).....	15
United States (mainland) to Canal Zone.....	10
Puerto Rico, Virgin Islands of United States, U. S. Naval Station, Guantanamo Bay (Cuba)—	
To Canal Zone.....	15
To or from Hawaii.....	30
To or from Guam.....	50
To or from Philippine Islands.....	60
Puerto Rico to or from—	
Virgin Islands of United States.....	10
U. S. Naval Station, Guantanamo Bay (Cuba).....	10
Virgin Islands of United States to or from U. S. Naval Station, Guantanamo Bay (Cuba).....	10
Hawaii to or from—	
Guam.....	20
Philippine Islands.....	30
Hawaii to Canal Zone.....	35
Guam—	
To or from Philippine Islands.....	10
To Canal Zone.....	55

Second class.—Newspapers, magazines, and other periodicals containing notice of second-class entry, 1 cent for each 2 ounces or fraction thereof, except when the postage at the rates prescribed for fourth-class mail is lower, in which case the latter rates apply.

Third class (limit 8 ounces).—Circulars and other miscellaneous printed matter, including Christmas cards sent in unsealed envelopes and bearing no unauthorized writing, also merchandise, 1½ cents for each 2 ounces; books* (including catalogs) 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.....	8	1.1 cents each pound.
3.....	9	2 cents each pound.
4.....	10	3.5 cents each pound.
5.....	11	5.3 cents each pound.
6.....	12	7 cents each pound.
7.....	14	9 cents each pound.
8.....	15	11 cents each pound.

A fraction of a cent in the total postage on any parcel is counted as a full cent.

EXCEPTIONS

(a) In the first or second zones, where distance by shortest practicable mail route is 300 miles or more, the rate is 9 cents for first pound and 2 cents each additional pound.

(b) On parcels collected on rural routes the postage is 2 cents less per parcel than at rates in table when for local delivery and 3 cents less per parcel when for other than local delivery.

(c) Parcels weighing less than 10 pounds but exceeding 84 inches in length and girth combined are subject to 10-pound rate.

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 endorsement, 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 endorsed 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.

Limit of weight.—The limit of weight of fourth-class or parcel-post matter is 70 pounds for all zones, including Manila, Iloilo, Cebu, Zamboanga, Davao, and Baguio, P. I., but parcels for other places in those islands may not exceed 20 pounds.

Permissible additions and enclosures.—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 enclosed 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 enclose 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. 56, p. 17, July 1937 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, endorsed "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.—The prepayment of the following fee on first-, 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.

	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

Insurance.—Valuable parcels should be insured. The fees are: For parcel valued not over \$5, 5 cents; over \$5 but not over \$25, 10 cents; over \$25 but not over \$50, 15 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 cannot 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.

The foregoing features should be given widespread publicity, and 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 also be secured through schools and motion-picture shows.

Continued efforts should be made 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 2¾ by 4 inches, a size somewhat larger being preferable.

* Books consisting wholly of reading matter and containing no advertising, other than incidental announcements of books, and otherwise conforming to the conditions set forth in Order No. 12264, dated Oct. 31, 1938, amending the Postal Laws and Regulations (pars. 2½, sec. 561, and sec. 572½), may be mailed at the rate of 1½ cents a pound or fraction thereof, irrespective of zone, effective until July 1, 1939.

UNDELIVERABLE PACKAGES OF CHRISTMAS CARDS BEARING PLEDGE TO PAY RETURN POSTAGE MUST BE PROMPTLY RETURNED

In some instances undeliverable packages of Christmas cards which bear a pledge to pay return postage are not promptly returned but are held at the office of address and notice is furnished the sender requesting postage for their return.

Postmasters should give this careful attention and see that every undeliverable piece of such matter bearing the pledge of the sender to pay the return postage, after being endorsed to show definitely why it cannot be delivered, is promptly returned to the sender in accordance with his request, rated with the return postage to be collected on delivery under the provisions of section 809, Postal Laws and Regulations.

TWO HOURS EACH DAY WE GET OUR PAY FROM PARCEL POST — PROMOTE IT

The foregoing applies only to matter which is actually undeliverable. If the packages of cards are accepted by the addressees, and after being opened and examined are presented for return to the original senders, this constitutes a remailing, and postage for such return must be prepaid.

Of course, where the addressee has removed, and the matter bears a request that it be held and the sender notified on Form 3547 of the amount of forwarding postage, which he promises to furnish, the matter should be held and notice sent as requested.

SOUVENIR POST CARDS FURNISHED BY HOTELS, RESTAURANTS, ETC.

