

ORDERS OF THE POSTMASTER GENERAL

RESTRICTIONS ON PARCELS TO PERSONNEL OF THE U. S. NAVY, MARINE CORPS AND COAST GUARD OVERSEAS

ORDER No. 19857; DATED JANUARY 26, 1943.

The Navy Department has informed the Post Office Department that because shipping space is so sorely needed for ammunition, food and medical supplies, it is not possible to increase the cargo space used for mail as the number of men in the naval service at sea and overseas expands.

Therefore, in accordance with the recommendation of the Navy Department, to assure prompt service without demanding increased cargo space, effective from January 15, 1943:

No parcel shall be accepted for mailing to personnel of the U. S. Navy, Marine Corps, or Coast Guard who are stationed overseas if it weighs more than 5 pounds, or exceeds 15 inches in length, or 36 inches in length and girth combined. This includes parcels addressed in care of the Postmaster at New York, N. Y., or San Francisco, Calif. For the present, it is not necessary that an approved request be obtained from the addressee before parcels may be mailed to naval personnel overseas but not more than one parcel within these limits of weight and size 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. No perishable matter shall be accepted for such personnel.

Except as above indicated, the conditions heretofore applicable to mail for personnel of the Navy, Marine Corps, and Coast Guard overseas shall continue in effect.

In connection with the foregoing the Navy Department has pointed out that the Army and Navy are working together to encourage the use of V-mail as a means of improving the mail service and reduce cargo requirements for mail. V-mail affords fast, safe mail service and represents a saving of 98 percent in cargo space compared to ordinary mail.

CHANGE—POSTAL GUIDE, 1941, PART I FILES AND RECORDS

ORDER No. 19835; DATED JANUARY 21, 1943.

Order No. 18149, appearing as Change No. 27 on pages 53 to 75, inclusive, of the July 1942 Supplement to the Postal Guide, is amended by adding the following note after the third paragraph of the instructions under the caption "Files and Records" on page 53:

NOTE.—The periods for which records covering domestic registered, insured and c. o. d. mail shall be retained, mentioned on pages 67 and 69 of this supplement, are the periods for which the records usually should be retained. However, as a wartime measure to permit the proper handling of inquiries and claims covering such matter, all records (initial, intermediate, transit and final), relating to domestic registered, insured and c. o. d. matter mailed on and after July 1, 1939, shall be retained indefinitely, unless otherwise authorized in any particular instance by the Department.

AMENDMENT TO THE POSTAL LAWS AND REGULATIONS Report of Nonreceipt of Pouches

ORDER No. 19836; DATED JANUARY 21, 1943.

Paragraph 1, section 753, Postal Laws and Regulations, is amended to read as follows:

"When a pouch is received addressed to another office or railway post office, and, on account of being delayed, is opened and the contents distributed in order to advance the mail, the label of such pouch shall be marked 'Distributed,' postmarked, and sent direct to the office of destination, if addressed to a post office, or to the chief clerk (if known, otherwise to the superintendent) of the railway post-office line addressed, so that the pouch may be properly accounted for. Unless there is reason to think the pouch has been lost or stolen, the postmaster may defer reporting nonreceipt of pouch for 12 hours after pouch is due, or until arrival of next following mail; then if label is received, no report need be made." In the case of an air mail pouch, however, report of nonreceipt need not be made until sufficient time has elapsed for the label or the pouch to have reached the office of address by surface mail.

AMENDMENT TO THE POSTAL LAWS AND REGULATIONS MAIL MESSENGER SERVICE

Limitation of Pay—Dual Employment

ORDER No. 19856; DATED JANUARY 26, 1943.

Section 1772, paragraph 2, Postal Laws and Regulations of 1940, as amended, is hereby further amended to read as follows:

2. Post-office employees at post offices of all classes not named in the preceding paragraph may also, in the discretion of the Postmaster General, enter into contracts for the performance of mail-messenger service, provided the total amount paid under such contract shall not exceed \$300 in any one . . . year, except that special-delivery carriers may receive in excess of \$300 for mail-messenger service in any one . . . year . . .

