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# The Postal Bulletin

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# ORDER OF THE POSTMASTER GENERAL

### CONTRACTS

As required by Executive order of the President, No. 9346, all officers of the Department and the Field Service shall include the following provision in all contracts, including those for carrying the mail, supplies, services, and quarters negotiated by them for and in behalf of the Post Office Department:

"The contractor, in performing the work required by this contract, shall not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor shall include in all subcontracts a provision imposing a like obligation on subcontractors."

## INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

## INTERNATIONAL MAILS Parcel Post Service to Malta

Effective at once, the parcel post service is resumed to Malta. Parcels will be subject to the rates and conditions in effect prior to the suspension of the parcel post service to Malta, except that the limitations imposed by the Postmaster General's Order No. 17471 of April 20, 1942, will apply. The parcel-post rates and conditions are set forth in and below the parcel-post table on page 228 of Part II of the Official Postal Guide for July 1941. The words "Parcel-Post Service to Malta Suspended" appearing above the parcel-post table on page 228 of Part II should be eliminated.

The general license provisions of the Office of Economic Warfare and the other provisions of the instructions published in the Postal Bulletin of May 19, 1943, will be applicable to parcels for Malta. The words "Malta and Gozo" and the country number "115" should be added to the list of countries under the heading "Exhibit A. List of countries which have received general licenses" in the said instructions of May 19, 1943. "Malta and Gozo" should be deleted from the list of countries appearing in paragraph (4) under the heading "Exhibit B."

Postmasters will cause due notice of the foregoing to be taken at their offices.

### INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

# WAR SAVINGS BONDS Forms DSS-2 and DSS-3 Should Cover Calendar Months and Should Show Bond Purchases at Purchase Price

In a notice which appeared in the Postal Bulletin of September 3, 1943, reprinted on pages 14 and 15 of the September Supplement to the Postal Guide, postmasters were instructed to have reports on Forms DSS-2 and DSS-3 cover the calendar month and show bond purchases and pledges by purchase price instead of maturity value as previously. Reports on these forms, in many instances, are not being prepared in accordance with those instructions. Postmasters at all offices are requested to see that reports on Forms DSS-2 and DSS-3 cover the period from the first to the last day, inclusive, of each month and show the purchase price of bonds. Postmasters at first- and second-class offices shall adjust their records to reflect purchase price of bonds pledged and purchased, and all entries pertaining to bonds on Form DSS-3 shall be by purchase price. In correcting records, the purchase price may be arrived at by taking three-fourths of the maturity value previously reported.

Purchase reports on Form DSS-2 shall be accepted whether or not the employee has completed a pledge on Form DSS-1. However, all employees should be urged to complete pledges. The total number of employees reporting purchases of bonds or stamps during the month covered by the report shall be shown on Form DSS-3 after "Purchases reported on Form DSS-2."

Many reports on Form DSS-2 received at central accounting offices from third- and fourth-class offices do not show the name of the sending office. Postmasters should see that the name of their office appears on their reports.

Purchase reports should be made immediately after the last day of each month.

### AIR MAIL STAMPED ENVELOPE Requisitions to be Restricted

Because of the limited facilities in the envelope factory for the manufacture of 6-cent air-mail stamped envelopes, the larger part of the present output is needed for sale purposes at Army and Navy post offices overseas.

Postmasters at offices other than those having need for air-mail envelopes for overseas shipment are, therefore, directed, until further notice, to restrict requisitions for unprinted air-mail envelopes to a minimum.

Postmasters at all offices should, however, provide adequate stocks of 6-cent adhesive air-mail stamps and encourage the use of light-weight commercial envelopes in lieu of embossed air-mail stamped envelopes so long as the present emergency continues.

# INSTRUCTIONS OF THE SOLICITOR

## FRAUD ORDER NOTICE American Mutual Health Association, et al.

On November 24, 1943, a fraud order was issued against American Mutual Health Association; ABC Preparations Company; ABC Preparations; R. P. Probasco, General Manager; R. P. Probasco, G. M.; R. P. Probasco, Manager; R. P. Probasco; Suite 614, 326 West Third Street, and their officers and agents as such, at Los Angeles, Calif.

All mail addressed to these concerns and parties should be returned to senders, stamped "Fraudulent—Mail to this address returned by order of Postmaster General," and no money orders in favor of said concerns and parties should be issued or paid.

