

Postmasters at fourth-class offices are entitled to the 10 percent increase retroactive to December 1, 1942, on compensation earned from cancelations (item L), on any special delivery fees earned and on amounts received from appropriations for separating mails and unusual conditions.

Computation of 10 Percent Increase Earned by Postmasters at Fourth-Class Offices During December 1942

The additional amount due for the month of December 1942 will be computed by taking 31/92 (the pro rata portion of the December quarter for the month of December) of 10 percent of the total compensation recorded in item L for the December quarter, plus 10 percent of any special delivery fees earned and amounts received for separating mails and unusual conditions.

The 15 percent allowed fourth-class postmasters for rent, fuel, and light is to be computed on the amount entered in item L, before adding the 10 percent increase. The 10 percent increase is to be computed on December compensation before making deductions for retirement. Retirement deductions are to be computed on base pay only (compensation recorded in item L).

Accounting for 10 Percent Increase Earned by Postmasters at Fourth-Class Offices

The revised cashbook and account forms for use at fourth-class offices were designed prior to the time the detailed procedure for handling the Victory tax was worked out. The instructions appearing in items R and S of the cashbook and quarterly account form cannot be followed in computing Victory tax deductions. The 10 percent increase earned during December 1942 is not subject to Victory tax deductions, but the additional earnings for the period subsequent to December are subject to such deductions. The amount on which Victory tax deductions are to be based is arrived at by adding the basic salary recorded in item L, the 10 percent increase recorded in item M, commissions on money orders entered in Account No. 39, special delivery fees entered in Account No. 50, and any amounts retained by postmasters for separating mails and unusual conditions, entered in Accounts Nos. 58 and 66, respectively.

The 10 percent additional compensation based on the amount of item L should be entered in item M, and the 10 percent additional earned on special-delivery fees, for separating mails and/or unusual conditions should be added to the amounts claimed in Accounts Nos. 50, 58, and 66, respectively. The 10 percent increase earned during December from special-delivery fees, and payments from the appropriations for separating mails and unusual conditions should be interlined as separate amounts immediately below the respective account numbers.

Assuming that a fourth-class postmaster earned during the December quarter basic compensation (item L on the December account) of \$250, special-delivery fees amounting to \$3 (\$1 of which was earned during December), and was paid \$15 from the appropriation for separating mails (\$5 of which was earned during December); and during the March quarter the basic compensation (item L) amounted to \$200, commissions on money orders \$3, special-delivery fees \$1, and the postmaster was paid \$15 from the appropriation for separating mails, the following example is set forth as a guide in computing the amounts to be recorded and claimed in the account for the period ending March 31, 1943:

SAMPLE ENTRIES FOR ITEMS L TO S

Item No.		
L	Amount on which compensation is based (item K above, but not in excess of quarterly limitation)---	\$200.00
M	10% for December, 1942-----	8.42
	10% for current quarter-----	20.00
N	Add 15% of item L (compensation base), for rent, fuel, light, and equipment)-----	30.00
O	TOTAL COMPENSATION (for entry in Account No. 52)-----	258.42
P	COMPENSATION as per item L above-----	200.00
Q	RETIREMENT DEDUCTIONS 5% of item L (for entry in A/C No. 33)-----	10.00
R	COMPENSATION as per item L above, minus \$156-----	84.60
S	VICTORY TAX DEDUCTIONS 5% of item R, if any (for entry in A/C No. 34)-----	4.23

Method of Computing Item R

Compensation (item L)-----	\$200.00
10 % increase, current quarter (item M)-----	20.00

Method of Computing Item R—Continued

Commission on money orders (A/C 39)-----	\$3.00
Special delivery fees (A/C 50)-----	1.10
Separating mails (A/C 58)-----	16.50
Aggregate earnings-----	240.60
Less: Allowable deduction-----	156.00
Amount subject to 5% Victory tax-----	84.60