See 39 U. S. C. 136, as amended by the Act of June 11, 1942; see also par. 2 of sec. 38 of the P. L. & R., as amended July 3, 1942.

INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

IMPORTANT

Matches of Every Description Prohibited in International Mails as Well as in Domestic Mails Requiring Sea Transportation

Notwithstanding previous announcements on the subject (see the POSTAL BULLETINS of May 20, 1941, April 20, 1942, and August 24, 1942) reports continue to be received indicating that matches are still being sent in the mails to foreign countries and to other overseas destinations.

Particular attention is called to the fact that matches are not only prohibited transmission in the mails to all foreign countries, including Canada and Mexico, but also when addressed to any United States domestic destination where sea transit is involved, whether for civilians or members of our armed forces.

Postmasters will cause special notice of the foregoing to be taken at their offices. In all cases where cigarettes are presented for mailing to destinations outside of the continental United States specific inquiry shall be made of the sender by the accepting clerk as to whether matches of any description, are included in the package.

It is requested that the widest possible publicity, without expense to the Department, be given to the foregoing.

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

WAR SAVINGS BONDS

Use of Special Penalty Envelopes by Authorized Issuing Agents

Reference is made to the notice which appeared in the POSTAL BULLETIN of December 11, 1942, regarding the dispatch of War Savings bonds to purchasers, owners, or their agents as ordinary mail. The return card in the upper left-hand corner of the special penalty envelopes furnished by the Treasury Department for use by Federal Reserve banks, branch Federal Reserve banks, or authorized bond issuing agents qualified by Federal Reserve banks is in the following form:

TREASURY DEPARTMENT

(Space for name and
address of agent)

Authorized Issuing Agent

WAR SAVINGS BONDS

Official Business

The special envelopes will be used for dispatching savings bonds of series E, F, and G. If mailings are presented by anyone suspected of using the special envelopes without authority, inquiry should be made of the Federal Reserve bank of the district.

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
FAIROAKS, ARK	34801 to 35000	Jan. 11, 1943
Harmony, Ind.	36197 to 36200	Jan. 19, 1943
Oreana, Ill.	29215 to 29400	Dec. 16, 1942
Penllyn, Pa.	49524 to 49600	Jan. 5, 1943
Pittman, Nev.	3433 to 3600	Jan. 11, 1943
Providence (Sta. 26), R. I.	31124 to 31200	Dec. 25, 1942
St. Mary of the Woods, Ind.	35619 to 36000	Dec. 26, 1942

ORDERS OF THE POSTMASTER GENERAL

RESTRICTIONS ON PARCELS TO PERSONNEL OF THE U. S. NAVY, MARINE CORPS AND COAST GUARD OVERSEAS

ORDER No. 19857; DATED JANUARY 26, 1943.

The Navy Department has informed the Post Office Department that because shipping space is so sorely needed for ammunition, food and medical supplies, it is not possible to increase the cargo space used for mail as the number of men in the naval service at sea and overseas expands.

Therefore, in accordance with the recommendation of the Navy Department, to assure prompt service without demanding increased cargo space, effective from January 15, 1943:

No parcel shall be accepted for mailing to personnel of the U. S. Navy, Marine Corps, or Coast Guard who are stationed overseas if it weighs more than 5 pounds, or exceeds 15 inches in length, or 36 inches in length and girth combined. This includes parcels addressed in care of the Postmaster at New York, N. Y., or San Francisco, Calif. For the present, it is not necessary that an approved request be obtained from the addressee before parcels may be mailed to naval personnel overseas but not more than one parcel within these limits of weight and size 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. No perishable matter shall be accepted for such personnel.

Except as above indicated, the conditions heretofore applicable to mail for personnel of the Navy, Marine Corps, and Coast Guard overseas shall continue in effect.

