

INSTRUCTIONS OF FIRST ASSISTANT POSTMASTER GENERAL

WAR SERVICE REGULATIONS

Short-Term (Temporary) Appointees Changed to Indefinite Appointment

In recommending the conversion of short-term substitutes (temporary) to war service indefinite substitutes, postmasters should first obtain from their Civil Service Regional Directors formal authority for the change. The letter authorizing the changes should be forwarded to this Bureau accompanied by Form 1531, in triplicate, bearing the endorsement of the Regional Director and marked: "Conversion of temporary appointment to war service indefinite appointment under War Service Regulation V."

CHANGES—POSTAL GUIDE 1943—PART I

CHANGE No. 58; RURAL CARRIERS.

The instructions appearing in article 19, page 108, of the July 1943 Official Postal Guide, as changed by the notices appearing in the POSTAL BULLETINS of March 3, 1944, and May 23, 1944, are further changed to read as follows:

"19. When temporary carriers are absent for brief periods.—Whenever it becomes necessary for a temporary carrier to be absent for a period not to exceed 10 days, . . . the number of trips served by the temporary carrier shall be shown on the certificate of service, Form 4253, and the number of trips served by the substitute employed during the absence of the temporary carrier shall be reported on a separate copy of Form 4253. The substitute shall be paid by the disbursing postmaster for each day's service on the basis of one twenty-eighth, one twenty-ninth, one thirtieth, or one thirty-first of the month's compensation, according to the number of days in the particular month in which the absence of the temporary carrier occurs. If the absence is for a period of more than 10 days, a report shall be made to the First Assistant Postmaster General with a recommendation as to whether the leave should be extended, or the temporary carrier be dropped and the person actually serving the route appointed temporary rural carrier. The date of last service of the temporary carrier and the name and date of first service of the person employed in his stead should be furnished, so that necessary orders may be issued."

INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

INTERNATIONAL MAILS

Mail for Members of the British Armed Forces Incorrectly Returned

Report has been made to this office that mail, particularly letters, for members of the British Armed Forces, in the address of which initials as follows are used to indicate the command to which the addressee belongs:

Initials:	Indicating
C. M. F.-----	Central Mediterranean Force
M. E. F.-----	Middle East Force
B. N. A. F.-----	British North Africa Force
Paiforce-----	Persia and Iraq Force

is being returned to the senders as insufficiently addressed.

Such return is erroneous and, therefore, postmasters will issue instructions to those concerned at their offices to assure an understanding of the significance of the initials, when included as part of an address of a member of the British Armed Forces.

Senders should be asked to endorse their articles for the Armed Forces above mentioned "Via New York, N. Y." and all such articles should be forwarded to New York, N. Y., for dispatch to destination.

Also senders should be advised that, when space permits, the name of the Force should be written out in full, or at least be abbreviated, for instance "Cent. Med. Force" to indicate Central Mediterranean Force; also that when initials are used to indicate the Force, care should be taken to write the initials plainly and clearly.

Gold Coast Colony—Import Licenses

The importation into the Gold Coast Colony of all parcels containing goods except bona fide gifts is subject to the production by the addressee of an import license, in the absence of which parcels will be confiscated. No parcels (other than those containing bona fide gifts) should therefore be mailed unless it is known that the addressee is in possession of the required license.

Senders of parcels to the Gold Coast Colony should be informed as above stated, and parcels for the Gold Coast Colony should not be accepted for mailing unless they are marked by the senders "Gift Parcel" or "Import license secured by addressee."

CHANGE NO. 188—POSTAL GUIDE 1941—PART II Resumption of Parcel Post Service to Madagascar

Effective at once, parcel post service is resumed to Madagascar. Parcels will be subject to the weight limit of 11 pounds per parcel and to the rates shown in the table below. Other conditions in effect prior to the suspension of parcel post service to Madagascar, as set forth below the parcel post table on page 225 of Part II of the Official Postal Guide for July 1941 will be applicable.

The words "Parcel-post service to Madagascar and dependencies suspended" appearing above the parcel-post table on page 225 of Part II should be deleted and that table is superseded by the following:

Lbs.	Rate	Lbs.	Rate	Lbs.	Rate
1-----	\$0.28	5-----	\$1.40	9-----	\$2.52
2-----	.56	6-----	1.68	10-----	2.80
3-----	.84	7-----	1.96	11-----	3.08
4-----	1.12	8-----	2.24		

The licensing requirements of the Foreign Economic Administration are applicable to parcels for Madagascar.

