

**ORDERS OF
THE POSTMASTER GENERAL
CHRISTMAS MAIL FOR OVERSEAS**

As October 15 falls on Sunday and as an accommodation to the public, postmasters shall accept Christmas parcels for military personnel overseas during usual business hours on Monday, October 16.

**ORDER OF
THE POSTMASTER GENERAL
THE NAVY MAIL SERVICE**

The Navy Department has issued a leaflet designed to inform the public of some of the factors entering into the delivery of mail to Navy, Marine Corps, and Coast Guard personnel on ships and other mobile units at distant locations throughout the world. With the approval of the Post Office Department the Navy Department will within a short time send limited quantities of these leaflets to postmasters at first-, second-, and third-class offices for the information of postal personnel in advising the public, when appropriate, and for such distribution as may appear to be advantageous. If additional leaflets are desired request therefor should be made to the Chief Inspector, Post Office Department, Washington 25, D. C.

**INSTRUCTIONS OF
FIRST ASSISTANT POSTMASTER GENERAL**

REPORTS TO CIVIL SERVICE COMMISSION

The Civil Service Commission has revised its instructions to its field representatives pertaining to the rendering of reports showing the number of employees in post offices in areas where employment ceilings under the War Manpower Commission stabilization program have been established. Upon receipt of requests from the field representatives of the Civil Service Commission for information of this character, the following may be furnished:

1. The number of employees presently hired or authorized to be hired.
2. The anticipated number of employees required in the next 30 or 60 days.

SIMILAR POST OFFICE NAMES

Due to the similarity in names, a considerable amount of mail is being missent to the following offices. The attention of the Postal Service is called thereto with the request that great care be exercised in the distribution of mail for these offices in order that the missending of and resultant delay to mail may be eliminated. In this connection, attention is invited to section 759, Postal Laws and Regulations.

Carmel, Calif.....	Cornell, Calif.
La Vina, Calif.....	La Verne, Calif.
Hinsdale, Ill.....	Hillsdale, Ill.
Hillside, Ill.....	Hillsdale, Ill.
Port Morris, N. J.....	Port Norris, N. J.
Unadilla Forks, N. Y.....	Unadilla, N. Y.
Bassett, Va.....	Barnetts, Va.

**INSTRUCTIONS OF
FIRST AND SECOND ASSISTANT POSTMASTERS GENERAL**

HANDLING HOLIDAY MAILS

Instructions to Third and Fourth-Class Postmasters

During a period of approximately 5 weeks preceding Christmas the mails increase to several times the normal volume.

Special preparations are made in railway post offices and terminal railway post offices to handle these mails in transit, and postmasters, particularly at offices of the third and fourth classes, in order to prevent avoidable delays should keep in mind the following:

Work ordinary mails, letters, and papers, in accordance with the usual practice.

The manner of making up direct and State packages and sacks is explained in sections 734, 735, 737, and 741, Postal Laws and Regulations 1940. Review these sections carefully.

Postmasters are urged to familiarize themselves with current instructions concerning the dispatch of parcel post mails outside mail sacks, and in forwarding outside packages, which according to the regulations should be included in sacks. (See sections 590 and 591, Postal Laws and Regulations, 1940, and part 1, Postal Guide, 1943.)

Please give special attention to the following:

- (a) Urge the public to carefully pack, label, and tie parcels and refuse packages not properly prepared.
- (b) Make up parcel post mail separately, and by States and directs as far as practicable.
- (c) Make up letter mail by States and directs as far as practicable.
- (d) Mail for the armed forces should not be included with civilian mail in direct packages but should be made up separately and properly labeled.
- (e) Dispatch "Special Handling," "Special Delivery," and "Perishable" parcels with pouch mail.

(f) Air mail should be made up in separate packages in accordance with section 2073, paragraph 2, Postal Laws and Regulations, when quantity Warrants.

(g) When preferential mails of more than one character are to be placed on top of a direct or working package the order of placing from top to bottom of package shall be as follows:

1. Registered special delivery air mail.
2. Registered special delivery ordinary mail.
3. Registered air mail.
4. Registered ordinary mail.
5. Special delivery air mail.
6. Special delivery ordinary mail.
7. Air mail.
8. Ordinary mail.

