

ORDER OF THE POSTMASTER GENERAL

AMENDMENT TO THE POSTAL LAWS AND REGULATIONS HOLIDAYS

ORDER No. 21483; DATED JUNE 1, 1943.

Paragraph 3 of section 437, Postal Laws and Regulations, 1940, is amended to read as follows:

3. When any of the holidays mentioned in the first paragraph falls on Sunday, the following Monday shall be observed . . .

See 21 Comp. Gen. 901.

See section 464 as to compensatory time for service performed by employees in post offices on Sundays and holidays.

INSTRUCTIONS OF FIRST ASSISTANT POSTMASTER GENERAL

POSTAL UNIT NUMBERING SYSTEM

Under date of May 1, 1943, the Department instructed postmasters of the largest post offices to assign identifying postal unit numbers to all delivery units, and to institute vigorous campaigns requesting patrons to use such numbers as part of their addresses.

The postal unit numbering method of addressing mail is only applicable at the largest post offices where primary distribution of incoming mail is made, or some similar method.

The purpose of the postal unit numbering method of addressing mail is to permit the distribution of incoming mail by inexperienced clerks who do not have a thorough working knowledge of primary distribution schemes.

In addressing mail, the postal unit number should appear in the address immediately after the name of the city, in accordance with the following specimen:

After _____ days return to Frank B. White, 2416 Front St., St. Louis 25, Missouri	Stamp
Mr. John C. White, 1157 Jefferson Ave., Houston 12, Texas.	

Deviations from the above are permitted in the case of large mailers in order to avoid the necessity of changing addressograph plates or stencils which carry the city and State on one line. In such instances, the numeral may be set in immediately after the name of the city or following the name of the State. These deviations are permissible with the understanding that when new addressograph plates or stencils are made, the postal unit number will appear thereon immediately following the name of the city.

The number following the name of the city indicates the main post office unit, station or branch from which delivery is made.

The success of this plan depends not only upon the cooperation of mailers and addressees, but upon the interest and enthusiasm of postmasters at all post offices in continuing a vigorous campaign through newspapers, the radio, chambers of commerce, business houses, churches, schools, and other institutions.

All patrons at the offices listed below have been requested to notify their correspondents of their postal unit numbers, and to include the numbers in addresses, on letterheads, and on return card requests.

Postmasters and employees are requested to instruct post office patrons in the use of the Postal Unit Numbering System.

It is desired that postmasters of offices where the plan is not applicable, cooperate in notifying their patrons, including publishers of magazines, newspapers, and periodicals; also firms, corporations and companies mailing matter to the following list of post offices, to include in the addresses on all mail matter the postal unit numbers.

Patrons should obtain the delivery unit number from their correspondents in the offices listed below. Large firms such as publishers who have

mailing lists may forward them to the offices listed, where they will be corrected without charge by including the delivery unit number.