# INSTRUCTIONS OF THE COMPTROLLER

# RETIREMENT DEDUCTIONS TO BE MADE FROM EARNINGS OF TEMPORARY EMPLOYEES APPOINTED FOR INDEFINITE PERIODS UNDER WAR SERVICE REGULATIONS

Postmasters were advised in the Postal Bulletin of November 16, 1943, that all appointments made from certificates of eligibles issued subsequent to October 23, 1943, or from registers of eligibles established after that date, will be approved under War Service Regulations, and that appointments of temporary employees serving under section 2 of Civil Service Rule VIII and those serving under section 4 of Civil Service Rule VIII for indefinite periods were converted, effective October 23, 1943, to indefinite War Service appointments, such appointments not to extend beyond the duration of the war and 6 months thereafter.

Temporary employees who were converted to indefinite War Service appointments (appointments for the duration of the war and not to extend beyond 6 months thereafter) and employees who receive indefinite War Service appointments are eligible for retirement benefits and retirement deductions should be taken from their basic salaries (salary exclusive of the 15-percent increase).

Temporary employees appointed for less than 1 year or for specific periods of 30, 60, or 90 days, or whose specific periods of appointment are extended for an additional 30, 60, or 90 days, are not within the purview of the Retirement Act and deductions should not be taken from their earnings unless retirement eligibility has been or is acquired through employment in some other capacity.

All temporary employees who were converted to indefinite War Service appointees on October 23, 1943, came within the purview of the Retirement Act on that date and all employees appointed under these regulations after October 23, 1943, acquired retirement status at the time of appointment. Postmasters may, but will not be required to, make adjustments in the current quarter for retirement deductions applicable to basic salaries earned between October 23, 1943 (or the date of appointment), and November 30, 1943, by the employees referred to herein. In those cases in which such adjustments are not made during the current quarter, the employees concerned may purchase the creditable service applicable to the period from October 23 to November 30, 1943, by filing Form 3012, Application for Service Credit.

Retirement deductions from the earnings of employees serving under indefinite War Service appointments will become mandatory on December 1, 1943, and deductions should be made from salary payments covering earnings on and after that date. The computation of tontine applicable to the earnings of these employees will be computed under the regulations heretofore applicable to earnings of classified substitute employees. That is, \$1 tontine will be deducted for each month in which the total service rendered exceeds 102 hours.

An individual retirement account, Form 2806, should be originated for

each temporary employee brought within the purview of the Retirement Act by reason of appointment or conversion to indefinite War Service appointment. The retirement account, Form 2806, should be disposed of or routed in accordance with existing instructions. Report of Separation, Form 1551, should be executed and submitted immediately following the separation of any employee within the purview of the Retirement Act, except by the 22 largest offices which keep their own retirement accounts.

### POST OFFICE CHANGES

### Established-Fourth Class

WEST VIRGINIA

88244. Steeles (\*1523), Wyoming County, special messenger from Iaeger. Hanover, 4 miles northwest; North Spring, 10 miles west; Baileysville, 12 miles east. a Hanover, W. Va.

### Reestablished-Fourth Class

KENTUCKY 69191. Turkey Creek (\*1573), Pike County, special supply from Williamson, W. Va. Williamson, 3 miles east; Chattaroy, 5 miles northwest. a Williamson, W. Va.

- \* Unit number.
- a Postmasters' present address.

### Discontinued-Fourth Class

INDIANA

Terry, Perry County, the order appearing in BULLETIN 18668 discontinuing this office effective Sept. 30, 1943, has been modified to become effective Nov. 30, 1943.

### **MICHIGAN**

Baie de Wasai, Chippewa County, routes 37106 and 37104. Effective as of Oct. 31, 1943. Mail to Sault Sainte Marie.

### NORTH CAROLINA

Postell, Cherokee County, route 18286. Effective Nov. 30, 1943. Mail to Suit.

### POST OFFICE CHANGES

### Discontinued—Fourth Class

PENNSYLVANIA

Rigby, Lawrence County, rural route No. 7, New Castle. Effective Dec. 31, 1943. Mail to New Castle.

#### VIRGINIA

Kire, Giles County, route 14452. Effective Nov. 30, 1943. Mail to Kerns.