It has been brought to attention in connection with the campaign to increase the use of the postal facilities that certain hotels and restaurants make available to their guests souvenir post cards and encourage such guests to address the cards to their friends and acquaintances and deposit them with the management for mailing, the hotels and restaurants paying the postage on the cards. It is said the practice not only creates good will on the part of their guests but constitutes a profitable advertising medium for the hotels and restaurants.

This idea is well worth passing along, not only to hotels and restaurants generally but to chambers of commerce, tourist bureaus, department stores, etc., likely to be benefited by this form of publicity. It is suggested, therefore, that postmasters contact the management of such establishments with the view of having them give consideration to the adoption of this friendly practice, which, as indicated, will not only redound to their own advantage but incidentally will increase the postal revenues.

CANCELATION OF STAMPS

The attention of postmasters is again called to the importance of defacing all stamps on outgoing mail so they may not be reused. All postal employees who are assigned to the work of canceling stamps are urged to make it their particular and individual duty to see that inking apparatus is kept clean and in working order and that all stamps whether on parcels or letters are completely and effectively canceled with a clear impression.

Furthermore every employee in a post office should cooperate in protecting the postal revenues and any stamps observed on matter handled which are uncanceled or ineffectively canceled should be completely defaced to prevent their reuse.

NEW ISSUES OF 21-CENT AND 22-CENT ORDINARY POSTAGE STAMPS

Postmasters are hereby advised that the 21-cent stamp bearing the likeness of Chester A. Arthur, and the 22-cent stamp containing the portrait of Grover Cleveland, will be the next denominations to be made available in the new regular series.

The stamps will conform in general design to the preceding denominations of this series, with double line borders. The 21-cent stamp will be printed in steel blue, and the 22-cent in copper red. Both stamps will be printed by the rotary process and issued in sheets of 100.

The stamps will be first placed on sale at Washington, D. C., on November 22, 1938, and at other post offices as soon thereafter as practicable.

Stamp collectors desiring first-day cancellations of the new stamps on November 22 may send a limited number of addressed covers, *not in excess of 10 for each denomination*, to the Postmaster, Washington, D. C., with a cash or postal money order remittance to cover only the cost of the stamps required for affixing. *Postage stamps will positively not be accepted in payment.* Each cover should bear a pencil endorsement in the upper right corner to show the number of stamps to be attached thereto. Envelopes for covers should not be smaller than 3 by 6 inches. Compliance cannot be made with unusual requests, such as for the affixing of plate-number blocks, etc., and all covers must be fully addressed.

Requests for uncanceled stamps must not be included with orders for first-day covers to the postmaster at the above office.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 21-cent and 22-cent stamps will be placed on sale at the Philatelic Agency, Washington, D. C., on November 22, 1938. To insure prompt shipment, mail orders to the Agency must be limited to the 21-cent and 22-cent stamps, excluding other varieties heretofore on sale.

Postmasters at direct and central-accounting post offices may submit requisitions for a limited supply of the 21-cent and 22-cent stamps to conform to local mailing requirements, *but such requisitions must exclude other denominations.*

So far as required to meet specific requests from local patrons, postmasters at district-accounting offices may obtain needed stocks of the new 21-cent and 22-cent stamps by requisition on the central-accounting postmaster after November 22. In some cases shipments of the new 21-cent and 22-cent stamps may be received by postmasters prior to the close of business on November 22. In all such cases care must be exercised not to allow any of the stamps to be sold before November 23.

RAMSEY S. BLACK,

Third Assistant Postmaster General.

POSTMASTERS COMMISSIONED

Fourth Class
Nov. 9, 1938
c Rainbow Springs, N. C., Mrs. Ethel M. Phillips.
Nov. 10, 1938
c Liberty, Maine, Raymond S. Worthing.
Nov. 12, 1938
c Fanshaw, Alaska, William N. Abbes.
c Pirtleville, Ariz., Miguel Gomez.
c Bloomfield, Calif., William Sutton.
c Grizzly Flats, Calif., William N. Bishop.
c Woodington, Ohio, Cleo Brumbaugh.

ACTING POSTMASTERS APPOINTED

Presidential
3 Cypress, Ill., Miss Mary Sowers. Oct. 17, 1938.
2s Hoisington, Kans., Orville W. Anthony. Oct. 22, 1938.
2 Woodsboro, Md., Harry W. Barrick. Nov. 1, 1938.
3 Wilmington, Mass., Catherine R. Esler. Oct. 18, 1938.
s Willmar, Minn., Thomas H. King. Nov. 5, 1938.
3s Wells, Nev., Charles A. Leach. Nov. 1, 1938.
3 Delanco, N. J., Mrs. Mabel R. Hunter. Nov. 1, 1938.
3 Somers Point, N. J., Robert A. Stretch. Oct. 17, 1938.