SAMPLE ENTRIES FOR CERTAIN ACCOUNTS

RECEIPTS		
	A/C	No.
Retirement deductions-----	33	\$10.00
Federal tax deductions-----	34	4.23
PAYMENTS		
Commissions on money orders issued at 3¢ each-----	39	3.00
Special-delivery fees as follows:		
@ 9¢ number 10-----		\$0.90
@ 10¢ number 1-----		.10
Total-----	1.00+10%	50 1.10
10% for December fees-----		.10
Compensation of postmaster-----	52	258.42
Separating mails \$15+10%-----	58	16.50
10% for December-September mails-----		.50

POST OFFICE CHANGES	POST OFFICE CRANCHES
Established—Fourth Class ARIZONA <i>Rescind</i> Hilltop, Cochise County, the order appearing in BULLETIN 18482 discontinuing this office effective Sept. 30, 1942, which was modified in BULLETIN 18493 to become effective Dec. 31, 1942, and again modified in BULLETIN 18534 to become effective Mar. 31, 1943, has been rescinded.	Change in Status CALIFORNIA San Bernardino: Air Depot (contract) status changed to Air Depot (classified), effective Apr. 1, 1943.
Discontinued—Fourth Class ARKANSAS Ursula, Sebastian County, rural route No. 4, Charleston. Effective Mar. 31, 1943. Mail to Charleston.	Change in Name NORTH CAROLINA Southern Pines: Camp Hoffman (classified), name changed to Camp Mackall (classified), effective Apr. 1, 1943.
Discontinued—Fourth Class ARKANSAS Esmerelda, Calaveras County, route 76255. Effective as of Mar. 11, 1943. Mail to San Andreas.	Discontinued TEXAS Corpus Christi: The following branches are to be discontinued, effective Mar. 31, 1943: Naval Air (classified). Rodd Field (contract). Cabaniss Field (contract). Cuddihy Field (contract). Naval Radio School (contract).
Discontinued—Fourth Class CALIFORNIA Mad River, Trinity County, routes 76133 and 76143. Effective Mar. 31, 1943. Mail to Bridgeville.	POST OFFICE STATIONS
Discontinued—Fourth Class KENTUCKY Brandon, Calloway County, route 30073. Effective May 31, 1943. Mail to New Concord.	Established ARKANSAS Little Rock: The following money-order unit will be established effective Apr. 1, 1943: Unit 1, 72124.
Discontinued—Fourth Class TEXAS Port Sullivan, Milam County, rural route No. 2, Calvert. Effective as of Mar. 11, 1943. Mail to Calvert.	CALIFORNIA Glendale: The following money-order unit will be established effective Apr. 1, 1943: Unit 1, 81521.
Discontinued—Fourth Class UTAH Lakeside, Box Elder County, routes 269097 and 108760. Effective Mar. 25, 1943. Mail to Ogden.	MICHIGAN Battle Creek: The following money-order unit will be established effective Mar. 22, 1943: Unit 2, 08435.
Discontinued—Fourth Class VIRGINIA Endless Caverns, Rockingham County, rural route No. 1, New Market. Effective Apr. 30, 1943. Mail to New Market.	NORTH DAKOTA Jamestown: The following money-order unit will be established effective Apr. 1, 1943: Unit 1, 98809.
Discontinued—Fourth Class WASHINGTON Tylers, Hanover County, routes 103771 and 214355. Effective Mar. 31, 1943. Mail to Beaverdam.	TEXAS Abilene: The following money-order unit was established effective Mar. 15, 1943: Unit 1, 52039.
Designation Changed PENNSYLVANIA Hatboro: 42179. Designation of Naval Reserve Aviation Base (naval post office) without money-order facilities changed to Navy 10097 with money-order facilities effective Apr. 1, 1943.	Designation Changed FLORIDA Key West: 78619. Designation of Fleet Sound School without money-order facilities changed to Navy 10100 with money order facilities effective Apr. 1, 1943.
Designation Changed WASHINGTON Pasco: 71205. Designation of Naval Reserve Aviation Base (naval post office) with money-order facilities changed to Navy 10021 with money order facilities effective Apr. 1, 1943.	Discontinued SOUTH CAROLINA Parris Island: 59851. Recruit Depot, Marine Barracks, without money-order facilities effective Mar. 31, 1943.
Order Amended MICHIGAN Bay City: 08466. Order establishing Navy 10027 without money-order facilities effective Mar. 1, 1943, which appeared in the POSTAL BULLETIN of Mar. 3, 1943, is amended to establish this naval post office effective Mar. 18, 1943.	Discontinued SOUTH CAROLINA Parris Island: 59852. Naval Hospital without money-order facilities effective Mar. 31, 1943.