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

AIR-MAIL SERVICE

Effective on August 1, 1944, air-mail service will be inaugurated at Columbus, Ga., on route A. M. 5 between Atlanta, Ga., and Birmingham, Ala., and effective on the same date service will be inaugurated at West Palm Beach, Fla., on route A. M. 31 between Fort Myers and Miami, Fla.

INSTRUCTIONS OF THE THIRD ASSISTANT POSTMASTER GENERAL AND THE COMPTROLLER

PENALTY MAIL

In connection with Order No. 25157 issued by the Postmaster General on June 30, 1944, pursuant to the act of June 28, 1944 (Public Law 364), the following information is published for the guidance of all concerned in cases where envelopes, labels, wrappers, cards, or other articles bearing the penalty indicia prescribed by law for matter mailed free of postage under the penalty privilege are prepared or procured otherwise than under contracts made by the Postmaster General or from or through the Government Printing Office by the departments, agencies, or others authorized to use such privilege.

Application for Permit

Each department, agency, establishment, or other organization and person desiring to prepare or procure and mail any articles bearing the penalty indicia under the conditions referred to above shall submit to the Third Assistant Postmaster General, Washington 25, D. C., a request for a permit authorizing such procedure. The request shall show, in a general way, the type of matter on which it is proposed to place the penalty indicia and by what process this will be done. A permit will then be granted setting forth the conditions governing such preparation or procurement and the acceptance of mailings thereunder. Each permit will bear a number and the holder thereof shall cause to be placed on all matter mailed thereunder an appropriate symbol to identify the matter as having been prepared or procured other than under contracts for envelopes awarded by the Postmaster General or through the Government Printing Office.

General Permit Number

As a general practice, only one permit will be issued to each department or agency for which only one appropriation is made to cover mailings of matter bearing penalty indicia. A corresponding number of permits may be issued to those departments and agencies for which two or more appropriations are made to cover such mailings. All matter prepared or procured in accordance herewith by the same department or agency, or divisions or branches thereof, bearing the assigned permit number, may be accepted at any post office in the United States, provided the postmaster at the point of mailing is furnished properly executed statements of mailings, Form B/A-47, in accordance with the procedure outlined hereinafter. The department or agency to which such permit is issued shall furnish a list of the offices where matter prepared or procured under the permit will be placed in the mails. Exceptions may be made to this requirement, upon request, when such matter is to be placed in the mails at more than 500 mailing points. When the circumstances warrant and upon approval of the head of a department or agency, a permit may be issued to a division or branch of a department or agency.

Reports of Matter Bearing Penalty Indicia Produced or Procured Other Than Through the Postmaster General or the Government Printing Office

Departments and agencies to which permits are issued in accordance herewith shall furnish to the Comptroller of the Post Office Department quarterly reports showing the total number of pieces on which the penalty indicia are printed or otherwise placed thereon as authorized by the permits. These reports should show, separately, the number of envelopes, labels, wrappers, cards, tags, or other articles so prepared or procured, and should include the number of pieces prepared or procured by all divisions or branches of the reporting department or agency.

Statements of Mailings

Each permit holder shall prepare and submit to the postmaster where matter is mailed under permit a statement, Form B/A-47, showing the number of the permit and the number of pieces mailed thereunder. Such statements should be prepared in accordance with the instructions printed thereon and should be submitted to the postmaster either at the time of mailing or with the final mailing each day.

Identification of Penalty Matter Procured after July 1, 1944

All envelopes, labels, wrappers, cards, tags, and other articles bearing penalty indicia, on hand June 30, 1944, or on order as of that date, shall be included in the inventory reported to the Comptroller of the Post Office Department on the forms provided therefor. Articles which are included in the inventory on which the penalty indicia were imprinted other than under contracts awarded by the Postmaster General or through the Government Printing Office may be used temporarily without a permit. All matter so procured on and after July 1, 1944, shall bear adjacent to the return address of the mailer in the upper left corner of each article, preferably below the words "Official Business," the number of the permit issued to the department or agency by which such articles will be mailed. Each item so prepared should also be assigned a form number or symbol and this, together with the date of preparation or procurement and the quantity, should be imprinted on the item as, for example, "Form X-7/44-5000."