(h) Mark labels of all sacks of parcel post plainly "Parcel Post." For example: "Illinois—Parcel Post." Followed by name of your office on bottom line. Make up as many states as practicable.

(i) Do not include paper mails or third-class mails with parcel post.

(j) Prepare labels in advance as far as practicable. Printed labels or labels clearly written in ink should be used.

(k) Tie packages of letters and cards very firmly. Large packages of letters and cards of odd size require an extra wrap of twine to hold securely.

(l) Return every day in accordance with latest instructions all surplus empty mail bags and mail locks on hand. Each bag and lock is needed to handle the holiday mails. Such equipment must not be hoarded for holiday use.

If any further detailed information is desired, correspond with the Chief Clerk, Railway Mail Service, having charge of the transportation service in your locality.

**INSTRUCTIONS OF
FIRST AND THIRD ASSISTANT POSTMASTERS GENERAL**

**CLAIMS FOR LOST OR DAMAGED MAIL
ADDRESSED TO MILITARY PERSONNEL**

The War Department has informed us that numerous inquiries are received by them relative to claims that have been filed through the Post Office Department for alleged lost or damaged mail matter addressed to military personnel.

In many instances the inquirer furnishes only the name and address of the addressee, omitting the soldier's Army serial number, which is an essential element in identifying the addressee, since he may have been transferred from the address provided by the inquirer. Inasmuch as there are many similar and identical names among Army personnel, it is requested that postmasters instruct employees who receive claims and inquiries relative to military mail to require the use of the soldier's Army serial number thereon, whenever possible.

**INSTRUCTIONS OF
THIRD ASSISTANT POSTMASTER GENERAL**

**UNDELIVERABLE MATTER MUST BE INDORSED WITH REASON FOR
NONDELIVERY WHEN RETURNED UNDER SENDER'S PLEDGE**

The Department continues to receive complaints showing that undeliverable third-class mail returned in accordance with the senders' pledge thereon is not always properly indorsed to show the reason for nondelivery as prescribed by section 806, Postal Laws and Regulations.

Postmasters are again requested to give this matter their attention to see that every undeliverable piece of third- or fourth-class mail bearing a pledge guaranteeing payment of return postage is legibly indorsed or stamped to show definitely the reason why it cannot be delivered. The indorsement "Unclaimed" should not be used when it is possible to show a more specific reason, such as "Removed—No Address," "Unknown at

Address," "No Such Number," "Refused," "Firm Dissolved," etc. Where a handstamp showing several different reasons is used, the particular reason applicable should always be checked, care being taken to see that the handstamped indorsement is legible. The original name and address of the addressee should not be obliterated by the indorsement.

Undeliverable matter of this sort should, of course, be handled promptly in order that the mailers may correct their mailing lists, thus preventing the sending of other matter to the same addressees.

REGISTERED, INSURED AND C. O. D. MAIL

Disposition of Records when Army Post Offices are Discontinued or Transferred

Postmasters at offices to which are attached Army post offices operated by bonded Army mail clerks are requested promptly to arrange with Army postal officers to turn over to the postmasters the following Post Office Department records covering domestic registered, insured and C. O. D. mail originating at or addressed for delivery through such Army post offices, in the event such Army post offices are discontinued or transferred to the jurisdiction of another post office:

Forms 3805	Forms 3818	Forms 3852
Forms 3807	Forms 3830	Forms 3853
Forms 3813	Forms 3841-p	Forms 3854
Forms 3813-a	Forms 3849	Forms 3867
Forms 3814	Forms 3849-b	Forms 3883
Forms 3814-A	Forms 3850	Forms 3883-a
Forms 3814-C	Forms 3851	

Similar disposition shall be made of records covering injuries, complaints, or claims for indemnity (Forms 565 or 3812) involving domestic registered, insured or C. O. D. mail, and Form WD922 when used by bonded Army Mail Clerks for listing registered and insured mail and obtaining receipts of unit mail clerks or regimental mail orderlies to whom such mail is turned over for subsequent delivery to the addressees.

STOLEN MONEY-ORDER FORMS

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

AURORA, IND., 480001 to 481000, Oct. 8, 1944.

