

MAIL SERVICE ON CHRISTMAS DAY 1938

OFFICE OF THE POSTMASTER GENERAL,
Washington, November 18, 1938.

This year Christmas Day falls on Sunday and the holiday will be observed on the following day, Monday, December 26. Therefore, the Post Office Department contemplates that all Christmas mail shall be delivered by midnight, Saturday, December 24, and that all postal employees who can be spared shall have the opportunity to spend December 25 and 26 with their families.

While star routes will operate as scheduled and mail to and from such routes is to be handled as on other days, there will be no city delivery, village delivery (except the delivery of "Gift Parcels"), rural delivery, or window service in post offices on December 26. However, arrangements must be made to handle all "Gift Parcels" received in city and village delivery post offices in time for delivery on December 26.

It is not intended that the delivery of "Gift Parcels" shall in any way prevent postal employees from spending December 26 with their families. The employment of regular employees or classified substitutes in the delivery of "Gift Parcels" on December 26 should be voluntary on their part. It is desired that a sufficient number of competent temporary employees be assigned to the delivery of parcels on December 26, in addition to the classified employees volunteering for such service, as will insure a complete delivery of all parcels received in time for delivery on December 26. All regular employees either scheduled for duty or volunteering for service on December 26 should be given the privilege of receiving either overtime pay or compensatory time for the service rendered.

Special-delivery and perishable mail shall be handled and delivered upon receipt and limited collections and dispatches usually provided on holidays for first-class mail and daily newspapers shall be maintained. Other classes of mail shall not be delivered on December 26.

Postmasters will schedule for duty on December 25 and 26 only a sufficient number of employees to perform the service herein outlined.



Postmaster General.

FIRST ASSISTANT POSTMASTER GENERAL,
Washington, November 18, 1938.

ORGANIZING FOR CHRISTMAS

To Postmasters and Employees of the Postal Service:

Attention is called to the fact that Christmas Day this year falls on Sunday. The holiday will, therefore, be observed on Monday, December 26.

The Postmaster General has announced that all city, village, and rural-carrier deliveries and window service will be suspended on December 25 and 26, except the delivery of gift parcels at city and village delivery offices on December 26. Therefore, every effort should be directed toward having all Christmas matter mailed in time for delivery before December 24, and all preparations, plans, organization, and publicity should be made with that end in view.

Early Mailing

The necessity for early mailing should be constantly and vividly stressed during the pre-Christmas period. Every useful medium of publicity available without expense to the Department should be utilized, including the radio, newspapers, trade and organization journals of all descriptions, business and civic organizations, such as chambers of commerce, boards of trade, clubs, theaters, motion-picture houses, ministers, school teachers, public utilities, and large business concerns generally. Have employees coming in contact with the public talk it constantly. Publicity should be given to the fact that parcels may be marked "Do Not Open Until Christmas."

Large business concerns and organizations and newspapers will undoubtedly be glad to weave in the idea of early mailing in their "shop early" advertising if the matter is properly presented to them.

Large advertisers should be requested to withhold heavy mailings of catalogs, calendars, etc., during the period from December 10 to January 1. Calendars should be mailed sufficiently in advance of December 10 to permit delivery before that date. This does not apply to current advertising that pertains to holiday sales.

Special-Delivery Service

This feature of the service should be given wide publicity, attention being invited to the fact that it insures immediate delivery of all special-delivery matter upon receipt at office of address. Its use should be urged upon those mailing their Christmas parcels the last few days before Christmas.

Personnel—Extra Help for Christmas

Competent and deserving men and women on the civil-service register of eligibles, who are unemployed and have dependents to support, should be given first consideration in employing extra help for Christmas. The next should be those applicants, in the order of their necessitous circumstances, who have the required ability, are unemployed, and who have dependents. The Department disapproves of the employment of close relatives of post-office employees unless they are unemployed and have families or dependents of their own to support.

Postmasters should work with relief agencies and war-veterans' organizations in selecting temporary help, always stressing the necessity of excluding those incapacitated for the arduous work incidental to the handling of the Christmas mail.

Postmasters are instructed to conform to this program only so far as it is possible for them to secure persons who are physically and mentally competent to stand the severe strain of temporary Christmas work. It must be understood that there can be no delays or slowing up of the Christmas mail.

Nominations of temporary substitute clerks, temporary substitute carriers, and temporary substitute laborers, should be submitted on Form 1531, in triplicate, through the district civil-service managers in the usual manner. The dates of termination of service of the temporary substitutes as well as the dates of appointment, should be shown on Form 1531, and under no circumstances should a temporary substitute be employed beyond the specified date. If it is absolutely necessary to employ a temporary substitute beyond the date indicated in the original Form 1531, a supplemental form should be submitted.

It should be distinctly understood that these instructions apply only to the temporary substitutes who are employed incident to the Christmas business and that such employment is limited to the period from November 15, 1938, to January 15, 1939.

The utmost care must be exercised that these instructions are faithfully followed.

Organization

Careful estimates of the numbers of temporary employees of the several classes needed must be made and only as many should be selected as can be given a reasonable amount of employment. The number should not be so great as to necessitate undue shortening of schedules in order that each individual may have some employment.

Advance arrangements should be made for such changes in assignments and schedules of the regular forces as may be advantageous. All regular forces must be utilized to the fullest advantage before substitutes are employed, and the latter should be employed only as actually required and their number increased as the volume of work increases until the peak is reached, when their services should be dispensed with in the same manner.

Classified substitutes shall not be employed more than 12 hours a day and temporary employees shall not be employed more than 10 hours a day on clerical or carrier work or both, excepting where emergencies require a longer period of service.