ACTING POSTMASTERS APPOINTED

Presidential

3 Greenvale, N. Y., Victor Vergata. Oct. 27, 1938.
2s Idabel, Okla., Mrs. Mona Clark. Oct. 29, 1938.
2s Floresville, Tex., Mrs. Lee McDaniel. Nov. 1, 1938.

c New postmaster.
s Postal savings depository.
2 First-class offices paying \$3,700 or less and all second-class offices.
3 Third-class offices.

Fourth Class

Jetson, Ky., Dinzel W. Phelps. Nov. 5, 1938.
Castalia, N. C., Maynard Edwards. Nov. 7, 1938.
Judson, N. Dak., Mrs. Agnes Dettmann. Oct. 22, 1938.
Bobtown, Pa., William Zelkowitz. Nov. 5, 1938.
Pitcock, Pa., James Treemarecki. Oct. 24, 1938.
Jayuya, P. R., Armando Rivera. Oct. 27, 1938.
Kary, S. Dak., Cordelia Kary. Oct. 4, 1938.
Lakin, W. Va., Mrs. Ruth Obie. Nov. 3, 1938.
Haybro, Colo., Mrs. Myrtle G. Heard. Oct. 31, 1938.
Access, Ky., Paul Pennington. Oct. 1, 1938.
Hargett, Ky., Hickman Patrick. Nov. 5, 1938.
Huddy, Ky., Fred Runyon. Nov. 1, 1938.
Eagle, Mich., Carroll Patten. Sept. 30, 1938.
Creek Locks, N. Y., Miss Stella Brophy. Nov. 5, 1938.
Fish Creek, N. Y., Fred J. Laundre. Nov. 3, 1938.

POST-OFFICE CHANGES

Discontinued—Fourth Class

CALIFORNIA
Wrights, Santa Clara County, routes 108760 and 276045. Effective Nov. 30, 1938. Mail to Los Gatos.

NEVADA
Strawberry, White Pine County, route 75138. Effective Nov. 30, 1938. Mail to Eureka.

VIRGINIA
Chestnut Grove, Buckingham County, route 14431. Effective Nov. 30, 1938. Mail to Pamplin.
Penlan, Buckingham County, route 14258. Effective Nov. 30, 1938. Mail to Orebank.

WASHINGTON
Wymer, Kittitas County, route 113733. Effective Nov. 30, 1938. Mail to Ellensburg.

WISCONSIN
Kennedy, Price County, route 39129. Effective Nov. 30, 1938. Mail to Park Falls.

Winter Post Office to Open

Port Sewall, Martin County, Fla. Effective Dec. 1, 1938.

Sites Changed

COLORADO
Toponas, Routt County, ¼ mile south on routes 114773 and 265013. Order of Nov. 8, 1938.

ILLINOIS
Golden Eagle, Calhoun County, 200 yards north on route 35193. Order of Nov. 10, 1938.

NEW MEXICO
Colonias, Guadalupe County, 183 yards north on route 67180. Order of Nov. 9, 1938.

PENNSYLVANIA
Gladwyne, Montgomery County, 80½ yards north on route 210338 (4,400 yards from depot). Order of Nov. 9, 1938.

TEXAS
Fashing, Atascosa County, 200 yards east on route 50644 and 50649. Order of Nov. 9, 1938.

STEAMBOAT SERVICE

WASHINGTON
71086. Anacortes to Friday Harbor. From Nov. 9, 1938, supply Anacortes at site authorized Sept. 10, 1938; any change in distance or pay to be stated in a subsequent order.

SPECIAL SERVICE

Discontinued

FLORIDA
Ozello, Citrus County. Supplied from Crystal River. From Nov. 15, 1938 (post office Ozello discontinued Nov. 15, 1938).

STAR ROUTE SERVICE

Discontinued

WASHINGTON
71279. Kalama to Pigeon Springs (n. o.). From Nov. 30, 1938 (not necessary).

Changed

ARKANSAS
47331. Rosedale to Evansville. From Nov. 16, 1938, change service so as to begin at Rosedale (n. o.), omitting Rosedale (post office discontinued), without change in distance or pay.
47514. Kay to Watts. From Dec. 1, 1938, change service so as to begin at Kay (n. o.), omitting Kay (post office discontinued), without change in distance or pay.

CALIFORNIA

76349. Coalinga to Avenal. From Nov. 21, 1938, contractor is required to transport all classes of mail, without allowance of additional pay.

ILLINOIS
35258. Grayville to Carmi railroad station (I. & N.). From Oct. 15, 1938, supply Carmi at site authorized Oct. 11, 1938, increasing distance 0.09 mile and pay \$3.09 per annum.

SUBSCRIPTION PRICE of this BULLETIN is \$2 per annum. REMITTANCE should be made to the Superintendent of Documents, Government Printing Office, Washington, D. C.