Birmingham, Ala. Mobile, Ala. Montgomery, Ala. Phoenix, Ariz. Berkeley, Calif. Fresno, Calif. Glendale, Calif. Long Beach, Calif. Los Angeles, Calif. Oakland, Calif. Pasadena, Calif. Sacramento, Calif. San Diego, Calif. San Francisco, Calif. San Jose, Calif. Stockton, Calif. Denver, Colo. Bridgeport, Conn. Hartford, Conn. New Haven, Conn. Waterbury, Conn. Wilmington, Del. Washington, D. C. Jacksonville, Fla. Miami, Fla. Saint Petersburg, Fla. Tampa, Fla. Atlanta, Ga. Columbus, Ga. Honolulu, T. H. Bloomington, Ill. Chicago, Ill. Decatur, Ill. Peoria, Ill. Rockford, Ill. Evansville, Ind. Fort Wayne, Ind. Indianapolis, Ind. South Bend, Ind. Cedar Rapids, Iowa. Des Moines, Iowa. Sioux City, Iowa. Waterloo, Iowa. Kansas City, Kans. Wichita, Kans. Lexington, Ky. Louisville, Ky. Alexandria, La.	Baton Rouge, La. New Orleans, La. Shreveport, La. Portland, Maine Baltimore, Md. Boston, Mass. Brockton, Mass. Lynn, Mass. Springfield, Mass. Worcester, Mass. Detroit, Mich. Flint, Mich. Grand Rapids, Mich. Kalamazoo, Mich. Lansing, Mich. Pontiac, Mich. Duluth, Minn. Minneapolis, Minn. Saint Paul, Minn. Jackson, Miss. Kansas City, Mo. Saint Joseph, Mo. Saint Louis, Mo. Lincoln, Nebr. Omaha, Nebr. Atlantic City, N. J. Camden, N. J. Elizabeth, N. J. Jersey City, N. J. Newark, N. J. Paterson, N. J. Trenton, N. J. Albany, N. Y. Binghamton, N. Y. Brooklyn, N. Y. Buffalo, N. Y. Jamaica, N. Y. Long Island City, N. Y. New York, N. Y. Poughkeepsie, N. Y. Rochester, N. Y. Schenectady, N. Y. Staten Island, N. Y. Syracuse, N. Y. Utica, N. Y. Yonkers, N. Y. Charlotte, N. C. Winston-Salem, N. C.	Fargo, N. Dak. Akron, Ohio. Canton, Ohio. Cincinnati, Ohio. Cleveland, Ohio. Columbus, Ohio. Dayton, Ohio. Toledo, Ohio. Youngstown, Ohio. Oklahoma City, Okla. Tulsa, Okla. Portland, Oreg. Allentown, Pa. Erie, Pa. Harrisburg, Pa. Lancaster, Pa. Philadelphia, Pa. Pittsburgh, Pa. Reading, Pa. Scranton, Pa. Williamsport, Pa. York, Pa. San Juan, P. R. Providence, R. I. Charleston, S. C. Columbia, S. C. Chattanooga, Tenn. Knoxville, Tenn. Memphis, Tenn. Nashville, Tenn. Austin, Tex. Dallas, Tex. Fort Worth, Tex. Houston, Tex. San Antonio, Tex. Waco, Tex. Salt Lake City, Utah. Norfolk, Va. Richmond, Va. Roanoke, Va. Seattle, Wash. Spokane, Wash. Tacoma, Wash. Charleston, W. Va. Madison, Wis. Milwaukee, Wis.
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DISTRIBUTION OF RATION BOOK THREE

Reference is made to the instructions in the POSTAL BULLETIN issue of April 29, 1943, under the caption "Distribution of Ration Book Three."

It is reported that numerous applications, OPA Form R-129, are being received by post offices serving OPA Warehouses, without postage being affixed.

Postmasters should carefully watch the mails and see that application forms being returned by applicants bear the proper letter rate of postage; that is, 2 cents when mailed in the same city to which the card is addressed, and 3 cents otherwise. If completed application cards do not bear the proper postage, they should be returned to the applicants.

As advised in the aforementioned bulletin, beginning June 20 and ending July 20, ration books in official penalty envelopes will be deposited in post offices at the various mailing centers of the Office of Price Administration for delivery to the addressees by ordinary mail.

THESE MAILINGS SHOULD NOT BE POSTMARKED

UNDELIVERABLE PARCELS OF BABY CHICKS Sale—Disposition of Proceeds—Commission

Reports have reached the Department that some postmasters are failing to collect commissions due on sales of undeliverable shipments of baby chicks.

As this is the season when much of the shipping of baby chicks is done, it is desired to call the attention of postmasters and postal employees to section 804, Postal Laws and Regulations, which provides that when undeliverable parcels containing perishables or baby chicks are sold a commission of 10 percent, but in no case less than 15 cents, shall be deducted in remitting the proceeds to the mailer or other rightful owner. It should be borne in mind also at such sales that no bid should be accepted on behalf of the original addressee of the parcel or article.

In the event the parcel is insured, the provisions of paragraph 7 must be carefully observed.

Amendment to Postal Service Rating System Pamphlet

Attention is invited to the instructions published in the POSTAL BULLETIN of January 8, 1943, under the caption "Letter of Charges." It is desired that postmasters of first- and second-class offices and third-class offices having village or city delivery service consider these instructions as an amendment to paragraph 8 of the Postal Service Rating System pamphlet.

**INSTRUCTIONS OF
THIRD ASSISTANT POSTMASTER GENERAL**

COMMEMORATIVE STAMPS—OVERRUN COUNTRIES

Postmasters and employees of the Postal Service are advised that a special series of United States postage stamps has been authorized in commemoration of European countries which have been overrun and occupied by the Axis powers, as follows: Poland, Czechoslovakia, Norway, Luxembourg, Netherlands, Belgium, France, Greece, Yugoslavia, Albania, and Austria. All of the stamps will be of 5-cent denomination. The series will be inaugurated by the placing on sale of the stamp for Poland on June 22, 1943, at Washington, D. C., and Chicago, Ill. Dates of sale of the remaining stamps in the series will be announced at intervals during the next several months.

