

ORDER OF THE POSTMASTER GENERAL

RESTRICTIONS ON OVERSEAS SHIPMENTS TO ARMY PERSONNEL

ORDER No. 19687; DATED JANUARY 7, 1943.

The War Department has informed the Post Office Department that in view of the heavy demands being made on cargo space for military shipments and because of the limited facilities available to commanders of theaters of operations for delivery of mail, the volume of mail dispatched to overseas destinations must be kept to a minimum. Therefore, in accordance with the recommendations of the War Department, the following restrictions on mail for Army personnel addressed to A. P. O.'s overseas, other than official shipments and shipments to military agencies, shall become effective January 15, 1943.

1. No parcel exceeding 5 pounds in weight, or 15 inches in length, or 36 inches in length and girth combined, shall be accepted for dispatch to A. P. O.'s overseas for individuals. (It is contemplated that there will be no exceptions to the weight and size limits for parcels to individuals).

2. Except as hereinafter provided, no parcels shall be accepted for dispatch to A. P. O.'s outside the continental United States unless they contain such articles only as are being sent at the specific written request of the addressee, approved by the battalion or similar unit commander of the addressee.

3. Individual copies of newspapers or magazines shall be accepted for dispatch to A. P. O.'s outside the continental United States only where subscriptions are specifically requested in writing by the addressee or for which subscriptions are now in effect. Such copies to individuals shall be accepted only from publishers who shall place on the wrapper, or on the publication when a wrapper is not used, a certificate (which shall be regarded as sufficient to authorize their acceptance) reading as follows:

"Mailed in conformity with P. O. D. Order No. 19687."

4. No circular matter of the third class should be presented for mailing to A. P. O.'s overseas, as the War Department advises that it will not be dispatched from ports of embarkation.

5. V-mail will be transmitted, either when microfilmed or in its original form, to all A. P. O.'s overseas and transported by airplane where such facilities are available. Although letters prepaid at the air mail rate of 6 cents per half ounce will continue to be transported by airplane as far as the ports of embarkation, the War Department advises that no assurance can be given that such letters, other than V-mail, will be dispatched by airplane from ports of embarkation to localities overseas served by V-mail.

Referring to restriction 2 above, the War Department states that individuals serving overseas desiring to request the mailing of parcels to them will be required to include in their request the following:

1. A general description or name of article requested.

2. The grade or rating, the complete address, and the signature of the individual (addressee) making request.

The request will be presented to the battalion or similar unit commander who will approve it when the circumstances justify. Requests of officers not assigned to organizations or separate units will be approved by the next higher or theatre headquarters. In case the individual making the request is a civilian, the request will be approved by the commanding officer of the installation concerned.

Parcels addressed to individuals at A. P. O.'s overseas must be accompanied with the approved written request from the addressee as above set forth when presented for mailing. The request shall be postmarked by the accepting employee in such manner as to prevent its reuse and then be returned to the sender.

Discontinuance of Insurance and C. O. D. Services and Curtailment of Registry Service for Army Personnel

No matter addressed to members of the armed forces or other persons receiving mail through A. P. O.'s overseas shall be accepted as insured or c. o. d. mail.

Similarly, letters or packages containing money or other articles of value except valuable papers addressed to members of the armed forces at such overseas A. P. O.'s, or to other persons receiving mail through such A. P. O.'s, shall be refused registration. However, letters containing valuable or important papers may be registered. No postal indemnity will be paid in connection with registered letters containing the valuable or important papers. The public should be warned that it is not advisable to inclose currency in ordinary letters and the use of money-order service for remittances recommended.

General Instructions

Mail addressed for delivery to A. P. O.'s outside the continental United States shall embrace all that which is addressed to such A. P. O.'s in care

of the postmaster at New York, N. Y., San Francisco, Calif., Seattle, Wash., New Orleans, La., Miami, Fla., or Presque Isle, Maine.

Mail of any character originally addressed to individuals at Army posts, camps or stations in the continental United States and received at such places after departure of the addressees for an overseas destination will be forwarded.

The restrictions of this order apply only to personnel of the United States Army and to contractors and civilians served through A. P. O.'s outside the continental United States. They do not apply to mail for personnel of the Navy, Marine Corps, or Coast Guard, nor to international mail which will continue until further notice to be subject to the provisions of Order No. 17471 of April 20, 1942, and the general permits thereunder insofar as applicable.

None of the restrictions in this order apply to official shipments and shipments to military agencies overseas nor to any mail from A. P. O.'s outside the continental United States to points in the United States.

Postmasters shall return to the senders, marked "Dispatch prohibited by Order No. 19687" any prohibited matter obviously accepted for mailing after January 15, 1943.

This action is prompted by military necessity and it is believed that the public will cheerfully comply.

LETTER OF CHARGES

ORDER No. 19670. Dated January 6, 1943.

