

INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

INTERNATIONAL MAILS

FREE CONCESSION FOR CERTAIN GIFT PARCELS SENT TO THE UNITED KINGDOM

Information has been received from the Postal Administration of Great Britain that the British Customs Authorities have granted a concession whereby all members of the Armed Forces of the British Empire serving outside the United Kingdom (including Women's Auxiliary Services of the Navy, Army, and Air Forces, and members of Canadian and other Empire Forces, as well as Allied Forces serving with British Forces) may, in future, send to the United Kingdom free of duty, and free of British Import Licensing restrictions, not more than four parcels a year. The following conditions will apply:

- (1) Such parcels must not weigh more than five pounds gross, or exceed 30 shillings (\$6.08 United States currency) in value or contain—
 - (a) Any drinkable spirits.
 - (b) More than ½ lb. total weight of tobacco (including cigars and cigarettes) or any tobacco marked "H. M. Ships only."
 - (c) More than ½ pint scent.
 - (d) More than 2 lbs. of any one foodstuff.
- (2) The following distinctive British Customs Declaration form (Army Form W 5192) must be affixed by the sender to each parcel:

Army Form W5192

H.M. FORCES OVERSEAS

DUTY FREE CONCESSION FOR GIFTS SENT TO THE UNITED KINGDOM

The following declaration must be completed and signed by the sender of the package:—

I declare that the contents of this parcel are as shown below, and are sent as a gift.

Goods	Quantity	Value
Signature of sender.....		
Date.....		

This label must not be affixed to any package which weighs more than 5 lbs. (including packing), or which exceeds 30s. 0d. in value, or which contains:—

1. Any drinkable spirits.
2. More than ½ lb. total weight of tobacco, including cigars and cigarettes (200 cigarettes or 50 cigars=½ lb.), or any tobacco goods marked "H. M. Ships only."
3. More than ½ pint scent.
4. More than 2 lb. of any one foodstuff.

Warning: If the above restrictions are not observed the full duty will be charged on the whole contents of the package.

Label issued to.....

Signature of Issuing Officer.....

Censorship Stamp

This label will be issued by the various units to the individuals entitled to the concession and the officer authorizing the issue will sign it and insert the name of the individual to whom it is issued. The label must also be signed and dated by the sender. The usual postage rates will apply.

The enforcement of the restrictions, as detailed in the lower left-hand side of the form, is a matter for the British authorities, but it should be noted that "drinkable spirits" are not transmissible in the mails in the United States and any liquor in parcels will be confiscated.

(3) The onus of seeing that the contents of the parcels conform to the regulations and that the Declaration is properly completed will rest upon the senders, and full duty will, it is understood, be charged on the contents of parcels which are found to contravene the restrictions mentioned under (1).

(4) While the British authorities state that the concession in no way limits the number of regular nonconcession parcels which may be despatched, the above is not to be construed as modifying the restrictions imposed by Order No. 17471 of the Postmaster General published in the POSTAL BULLETIN of April 20, 1942.

Packages bearing the above label which are prepared and mailed as parcel post should, nevertheless, be accompanied with the usual customs declaration tag (Form 2966).

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

COMMEMORATIVE STAMPS—OVERRUN COUNTRIES CZECHOSLOVAKIA

Supplementing the notice in the POSTAL BULLETIN of June 4, 1943, postmasters and employees of the Postal Service are advised that the 5-cent postage stamp for Czechoslovakia, the second stamp included in the Overrun Countries Series, will be first placed on sale July 12, 1943, at Washington, D. C. Announcements concerning the remaining stamps in the series will appear later.

The Czechoslovakia stamp will be of the same size and general design as the Poland commemorative stamp, with the exception of the central subject, which will be a reproduction of the flag of that country in colors, with the name "Czechoslovakia" printed underneath.

Stamp collectors desiring first-day cancellations of the stamp for Czechoslovakia on July 12, 1943, may send a limited number of addressed envelopes, not in excess of 10, to the Postmaster, Washington 13, D. C., with cash or money-order remittance to cover the 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.**

Stamps of this series desired for postage purposes should be purchased at the local post office. Stamps of selected quality for collection 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 Czechoslovakia commemorative 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 5-cent Czechoslovakia stamp, endorsed "Czechoslovakia," shipment of which will be made as soon as the printed stock is available. Postmasters are cautioned not to place this stamp on sale before July 13, 1943. Postmasters at district-accounting offices may obtain small quantities of these stamps by requisition on the central-accounting post office.

Requisitions shall not be submitted for any of the remaining stamps in the Overrun Countries Series until further notification is received.

CARE IN PREPARATION OF FORM 3547

It is necessary again to remind postmasters to be more careful in the preparation of notices of change of address on Form 3547.

