

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

CHRISTMAS MAIL FOR MEMBERS OF ARMED FORCES ABROAD

Arrangements have been made by the Post Office Department in cooperation with the War and Navy Departments for the acceptance of Christmas parcels for members of our armed forces serving outside the continental United States. (For the purpose of these instructions Alaska is included in the term "outside the continental United States.") In order that such parcels may reach the addressees on time and in good condition, postmasters are requested to bring the following requirements to the attention of mailers:

Time of Mailing.—Christmas parcels and Christmas cards should be mailed during the period beginning October 1 and ending November 1, 1942, the earlier the better. Patrons should be encouraged to endorse each gift parcel "Christmas Parcel." Special effort will be made to effect delivery of all Christmas parcels mailed during that period in time for Christmas.

Size and Weight.—In view of the urgent need for shipping space to transport materials directly essential to the war effort, Christmas parcels shall not exceed the present limits of 11 pounds in weight or 18 inches in length or 42 inches in length and girth combined. Nevertheless the public is urged by the War and Navy Departments to cooperate by voluntarily restricting the size of Christmas parcels to that of an ordinary shoe box, and the weight to 6 pounds. These departments have pointed out also that members of the Armed Forces are amply provided with food and clothing, and the public is urged not to include such matter in gift parcels. Not more than one Christmas parcel or package shall be accepted for mailing in any one week when sent by or on behalf of the same person or concern to or for the same addressee.

Preparation.—Owing to the great distance this mail must be transported and the handling and any storage it must undergo, it is absolutely necessary that all articles be packed in substantial boxes or containers and be covered with wrappers of sufficient strength not only to resist pressure of other mail in the same sack, but to withstand the weight of other sacks of mail, which in the long transit may be piled thereon. Furthermore, as each parcel is subject to censorship, delay in handling may be minimized by securing the covering of the parcel so as to permit ready inspection of the contents.

Many combination packages will probably be made up, including miscellaneous toilet articles, hard candies, soaps, etc. The contents of such packages should be tightly packed, in order that the several articles may not be loosened in transit, damaging the contents of the parcel itself or causing damage to the covering of the parcel. Christmas boxes should be inclosed in substantial containers. Candies in thin paste board boxes should be inclosed in wood, metal, or corrugated pasteboard. Sealed packages of candy, cigars, tobacco and toilet articles in simplest mercantile form may be inclosed within parcels without affecting the parcel-post classification of such packages. Sharp-pointed or sharp-edged instruments, such as razors, knives, etc., must have their points or edges protected so they cannot cut through their coverings and damage other mail or injure postal employees.

Perishable Matter.—No perishable matter should be included in any parcels.

Prohibited Articles.—Intoxicants, inflammable materials (including matches of all kinds and lighter fluids) and poisons, or compositions which may kill or injure another, or damage the mails, are unmailable.

How to Address Parcels.—Addresses must be legible. Parcels addressed to overseas Army personnel should show, in addition to the name and address of the sender, the name, rank, Army serial number, branch of service, organization, A. P. O. number of the addressee and the post office through which the parcels are to be routed, as, for instance:

From: John R. Doe,
205 West State Street,
Boston, Massachusetts.

To: Private William D. Roe (Army Serial No.),
Company F, 167th Infantry,
APO 810, c/o Postmaster,
New York, New York.

Parcels for naval personnel should show, in addition to the name and address of the sender, the name, rank, or rating of the addressee and the naval unit to which he is assigned, or name of ship, and post office through which the parcels are to be routed, as, for instance:

From: John R. Doe,
205 West State Street,
Boston, Massachusetts.

To: John M. Jones, Seaman First Class,
(Naval Unit or Vessel),
c/o Postmaster,
New York, New York.

Parcels for members of the U. S. Marine Corps should show the rank or rating, full name and U. S. M. C., U. S. Marine Corps Unit No. — (insert appropriate No.); c/o Postmaster, New York, N. Y. or San Francisco, Calif. (as instructed by correspondent) for any Marine Corps Unit located overseas, as for instance:

From: John R. Doe,
205 West State Street,
Boston, Massachusetts.

To: Private John Henry Smith, USMC,
U. S. Marine Corps Unit No. ---- (Insert No.),
c/o Postmaster,
San Francisco, California.

Units located within the continental limits of the United States may be addressed direct, using name, rank, organization and location.

Postage.—Postage must be fully prepaid, the rate on parcels of fourth-class matter (that is, parcels exceeding 8 ounces) being the zone rate applicable from the post office where mailed to the post office in care of which the parcels are addressed. The third-class rate of 1½ cents for each 2 ounces applies to packages not exceeding 8 ounces, except in the case of books, on which the rate is 1 cent for each 2 ounces. Parcels containing only books conforming to the requirements prescribed therefor are acceptable at the special rate of 3 cents a pound. Stickers or labels resembling postage stamps are not permissible on the outside of parcels.

Permissible Additions.—In addition to the name and address of the sender, which is required, inscriptions such as "Merry Christmas," "Please do not open until Christmas," "Happy New Year," "With best wishes," and the like, may be placed on the covering of the parcel in such manner as not to interfere with the address, or on a card inclosed therewith. Books may bear simple dedicatory inscriptions not of a nature of personal correspondence.