In connection with the foregoing the Navy Department has pointed out that the Army and Navy are working together to encourage the use of V-mail as a means of improving the mail service and reduce cargo requirements for mail. V-mail affords fast, safe mail service and represents a saving of 98 percent in cargo space compared to ordinary mail.

CHANGE—POSTAL GUIDE, 1941, PART I FILES AND RECORDS

ORDER No. 19835; DATED JANUARY 21, 1943.

Order No. 18149, appearing as Change No. 27 on pages 53 to 75, inclusive, of the July 1942 Supplement to the Postal Guide, is amended by adding the following note after the third paragraph of the instructions under the caption "Files and Records" on page 53:

NOTE.—The periods for which records covering domestic registered, insured and c. o. d. mail shall be retained, mentioned on pages 67 and 69 of this supplement, are the periods for which the records usually should be retained. However, as a wartime measure to permit the proper handling of inquiries and claims covering such matter, all records (initial, intermediate, transit and final), relating to domestic registered, insured and c. o. d. matter mailed on and after July 1, 1939, shall be retained indefinitely, unless otherwise authorized in any particular instance by the Department.

AMENDMENT TO THE POSTAL LAWS AND REGULATIONS Report of Nonreceipt of Pouches

ORDER No. 19836; DATED JANUARY 21, 1943.

Paragraph 1, section 753, Postal Laws and Regulations, is amended to read as follows:

"When a pouch is received addressed to another office or railway post office, and, on account of being delayed, is opened and the contents distributed in order to advance the mail, the label of such pouch shall be marked 'Distributed,' postmarked, and sent direct to the office of destination, if addressed to a post office, or to the chief clerk (if known, otherwise to the superintendent) of the railway post-office line addressed, so that the pouch may be properly accounted for. Unless there is reason to think the pouch has been lost or stolen, the postmaster may defer reporting nonreceipt of pouch for 12 hours after pouch is due, or until arrival of next following mail; then if label is received, no report need be made." In the case of an air mail pouch, however, report of nonreceipt need not be made until sufficient time has elapsed for the label or the pouch to have reached the office of address by surface mail.

AMENDMENT TO THE POSTAL LAWS AND REGULATIONS MAIL MESSENGER SERVICE Limitation of Pay—Dual Employment

ORDER No. 19856; DATED JANUARY 26, 1943.

Section 1772, paragraph 2, Postal Laws and Regulations of 1940, as amended, is hereby further amended to read as follows:

2. Post-office employees at post offices of all classes not named in the preceding paragraph may also, in the discretion of the Postmaster General, enter into contracts for the performance of mail-messenger service, provided the total amount paid under such contract shall not exceed \$300 in any one . . . year, except that special-delivery carriers may receive in excess of \$300 for mail-messenger service in any one . . . year . . .

See 39 U. S. C. 136, as amended by the Act of June 11, 1942; see also par. 2 of sec. 38 of the P. L. & R., as amended July 3, 1942.

INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

IMPORTANT

Matches of Every Description Prohibited in International Mails as Well as in Domestic Mails Requiring Sea Transportation

Notwithstanding previous announcements on the subject (see the POSTAL BULLETINS of May 20, 1941, April 20, 1942, and August 24, 1942) reports continue to be received indicating that matches are still being sent in the mails to foreign countries and to other overseas destinations.

Particular attention is called to the fact that matches are not only prohibited transmission in the mails to all foreign countries, including Canada and Mexico, but also when addressed to any United States domestic destination where sea transit is involved, whether for civilians or members of our armed forces.

Postmasters will cause special notice of the foregoing to be taken at their offices. In all cases where cigarettes are presented for mailing to destinations outside of the continental United States specific inquiry shall be made of the sender by the accepting clerk as to whether matches of any description are included in the package.

It is requested that the widest possible publicity, without expense to the Department, be given to the foregoing.

