

## ORDER OF THE POSTMASTER GENERAL

### FILING OF APPLICATIONS REQUESTING OCCUPATIONAL CLASSIFICATION OF CERTAIN POSTAL EMPLOYEES

ORDER No. 25377; DATED JULY 15, 1944.

Several Regional Deferment Committees, established under order No. 24975, published in the POSTAL BULLETIN of June 13, 1944, have inquired concerning the following:

(a) Whether applications for occupational classification (Forms 42) should be filed for employees returning from annual leave; for new appointees; for the employees as they reach the various age groups and classes of eligibility specified in order No. 24975; and whether, as deferments expire, the applications should be renewed?

(b) Whether Regional Deferment Committees are to function indefinitely?

The answer to the question under paragraph (a), above, is yes, the Forms 42 should be submitted in such cases, if the individual otherwise qualifies under order No. 24975. The answer to the question under paragraph (b), above, is also yes, the Regional Deferment Committees should continue to function as long as is necessary under the latest regulations of the Selective Service and the Review Committee on Deferment of Government Employees, War Manpower Commission, copies of which have been supplied the Regional Deferment Committees.

Paragraph 2, section VII, of Executive Order No. 9309, reads:

"Heads of agencies shall issue special instructions to insure that an employee will immediately report through proper channels any change in his selective-service status or the receipt of notice to report for induction."

Postal personnel paid from departmental appropriations, and Division Headquarters and domicile clerks of the Inspection Service shall immediately report through the official or supervisor in charge of their work, any change in selective-service status or the receipt of notice to report for induction. These reports shall then be transmitted to the chairman, Agency Committee, Post Office Department, Washington 25, D. C.

All other postal personnel paid from field-appropriations shall immediately report through the official or supervisor in charge of their work, any change in selective-service status or the receipt of notice to report for induction. These reports shall then be transmitted to the appropriate regional deferment committee.

Postmasters and other postal officials shall promptly notify the appropriate regional deferment committee of any change in the conditions upon which the deferment of any employee may be based, or upon termination of service of the employee. The regional deferment committee shall then accordingly notify the appropriate local Selective Service Board, and the Review Committee on Deferment of Government Employees, War Manpower Commission, Washington 25, D. C.

As to the Department employees, and Division Headquarters and domicile clerks of the Inspection Service, notices as described in the next above paragraph shall be sent to the chairman, Agency Committee, Post Office Department, Washington 25, D. C., from which they will be appropriately channeled.

Regional deferment committees shall keep their files and records in such shape as to permit the expeditious compilation and submission of the statistical reports called for by Executive Order No. 9309, and section 7, of Occupational Deferment Memorandum No. 18, dated May 25, 1944, the latter issued by the Review Committee on Deferment of Government Employees, War Manpower Commission.

The Review Committee on Deferment of Government Employees advised that the report, referred to next above, for the period ended May 15, 1944, will not be required, hence same may be disregarded. However, the reports for the periods ending August 15 and November 15, 1944, will be required. Appropriate instructions will be issued to the regional deferment committees in the near future concerning the manner in which these reports are to be prepared and how they are to be addressed.

### AMENDMENTS TO THE POSTAL LAWS AND REGULATIONS

#### Increase of Rate of Postage on First-Class Matter Mailed for Local Delivery

ORDER No. 25378; DATED JULY 17, 1944.

Effective March 26, 1944, paragraph 1, section 509, Postal Laws and Regulations of 1940, is amended to read as follows:

"509. . . . Until July 1, 1945, the rate of postage on all mail matter of the first class (except postal cards and private mailing or post cards, and

except other first-class matter on which the rate of postage under existing law is 1 cent for each ounce or fraction thereof) shall be 1 cent for each ounce or fraction thereof in addition to the rate provided by existing law: . . ." (Acts of June 6, 1932, 47 Stat. 285; June 24, 1940, 54 Stat. 505; June 17, 1943, 57 Stat. 157; February 25, 1944, Public Law 235.)

NOTE.—The act of February 25, 1944, made applicable, for the period between March 26, 1944, and the first day of the first month which begins at least 6 months after the termination of hostilities in the present war, to first-class matter mailed for local delivery or for delivery wholly within a county which is entirely within a corporate city and the population of which exceeds 1 million, the increase of 1 cent for each ounce or fraction thereof.