In preferring letters of charges where disciplinary action is contemplated, the following instructions should be observed:

In all cases where the facts disclosed justify a recommendation for removal from the service, reduction in grade, suspension without pay, or other disciplinary action, charges shall be preferred in writing. The letter of charges must be complete and in full justification of the recommendation.

However, before preferring charges in writing, the postmaster or other postal official should ascertain whether the efficiency rating system is being administered properly, whether suitable action was taken in accordance therewith in connection with the charges under investigation, and whether the employee was disciplined or advised at the time infractions occurred. If the employee has received satisfactory ratings and there were infractions which should have resulted in unsatisfactory ratings, the facts should be set out in the report to the Department.

An employee should not be disciplined twice for the same offense and care must be exercised not to include in the letter of charges to the employee, charges that have been considered in the past and definite action taken. They may, however, be commented upon in the report of the postmaster or other postal official to the Department.

Letters of charges must be prepared on the basis of conditions, facts, and circumstances applicable only to the case and with the knowledge that employees under charges are, in effect, on trial and have rights which must be respected.

Faulty preparation of letters of charges may, under Postmaster General Order No. 16112, page 1, September 1941 Supplement to the Postal Guide, result in appeals from decisions reached in disciplinary cases. It is essential therefore, that letters of charges be preferred strictly in accordance with Civil Service rules; that the reports of the postmaster or other postal official be complete as to the pertinent facts and contain information necessary to permit the Department to make a judicial determination and defend its action in the event of appeal.

Letters of charges should consist of three parts:

Citation.—Section 43, Postal Laws and Regulations, prescribes the procedure regarding removal or other disciplinary action and provides that no person in the classified service shall be removed except for such cause as will promote the efficiency of the service. There are two classes of cases, one justifying *removal* and the other justifying only *other disciplinary action*.

Therefore, the first paragraph of the letter should be phrased substantially as follows:

In accordance with section 43, Postal Laws and Regulations, 1940, you are charged with the following offenses considered to be against the interests of the Postal Service. Therefore, it is necessary that your removal be considered by the Post Office Department to promote the efficiency of the Postal Service. (If removal will not be recommended, substitute "suitable disciplinary action" in lieu of "your removal.")

Charge No. 1 * * *

Charges.—The charges enumerated must be specific as to time, place, and circumstances. Postmasters or other postal officials must not include

allegations for which sustaining evidence has not been obtained and which are not susceptible of proof. It is advisable, however, to have the employee, if he will, furnish a statement concerning them.

Request for a written reply.—The employee should be given an opportunity to make a reply without any comment by the postmaster or other postal official that might be construed as discouraging him from doing so.

An employee is entitled to a reasonable time in which to file an answer. Practical experience has demonstrated that five days is generally sufficient time, but the circumstances in each case should be the determining factor. He should be advised that if additional time is needed, it will be granted upon written application showing the necessity. Statements to the effect that failure to receive a reply within the time limit specified will be construed to mean the employee has no defense to offer; or as a waiver of his rights under Civil Service rules; or as evidence that he does not desire to submit a statement are based on presumption and are superfluous.

The employee should be informed that his reply will be forwarded with a report to the Department and given consideration there before final determination of the case is made.

A closing paragraph substantially as follows contains all essentials:

You will be allowed ----- days from the receipt of this letter for answering in writing and submitting with your reply any affidavits or other evidence in support thereof. If additional time is needed, it will be granted upon written application to me showing the necessity.

Your reply and any evidence you submit in your behalf will be forwarded with my report to the Department for consideration before final determination is made of your case.

The report of the postmaster or other postal official should discuss and dispose of every allegation whether incorporated in the letter of charges or not. The report to the Department and the letter of charges must agree as to the details of a charge. If further investigation is necessary to substantiate or disprove evidence submitted by the employee, it should be made.

The postmaster or other postal official should wait a reasonable time for a reply after expiration of the time limit before submitting his report in order to allow for delayed mails or other factors beyond control of the employee. Otherwise a recommendation for removal or other disciplinary action may amount to a judgment of the case without all the facts.

Ordinarily, the charges should be sent by registered mail to the last known address of the employee; they must, in all cases, be delivered to him in such a way that the fact of delivery or, at least, the attempt at delivery can be established without question. If no answer is returned within a reasonable time, the report should so state, and, if the letter of charges is returned as "unclaimed," it should be submitted with the report of the postmaster or other postal official.