Insurance and Registry Services.—Mailers should be advised to insure their Christmas gifts of more than ordinary value. However, it should be suggested that articles of considerable value, especially those of small size, be sealed and sent as first-class registered mail.

Use of Money Orders.—Postmasters should recommend to the public the use of postal money orders to transmit gifts of money to members of the armed forces outside the continental United States. With regard to cash remittances, patrons should be informed that at many places where such forces are stationed there is a local prohibition against the importation of United States money, and it could not be used if received. However, domestic postal money orders can be cashed at A. P. O.'s wherever they are located, and they are paid in local foreign currency at the rate of exchange in effect on the date the orders are presented.

Publicity.—Postmasters should give wide publicity to the foregoing through newspapers, radio, etc.

COMPLETE ADDRESS MUST BE GIVEN ON ADVICES OF IRISH MONEY ORDERS

The Money Order Exchange Office reports that it has been necessary to withhold from certification as many as 138 items intended for inclusion in

a single money order list to Ireland because issuing employees have failed to enter on the money order advices the full and complete addresses of the payees.

Although the necessity for entering all essential details of payees' addresses on money order advices has been repeatedly brought to the attention of issuing personnel, the large number of items reported by the exchange office indicates that Departmental instructions are being disregarded.

Postmasters are directed, therefore, to see that all employees assigned to the issue of international money orders are thoroughly conversant with the requirements of the service in this connection and that in future the applications for money orders be carefully reviewed and held for further details unless they show the following:

The payee's full name. (At least one initial.)

The correct name of paying office. (Consult Form XIV.)

The name of the Street and Number of the house, if in a city.

The name of the County in which the office is located.

WRONG OFFICE NUMBER ON MONEY-ORDER FORMS

It is reported that the office number appearing on the money-order forms supplied for the use of the post offices named below is incorrect, and some of the orders are supposed to have been issued and paid. Postmasters having in their files coupons of any such orders should be careful in certifying to applications for duplicates and warrants, or in answering inquiries regarding payment.

Junction City, Unit No. 1, Kans. Serial numbers 1 to 1855, inclusive. Reported as issued from August 1, 1941, to November 3, 1941. Correct office number 92990 and not 92900.

Lenni Mills, Pa. Serial numbers 63001 to 63252, inclusive. Reported as issued from June 29, to July 22, 1942. Correct office number is 42611 and not 46611.

POSTAL SAVINGS

Change of Address of Statistical Report, Form PS 541

Postmasters at all postal-savings depositaries shall hereafter send their monthly postal-savings statistical reports, Form PS 541, to the Third Assistant Postmaster General, Division of Postal Savings, Washington, D. C., beginning with the report for August. Until revised forms with the new address are received, the cards on hand shall be used and the address changed. These reports shall be submitted immediately after the close of each month.

Form PS 541 C/A has been discontinued and the stock at central depository offices may be disposed of as waste postal material.

REGISTRY CHANGES

Branch Post Offices

The following named branch post offices are hereby designated as independent for the receipt and dispatch of registered mail:

Camp Atterbury Branch, Columbus, Ind.

Camp Campbell Branch, Clarksville, Tenn.

Camp Hood Branch, Killeen, Tex.

These branches should be added to the list of third- and fourth-class offices, independent branches and stations, and Navy mail clerks in possession of rotary-lock keys printed on pages 40 to 45, inclusive, of the August 1941, Supplement to the Postal Guide.

INSTRUCTIONS OF THE COMPTROLLER

REFUNDS OF RETIREMENT DEDUCTIONS

Notices concerning the extension of retirement privileges to assistant postmasters and clerks at third-class post offices appeared in the *POSTAL BULLETINS* of May 27, June 19, and July 10, 1942.

Some postmasters have made refunds of retirement deductions to employees upon their separation from the service. Once deductions are taken it is necessary that refunds be made by the Civil Service Commission and any separated employee who desires to withdraw the amount of retirement deductions to his credit at the time of separation should file claim therefor on Form 3005. Retirement deductions should not be refunded by any postmaster.

Inquiries received at this office indicate that all postmasters have not familiarized themselves with the instructions outlined in the *POSTAL BULLETIN* of July 10, 1942. It is requested that this Bulletin be reviewed before any question concerning the retirement status of the employees referred to therein is submitted to this office.