Effective March 26, 1944, paragraph 2, section 509, Postal Laws and Regulations of 1940, is amended to read as follows:

"2. Upon all matter of the first class . . . postage shall be charged . . . at the rate of . . . (3) cents for each ounce or fraction thereof; and drop letters shall be mailed at the rate of . . . (3) cents per ounce or fraction thereof, including delivery at letter-carrier offices, and 1 cent for each ounce or fraction thereof where free delivery by carrier is not established . . ." (Acts of March 3, 1885, 23 Stat. 386; June 16, 1933, 48 Stat. 254; February 25, 1944, Public Law 235.)

Paragraphs 3 and 4, section 509, Postal Laws and Regulations of 1940, are amended by changing the figure "2" wherever appearing therein to "3".

#### Increase of Rate of Postage on Air Mail

ORDER No. 25379; DATED JULY 17, 1944.

Paragraph 1, section 511, Postal Laws and Regulations of 1940, is amended to read as follows:

"511. Effective March 26, 1944, the rate of postage on air mail shall be 8 cents for each ounce or fraction thereof" (39 U. S. C. 463, and act of February 25, 1944, Public Law 235).

Effective March 26, 1944, paragraph 3, section 511, Postal Laws and Regulations of 1940, is amended by changing the figure "6" in the first item in the table of rates to "8".

#### Fourth-Class Postage

ORDER No. 25380; DATED JULY 17, 1944.

That part of paragraph 2, section 571, Postal Laws and Regulations of 1940, preceding subparagraph (a) is amended to read as follows:

"2. The postage on matter of the fourth class shall be as . . . below indicated plus, for the period between March 26, 1944, and the first day of the first month which begins at least 6 months after the termination of hostilities in the present war, the increase provided by the act of February 25, 1944, of 3 per centum, fractions of one-half cent or more being computed as 1 cent, but in no case shall the increase per parcel be less than 1 cent" (39 U. S. C. 293; P. M. G. Orders, July 14, 1931, April 7, 1932; act of February 29, 1944, Public Law 235).

#### Modification of Rates of Postage on Catalogs and Similar Printed Advertising Matter of the Fourth Class

ORDER No. 25381; DATED JULY 17, 1944.

Effective March 26, 1944, paragraph 5, section 571, Postal Laws and Regulations of 1940, is amended to read as follows:

"5. The rates of postage on individually addressed catalogs and similar printed advertising matter in bound form, consisting of 24 or more pages and not not exceeding 10 pounds in weight, shall be as follows:

Pounds	ZONES							
	Local	First and Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
1.....	Cents 5	Cents 5	Cents 6	Cents 7	Cents 8	Cents 9	Cents 10	Cents 11
2.....	5½	6	8	10	12	14	16	18
3.....	6	7	10	13	16	19	22	25
4.....	6½	8	12	16	20	24	28	32
5.....	7	9	14	19	24	29	34	39
6.....	7½	10	16	22	28	34	40	46
7.....	8	11	18	25	32	39	46	54
8.....	8½	12	20	28	36	44	53	61
9.....	9	13	22	31	40	49	59	68
10.....	9½	14	24	34	44	55	65	75

(P. M. G. Order dated June 29, 1939, and act of February 25, 1944, Public Law 235.)

**Increase of Rates of Postage on Books**

ORDER NO. 25382; DATED JULY 17, 1944.

Paragraph 1 (a), section 572, Postal Laws and Regulations of 1940, is amended by the addition of the following sentence: "The postage on books as provided in this paragraph shall be increased, effective March 26, 1944, by 3 per centum, fractions of one-half cent or more being computed as 1 cent, but in no case shall the increase per parcel be less than 1 cent" (39 U. S. C. 293a, and act of February 25, 1944, Public Law 235).

Paragraph 5, section 572, Postal Laws and Regulations of 1940, is amended by the addition of the following sentence: "The postage on books as provided in this paragraph shall be increased, effective March 26, 1944, by 3 per centum, fractions of one-half cent or more being computed as 1 cent, but in no case shall the increase per parcel be less than 1 cent." (39 U. S. C. 293a-1, 1940 ed. Supp. III, and act of February 25, 1944, Public Law 235).