Identification of Penalty Matter on and after January 1, 1945

On and after January 1, 1945, all matter bearing penalty indicia procured other than under contracts made by the Postmaster General or through the Government Printing Office must bear the permit number issued to the department or agency for which the matter was procured, even though such matter may have been included in the inventory of June 30, 1944. Such matter which was on hand or on order on June 30, 1944, and which is not used before January 1, 1945, must be overprinted or endorsed with the permit number and the Comptroller of the Post Office Department shall be notified of the number of pieces so altered in order that the inventory submitted by the department or agency concerned may be adjusted properly.

All envelopes procured under contracts made by the Postmaster General after July 1, 1944, should contain in the upper left corner adjacent to the return address the identifying code "PMGC" to identify each article as having been procured under contract through the Postmaster General. Similarly, all matter procured through the Government Printing Office should contain the identifying symbol "GPO" to identify the material as having been procured through the Government Printing Office. All envelopes and articles on hand January 1, 1945, procured through contracts made by the Postmaster General or through the Government Printing Office, which do not bear these identifying symbols, should be appropriately endorsed before they are placed in the mails. Penalty matter mailed on and after January 1, 1945, must bear either (1) the identifying symbol "PMGC"; (2) the identifying symbol "GPO"; or (3) a permit number.

Reply Envelopes and Cards

When any department or agency furnishes penalty envelopes or cards, other than those procured under contracts made by the Postmaster General or through the Government Printing Office, with return address, to any person or persons through whom official information is requested, such envelopes or cards must bear the number of the permit issued to the department or agency by which they are furnished for reply use. The number of such envelopes and cards returned to any department or agency shall be reported in a separate statement of mailing, Form B/A-47, appropriately endorsed to indicate that the statement covers reply envelopes and cards. Such statement may be submitted monthly to the postmaster at the office to which the envelopes and cards are returned. Statements will not be required when envelopes and cards procured under contracts made by the Postmaster General or through the Government Printing Office are used for this purpose.

Reports of Obsolete Matter Bearing Penalty Indicia

Departments and agencies may submit to the Comptroller for the Post Office Department, for appropriate consideration in the adjustment of inventories and in the determination of the number of pieces of penalty matter produced or procured, statements or reports showing the number of pieces on which the penalty indicia are obliterated or the number of pieces destroyed because of obsolescence, or for other reasons. Such reports

should identify the matter as envelopes, labels, etc., and should contain information as to the source of the matter, the date of its acquisition, the reason for its destruction or alteration, and such other data as may be considered pertinent. Information concerning adjustments of this character may be included in reports to the Congress and the Bureau of the Budget.

Reporting Forms

The annual inventories of matter bearing penalty indicia on hand at the close of each fiscal year will be furnished on Form B/A-46. Statements of penalty matter mailed under permits issued to departments and agencies will be furnished postmasters on Form B/A-47. Statements of matter bearing penalty indicia prepared or procured under permits will be furnished on Form B/A-48. Each department and agency was furnished copies of Form B/A-46 for reporting inventories on hand June 30, 1944. These forms will be furnished annually. Samples of Form B/A-47 will be furnished departments and agencies to which permits are issued, and supplies of this form may be procured through postmasters at offices where penalty matter will be mailed under permit. Form B/A-48 will be furnished departments and agencies to which permits are issued. Any permit holder may print, or have printed, additional copies of these forms, provided no changes are made in the size or arrangement other than minor changes in the arrangement of the space for the name of the department or agency or the branch or division thereof.

**INSTRUCTIONS OF
THIRD ASSISTANT POSTMASTER GENERAL****FIFTH WAR LOAN DRIVE****Promptness in Depositing Receipts**

The Treasury Department is planning to announce the over-all results of the Fifth War Loan at the earliest possible moment after the close of business July 31, and the figures announced will be based on the receipts actually deposited in the Treasurer's account. Therefore, it is of the utmost importance in these closing days of the drive that postmasters remit receipts of bond sales promptly so that central accounting postmasters can deposit them with the Treasurer of the United States in time to be counted.

Postmasters at central accounting offices should see that such remitted funds, as well as the receipts of their own offices, are deposited each day during the remainder of the drive ending July 31 in their respective Federal Reserve banks or designated general depositories.