Particular attention should be given to the instruction of inexperienced employees, both before and after they are assigned to work, as well as to impressing upon them the importance of the work in which they are engaged, the inviolability of the mails, and the necessity of handling all mail promptly and efficiently.

Employees required to be on duty December 25 and 26 to make the regular holiday collections and dispatches, receive incoming mail and handle special-delivery mail and perishable parcels, will be scheduled so as to give them the largest possible enjoyment of the Christmas holiday. On these days the work should be kept to the minimum and be performed as far as possible by substitute and temporary employees. It is not desired that the delivery of gift parcels on December 26 will increase the number of regular employees needed. Only regular employees and regular substitutes who volunteer their services will be used and the remainder of the work in connection with the distribution and delivery of gift parcels will be performed by temporary employees.

Complete surveys of every division and section of the office, including the delivery service, should be made with a view to making arrangements in advance for such additional space and equipment as may be necessary to handle the extraordinary volume of Christmas mails. At offices having insufficient space, arrangements should be made for the establishment of temporary units at central points. Suitable public buildings which may be obtained without cost may be utilized for this purpose.

A simplified system of distribution of incoming letter mail should be resorted to only when it is apparent that distribution cannot be completed in the ordinary way. If the requirements of paragraph 49 of the instructions on the Postal Service rating system, relative to qualification of employees on city schemes, are observed, and, if necessary, temporary employees are qualified on city distribution, there should be no need of changes in the methods of distribution.

During the heavy-mailing days preceding Christmas both the main office and classified stations should be kept open in the evening as long as the volume of business warrants. Particular attention should be given to organizing stations and branches where, in the larger cities, a large percentage of Christmas business is handled. Where possible, additional windows should be opened and rating tables, with clerks in attendance, located in the lobby. Special attention should be given to serving patrons promptly and keeping them moving in orderly sequence so as to avoid congestion or confusion. A supervisor or designated clerk should visit the lobby frequently during rush periods to direct and advise the public.

The frequency of collections should be increased as becomes necessary in order to keep outlying stations and street letter boxes clear of deposited mail.

Full advantage should be taken of relay service so as to keep the foot carriers on their routes delivering mail the maximum amount of time.

THE FOREGOING INSTRUCTIONS WILL CALL FOR INTENSIVE STUDY RELATIVE TO PERSONNEL AND ASSIGNMENTS. SUPERVISORS SHOULD BE INSTRUCTED TO GIVE THE MATTER MORE THAN ORDINARY CONSIDERATION.

LACK OF PROPER ORGANIZATION AND ADVANCE PLANNING WILL RESULT IN LARGE AND USELESS EXPENDITURES, WHILE THE DEPARTMENT DESIRES TO GRANT SUFFICIENT ALLOWANCES TO PERMIT OF THE EXPEDITIOUS HANDLING OF CHRISTMAS MAIL, POSTMASTERS MUST BE HELD STRICTLY RESPONSIBLE FOR THE ELIMINATION OF UNNECESSARY SERVICE, EXTRAVAGANCE, AND WASTE.

Placards, Posters, and Banners

The usual "Shop and Mail Now for Christmas" placards and "Preparation for Christmas Mailing" posters will be furnished. A small surplus will be available until the supply is exhausted, for filling requisitions from postmasters who can use a few additional to good advantage. Requisitions should be submitted to the Fourth Assistant, Division of Building Operations and Supplies, Equipment and Supplies Branch.

I shall greatly appreciate your cooperation.

W. W. HOWES,
First Assistant Postmaster General.

SECOND ASSISTANT POSTMASTER GENERAL,
Washington, November 17, 1938.

RESTRICTION ON IMPORTATION INTO THE SUDETEN GERMAN TERRITORY OF GERMAN BANKNOTES AND COINS AND CZECHOSLOVAK MONEY

Information has been received to the effect that the mailing of German banknotes and coins and Czechoslovak money to destinations in the Sudeten German territory is prohibited.

Due note of the above should be made in the subheading "Prohibitions" of the item "Germany—Regular mails" on page 151 of the 1938 edition of Part II of the Official Postal Guide.

AIR-MAIL SERVICE TO CEYLON

The Postal Administration of British India advises that the air-mail route from Karachi to Colombo now operates five times weekly, connecting with all the flights of Imperial Airways from London.

Service from London to Ceylon is therefore now daily except Monday and Tuesday, with transit time of 6 days in winter and 5 days in summer.

Accordingly, in Part II of the July 1938 Postal Guide, item "Ceylon," subheading "Air Mail Service," change "four times" to "five times."

In Part 3 of the Foreign Air Mail Service leaflet, item "Ceylon," in column 3, change the first two lines to "Lv. London daily except Monday and Tuesday—Ar. Colombo in 5 days (1 day later in winter)."

AMBROSE O'CONNELL,
Second Assistant Postmaster General.

THIRD ASSISTANT POSTMASTER GENERAL,
Washington, November 18, 1938.

RECOVERY NOTICE—CANADIAN MONEY-ORDER FORMS

Blank money-order forms, Nos. 1695 to 2200, printed for use of the post office at Bolton, Ontario, Canada, which were reported as stolen, have been recovered and are now being regularly issued. Postmasters will please correct their records accordingly.

NEW ISSUES OF 24-CENT AND 25-CENT ORDINARY POSTAGE STAMPS

Postmasters are hereby advised that the 24-cent stamp bearing the likeness of Benjamin Harrison, and the 25-cent stamp containing the portrait of William McKinley, 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 24-cent stamp will be printed in gray, and the 25-cent in rich burgundy. 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 December 2, 1938, and at other post offices as soon thereafter as practicable.

Stamp collectors desiring first-day cancellations of the new stamps on December 2 may send a limited number of addressed covers, *not in excess*