**Increase of Postage Rate on Certain Publications Issued at Regular Intervals Circulated Free or Mainly Free**

ORDER NO. 25383, DATED JULY 17, 1944.

Effective March 26, 1944, paragraph 1, section 573, Postal Laws and Regulations of 1940, as amended, is further amended to read as follows:

"573. Publications weighing in excess of 8 ounces issued at regular intervals of 12 or more times a year, 25 per centum or more of whose pages are devoted to text or reading matter and not more than 75 per centum to advertising matter, which are circulated free or mainly free, may, upon authorization by the Post Office Department, under such regulations as the Postmaster General may prescribe, be accepted for mailing at the postage rate of . . . (9) cents a pound or fraction thereof, computed on the entire bulk mailed at one time, but not less than (6) cents per piece, provided the copies of such publications are presented for mailing made up according to States, cities, and routes as directed by the Postmaster General" (39 U. S. C. 293b; P. M. G. Order dated Feb. 13, 1942, authorized by Sec. 247, Title 39, U. S. C.; act of Feb. 25, 1944, Public Law 235).

**New Registry Fees and Additional Fees (Surcharges)**

ORDER NO. 25384; DATED JULY 17, 1944.

Effective March 26, 1944, paragraphs 1 and 2 of section 1203, Postal Laws and Regulations of 1940, are amended as follows:

Paragraph 1 is amended by the addition of the following note and new subparagraphs (bb) and (bbb) after subparagraph (b):

"NOTE.—The registry fees and the additional fees (surcharges) on registered mail listed in paragraph 1 (a) above were increased by the act of February 25, 1944, Public, No. 235, Seventy-eighth Congress, effective March 26, 1944. Commencing on that date the new registry fees and additional fees (surcharges) on registered mail listed in subparagraph (bbb) below will be in effect.

"(bb) The registry fees for registered mail shall be increased by 33½ per centum, computed in each case to the nearest multiple of 5 cents, and the additional fees for registered mail shall be increased by 33½ per centum, computed in each case, if the amount of such increase is not a multiple of 1 cent, to the multiple of 1 cent next above such amount (act of February 25, 1944, Public, No. 235, 78th Cong., effective March 26, 1944).

"(bbb) Effective March 26, 1944, the new registry fees and the new additional fees (registry surcharges) on registered mail shall be as follows:

For registry indemnity not exceeding \$5.....	20 cents.
For registry indemnity exceeding \$5 but not exceeding \$50.....	25 cents.
For registry indemnity exceeding \$50 but not exceeding \$75.....	35 cents.
For registry indemnity exceeding \$75 but not exceeding \$100.....	40 cents.
For registry indemnity exceeding \$100 but not exceeding \$200.....	55 cents.
For registry indemnity exceeding \$200 but not exceeding \$300.....	65 cents.
For registry indemnity exceeding \$300 but not exceeding \$400.....	80 cents.
For registry indemnity exceeding \$400 but not exceeding \$500.....	95 cents.
For registry indemnity exceeding \$500 but not exceeding \$600.....	\$1.05.
For registry indemnity exceeding \$600 but not exceeding \$700.....	\$1.15.
For registry indemnity exceeding \$700 but not exceeding \$800.....	\$1.20.
For registry indemnity exceeding \$800 but not exceeding \$900.....	\$1.25.
For registry indemnity exceeding \$900 but not exceeding \$1,000.....	\$1.35.

"Provided, That for registered mail having a declared value in excess of the maximum indemnity covered by the registry fee paid, effective March 26, 1944, there shall be charged additional fees (surcharges) as follows: When the declared value exceeds the maximum indemnity covered by the registry fee paid—

By not more than \$50 .....	2 cents.
By more than \$50 but not more than \$100.....	3 cents.
By more than \$100 but not more than \$200.....	4 cents.
By more than \$200 but not more than \$400.....	6 cents.
By more than \$400 but not more than \$600.....	7 cents.
By more than \$600 but not more than \$800.....	8 cents.
By more than \$800 but less than \$1,000.....	10 cents.

and if the excess of the declared value over the maximum indemnity covered by the registry fee paid is \$1,000 or more, the additional fees for each \$1,000 or part of \$1,000 on articles destined to points within the several zones applicable to fourth-class matter shall be as follows:

For local delivery or for delivery within the first zone.....	11 cents.
For delivery within the second zone.....	12 cents.
For delivery within the third zone.....	14 cents.
For delivery within the fourth zone.....	15 cents.
For delivery within the fifth or sixth zones.....	16 cents.
For delivery within the seventh or eighth zones.....	18 cents.