STAR ROUTE SERVICE

Changed

FLORIDA
23187. Cocoa to Orsino. New paved road via Metcalf residence (n. o.) is hereby designated as the regular line of travel on the outward trip from Cocoa, between Littleton La Roche place (n. o.) and Orsino, and distance restated as equal to 18.64 miles and back, without change in pay; change in line of travel having been due to change in road by local authorities.

GEORGIA

21178. Penfield to Woodville. From Oct. 22, 1938, supply Woodville at site authorized Oct. 18, 1938, increasing distance 0.02 mile and pay \$2.42 per annum.
21226. Omaha to Coffinton. From Oct. 21, 1938, supply Omaha at site authorized Oct. 12, 1938, decreasing distance 0.03 mile and pay \$1.24 per annum.

WYOMING

64303. Buffalo to Midwest. From Nov. 16, 1938, change and restate service as follows without allowance of additional pay: From Buffalo by Kaycee to Edgerton, returning by Kaycee and Mayoworth to Buffalo, equal to 85.55 miles and back, 6 times a week.

Schedules

KENTUCKY

29374. Salyersville to Foraker (waiver):
Leave Salyersville daily except Sunday 7:30 a. m.
Arrive Foraker by 8:30 a. m.
Leave Foraker daily except Sunday 9 a. m.
Arrive Salyersville by 10 a. m.
Effective Nov. 14, 1938.

MISSISSIPPI

26122. Amory railroad station to West Point: Leave Amory railroad station daily except Sunday 3:25 a. m.
Arrive Columbus railroad station (Southern) by 4:50 a. m.
Arrive West Point by 7 a. m.
Effective Nov. 21, 1938.

MONTANA

63993. Great Falls to Choteau: Leave Great Falls daily except Sunday on receipt of mail from trains due about 7 a. m., but not later than 8 a. m.
Arrive Choteau in 1 hour and 50 minutes.
Leave Choteau daily except Sunday 2:35 p. m.
Arrive Great Falls by 4:30 p. m.
Leave Great Falls Sunday on receipt of mail from train due about 7 a. m., but not later than 8 a. m.
Arrive Choteau in 1 hour and 50 minutes.
Leave Choteau Sunday 10 minutes after arrival.
Arrive Great Falls in 1 hour and 55 minutes.
Effective Nov. 9, 1938.

NEVADA

75180. Lund to Ely: Leave Lund daily except Sunday 7 a. m.
Arrive Ely by 8:30 a. m.
Leave Ely daily except Sunday 1:30 p. m.
Arrive Lund by 3 p. m.
Effective Nov. 9, 1938.

VERMONT

3115. Richford to St. Albans railroad station: From about May 1 to about Sept. 30
Leave Richford daily except Sunday 9:05 a. m. and 4:30 p. m., and on Sunday, 4:30 p. m.
Arrive St. Albans railroad station by 10:50 a. m. and 6 p. m., and on Sunday, 6:15 p. m.
Leave St. Albans railroad station daily except Sunday on receipt of mail from train 305, due about 4:40 p. m., but not later than 5:30 p. m.
Arrive Richford in 1½ hours.
From about Oct. 1 to about Apr. 30
Leave Richford daily except Sunday 9:05 a. m. and daily 5:15 p. m.
Arrive St. Albans railroad station by 10:50 a. m. and 7 p. m.
Leave St. Albans railroad station daily except Sunday on receipt of mail from train 305, due about 6:05 p. m., but not later than 6:45 p. m.
Arrive Richford in 1½ hours.
Effective Nov. 16, 1938.

WEST VIRGINIA

16322. Sutton to Holstead (n. o.) (waiver):
Oct. 15 to May 15
Leave Sutton daily except Sunday 10:30 a. m.
Arrive Holstead (n. o.) by 1:30 p. m.
Leave Holstead (n. o.) daily except Sunday 10 minutes after arrival.
Arrive Sutton in 2½ hours.
May 16 to Oct. 14
Leave Sutton daily except Sunday on receipt of mail from train 62, due about 12:30 p. m., but not later than 1:30 p. m.
Arrive Holstead (n. o.) in 1½ hours.
Leave Holstead (n. o.) daily except Sunday 10 minutes after arrival.
Arrive Sutton in 1½ hours.
Effective Nov. 10, 1938.

WYOMING

64303. Buffalo to Edgerton: Leave Buffalo daily except Sunday on receipt of mail from Sheridan due about 10 a. m.
Arrive Edgerton in 3¼ hours.
Leave Edgerton daily except Sunday on receipt of mail from Casper due about 11 a. m.
Arrive Buffalo in 5¼ hours.
Effective Nov. 16, 1938.