Complaints are being received of the failure to show on Form 3547 the identifying key number, letter, or symbol used by mailers in connection with addresses on their matter. This complete information is essential to enable the mailers to correct their mailing lists.

It is also observed that many postmasters are improperly furnishing notices on Form 3547 which are not desired and which place a burden on the mailers. When the printed request reads, for example, "If addressee has removed and new address is known, notify sender on Form 3547, postage for which is guaranteed" mailers rightfully object to having to pay 2 cents postage due if the notices do not show the new address of the addressee.

In such case Form 3547 should not be sent if the new address is not known. See paragraph 5, section 769, Postal Laws and Regulations, and instructions in article 12 (a), page 46 of the current Postal Guide.

The foregoing should not be confused with mailers' requests for notices which read, for example, "Postmaster—If undeliverable FOR ANY REASON notify sender stating reason on Form 3547, postage for which is guaranteed." In such case the form is to be sent.

In view of the many variations in the "INSTRUCTIONS TO POSTMASTER" concerning the treatment to be accorded undeliverable matter, which the senders may place on their mail, it is important and absolutely necessary that postmasters and postal employees handling such matter thoroughly familiarize themselves with these different procedures and carefully observe them.

When notices on Form 3547 with respect to local change of address are prepared at a post office where the delivery-unit numbering method of

addressing mail is applicable, such unit number should be given on the form. Of course, this should be done on all other forms giving information concerning addresses of patrons.

**CHANGES—POSTAL GUIDE, 1941—PART I
UNITED STATES SAVINGS BONDS
Sale and Reissue of Bonds**

The instructions appearing in article 3, page 146 of the July 1941 Official Postal Guide, as amended, are changed to read as follows:

"3. Sale and reissue of bonds.—The following instructions as to the issue of the new bonds should be observed:

"At the time of issue (sale) of each bond, the postmaster or other authorized issuing agent will:

"Require an application in writing. Form 920 should be used for individual purchases, but lists may be accepted for purchases under group plans. The serial numbers of the bonds purchased shall be entered by the postmaster on the applications, Form 920, or opposite the purchasers' names on the list of group purchases.

"Determine from the application the correct name and full address to be inscribed on the face of the bond. If the bond is to be inscribed in the form 'A or B,' or the form 'A, payable on death to B,' both names and the . . . address of 'A' must be determined. In all cases the exact spelling must be verified, by consultation with the purchaser if necessary.

"Determine that the requested inscription is in a form authorized by Treasury Department Circular No. 530, Fifth (or later) Revision. If not in such a form, the purchaser should be advised to amend his application to show an authorized form.

"Examine bond and corresponding stubs for agreement both as to denomination and serial number. Serial numbers must not be changed on either bonds or original stubs. A bond shall not be issued unless there is at hand, unchanged, an original stub of the same denomination and serial number. Incorrectly assembled bonds should be reported to the Third Assistant Postmaster General, Division of Postal Savings, or in the case of district-accounting offices to the central-accounting postmaster.

"Enter on the face of the bond and on the original and duplicate stubs—

"(a) The full name of the owner and that of the co-owner or beneficiary; the name by which the person is ordinarily known and under which he does business should be used; if there are two given names the initial of one may be used, and if a person is habitually known and does business by initial only of his given names, registration may be in such form. The name may be preceded by any applicable title such as 'Dr.,' 'Rev.,' etc., and in the case of women should be preceded by 'Mrs.' or 'Miss.' A married woman's own given name should be used, not that of her husband.

"(b) The full address (street and number, if any, city or town, and State) of the owner . . . Suburban or local subdivisions may be included in the address but such names should always be followed by the name of the post office through which the owner is served.

"(c) The month and year the bond is sold, in the space provided in the upper right-hand corner panel of the bond, and corresponding space on the stubs.

"(d) An imprint of the post office dating stamp, bearing current date, in each of the circles provided therefor.

. . . .

"Compare bond (also original and duplicate stubs if not completed at one operation as provided below) with original application to insure correct inscription, if necessary checking with the purchaser, and verify all other details. Deliver bond to the purchaser upon payment of the issue price, first detaching the original stub which will be forwarded in accordance with instructions. Enter the serial number of the bond on the application and retain it and the duplicate stub, which shall be initialed by the issuing clerk.

"IMPORTANT.—An impression of the post office dating stamp must appear on each issued bond and its corresponding stubs. The impression must be legible both as to name of office, branch or station, and date.

"It is desirable that the typewriter be used where possible in completing the bonds and the original stubs, and preferably the duplicate stubs. Otherwise pen and ink should be used, taking care that all names and addresses are clearly legible, and that they are exactly the same on the bond and on the two stubs. The bond lends itself to the use of the typewriter, and the bond and both stubs may be inscribed with the name and address of the owner, and the issue date added, by one operation through the use of carbon paper.