No change is made in the additional fees (surcharges) prescribed in paragraph 1 (a) of section 1203, for insured mail treated as registered mail.

Paragraph 2 is amended by substituting the figures "20" for the figures "15."

**New Fee for Restricted Delivery**

ORDER NO. 25385; DATED JULY 17, 1944.

Effective March 26, 1944, paragraphs 1 and 2 of section 1204, Postal Laws and Regulations of 1940, are amended as follows:

Paragraph 1 is designated paragraph 1 (a), and the following new subparagraph is added:

"(b) The additional fee for effecting the delivery of domestic registered, insured, and collect-on-delivery mail the delivery of which is restricted to the addressee only, or to the addressee or order, is increased by an amount equal to the fee provided by existing law" (act of February 25, 1944, Public, No. 235, 78th Cong., effective March 26, 1944).

Paragraph 2 and the Note following that paragraph are amended by substituting the figures "20" for the figures "10".

**New Fees for Registry Return Receipts**

ORDER NO. 25386; DATED JULY 17, 1944.

Effective March 26, 1944, paragraph 1, and subparagraphs (a) and (g) of paragraph 2, section 1218, Postal Laws and Regulations of 1940, are amended as follows:

The following subparagraphs (c) and (d) are added to paragraph 1:

"(c) The fees for obtaining receipts for registered mail and insured mail shall in each case be increased by 33½ per cent, computed in each case, if the amount of such increase is not a multiple of 1 cent, to the multiple of 1 cent next above such amount" (act of February 25, 1944, Public, No. 235, 78th Cong., effective March 26, 1944).

"(d) Effective March 26, 1944, the fee for a sender's registry return receipt requested at the time of mailing will be 4 cents; when requested subsequent to the time of mailing, 7 cents; and for a receipt showing to whom, when, and the address where the registered article was delivered, 31 cents."

Subparagraph (a) of paragraph 2 is amended by substituting the figures "27" for the figures "20"; the figure "4" for the figure "3"; and the figures "31" or the figures "23".

Subparagraph (g) of paragraph 2 is amended by substituting the figure "7" for the figure "5".

**Short-Paid Matter—New Minimum Registry Fee**

ORDER NO. 25387; DATED JULY 17, 1944.

Effective March 26, 1944, paragraph 1 of section 1320, Postal Laws and Regulations of 1940, is amended by substituting for the figures "15", the figures "20".

**New C. O. D. Fees and Charges for Restricted Delivery and for Delivery Upon Changed Terms**

ORDER NO. 25388; DATED JULY 17, 1944.

Effective March 26, 1944, paragraphs 1 and 12 of section 1387, Postal Laws and Regulations of 1940, are amended as follows:

New subparagraphs (bb) and (bbb) are added after subparagraph (b) of paragraph 1:

"(bb) The fees for collect-on-delivery service with respect to domestic third- and fourth-class mail shall be increased in each case by an amount equal to the fee provided by existing law" (act of February 25, 1944, Public, No. 235, 78th Cong., effective March 26, 1944).

"(bbb) Effective March 26, 1944, the c. o. d. fees on domestic c. o. d. mail of the third and fourth classes shall be as follows:

Amount of c. o. d. charges or amount of insurance desired:	C. o. d. fee (Cents)
From \$0.01 to \$5.00.....	24
From \$5.01 to \$25.00.....	34
From \$25.01 to \$50.00.....	44
From \$50.01 to \$100.00.....	64
From \$100.01 to \$150.00.....	80
From \$150.01 to \$200.00.....	90

Subparagraph (d) of paragraph 1 is amended to read as follows:

"(d) Upon payment of an additional fee of 20 cents, the sender may restrict delivery of domestic collect-on-delivery mail by marking it 'Deliver to addressee only' or 'Deliver to addressee or order,' or with words of similar import. This fee shall also be collected by the postmaster at the office of delivery for delivering any domestic collect-on-delivery article which the addressee (instead of the sender) has restricted in delivery to himself or to his order. (See amended sec. 1204 for the law authorizing this charge and for instructions relative thereto which are equally applicable to collect-on-delivery mail.)"