The stamps will be $\frac{8}{100}$ by $\frac{14}{100}$ inches in dimensions, arranged horizontally, and issued in sheets of 50 stamps each. The central subjects, which are surface printed, will be reproductions in natural colors of the flags of the respective countries, with the name of the country underneath. Rays of light extend from behind the central subjects to the outer frames. The main frames of the stamps, which will be steel engraved, will be printed in purple and will depict on the left the phoenix, a mythological bird symbolizing the renewal of life, and on the right, in a corresponding position, a kneeling female figure portraying the breaking of the shackles of oppression and enforced servitude. Both figures are supported by pedestals on which appears the denomination numeral "5" in white in oval-shaped panels with dark ground. The pedestals rest on a panel, in which appears the word "Cents" in white-faced Roman. Immediately back of the wording the panel is of a darker shade fading out at each end. Across the top of the stamp are the words, "United States Postage," in white-faced Gothic, within a ruled panel with ornamental scroll ends. The Bureau of Engraving and Printing, Treasury Department, has contracted with the American Bank Note Co., New York, N. Y., for the printing of these stamps to take advantage of their special multicolor printing equipment.

Stamp collectors desiring first-day cancelations of the stamp for Poland on June 22, 1943, may send a limited number of addressed envelopes, not in excess of 10, to the Postmasters, Washington 13, D. C., and Chicago 7, Ill., with cash or money order remittance to cover cost of the stamps required for affixing. Requests for uncanceled stamps must not be included with orders for first-day covers. Envelopes used for covers should be of ordinary letter size, and each envelope must be properly addressed. An enclosure of medium weight should be placed in each envelope, and the flap either sealed or turned in. **Postage stamps and personal checks will not be accepted in payment for stamps.** If coins are enclosed they must not be attached with glue or other adhesive, as such currency cannot be deposited without washing.

Stamps of this series desired for postage purposes should be purchased at the local post office. Stamps of selected quality for collection use may be obtained on mail order sent to the Philatelic Agency, Post Office Department, Washington 25, D. C. Stamps are sold through this agency at face value, plus return mailing charges. To insure prompt shipment, mail orders to the Philatelic Agency for the new stamp should not include other stamp issues. The Philatelic Agency does not service first day covers.

Postmasters at direct and central-accounting offices may submit separate requisitions, on Form 3201-A, for a limited supply of the 5c Poland stamp endorsed "Poland", shipment of which will be made as soon as the printed stock is available. Postmasters are cautioned, however, not to place the new stamp on sale before June 23. Postmasters at district-accounting offices may obtain small quantities of these stamps by requisition on the central-accounting postmaster.

Requisitions shall not be submitted for remaining stamps of this series until further notification is received.

**WAR SAVINGS STAMPS
NEW SWINDLE USES FORGED CHECKS**

At one of our largest offices forged checks amounting to \$4,000 were accepted recently in payment for War savings stamps, and the fraud was not discovered until nearly a month later. A clerk received a telephone call purporting to be from a large local business concern. It was stated that the firm was about to put on a drive among its employees to sell War savings stamps, that a large quantity would be needed, and that the firm's messenger was on the way with a check to cover the purchase. The alleged messenger arrived with the check bearing the firm's printed name and signed in the name of one of its officers. The check was accepted and the stamps deliv-

ered. The ruse was worked at the main post office and at a station at the same time. About a month later it was found that the signature on the checks had been forged and that the official whose name was used had not been authorized by the firm to sign checks.

This information is published so that postmasters may be on guard against any similar swindle. A scheme like the above could be worked even though delivery of the stamps were withheld pending clearance of the check, and it will apparently be necessary for postmasters to adopt other safeguards. Firms which a postmaster desires to accommodate in the acceptance of checks could be phoned when checks are presented.

REGISTRY CHANGES

Air Base Branch, Moses Lake, Wash.

The Air Base Branch of the Moses Lake, Wash. post office, is hereby designated as independent for the receipt and dispatch of registered mail. This branch should be added to the list of third- and fourth-class offices, independent branches and stations, and Navy mail clerks in possession of rotary keys printed on pages 20 to 24, inclusive, of the August 1942 Supplement to the Postal Guide.

**INSTRUCTIONS OF
FOURTH ASSISTANT POSTMASTER GENERAL**

BIDS FOR FUEL OIL FOR LEASED OR RENTED QUARTERS

In future advertisements for bids for fuel oil for leased or rented post office quarters, postmasters should be governed by the instructions pertaining to bids for coal as outlined in notice published in BULLETIN of May 24, 1943.