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

IMPROPER DEFAACEMENT OF ADDRESSES ON UNDELIVERABLE MATTER RETURNED TO SENDER

Complaint is made that in some instances the original addresses on undeliverable postal cards, also on catalogs or other matter of the third or fourth class, returned to the senders under their pledge to pay return postage are covered or obliterated by hand-stamped postal indorsements, such as "Return to sender. Returned under postage guarantee. Postage due, — cents." This prevents the mailers from ascertaining to whom the matter was addressed and, consequently, makes it impossible to correct their mailing lists, which is the principal reason for having the matter returned when undeliverable.

Attention is therefore called to article 31, page 48, of the July 1941 Postal Guide, which reads as follows:

"When returning to the sender undeliverable matter, the original address thereon should not be defaced or obscured in such manner as to make it impossible for the sender to read the address and correct his mailing list. Light lines only should be drawn through the original address."

Postmasters are requested to take such steps as may be necessary to assure compliance with the instructions quoted.

RATE OF POSTAGE ON BIRTH ANNOUNCEMENTS

It has come to attention that some postmasters, notwithstanding previous notices on this subject appearing in the POSTAL BULLETIN and supplements to the Postal Guide, are continuing to accept birth-announcement cards filled out in writing with the date of birth, name of child, and weight, for mailing in unsealed envelopes at the third-class rate of postage.

Printed cards of this nature, when filled out in writing as above indicated, are first-class matter and chargeable when sent in the mails, sealed or unsealed, with postage at the rate of 3 cents an ounce or fraction thereof, except in cases where the drop-letter rate applies. Cards bearing the written name of the infant only, without the other information indicated, are also subject to the first-class rate.

Postmasters should carefully watch mailings of this character, which are usually in small-sized envelopes, to see that the proper rate of postage is prepaid thereon.

REGISTRY REPORT ON CARD FORM 3848

War Savings Stamps

In the notice published on page 17 of the June 1942 Supplement (reprinted on p. 27 of the July 1942 Supplement) postmasters were advised that War Saving bonds, War Savings stamps, etc., mailed under penalty envelopes or labels of the Post Office Department or Postal Service are to be included as official free registrations, under separate items, in the Annual Report on Card Form 3848 for the fiscal year 1943.

Postmasters are advised that in listing on Form 3848 the number of mailings of *War Savings stamps* registered free under penalty envelopes or labels of the Post Office Department or Postal Service, they will be required to show the number of official mailings of War Savings stamps registered free under penalty envelopes or labels of the Post Office Department during the period of July 1, 1942, to September 30, 1942, inclusive, and, as a separate item, the number of such mailings made during the period of October 1, 1942, to June 30, 1943, inclusive.

The total of *all* official articles registered free, regardless of the nature of the contents, will be separately recorded on Form 3848 opposite the item calling for the total of official articles registered free.

INSTRUCTIONS OF THE COMPTROLLER

SENATE JOINT RESOLUTION NO. 170 LIMITATION ON PAYMENTS

Under Senate Joint Resolution No. 170, overtime is payable only on that part of an employee's basic compensation not in excess of \$2,900 per annum, and each employee shall be paid only such overtime compensation or portion thereof as will not cause his aggregate compensation to exceed a rate of \$5,000 per annum. The 10 percent increase is payable on so much of an employee's earned basic compensation as is not in excess of a rate of \$2,900 per annum and which will not cause his aggregate compensation to exceed a rate of \$5,000 per annum. These daily limitations or ceilings are computed by dividing \$2,900 and \$5,000 per annum by 360. The salary limitation or ceiling rate of \$2,900 per annum for one day is \$8.05 and the ceiling rate of \$5,000 for one day is \$13.88, or \$120.83 and \$208.33, respectively, for each semimonthly pay period. These daily limitations

apply when an employee leaves the service before completing a regular pay period.