The following subparagraph (aa) is added after paragraph 12 (a):

"(aa) The fee for services in effecting delivery of collect-on-delivery mail upon terms differing from those originally stipulated at the time of mailing shall be increased by an amount equal to the fee provided by existing law" (act of February 25, 1944, Public, No. 235, 78th Cong., effective March 26, 1944).

Subparagraph (b) of paragraph 12 is amended by substituting the figures "20" for the figures "10."

#### New Insurance Fees, Restricted Delivery Charge, and Return Receipt Fees

ORDER NO. 25389; DATED JULY 17, 1944

Effective March 26, 1944, paragraphs 4 and 5 of section 1386, Postal Laws and Regulations of 1940, are amended as follows:

The following note (c) and new subparagraphs (aa) and (aaa) are added after subparagraph (a) of paragraph 4:

"NOTE.—(c) The fees for insurance on domestic mail matter were increased by the act of February 25, 1944, Public, No. 235, Seventy-eighth Congress, effective March 26, 1944. Commencing on that date the new insurance fees listed in subparagraph (aaa) below will be in effect.

"(aa) The fees for insurance on mail matter shall be increased in each case by an amount equal to the fee provided by existing law" (act of February 25, 1944, Public, No. 235, 78th Cong., effective March 26, 1944).

"(aaa) Effective March 26, 1944, the fees for insurance of domestic mail matter of the third and fourth classes shall be as follows:

Amount of insurance:	Insurance fee (cents)
From \$0.01 to \$5.00.....	10
From \$5.01 to \$25.00.....	20
From \$25.01 to \$50.00.....	30
From \$50.01 to \$100.00.....	50
From \$100.01 to \$150.00.....	60
From \$150.01 to \$200.00.....	70

Subparagraph (c) of paragraph 4 is amended to read as follows:

"(c) Upon payment of an additional fee of 20 cents the sender may restrict delivery of domestic insured mail by marking it "Deliver to addressee only" or "Deliver to addressee or order," or with words of similar import. This fee shall also be collected by the postmaster at the office of delivery for delivering any domestic insured article which the addressee (instead of the sender) has restricted in delivery to himself or to his order. (See amended sec. 1204 of the law authorizing this charge, and for instructions relative thereto which are equally applicable to insured mail.)"

The following new subparagraphs (aa) and (aaa) are added after paragraph 5 (a):

"(aa) The fees for obtaining receipts for registered mail and insured mail shall in each case be increased by 33½ per centum, computed in each case, if the amount of such increase is not a multiple of 1 cent, to the multiple of 1 cent next above such amount" (act of February 25, 1944, Public, No. 235, 78th Cong., effective March 26, 1944).

"(aaa) Effective March 26, 1944, the fee for a sender's return receipt for insured mail requested at the time of mailing shall be 4 cents; for return receipt requested subsequent to the time of mailing, 7 cents; and for return receipt showing to whom, when and the address where the article was delivered, 31 cents."

Subparagraph (b) of paragraph 5 is amended by substituting the figures "27" for the figures "20"; the figure "4" for the figure "3"; and the figures "31" for the figures "23."

#### Increase in Demurrage Charges on Domestic C. O. D. Mail

ORDER NO. 25390; DATED JULY 17, 1944.

Effective March 26, 1944, paragraphs 1 and 2 of section 1388, Postal Laws and Regulations of 1940, are amended as follows:

Paragraph 1 is designated paragraph 1 (a), and the following new subparagraph is added:

"(b) The demurrage charges on collect-on-delivery parcels shall be increased in each case by an amount equal to the charge provided by existing law" (act of February 25, 1944, Public No. 235, 78th Cong., effective March 26, 1944).