**INSTRUCTIONS OF
THIRD ASSISTANT POSTMASTER GENERAL**

STOLEN MONEY-ORDER FORMS

Since November 18, 1942, blank domestic money-order forms printed for use at the offices named below have been reported stolen. Numbers inclusive:

Bismarck, Ill.....	60691 to 60800.....	Nov. 18, 1942
Cleveland (Sta. 99), Ohio.....	97601 to 97800.....	Nov. 18, 1942
Eufola, N. C.....	23083 to 23200.....	Dec. 9, 1942
McGaheysville, Va.....	55519 to 57400.....	Nov. 20, 1942
Oreana, Ill.....	29215 to 29400.....	Dec. 16, 1942
PENNSYLVANIA	49524 to 49600	Jan. 5, 1943
Providence (Sta. 26), R. I.....	31124 to 31200.....	Dec. 25, 1942
Saint Mary of the Woods, Ind.....	35619 to 36000.....	Dec. 26, 1942

On receipt of this notice the postmaster will carefully examine his records to ascertain whether any of these forms have already been paid at his office, and if the coupon of any such order is found, he should promptly report that fact to the post-office inspector in charge of his division. If any person should present one of the orders for payment, he should be detained for questioning, if possible, and the post office inspector and local officers summoned. If the offender flees, the postal employee should record the description of the fugitive and of any accomplice, together with the number of State license and make of car, if one is used. The information secured should be telegraphed or telephoned (Government rate collect) to the inspector in charge if an inspector is not available.

A postmaster should also telegraph or telephone the inspector in charge in case of theft of forms from his office, being careful to give the correct serial numbers, and under no circumstances to issue orders on such forms in event of their recovery.

POST OFFICE CHANGES

Discontinued—Fourth Class

ALABAMA

Modify
Smyer, Clarke County, the order appearing in BULLETIN 18534 discontinuing this office effective Dec. 31, 1942, has been modified to show mail to be sent to Campbell instead of Thomasville.

FLORIDA

Raleigh, Levy County, routes 23164 and 23224. Effective as of Dec. 31, 1942. Mail to Williston.

ILLINOIS

Round Grove, Whiteside County, routes 106717 and 235102. Effective as of Dec. 31, 1942. Mail to Morrison.

IOWA

Stennet, Montgomery County, route 4308. Effective Jan. 30, 1943. Mail to Red Oak.

Post-Office Name Changed—Third Class

Goldenbridge, Westchester County, N. Y. Changed to Golden's Bridge. Effective Feb. 1, 1943.

Year-Round Office Made Summer Office

Modify
Polebridge, Flathead County, Mont. The notice appearing in BULLETIN 18533 changing this office from a year-round office to a summer office is modified to show the effective date of closing for the current season Jan. 1, 1943, instead of Dec. 1, 1942.

POST-OFFICE BRANCHES

Established

CALIFORNIA

San Francisco: The following money-order unit of U. S. Army Postal Service A. P. O. 921 will be established effective Jan. 11, 1943. Unit No. 1, 80379.

FLORIDA

Miami: 79093. Sea Isle (contract) effective Jan. 11, 1943.

GEORGIA

Macon: The following money-order unit of Camp Wheeler Branch (classified) effective Jan. 15, 1943. Unit No. 4, 06214.

MISSISSIPPI

Hattiesburg: The following money-order unit of Camp Shelby Branch (classified) effective Jan. 11, 1943. Unit No. 5, 97018.

POST-OFFICE BRANCHES

Established

NEW YORK

New York: The following money-order units of U. S. Army Postal Service A. P. O.s will be established effective Jan. 4, 1943:
A. P. O. 616, Unit No. 4, X5302.
A. P. O. 616, Unit No. 5, X5303.
A. P. O. 678, Unit No. 2, X5301.

SOUTH CAROLINA

Columbia: 59101. Congaree Airport Branch (contract) effective Jan. 15, 1943.

TENNESSEE

Clarksville: The following money-order units of the Camp Campbell Branch (classified) effective Jan. 5, 1943:
Unit No. 5, 57016.
Unit No. 6, 57019.
Unit No. 7, 57022.
Unit No. 8, 57023.

WASHINGTON

Seattle: The following money order unit of U. S. Army Postal Service A.P.O. 941 will be established effective Jan. 4, 1943:
Unit No. 1,70563.

Change in Status

IDAHO

Twin Falls: Hunt Branch (classified) status changed to Hunt Branch (contract) effective Dec. 7, 1942.

Order Modified

TEXAS

San Marcos: Order establishing Navigation School Branch (classified) Jan. 16, 1943 modified to show the effective date Jan. 1, 1943.

POST OFFICE STATIONS

Established

WASHINGTON

Iiwaco: The following money order unit will be established effective Jan. 11, 1943:
Unit No. 1, 70939.

Order Modified

NEW YORK

Brooklyn: Modify POSTAL BULLETIN of Dec. 23, 1942 to show discontinuance of Maritime Training Station (classified) instead of Maritime Service Training Station (classified) effective Dec. 3, 1942.

BUY

U. S. BONDS AND STAMPS

INVEST

IN

VICTORY