The foregoing instructions relative to the limitation on payments supersede those published in the POSTAL BULLETIN of January 20, 1943. Adjustments will not be required on vouchers covering payments made during the current quarter provided the total payments for the entire quarter do not exceed an amount equal to the limitations set forth above.

Night Differential Pay

Effective December 1, 1942 the rate of pay for both "night differential" and "overtime night differential" became 10 percent of base pay. The 10 percent increase provided for in Senate Joint Resolution No. 170 is likewise computed on base pay. Neither of the 10 percent increases may be included in computing the other 10 percent increase. Regardless of the hourly overtime rate payable to a regular employee, the night differential pay should be computed on the basis of 10 percent of the hourly rate determined by reference to the "365 day" salary tables published in the POSTAL BULLETIN of January 20. Any overpayments of "overtime night differential" claimed in the quarterly account for the period ended December 31, 1942 computed on any other basis than that outlined above, will be adjusted through statements of differences issued by the General Accounting Office. All such payments to be claimed in the quarterly account for the period ending March 31, 1943, should be adjusted in compliance with these instructions.

Adjustments for Erroneous Payments

Any overtime or 10 percent increase earned during December for which payment was not made in the December quarter should be claimed in the quarterly account for the period ending March 31, 1943. Payments made for such earnings, other than those to postmasters, must be supported by separate vouchers to be transmitted with the quarterly accounts in which credits are claimed. Neither the overtime nor the 10 percent increase earned during December 1942 is subject to Victory tax deductions, even though actual payments may not have been made until after January 1, 1943.

The 10 percent increase is calculated on base pay before making retirement deductions, but Victory tax deductions should be made, when applicable, from aggregate earnings which include base pay plus overtime or the 10 percent increase. Voucher Forms 1853-B may be used for obtaining receipts from assistant postmasters and clerks at third-class offices for the additional amounts earned during December and these vouchers may be used also at first- and second-class offices at which there is not a supply of obsolete pay vouchers which can be used for this purpose. In this connection, attention is invited to the notice which appeared in the POSTAL BULLETIN of January 15, 1943, relative to the preparation of vouchers and pay rolls covering payments for December earnings.

Any under or over payments for earnings during the current quarter may be adjusted by increasing or decreasing the salary payment to be made at the next regular pay period. Underpayments may be adjusted by adding to the salary earned the amount of the underpayment and recording the combined amount on the pay voucher at the next regular pay period. This procedure applies to payments made at first-, second-, and third-class offices. The instructions outlined in section 237 of the Postal Laws and Regulations of 1940 should be followed in the preparation of vouchers which may include adjustments for over or under payments.

With the exception of the additional amounts earned by postmasters, the amounts of salary payments made during the current quarter for overtime and the 10 percent increase earned during December should be added to the amounts earned during the current quarter when posting the totals to be claimed in the various salary accounts. The December earnings claimed in the postal account for the quarter ending March 31, 1943 must be supported by separate vouchers. The 10 percent increase earned by postmasters during December 1942 and claimed in the quarterly account for the current quarter should be interlined as a separate item immediately below A/C No. 52, appropriately endorsed "10 percent for December 1942."

Employees Not Entitled to Both the Overtime and 10 Percent Increase

There was listed in the POSTAL BULLETIN of January 25, 1943, the various groups of employees entitled to overtime pay as distinguished from those entitled to the 10 percent increase. An employee entitled to receive pay for overtime cannot be paid the 10 percent increase.

Since December 1, 1942 overtime has been payable on a weekly basis rather than on a daily basis. An employee who did not work in excess of 40 hours during any week in December was not entitled to overtime pay. For the purpose of computing the number of hours on which overtime is to be paid, each day's absence in a pay status (annual and sick leave or compensatory time) is to be considered as 8 hours' service, except those instances in which an employee is on leave with pay during an entire week.