Paragraph 2 is amended to read as follows:

"2. A demurrage charge of ten cents per day shall be collected on each domestic c. o. d. article (registered or unregistered) which the addressee fails to remove from the post office within 20 days after the first attempt to deliver or the first notice of arrival at the office of address, exclusive of the day delivery is first attempted or the first notice of arrival is issued at the office of address, the actual day of delivery, Sundays, and holidays. No demurrage shall be charged on c. o. d. articles exchanged between the United States proper and Hawaii, Alaska, Puerto Rico, Virgin Islands of the United States, Guam (service temporarily suspended), and Tutuila, Samoa.

#### AMENDMENTS TO THE PAMPHLET, "THE NAVY MAIL SERVICE"

Discontinuance of Domestic C. O. D. Service to and From Naval Shore Stations Outside the United States Proper

ORDER NO. 25391; DATED JULY 17, 1944.

The first paragraph of section 30 is amended to read:

"There is no . . . international c. o. d. service to or from naval vessels or foreign or domestic shore stations. There is no domestic c. o. d. service to or from naval vessels or naval shore stations outside the continental United States (including naval shore stations in Alaska), the United States Naval Operating Base at Guantanamo, Cuba, the First Marine Division, Fleet Marine Force, Guantanamo, Cuba, and the Marine Detachment, Argentia, Newfoundland. See section 1387, paragraph 1 (a), Postal Laws and Regulations of 1940."

Paragraph (a) of section 30 and the side caption therefor are rescinded.

Paragraph (b) of section 30 is amended to read:

"(b) Domestic c. o. d. parcels intended for persons receiving mail through naval post offices permanently located at particular points in the United States proper may be accepted for mailing when addressed to the United States post office of which the naval post office is a branch or station. The delivery of such parcels will be made from the post office and the c. o. d. charges collected at the time of such delivery . . . However, when such service has been recommended by the Navy Department and authorized by the Third Assistant Postmaster General, c. o. d. mail proper for delivery at a naval post office which is a branch or station of a post office will be delivered by the Navy mail clerk and the charges collected and accounted for in such manner as may be directed by the Third Assistant Postmaster General (Division of Registered Mails)."

See section 49 (3) relative to the . . . disposition to be made of applications for indemnity covering articles erroneously accepted as c. o. d. mail.

#### Dispatch of Registered, Insured, and Ordinary Mail Through Cuba

ORDER NO. 25392; DATED JULY 17, 1944.

The side caption of paragraph (1), section 40, is amended to read:

"Registered, insured . . . and ordinary first class letter mail through Cuba."

The first sentence of paragraph (1), section 40, is amended to read:

"(1) The following instructions shall be observed in connection with registered, insured, and ordinary first class letter mail exchanged through Cuba between points in the United States and United States naval vessels in Guantanamo, . . . Cuba . . ."

The first sentence of subparagraph (a) of paragraph 1, section 40, is amended to read:

"(a) All registered, insured, . . . and ordinary first-class letter mail dispatched from the Miami or Tampa post offices to the Naval Operating Base at Guantanamo . . . Cuba, is to be dispatched under the special pouches labeled to the Naval Operating Base at Guantanamo . . . instead of in the old style reconditioned through registered pouches, which are no longer in use."

Subparagraph (h) of paragraph 1, section 40, is rescinded.

#### Return of Coupons of Registry Bills

ORDER NO. 25393; DATED JULY 17, 1944.

Paragraph (6) of section 41 is amended to read:

"(6) The coupons attached to the registry bills (Forms 3851-2-3-4) shall be signed, postmarked, and returned immediately by ordinary mail to the office from which the dispatch was made. If discrepancies or irregularities are observed, they shall be noted on the coupon of the bill. However, the coupons shall not be returned covering dispatches made within the United States proper to Navy mail clerks in charge of stations or branches of post offices unless the coupons are attached to pouch bills received in iron-lock pouches or unless discrepancies or irregularities are noted. Exceptions to these instructions may be authorized by the Third Assistant Postmaster General." (See secs. 1220, 1262, 1286, 1314, 1315, and 2213, P. L. and R., 1940.)

