

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

FOUR FREEDOMS COMMEMORATIVE POSTAGE STAMP

Postmasters and employees of the Postal Service are advised of the issuance of a special FOUR FREEDOMS commemorative postage stamp in the 1-cent denomination to be first placed on sale at the Washington, D. C., post office on February 12, 1943. The new stamp will be available at other post offices as soon after that date as stocks thereof can be printed and distributed. It is intended that this stamp shall displace the 1-cent National Defense issue as soon as stocks on hand are exhausted.

The FOUR FREEDOMS stamp is 0.75 by 0.87 inch in dimensions, arranged vertically. It is printed in green ink by the rotary process and issued in sheets of 100. The central subject, enclosed in an oval-shaped panel, is a reproduction in bas-relief of Liberty holding the lighted Torch of Freedom and Enlightenment. Across the top of the stamp is the inscription reading, "U. S. Postage," shown in white architectural roman on a shaded background. Underneath this inscription, at the left, is the denomination designation "1¢" and in a corresponding position but reversed order at the right "¢1".

Below the central design is a rectangular plaque with white background, in which appears the wording "Freedom of Speech and Religion, From Want and Fear," in solid gothic lettering arranged in five lines. In the space at the right and left of the central oval and plaque are shown conventionalized oak leaves, outlined in white.

Stamp collectors desiring first-day cancelations of the stamp on February 12 may send a limited number of addressed envelopes, not in excess of 10, to the Postmaster, Washington, D. C., with a cash or money order remittance to cover cost of the stamps required for affixing, in which allowance is made for not less than three stamps on each cover to conform to the first class postage rate. **Postage stamps and personal checks will not be accepted in payment.** Envelopes used for covers should not be smaller than 3 by 6 inches, and the use of large and irregularly shaped envelopes should be avoided. Each envelope must be addressed, and should bear a pencil endorsement in the upper right corner to show the number of stamps to be attached thereto. It is also necessary to allow sufficient space on the envelope to affix the stamps and postmark. All cover envelopes should either be sealed or sent with the flaps turned in, and better cancelations will be provided if the envelopes contain medium-weight enclosures. **Requests for uncanceled stamps must not be included with orders for first-day covers.** For the benefit of collectors desiring stamps of selected quality for philatelic use, the FOUR FREEDOMS stamp will be placed on sale at the Philatelic Agency, Washington, D. C., on February 12, 1943. The Agency does not service first-day covers and all such requests should be plainly addressed, "Postmaster, Washington, D. C."

Postmasters at all direct and central-accounting post offices will submit an initial requisition on Form 3201-A, endorsed "FOUR FREEDOMS" for a temporary supply of the new stamp. As soon as sufficient stock is available, regular requisitions for 1-cent stamps will be filled, unless otherwise requested, with FOUR FREEDOMS stamps, making it unnecessary for postmasters to submit special requisitions therefor. Postmasters at district-accounting post offices will obtain needed quantities of the new stamp by requisition on the central-accounting office. Central-accounting postmasters will see that supplies of FOUR FREEDOMS stamps are sent to every district post office in their territory at the earliest possible date.

PREPARATION OF COPIES OF INDIVIDUALLY ADDRESSED NEWSPAPERS AND PERIODICALS FOR MEMBERS OF THE ARMED FORCES

Many newspapers and other periodicals addressed to personnel of the military and naval forces, become torn in the course of distribution, because they are not individually wrapped.

Postmasters will, therefore, kindly urge all publishers at their places who mail individually addressed copies of their newspapers or other periodicals

to members of the armed forces, whether stationed in the continental United States or overseas, to place the copies in individual wrappers, including such separately addressed copies in direct packages when required to be so made up. Cooperation by publishers in this respect will be greatly appreciated and facilitate the handling of the publications, as well as cause the copies to reach the addressees in good condition.

MONEY ORDERS DRAWN IN FAVOR OF THE TREASURER OF THE UNITED STATES INTENDED FOR VARIOUS OTHER GOVERNMENT AGENCIES

It is frequently impossible to identify transactions involving money orders drawn merely in favor of the Treasurer of the United States when the money order is intended for some other Government agency.

Such money order should show the name of the Government agency involved, as well as that of the Treasurer of the United States. For instance,

Treasurer of the United States
(Department of Agriculture)

OR

Treasurer of the United States
(Department of Justice)

Therefore postmasters should insist that the application is complete in these particulars before accepting it.

STOLEN MONEY-ORDER FORMS

Since December 9, 1942, blank domestic money-order forms printed for use at the offices named below have been reported stolen. Numbers inclusive:

BOSTON (STA. 27), MASS	90502 to 90800	Jan. 10, 1943
Eufola, N. C.....	23083 to 23200.....	Dec. 9, 1942
Oreana, Ill.....	29215 to 29400.....	Dec. 16, 1942
Penlynn, Pa.....	49524 to 49600.....	Jan. 5, 1943
PITTMAN, NEV	3423 to 3600.....	Jan. 11, 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 GEORGIA

Modify
Adgateville, Jasper County, the order appearing in BULLETIN 18538 discontinuing this office effective Jan. 31, 1943, is modified to show the office supplied by routes 104773 and 21269.
Oglesby, Elbert County, routes 104807 and 221469. Effective Jan. 15, 1943. Mail to Elberton.

ILLINOIS
Wendelin, Clay County, route 35241. Effective Jan. 30, 1943. Mail to Ingraham.

NEW JERSEY
McKee City, Atlantic County, routes 102779 and 209011. Effective as of Dec. 31, 1942. Mail to Pleasantville.

POST OFFICE CHANGES

Discontinued—Fourth Class UTAH

Clover, Tooele County, routes 269035 and 108745. Effective Jan. 15, 1943. Mail to Saint John.

WEST VIRGINIA
Spice, Pocahontas County, route 16447. Effective as of Jan. 6, 1943. Mail to Beard.

POST OFFICE BRANCHES

Established OKLAHOMA

Norman: 63407. Naval Hospital (naval post office) with money-order facilities effective Jan. 15, 1943.

**HELP REDUCE THE AIRMAIL LOAD
URGE THE USE OF
LIGHTWEIGHT STATIONERY**