### Winter Post Office to Close

Pedro Bay, Alaska. Effective as of June 22, 1943. Mail to Iliamna.

### POST OFFICE STATIONS

### Established

ARIZONA

Flagstaff: 05117. 10255 (naval post office for V-12 Unit, Arizona State Teachers College) with money-order facilities effective Dec. 1,

### CALIFORNIA

Escondido: 82179, C. o. d. effective Dec. 16, 1943. Hawthorne: 82318, C. o. d. effective Dec. 16,

Indio: 82382. C. o. d. effective Dec. 16, 1943. Lompoc: 82396. C. o. d. effective Dec. 16, 1943. Pacific Grove: 82390. C. o. d. effective Dec. 16,

### DELAWARE

Wilmington: The following money-order unit will be established effective Dec. 1, 1943: Unit 1, 33518.

### POST OFFICE STATIONS

### Established

TENNESSEE

Memphis: The following money-order unit will be established effective Dec. 1, 1943:

Unit 2, 57436.
Union City: The following money-order unit will be established effective Dec. 1, 1943: Unit 1, 58801.

### Discontinued

**ILLINOIS** 

Chicago: Lake Front (Classified) was discontinued effective Aug. 14, 1943.

### POST OFFICE BRANCHES

### Established

CALIFORNIA

Port Hueneme: The following money-order unit of Advance Base Depot (naval post office) will be established, effective Dec. 1, 1943:

Unit 1, 82176.

San Diego: 82175. 10250 (naval post office for Small Craft Pre-Commissioning Training Center) with money-order facilities, effective Dec. 1, 1943.

#### INDIANA

Crane: 34774. 10253 (naval post office for Naval Ammunition Depot) with money-order facilities, effective Dec. 1, 1943.

NEW YORK

New York: X6286. 10769 (naval post office) with money-order facilities effective Nov. 10, 1943. New York: X6427. 10714 (naval post office) with money-order facilities effective Nov. 20, 1943. NEW York: X6521. 10658 (naval post office) with money-order facilities effective Nov. 18, 1943. New York: X6608. 10640 (naval post office) with money-order facilities effective Nov. 18, 1943.

New York: X6608. 10640 (naval post office) with-out money-order facilities effective Nov. 17,

New York: The following money-order unit of New York: The following money-order unit of 10872 (money-order business only) will be established effective Dec. 1, 1943:
Unit 1, X6609.

New York: The following money-order units of A. P. O.'s 602 and 870 will be established effective Dec. 1, 1943:
A. P. O. 602, Unit 1, X6610.
A. P. O. 870, Unit 2, X6611.

### POST OFFICE BRANCHES

New York: X6612, 10636 (naval post office) without money-order facilities effective Dec. 1. 1943.

New York: X6613. 10637 (naval post office) with money-order facilities effective Dec. 1, 1943. New York: The following money-order unit of Navy 10949 (money-order business only) will be established effective Dec. 1, 1943:

Unit 1, X6614. TEXAS

Fort Worth: 53582. Liberator (classified) effective Dec. 1, 1943.

### VIRGINIA

Hampton: 84315. Wythe (classified) was established effective Nov. 22, 1943.

WASHINGTON

Port Angeles: 71242. 10249 (naval post office for the Section Base, Neah Bay), with money-order facilities, effective Dec. 1, 1943. Seattle: 70452. 10254 (naval post office for Re-ceiving Barracks, Harbor Island), without money-order facilities, effective Dec. 1, 1943.

### Discontinued

CALIFORNIA

San Diego: 80991. Submarine Repair Unit, without money-order tacilities, effective Oct. 4,

### MASSACHUSETTS

Falmouth: 61039. Section Base, Woods Hole, without money-order facilities effective, Nov.

### Designation Changed

NEW YORK

Long Beach: 23280. Receiving Station (naval post office) with money-order facilities changed to 10252 (naval post office for Receiving Sta-tion, Lido Beach) with money-order facilities

effective Dec. 1, 1943.

Long Beach: 23295. Unit 1 of Receiving Station (naval post office) changed to Unit 1 of 10252 (naval post office for Receiving Station, Lido Beach), effective Dec. 1, 1943.

# DISPOSE OF SURPLUS SACKS, POUCHES, AND LOCKS PROMPTLY

See Postal Bulletin of November 2, 1943