### INSTRUCTIONS OF FIRST ASSISTANT POSTMASTER GENERAL

#### CHANGES—POSTAL GUIDE 1943—PART I

The instructions appearing in article 41, page 90, of the July 1943 Official Postal Guide, as changed, are further changed to read as follows:

"41. *Overtime, computation of.*—Overtime shall be computed on the basis of annual salary in accordance with the salary tables issued by the Comptroller. Divide the annual salary by 306, and the quotient thus obtained shall be the daily compensation which, divided by 8 hours, will give the hourly compensation for such overtime services. . . . In computing overtime payments, pay for the nearest number of whole hours of time served each pay period, counting a fraction of an hour amounting to 30 minutes or more as 1 hour and ignoring 29 minutes or less. **Enter in each employee's Service and Pay Record the total number of whole hours of overtime for which payment is made.**"

The instructions appearing in article 56, page 92, of the July 1943 Official Postal Guide, as changed, are further changed to read as follows:

"56. *Computing time.*— . . . **Pay each substitute for the nearest number of whole hours served during each pay period, counting a fraction of an hour amounting to 30 minutes or more as 1 hour and ignoring 29 minutes or less. Thus, for 29 hours and 30 minutes, pay for 30 hours; for 29 hours and 29 minutes, pay for 29 hours.** Substitute clerks should not be employed for fractions of hours unless absolutely necessary. A specific allowance to cover such service must be secured in advance. **At the end of each half month enter on the service and pay record of each substitute the total number of whole hours for which payment is made.**"

### INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

#### FIFTH WAR LOAN

##### More Than Two-Thirds of Quota Raised

A last-minute totaling of the reports on Form DSS-3 for June shows that during the first month of the drive post-office employees purchased savings bonds and stamps in the aggregate amount of \$12,015,184.85, or 67.8 percent of their allotted quota of \$17,717,000. There are no changes to report at this time in purchases by employees of the Railway Mail or Inspection Services. Ten States have now passed the 100 percent mark: Iowa, Minnesota, Missouri, Nebraska, Nevada, New Mexico, North Dakota, Oregon, Wyoming, and South Dakota. Seven States have purchased between 90 and 100 percent: Arkansas, Idaho, Kansas, Kentucky, Texas, Vermont, and Virginia.

Six hundred and fourteen offices have not as yet reported. These offices are all of the first and second class and a few of them are offices of considerable size. We are proud of the record made by those offices that reported, but we are completely at a loss to understand why almost 11 percent of our first- and second-class offices should be delinquent. As stated in connection with a previous drive, in times like these every postal employee should be willing to work according to the plans laid down by those in charge. Those plans call for the reporting of all purchases by every participant. Every delinquent postmaster has been written about the matter; and, so far as their reports for the middle and end of July are concerned, conditions should be markedly improved.

**PLEASE REMEMBER THIS DRIVE RUNS THROUGH JULY 31, WHICH MEANS THAT ALL BONDS AND STAMPS PURCHASED BY EMPLOYEES THROUGH JULY WILL BE CREDITED.**

RAMSEY S. BLACK,  
*Third Assistant Postmaster General.*

#### REGISTRY CHANGES

##### Sahara Village Branch, Layton, Utah

The Sahara Village Branch of the Layton, Utah, post office is hereby designated as independent for the receipt and dispatch of registered mail.

##### PEARY, VA.—CAMP PEARY, WILLIAMSBURG, VA.

Many postmasters are confusing Peary, Va., with *Camp Peary*, a Branch of Williamsburg, Va., recently changed to Navy No. 10329 Branch, which causes much inconvenience, additional labor, and loss of time. Hereafter,

postmasters drawing money orders in favor of personnel stationed at Camp Peary, Va., will be careful to name Williamsburg, No. 10329 Branch, Va., as the office of payment.

### INSTRUCTIONS OF FOURTH ASSISTANT POSTMASTER GENERAL

#### POSTER—"PREPARE FOR WINTER NOW"—LOBBY DISPLAY AUTHORIZED

Postmasters are authorized to display in a prominent location in post-office lobbies throughout the months of August and September the poster entitled "Prepare for Winter Now," issued by the Solid Fuels Administration for War. The poster should be displayed in such manner as not to mar or deface the walls or woodwork.

### INSTRUCTIONS OF THE SOLICITOR

#### FRAUD ORDER NOTICE

Victor Press, et al.