When a quantity of bonds is to be issued for a local concern operating under the pay-roll savings plan or when under other circumstances the work of issuing bonds which are to be dated in July extends into August, the purchase price of such bonds shall be deposited or remitted as soon as received so that, so far as is possible, such funds will have been deposited by central accounting postmasters by the end of July. When the purchase price of bonds is deposited or remitted in advance of issuance, the postmaster shall withdraw the necessary quantity of bonds from the regular stock and, pending issuance, shall either hold them himself or place them in the custody of a designated employee.

The above instructions relating to all War Savings bonds funds do not in any way change the instructions for employee purchase reports. The computation of the post office employee purchases for the Fifth War Loan will be based upon reports on Form DSS-3 which should be submitted in accordance with standing instructions.

RAMSEY S. BLACK,
Third Assistant Postmaster General.

International Reply Coupons

Postmasters at direct and central-accounting offices having surplus stocks of unsold international reply coupons of the 9-cent denominations are requested to immediately report the number on hand available for transfer to other offices where needed.

The Department's supply of reply coupons is temporarily exhausted.

AIR MAIL ENVELOPES NOT AVAILABLE

Notwithstanding instructions contained in the POSTAL BULLETINS of December 10, 1943, and February 29, 1944, the Department is receiving numerous requisitions daily from postmasters ordering air mail stamped envelopes.

The entire factory output is at present being sent to the armed forces overseas and postmasters are therefore again requested not to submit requisitions for either 6- or 8-cent airmail envelopes until so directed.

STOLEN MONEY-ORDER FORMS

Since June 1, 1944, blank domestic money-order forms printed for use at the offices named below have been reported stolen. Numbers inclusive.

Austin, Colo., 52554 to 54000, June 28, 1944.

BROOKLYN, NAVAL HOSPITAL BRANCH, N. Y., 53141 to 53200, July 17, 1944.

Chicago, Sta. 140, Ill., 124586 to 124800, July 7, 1944.

San Francisco, Sta. 50, Calif., 48653 to 48800 June 14, 1944.

In this connection the attention of postmasters is directed to the instructions contained in paragraph 23, page 158 of the United States Official Postal Guide, and the provisions of paragraph 2, section 1426, Postal Laws and Regulations.

**INSTRUCTIONS OF
FOURTH ASSISTANT POSTMASTER GENERAL**

TRUCK DISPLAY OF POSTER—"USE POSTAL DELIVERY ZONE NUMBERS"

Attention is invited to the POSTAL BULLETIN of May 2, 1944, authorizing the display of a poster entitled "Use Postal Delivery Zone Numbers" on Government-owned trucks.

New posters will be furnished postmasters for display on Government-owned trucks during the month of August 1944.

POST-OFFICE CHANGES

**Discontinued—Fourth Class
WASHINGTON**

71104. Mirror Lake (*5554), King County, rural route No. 2, Auburn. Auburn, 8 miles east; Redondo, 4 miles north; Zenith, 5 miles north. a Mirror Lake Rural Station of Auburn, Wash.

*Unit number.
a Postmaster's present address.

**Discontinued—Fourth Class
MARYLAND**

Greenock, Anne Arundel County, routes 13161 and 13162. Effective as of July 15, 1944. Mail to Bristol.

NEBRASKA

Hollinger, Furnas County, routes 114723 and 257011. Effective Aug. 31, 1944. Mail to Oxford.

Rackett, Garden County, routes 57218 and 57219. Effective July 31, 1944. Mail to Lewellen.

NEVADA

Nelson, Clark County, route 75168. Effective as of July 15, 1944. Mail to Searchlight.

OKLAHOMA

Boggy Depot, Atoka County, rural route No. 4, Atoka. Effective July 31, 1944. Mail to Atoka.

Herring, Roger Mills County, routes 111796 and 253245. Effective July 31, 1944. Mail to Hammon.

POST-OFFICE CHANGES

**Discontinued—Fourth Class
SOUTH DAKOTA**

Cuthbert, Sanborn County, route 110738. Effective July 31, 1944. Mail to Woonsocket.

UTAH

Modify

Mercur, Tooele County: The order appearing in POSTAL BULLETIN No. 18733 discontinuing this office effective June 30, 1944, has been modified to show mail to Ophir, instead of Saint John.

Post Office Name Changed

Agosta, Marion County, Ohio. Changed to New Bloomington. Effective Aug. 16, 1944.