AURORA, IND., 481201 to 484400, Oct. 8, 1944.

AURORA, IND., 484601 to 485200, Oct. 8, 1944.

Brooklyn, Naval Hospital, Branch, N. Y., 53141 to 53200, July 17, 1944.

Budd Lake, N. J., 53601 to 55000, Sept. 21, 1944.

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

New York, A. P. O. 398, Branch, N. Y., 8642 to 15000, July 3, 1944.

New York, Navy 10982, Branch, N. Y., 13201 to 17000, August 10, 1944.

PITTSBURG, COLUMBIA PARK BRANCH, CALIF., 4905 to 5000, Oct. 9, 1944.

Ryan, Va., 14376 to 14400, Aug. 19, 1944.

Sarah Ann, W. Va., 22915 to 23000, July 27, 1944.

Tucson, Station 2, Ariz., 97025 to 97200, Sept. 15, 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.

KOREA COMMEMORATIVE STAMP

Postmasters and employees of the Postal Service are advised that a 5-cent postage stamp honoring Korea will be first placed on sale November 2, 1944, at Washington, D. C.

The stamp is 0.84 by 1.44 inches in dimensions, arranged horizontally, and issued in sheets of 50. It will be printed by the American Bank Note Co., New York, N. Y. The central design depicts the flag of Independent Korea in natural colors—white, blue, and red—with the name "Korea" printed underneath. The frame and other particulars are identical with the 1943 series of overrun countries stamps.

Stamp collectors desiring first-day cancellations 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 cost of the stamps required for affixing. **Postage stamps and personal checks will not be accepted in payment.** Covers should be of ordinary letter size, and each envelope must be properly addressed, allowing space for application of the stamps and postmark. An enclosure of medium weight should be placed in each envelope and the flap turned in or sealed.

Requests for uncanceled stamps must not be included with orders for first-day covers to the postmaster at Washington. For the benefit of collectors desiring stamps of selected quality for philatelic use, the Korea commemorative stamp will be placed on sale at the Philatelic Agency, Washington 25, D. C., on November 2, 1944. To insure prompt shipment, mail orders to the Agency must exclude other varieties of stamps. **The Agency does not service first-day covers.**

Postmasters at direct- and central-accounting offices may submit separate requisitions, on form 3201-A, for a small supply of the 5-cent Korea stamp, endorsed "Korea." Postmasters are cautioned not to place this stamp on sale before November 3, 1944. Postmasters at district-accounting offices may obtain limited quantities of these stamps by requisition on the central-accounting post office.

INSTRUCTIONS OF THE SOLICITOR

FRAUD ORDER NOTICE

(The Kolontone Co., et al.)

On October 5, 1944, a fraud order was issued against The Kolontone Co., Kolontone, Kolonculture, 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.

POST OFFICE CHANGES

Discontinued—Third Class

TEXAS

Seminary Hill, Tarrant County, route 250876. Effective Oct. 31, 1944. Mail to Fort Worth. Establishment of a classified station, Fort Worth, Tex., in lieu thereof. (Seminary Hill Station.)

Discontinued—Fourth Class

PENNSYLVANIA

(Summer office)

Acabela, Monroe County, route 10374. Effective Oct. 31, 1944. Mail to Blakeslee.

WYOMING

Ervay, Natrona County, route 64222. Effective Oct. 31, 1944. Mail to Casper.

Summer Post Offices To Close

Green Valley Lake, San Bernardino County, Calif. Effective Oct. 31, 1944. Mail to Running Springs.

Lake Alpine, Alpine County, Calif. Effective Oct. 15, 1944. Mail to Arnold.

Sabbath Day Point, Warren County, N. Y. Effective Oct. 1, 1944. Mail to Silver Bay.

POST OFFICE BRANCHES

Established

CALIFORNIA

San Francisco: The following U. S. Army Postal Service A. P. O. was established effective Aug. 18, 1944:

A. P. O. 357-82983.

San Francisco: The following money-order units of A. P. O. 357 were established effective Aug. 18, 1944:

Unit 1, 82984.

Unit 2, 82985.

Unit 3, 82986.

San Francisco: The following money-order unit of A. P. O. 24 will be established effective Oct. 16, 1944:

Unit 4, 82580.