On July 13, 1944, a fraud order was issued against Victor Press; Victor Press, Distributors; Victor Press, Booksellers; William J. Dubler, M. D., and William J. Dubler, M. D., Natural Health Physician, and their officers and agents as such, at Camden, N. J.

All mail addressed to this concern and party 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 concern and party should be issued or paid.

#### FICTITIOUS ORDER NOTICE

(Ray Rogers)

On July 10, 1944, a fictitious order was issued against Ray Rogers, at Arbuckle Building, Studio 90, 367 Fulton Street, and 215 Montague Street, Brooklyn, N. Y.

All mail addressed to the above name and addresses should be returned to senders, stamped "Fictitious."

#### POST OFFICE CHANGES

##### Established—Fourth Class

###### PENNSYLVANIA

42106. Green Ridge (\*869), Delaware County, special supply from Chester. Three miles northwest of Chester. a No. 8, Bunting Lane, R. D. No. 1, Chester, Pa.

###### SOUTH DAKOTA

29334. Igloo (\*3712), Fall River County, route 114723. Provo, 2 miles southeast; Edgemont, 10 miles north. This office has been in operation since July 1, 1944. Acting postmaster's address: Igloo, S. Dak.

\*Unit number.

a Postmaster's present address.

##### Post Office Name Changed

Elmore, Lamoille County, Vt. Changed to Lake Elmore. Effective Sept. 1, 1944.

##### Discontinued—Fourth Class

###### ARIZONA

Estrella, Maricopa County, route 108760. Effective July 15, 1944. Mail to Gila Bend.

###### IDAHO

French Creek, Idaho County, route 70278. Effective July 31, 1944. Mail to Riggins.

###### KANSAS

Wolcott, Wyandotte County, routes 114728 and 255768. Effective July 31, 1944. Mail to Bethel.

###### KENTUCKY

Ark, Bell County, route 29959. Effective July 16, 1944. Mail to Ingram.

###### MARYLAND

Pomonkey, Charles County, route 13201. Effective as of June 30, 1944. Mail to Indian Head.

###### NORTH CAROLINA

Buckner, Madison County, route 18268. Effective July 31, 1944. Mail to Mars Hill.

Just, Madison County, route 18253. Effective July 31, 1944. Mail to Mars Hill.

Paint Fork, Madison County, route 18253. Effective July 31, 1944. Mail to Mars Hill.

Waverly, Madison County, route 18253. Effective July 31, 1944. Mail to Mars Hill.

###### OHIO

Pratts Fork, Athens County, rural route No. 1, Shade. Effective July 31, 1944. Mail to Shade.

#### POST OFFICE CHANGES

##### Discontinued—Fourth Class

###### VIRGINIA

Love, Nelson County, route 14266. Effective as of June 8, 1944. Mail to Lyndhurst.

###### WASHINGTON

Taylor, King County, route 71322. Effective July 31, 1944. Mail to Renton.

#### POST OFFICE BRANCHES

##### Established

###### CALIFORNIA

Long Beach: 82476. 10084 (naval post office for Naval Auxiliary Air Station, Los Alamitos) with money-order facilities effective July 15, 1944.

Montara: 82535. 10285 (naval post office for Antiaircraft Training Center, Point Montara) with money-order facilities effective July 15, 1944.

###### NEW YORK

New York: X7871. 10518 (naval post office) with money-order facilities effective Apr. 17, 1944.

New York: X8589. 10481 (naval post office) with money-order facilities effective July 12, 1944.

New York: X8820. 13999 (money-order business only) effective Aug. 1, 1944.

#### POSTAL SAVINGS CHANGES

##### Established

###### ALASKA

Nome, effective Aug. 1, 1944.

###### CALIFORNIA

Perkins, effective Aug. 1, 1944.

###### MICHIGAN

Detroit: Kensington Station (classified), effective May 1, 1944.

###### OKLAHOMA

Oklahoma City: Midwest City Branch (classified), effective Aug. 1, 1944.

##### Discontinued

###### OKLAHOMA

Copan, effective July 31, 1944.

###### SOUTH DAKOTA

Belvidere, effective July 31, 1944.