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

WAR SAVINGS BONDS

Use of Special Penalty Envelopes by Authorized Issuing Agents

Reference is made to the notice which appeared in the POSTAL BULLETIN of December 11, 1942, regarding the dispatch of War Savings bonds to purchasers, owners, or their agents as ordinary mail. The return card in the upper left-hand corner of the special penalty envelopes furnished by the Treasury Department for use by Federal Reserve banks, branch Federal Reserve banks, or authorized bond issuing agents qualified by Federal Reserve banks is in the following form:

TREASURY DEPARTMENT

(Space for name and
address of agent)

Authorized Issuing Agent

WAR SAVINGS BONDS

Official Business

The special envelopes will be used for dispatching savings bonds of series E, F, and G. If mailings are presented by anyone suspected of using the special envelopes without authority, inquiry should be made of the Federal Reserve bank of the district.

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
FAIROAKS, ARK.	34801 to 35000	Jan. 11, 1943
Harmony, Ind.	36197 to 36200	Jan. 19, 1943
Oreana, Ill.	29215 to 29400	Dec. 16, 1942
Penllyn, Pa.	49524 to 49600	Jan. 5, 1943
Pittman, Nev.	3433 to 3600	Jan. 11, 1943
Providence (Sta. 26), R. I.	31124 to 31200	Dec. 25, 1942
St. 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.

INSTRUCTIONS OF FOURTH ASSISTANT POSTMASTER GENERAL

TRUCK DISPLAY OF POSTER—"THE GREATEST MOTHER IN THE WORLD— RED CROSS WAR FUND"

The Postmaster General has approved the display of a poster entitled "The Greatest Mother in the World—Red Cross War Fund," on Government-owned mail trucks.

Two posters for each truck will be furnished and postmasters are authorized to display these posters on Government-owned mail trucks during the entire month of March.

POST OFFICE CHANGES

Reestablished—Fourth Class

NEW MEXICO

04301. Koehler (*3825) Colfax County, special supply from Van Houten. Van Houten, 10 miles northeast; Raton, 23 miles northeast; Maxwell, 16 miles southeast. a Raton, N. Mex.

*Unit number.

a Postmaster's present address.

Discontinued—Third Class

CONNECTICUT

Correction

Noroton Heights, the order appearing in BULLETIN 18543 discontinuing this office under the heading "Discontinued—Third Class" should have been published as "Discontinued—Second Class."

Discontinued—Fourth Class

ALABAMA

Augustin, Perry County, route 24205. Effective Jan. 30, 1943. Mail to Suttle.

POST OFFICE CHANGES

Discontinued—Fourth Class

ILLINOIS

Padua, McLean County, routes 106750, 23514, and 35133. Effective Jan. 30, 1943. Mail to Ellsworth.

INDIANA

Trinity Springs, Martin County, rural route No. 3, Shoals. Effective Jan. 31, 1943. Mail to Shoals.

MONTANA

Lowry, Teton County, routes 263090 and 113703. Effective Jan. 31, 1943. Mail to Great Falls.

NEVADA

Hudson, Lyon County, route 108724. Effective Jan. 30, 1943. Mail to Smith.

NEW MEXICO

Modify

Akela, Luna County, the order appearing in BULLETIN 18545 discontinuing this office effective Jan. 30, 1943, has been modified to become effective Feb. 15, 1943.
Los Alamos, Sandoval County, route 67130. Effective Feb. 8, 1943. Mail to Santa Fe.

POST OFFICE CHANGES

Discontinued—Fourth Class

NORTH DAKOTA

Deisem, Lamoure County, routes 261224 and 110838. Effective Jan. 30, 1943. Mail to Edgeley.

Post-Office Name Changed

Alberton, Howard County, Md. Changed to Daniels. Effective Mar. 1, 1943.

Year-Round Office Made Summer Office

Big Trees, Calaveras County, Calif. This office will hereafter be known as a summer office, closing for the current season as of Dec. 31, 1942. Mail to White Pines.

POST-OFFICE BRANCHES

Established

FLORIDA

Starke: The following money-order unit of Camp Blanding Branch (classified) effective Jan. 27, 1943:
Unit No. 5, 79160.