"No erasures or corrections on the face of a bond are permitted and if an error is made the bond should be treated as a spoiled bond.—See paragraphs 6, 8, and 9, section 158, Postal Laws and Regulations (1940). When a bond is canceled and reissued subsequent to the month in which it was sold because of a postmaster's error or for other reasons, the notations 'Canceled, replaced by bond No. _____,' shall be written across the face of the returned bond and 'Issued to replace canceled bond No. _____' on both stubs of the new bond. These notations shall be made in such a way as

not to efface the inscriptions. The issue date to be entered on the new bond and its corresponding stubs is the first day of the month in which the original bond was sold. The impression of the post office dating stamp, however, shall show the date on which the new bond was actually prepared. The original stub of the new bond shall be attached to the canceled bond and forwarded by either the direct or district accounting postmaster, as the case may be, with his monthly report, Form 904. Direct and district accounting postmasters shall record such cancellations and reissues by a debit entry opposite the item 'Received for cancellation' and credit entries opposite the items 'Canceled' and 'Reissued' in the savings-bond form account of the daily summary, Form 950 or Form 950 T/F—Form 940A, at offices operating under the so-called two division plan. Similar entries shall be made in the monthly account current, Form 904, and the details of the transaction shall be reported on the back of abstract, Form 905.

"In order that owners may be reimbursed for registry fees and postage, postmasters shall forward to the Third Assistant Postmaster General, Division of Postal Savings, the envelopes used by owners in returning bonds for reissue."

STOLEN MONEY-ORDER FORMS

Since May 15, 1943, blank domestic money-order forms printed for use at the offices named below have been reported stolen. Numbers inclusive:

NORLAND, VA.	9389, 9390, and 9396 to 9400.....	May 31, 1943
Outlook, Wash.....	70631 to 70800.....	May 15, 1943
Taylor, Ariz.....	57201 to 58200 and 58801 to 59000.....	May 24, 1943

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 issue orders on such forms in event of their recovery.

**INSTRUCTIONS OF
THE SOLICITOR**

DENTURES (FALSE TEETH) OR PROSTHETIC DEVICES (607½ P. L. & R.)

Complaints are being received that many postmasters are improperly withholding from dispatch and delivery certain classes of dental material in the erroneous belief that its transportation in the mails is prohibited by Section 607½ of the Postal Laws and Regulations.

Section 607½ P. L. & R. applies only to dentures (false teeth) or partial dentures, and packages containing impression materials, impression trays, wax bites, or casts should be dispatched and delivered regardless of whether or not they bear the endorsement described in paragraph 4 of said section.

Packages containing dentures or partial dentures should bear the endorsement required by paragraph 4 of Section 607½ P. L. & R., regardless of by whom mailed.

Pending expiration of a reasonable period for the securing of printed labels or rubber stamps, this endorsement may be in typewriting or printed in ink by hand.

POST OFFICE CHANGES

Discontinued—Fourth-Class

KENTUCKY

Catherine, Russell County, route 29573. Effective June 30, 1943. Mail to Windsor.
Hilda, Rowan County, rural route No. 1, Morehead. Effective June 30, 1943. Mail to Morehead.

NEW HAMPSHIRE

Claremont Junction, Sullivan County, route 101724. Effective as of May 31, 1943. Mail to Claremont.

OHIO

Hibbetts, Carroll County, route 31193. Effective June 30, 1943. Mail to Carrollton.

Summer Post Offices to Open

Sagamore Beach, Barnstable County, Mass. Effective June 14, 1943.
Camp Ground, Fairfield County, Ohio. Effective June 5, 1943.
Hotel Champlain, Clinton County, N. Y. Effective June 26, 1943.
Valcour, Clinton County, N. Y. Effective July 1, 1943.
Sylvan Lake, Custer County, S. Dak. Effective July 1, 1943.
Bread Loaf, Addison County, Vt. Effective July 1, 1943.

POST OFFICE BRANCHES

Established

MISSISSIPPI
Clinton: 96350. Internment Camp (contract), effective July 1, 1943.

NEBRASKA

Scottsbluff: 26342. Internment (contract), effective July 1, 1943.

NEW YORK

New York: X5633. 10878 (naval post office) with money-order facilities, effective June 15, 1943.

New York: X5634. 12996 (naval post office) with money-order facilities, effective June 15, 1943.

New York: X5696. 11046 (naval post office) with money-order facilities, effective June 15, 1943.

OKLAHOMA

Woodward: 63901. Air Field (contract), effective July 1, 1943.

POST OFFICE STATIONS

Established

CALIFORNIA
Sausalito: 82170. Station No. 1 (located in Marin Dormitories), effective July 1, 1943.