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 voluntarily in 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 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 tin pasteboard 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 unallowable.

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, APO 420, 260 West State Street, Boston, Massachusetts.


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, 260 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, 260 West State Street, Boston, Massachusetts.


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

Postal Rate.—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 ADVISES 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

From: John R. Doe, 260 West State Street, Boston, Massachusetts.

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.

**POSTAL SAVINGS**

Change of Address of Statistical Report, Form PS 541

Postmasters at all postal-savings deposits shall hereafter send their monthly postal-savings statistical reports, Form PS 541, to the Third District Postmasters’ Office, Washington, D. C, beginning with the report for August. Until revised forms with the change of address of statistical report, Form PS 541, are issued from June 29, to July 22, 1942. Correct office number is 42611.

**REGISTRY CHANGES**

Branch Post Offices

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

- Camp Atterbury Branch, Columbus, Ind.
- Camp Campbell Branch, Clarksville, Tenn.
- P.O. Box 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 Bulletin of May 27, June 18, 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.

**POST-OFFICE CHANGES**

Discontinued—Fourth Class

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**POST-OFFICE STATIONS**

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