San Francisco: The following money-order units of A. P. O. 719 will be established effective Oct. 16, 1944:

Unit 3, 82574.

Unit 4, 82577.

Unit 5, 82579.

NEW YORK

New York: X4831. 15006 (naval post office) without money-order facilities effective Oct. 16, 1944.

New York: X4832. 15007 (naval post office) without money-order facilities effective Oct. 10, 1944.

New York: X4833. 15009 (naval post office) without money-order facilities effective Oct. 28, 1944.

New York: X4834. 15011 (naval post office) without money-order facilities effective Oct. 23, 1944.

New York: X4835. 15012 (naval post office) without money-order facilities effective Oct. 15, 1944.

New York: X4836. 15013 (naval post office) without money-order facilities effective Oct. 16, 1944.

New York: X4837. 15014 (naval post office) with money-order facilities effective Oct. 10, 1944.

New York: X4838. 15017 (naval post office) with money-order facilities effective Oct. 15, 1944.

New York: X4839. 15018 (naval post office) without money-order facilities effective Oct. 15, 1944.

New York: X4840. 15019 (naval post office) without money-order facilities effective Oct. 15, 1944.

New York: X4841. 15021 (naval post office) without money-order facilities effective Oct. 10, 1944.

POST OFFICE BRANCHES

Established

NEW YORK—Continued

New York: X4842. 15022 (naval post office) with money-order facilities effective Oct. 15, 1944.

New York: X4843. 15024 (naval post office) with money-order facilities effective Oct. 15, 1944.

New York: X4844. 13930 (money-order business only) effective Nov. 1, 1944.

New York: X4845. 15008 (naval post office) with money-order facilities effective Oct. 20, 1944.

VIRGINIA

Norfolk: The following money-order unit of 10168 (naval post office for Naval Air Station) will be established effective Nov. 1, 1944: Unit 1, 83346.

CHANGES AFFECTING MONEY-ORDER BUSINESS ONLY

Establishment International Service

MICHIGAN

Detroit: Park Grove Station, Nov. 1, 1944.

Detroit: Kensington Station, Nov. 1, 1944.

NEW YORK

New York: 10640 Branch, Oct. 15, 1944.

POST OFFICE BRANCHES

Designation Changed

NORTH CAROLINA

New Bern: 77117. 12017 (naval post office for Rifle Range Battalion, Training Center, Camp Lejeune, New River) with money-order facilities redesignated Rifle Range, Camp Lejeune, N. C. (naval post office) with money-order facilities effective Nov. 1, 1944.

New Bern: 77119. 12018 (naval post office for Amphibian Base Battalion Training Center, Camp Lejeune, New River) with money-order facilities redesignated Courthouse Bay, Camp Lejeune, N. C. (naval post office) with money-order facilities effective Nov. 1, 1944.

New Bern: 77127. Navy 10129 (Naval Hospital, Camp Lejeune) with money-order facilities redesignated Naval Hospital, Camp Lejeune, N. C. (naval post office) with money-order facilities effective Nov. 1, 1944.

New Bern: 77129. 12007 (naval post office for Montford Point Camp, Montford Point, Camp Lejeune) with money-order facilities redesignated Montford Point, Camp Lejeune, N. C. (naval post office) with money-order facilities effective Nov. 1, 1944.

New Bern: 77133. 12009 (naval post office for MCWR Schools, Camp Lejeune) with money-order facilities redesignated Area One, Camp Lejeune, N. C. (naval post office for Women's Reserve Schools) with money-order facilities effective Nov. 1, 1944.

New Bern: 77138. 12016 (naval post office for Engineer Battalion, Training Center, Camp Lejeune, New River) with money-order facilities redesignated Area Four, Camp Lejeune, N. C. (naval post office for Engineer Battalion) with money-order facilities effective Nov. 1, 1944.

New Bern: 77144. 12023 (naval post office for Tent Camp, Camp Lejeune) with money-order facilities redesignated Tent Camp, Camp Lejeune, N. C. (naval post office) with money-order facilities effective Nov. 1, 1944.

POST OFFICE STATIONS

Established

OREGON

Tillamook: 60903. C. O. D. effective Nov. 1, 1944.