POST-OFFICE BRANCHES

**Established
CALIFORNIA**

San Francisco: The following U. S. Army Postal Service A. P. O. has been established effective May 1, 1944:
A. P. O. 81, 82930.

San Francisco: The following money-order units of A. P. O. 81 have been established effective May 1, 1944:

- Unit 1, 82931.
- Unit 2, 82932.
- Unit 3, 82933.

POST-OFFICE BRANCHES

Established

MASSACHUSETTS

Boston: 60205, 10354 (naval post office for Naval Barracks (WR)) with money-order facilities effective July 20, 1944.

NEW YORK

Brooklyn: 21133, 10355 (naval post office for Naval Convalescent Hospital, Sea Gate) with money-order facilities effective July 25, 1944.

New York: X8861. 13996 (naval post office) with money-order facilities effective July 25, 1944.

New York: X8862. 13997 (money-order business only) effective Aug. 1, 1944.

New York: The following money-order units of the following A. P. O.'s will be established effective Aug. 1, 1944:

- Unit 2, A. P. O. 167, X8829.
- Unit 3, A. P. O. 167, X8830.
- Unit 4, A. P. O. 167, X8831.
- Unit 1, A. P. O. 298, X8832.
- Unit 1, A. P. O. 299, X8833.
- Unit 1, A. P. O. 339, X8834.
- Unit 2, A. P. O. 339, X8835.
- Unit 3, A. P. O. 339, X8836.
- Unit 4, A. P. O. 339, X8837.
- Unit 1, A. P. O. 348, X8838.
- Unit 1, A. P. O. 407, X8839.
- Unit 2, A. P. O. 413, X8840.
- Unit 3, A. P. O. 413, X8841.
- Unit 4, A. P. O. 413, X8842.
- Unit 2, A. P. O. 560, X8843.
- Unit 3, A. P. O. 560, X8844.
- Unit 4, A. P. O. 560, X8845.
- Unit 3, A. P. O. 757, X8846.
- Unit 4, A. P. O. 757, X8847.
- Unit 3, A. P. O. 887, X8848.
- Unit 4, A. P. O. 887, X8849.

Discontinued

NEW YORK

New York: X5320. Navy 231 with money-order facilities effective June 20, 1944.

New York: X5365. Navy 1925 with money-order facilities effective July 8, 1944.

New York: X5380. Navy 1403 with money-order facilities effective June 30, 1944.

New York: X6644. 10617 (naval post office) with money-order facilities effective June 17, 1944.

Designation Changed

SOUTH CAROLINA

Charleston: 59026. Naval Ammunition Depot without money-order facilities redesignated 10356 (naval post office for Naval Ammunition Depot) with money-order facilities effective Aug. 1, 1944.

Order Modified

NEW YORK

New York: X8815. Order appearing in POSTAL BULLETIN of July 11, 1944, establishing 10401 (naval post office) with money-order facilities effective July 15, 1944, is hereby modified to show the date of establishment as Aug. 1, 1944.

POST-OFFICE BRANCHES

NORTH CAROLINA

Hillsboro: 76224. West Hillsboro (contract) effective Aug. 1, 1944.

Cancellation

NEW YORK

New York: Order establishing A. P. O. 331, effective July 16, 1944, is hereby canceled.

POST-OFFICE STATIONS

Established

ARIZONA

Tucson: The following money-order unit will be established effective July 24, 1944:
Unit 1, 05421.

FLORIDA

Perry: The following money-order unit will be established effective Aug. 1, 1944:
Unit 1, 78986.

Punta Gorda: The following money-order unit will be established effective Aug. 1, 1944:
Unit 1, 79110.

LOUISIANA

Lake Charles: 46068. Drew (classified) effective Aug. 1, 1944.

TENNESSEE

Oak Ridge: 58162. West (classified) effective July 20, 1944.

**Discontinued
CONNECTICUT**

Hartford: 32230. Night (classified) effective June 30, 1944.

INDIANA

Bloomington: 35704. Naval Training School (Yeomen) (naval post office) with money order facilities effective June 27, 1944.

MICHIGAN

Port Huron: 08355. Navy 11024 without money order facilities effective June 19, 1944.

CHANGES AFFECTING MONEY ORDER SERVICE ONLY

International Business Discontinued

VIRGINIA

Rectortown, Aug. 1, 1944.

HELP REDUCE THE AIR-MAIL LOAD

URGE THE USE OF

LIGHTWEIGHT STATIONERY