POSTER—SAVE WASTE FATS FOR EXPLOSIVES

Display in Post Office Lobbies Authorized

The Office of War Information will furnish all postmasters about June 10, 1943, a poster entitled "Save Waste Fats for Explosives." This poster should be displayed upon its receipt in post office lobbies for the balance of the month of June in such manner as not to mar or deface the walls or woodwork.

POST OFFICE CHANGES

**Established—Fourth Class
WEST VIRGINIA**

Rescind

Mollie, Clay County, the order appearing in BULLETIN 18600 discontinuing this office effective May 31, 1943, has been rescinded.

Discontinued—Fourth Class

ARKANSAS

Bidville, Crawford County, rural route No. 2, Winslow. Effective June 15, 1943. Mail to Winslow.

ILLINOIS

Cooperstown, Brown County, rural route No. 3, Mount Sterling. Effective June 15, 1943. Mail to Mount Sterling.

Derby, Saline County, route 35256. Effective June 30, 1943. Mail to Herod.

Etna, Coles County, routes 106723 and 235385. Effective June 15, 1943. Mail to Neoga.

MONTANA

Modify

Bredette, Roosevelt County, the order appearing in BULLETIN 18600 discontinuing this office effective June 15, 1943, has been modified to show the effective date as of May 27, 1943.

NEBRASKA

Lowell, Kearney County, route 114723. Effective June 15, 1943. Mail to Gibbon.

VIRGINIA

Haddonfield, Wise County, route 14495. Effective June 15, 1943. Mail to Almira.

WASHINGTON

Hanford, Benton County, route 71303. Effective May 31, 1943. Mail to Pasco.

Montborne, Skagit County, rural route No. 5, Mount Vernon. Effective June 15, 1943. Mail to Mount Vernon.

WEST VIRGINIA

Magnolia, Morgan County, routes 103770 and 216188. Effective June 30, 1943. Mail to Largent.

Paradise, Putnam County, route 16385. Effective June 15, 1943. Mail to Liberty.

Summer Post Offices to Open

Grants, Franklin County, Maine. Effective May 21, 1943.

Lakewood, Somerset County, Maine. Effective July 1, 1943.

Littlejohn Island, Cumberland County, Maine. Effective June 25, 1943.

Ocean Point, Lincoln County, Maine. Effective June 16, 1943.

Black Point Beach Club, New London County, Mass. Effective June 15, 1943.

Straits Pond, Plymouth County, Mass. Effective June 1, 1943.

West Chop, Dukes County, Mass. Effective June 20, 1943.

Treasure Island, Hunterdon County, N. J. Effective June 21, 1943.

Whiteface, Essex County, N. Y. Effective June 19, 1943.

Lake O Woods, Klamath County, Ore. Effective June 1, 1943.

Gold Hill, Boulder County, Colo. Effective June 1, 1943.

Birch Island, Cumberland County, Maine. Effective June 25, 1943.

Bustins Island, Cumberland County, Maine. Effective June 15, 1943.

Hunter Lake, Sullivan County, N. Y. Effective June 28, 1943.

Upper Saint Regis, Franklin County, N. Y. Effective June 11, 1943.

Acahela, Monroe County, Pa. Effective June 23, 1943.

Modify

West Outlet, Somerset County, Maine. The notice appearing in BULLETIN 18580 showing this office to open May 1, 1943, and modified in BULLETIN 18597 showing this office to remain closed for the season is further modified to show the office will open on June 1, 1943.

Summer Post Offices Closed for 1943 Season

The following summer post offices will remain closed for the 1943 season:

Stateline, Eldorado County, Calif.

Crater Lake, Klamath County, Ore.

Diamond Lake, Douglas County, Ore.

Zion National Park, Washington County, Utah.

Craig Beach, Mahoning County, Ohio.

Oregon Caves, Josephine County, Ore.

POST-OFFICE STATIONS

Established

C. o. d. stations will be established at the following offices effective June 16, 1943:

Name of office:	Office No.
Melbourne, Fla.	78849
Saint Charles, Ill.	12919
Urbana, Ill.	13152
DeRidder, La.	45432
Danvers, Mass.	60879
Easthampton, Mass.	60896
Hyannis, Mass.	61082
Grand Haven, Mich.	09085
Bridgeton, N. J.	90096
Cohoes, N. Y.	22519
Bristol, Pa.	41151
Burlington, Wis.	36161