CHANGES AFFECTING THE JULY SUPPLEMENT TO THE POSTAL GUIDE

Corrections and changes in postmasters' salaries and classes of post offices in the Presidential grades, effective July 1, 1942

State	Office	From—		To—	
		Class	Salary	Class	Salary
Alaska	Ketchikan	2	\$2,600	1	\$3,200
Iowa	Manly	3	2,200	3	2,100
Maine	Gorham	3	2,400	2	2,400
Do	Houlton	2	3,200	1	3,200
Minnesota	Fairfax	2	2,300	3	2,300
New Jersey	Ridgewood	2	3,600	1	3,600
New York	Newfield	3	1,400	3	1,300
Ohio	Apeo	3	2,600	2	2,600
South Carolina	Loris	2	2,200	3	2,200
Tennessee	Tullahoma	2	3,700	1	3,700
Washington	Puyallup	2	3,200	1	3,200
Wisconsin	Fox Lake	2	2,000	3	2,000

The following offices should be added, effective July 1, 1942:

State	Office	Class	Salary
California	San Pablo	3	\$1,700
Florida	Yukon	3	1,400
South Dakota	Provo	3	1,600
Virginia	Churchland	3	1,300

POST-OFFICE CHANGES

Discontinued—Fourth Class

MAINE
West Brooklin, Hancock County, route 1320. Effective as of July 31, 1942. Mail to Brooklin.

UTAH
Blue Creek, Box Elder County, route 69108. Effective Aug. 31, 1942. Mail to Tremonton.

Summer Post Office to Open

Pedro Bay, Alaska. Effective as of Aug. 1, 1942. (This was a winter office for 1942 only.)

Summer Post Offices to Close

Chautauqua, Jersey County, Ill. Effective Sept. 9, 1942. Mail to Elsau.

Birch Island, Cumberland County, Maine. Effective Sept. 10, 1942. Mail to Brunswick.

Mooselookmeguntic, Franklin County, Maine. Effective Aug. 31, 1942. Mail to Oquossoc.

Pilgrim, Benzie County, Mich. Effective Sept. 5, 1942. Mail to Frankfort.

Lake McDonald, Flathead County, Mont. Effective Sept. 8, 1942. Mail to Belton.

Glenburnie, Washington County, N. Y. Effective Sept. 10, 1942. Mail to Putnam Station.

Valcour, Clinton County, N. Y. Effective Sept. 7, 1942. Mail to Peru.

Lake Sheridan, Lackawanna County, Pa. Effective Sept. 15, 1942. Mail to Factoryville.

College Camp, Walworth County, Wis. Effective Sept. 10, 1942. Mail to Williams Bay.

POST-OFFICE BRANCHES

Established

ARIZONA
Tucson: 05403. Flying School (contract) effective Aug. 15, 1942.

CALIFORNIA
San Francisco: The following money-order units of U. S. Army Postal Service A. P. O. 960 were established effective June 5, 1942:

Unit No. 1, 80263.

Unit No. 2, 80264.

Unit No. 3, 80265.

Unit No. 4, 80266.

Unit No. 5, 80267.

San Francisco: The following U. S. Army Postal Service A. P. O. will be established effective Aug. 12, 1942:

A. P. O. 40, 80358.

San Francisco: The following money order units of U. S. Army Postal Service A. P. O. 913 will be established effective Aug. 12, 1942:

Unit No. 1, 80359.

Unit No. 2, 80360.

Unit No. 3, 80361.

MAINE

Presque Isle: The following U. S. Army Postal Service A. P. O. will be established effective Aug. 8, 1942:

A. P. O. 677, 94974.

Presque Isle: 94975. Army Air Field (classified) effective Oct. 1, 1942.

MARYLAND

Hagerstown: 56224. Camp Ritchie (classified) effective Sept. 1, 1942.

Indian Head: 56392. Potomac Heights (contract) effective Aug. 20, 1942.

POST-OFFICE BRANCHES

Established

MISSOURI
St. Louis: The following money order unit of Jefferson Barracks Branch (classified) will be established effective Aug. 16, 1942:
Unit No. 1, 14240.

MONTANA
Helena: 49301. Fort William Henry Harrison (contract) effective Aug. 24, 1942.

NEBRASKA

Alliance: 26602. Air Base (classified) effective Sept. 1, 1942.

NEW YORK

New York: The following U. S. Army Postal Service A. P. O. will be established, effective Aug. 12, 1942:

A. P. O. 678, 22620.

OREGON

Corvallis: The following money order units of Camp Adair Branch (classified) will be established, effective Aug. 15, 1942:

Unit No. 1, 50605.

Unit No. 2, 50606.

TEXAS

Gainesville: 54001. Camp Howze (classified), effective Sept. 15, 1942.

Gainesville: The following money-order units of Camp Howze Branch (classified), will be established, effective Sept. 15, 1942:

Unit No. 1, 54003.

Unit No. 2, 54004.

San Antonio: 52412. Duncan Field (classified) effective Aug. 15, 1942.

Change in Name

OKLAHOMA
Oklahoma City: Air Base (contract) name changed to Air Depot (contract) effective Aug. 15, 1942.

Change in Status

NEW HAMPSHIRE

Manchester: Manchester Air Base (contract) status changed to Air Base (classified) effective Sept. 1, 1942.

CHANGES AFFECTING MONEY-ORDER BUSINESS ONLY

International Business Discontinued

IOWA
Dallas, effective Aug. 15, 1942.

MAINE
Brooklin, effective Aug. 15, 1942.

POST-OFFICE STATIONS

Established

NEW YORK

Fishers Island: The following money-order unit will be established effective Aug. 16, 1942:

Unit No. 1, 22716.