KANSAS

Victoria: 93540. Air Base Branch (contract) effective Feb. 1, 1943.

LOUISIANA

New Orleans: The following money-order units of U. S. Army Postal Service A. P. O.s will be established effective Jan. 26, 1943:

A. P. O. 827, Unit No. 1, 45185.

A. P. O. 827, Unit No. 2, 45186.

A. P. O. 828, Unit No. 1, 45187.

A. P. O. 828, Unit No. 2, 45188.

MISSISSIPPI

Biloxi: The following money-order units of Keesler Field Branch (classified), effective Feb. 1, 1943:

Unit No. 1, 96315.

Unit No. 2, 96316.

Unit No. 3, 96320.

NEW YORK

New York: The following U. S. Army Postal Service A. P. O. will be established effective Jan. 7, 1943:

A. P. O. 535, X5310.

New York: The following money-order unit of U. S. Army Postal Service A. P. O. 845 will be established effective Jan. 26, 1943:

Unit No. 1, X5325.

NEW YORK

New York: The following money-order units of U. S. Army Postal Service A. P. O. 860 will be established effective Jan. 23, 1943:

Unit No. 1, X5326.

Unit No. 2, X5327.

Unit No. 3, X5328.

Unit No. 4, X5329.

Unit No. 5, X5330.

New York: X5331. Navy 224 with money-order facilities effective Feb. 15, 1943.

New York: X5332. 61st Naval Construction Battalion (naval post office) with money-order facilities effective Feb. 1, 1943.

New York: X5333. 63rd Naval Construction Battalion (naval post office) with money-order facilities effective Feb. 1, 1943.

POST-OFFICE BRANCHES

Established

NEW YORK

New York: X5336. 69th Naval Construction Battalion (naval post office) with money-order facilities effective Feb. 1, 1943.

New York: X5337. Navy 143 with money-order facilities effective Feb. 15, 1943.

New York: X5338. Navy 144 with money-order facilities effective Feb. 15, 1943.

New York: X5339. 73rd Naval Construction Battalion (naval post office) with money-order facilities effective Feb. 15, 1943.

New York: X5340. 78th Naval Construction Battalion (naval post office) with money-order facilities effective Feb. 15, 1943.

Orangeburg: 23666. Camp Shanks Branch (classified) effective Feb. 1, 1943.

OREGON

Corvallis: The following money-order unit of Camp Adair Branch (classified) effective Feb. 1, 1943:
Unit No. 3, 50611.

WASHINGTON

Spokane: 70435. Air Depot Branch (classified) effective Feb. 1, 1943.

Spokane: The following money-order unit of Air Depot Branch (classified) effective Feb. 1, 1943:
Unit No. 1, 70436.

Change in Status

NEW MEXICO

Roswell: Air Base Branch (contract) status changed to Air Base Branch (classified) effective Feb. 15, 1943.

TEXAS

San Angelo: Bombardier Branch (contract) status changed to Bombardier Branch (classified) effective Feb. 1, 1943.

POST-OFFICE STATIONS

Established

MASSACHUSETTS

Boston: The following money-order unit will be established effective Jan. 28, 1943:
Unit No. 1, 61860.

NEW YORK

Ithaca: 21828. Naval Training School (naval post office) without money-order facilities effective Feb. 1, 1943.

OHIO

Dayton: 17433. Riverdale (classified) effective Feb. 1, 1943.

VIRGINIA

Arlington: 83227. South Station (classified) effective Feb. 1, 1943.

Change in Status

CALIFORNIA

Alameda: Contract Station No. 1 status changed to Webster Street Station (classified) effective Feb. 1, 1943.

Victorville: Air Corps Advanced Flying School Branch (contract) status changed to Air Corps Advanced Flying School Branch (classified) effective Feb. 1, 1943.

Help Reduce the Air-Mail Load

Urge the Use of

Lightweight Stationery