

## ORDER OF THE POSTMASTER GENERAL

### RESUMPTION OF REGISTRY SERVICE TO BRUNEI, BURMA, FRENCH INDO-CHINA, HONG KONG, MACAO, MALAY STATES (FEDERATED AND NONFEDERATED), NORTH BORNEO, SARAWAK, SIAM AND STRAITS SETTLEMENTS

ORDER No. 30443; DATED JANUARY 28, 1946.

Effective at once, regular (Postal Union) mail for Brunei, Burma, French Indo-China, Hong Kong, Macao, Malay States (Federated and Nonfederated), North Borneo, Sarawak, Siam, and Straits Settlements may be registered upon payment of the 20-cent fee.

Order No. 30128 dated December 21, 1945, is modified accordingly.

## INSTRUCTIONS OF FIRST ASSISTANT POSTMASTER GENERAL

### CHANGES—POSTAL GUIDE 1943—PART I Appointments to Positions in Post Offices

CHANGE No. 99.

The instructions appearing in article 78, page 96, of the July 1943 Official Postal Guide, as changed, are further changed to read as follows:

78. **Vacancies in positions above the highest grade of clerks or city letter carriers.**—(a) When a vacancy occurs in a position above the highest . . . grade of clerks or city letter carriers . . . the postmaster may recommend the promotion to such position of an employee occupying any other position above the highest grade of clerk . . . or carrier or he may recommend a clerk or city letter carrier receiving a salary of \$2,500 or more. If for any reason such clerks and carriers of the \$2,500 grade and higher are not available and an employee above the highest grade is not selected, clerks and carriers in the lower grades in the office shall be eligible for promotion. Such changes should be submitted on Form 1532, in triplicate, accompanied by letter setting forth the qualifications of the employee recommended, and cannot take effect prior to the date they are approved by the Department. . . . If the person selected has not had prior supervisory experience, . . . he will be granted his salary increase but will be considered on probation for a period of 90 days. If the employee fails to meet the requirements of his new position, steps should be taken to reduce him to his former position and a report thereof made to the Department.

(b) The Department must hold postmasters responsible for the conduct of their offices and for that reason postmasters are granted discretionary power in the selection of supervisors for probationary periods. While seniority is not the controlling factor in the selection of supervisory personnel, it should be given most careful consideration and the senior employees meeting the qualifications selected. However, postmasters will be expected to look to the present and future needs of the service and select employees who are competent to perform the duties of supervisory positions, and who have potential ability to lead and direct the work of others—employees who primarily will have in mind the interests of the service with due regard to the interests and well-being of the employees whom they will supervise. In making selections they should bear in mind the qualifications necessary to become and remain good supervisors.

In passing over senior employees and selecting junior employees for supervisory positions, postmasters must be prepared, if called upon, to furnish good reasons for their action.

## INSTRUCTIONS OF FIRST, SECOND, AND FOURTH ASSISTANT POSTMASTERS GENERAL

### RETIREMENT STATUS OF POSTAL EMPLOYEES DISCHARGED FROM THE ARMED FORCES

Public Law No. 216, approved May 9, 1945, amends the Civil Service Retirement Act to the extent that it preserves a retirement status to employees who leave or who have left positions under the Civil Service Retirement Act to enter the armed forces. Therefore, a returning veteran with 5 years or more of service who is physically unable to assume his civilian duties may apply for an annuity on account of disability as provided in section 6 of the Civil Service Act without an actual return to his postal duties. A returning veteran who wishes to exercise his option to retire under section 1 of the Civil Service Retirement Act may likewise apply for an annuity without an actual return to duty. Postmasters and division superintendents of the Railway Mail Service should therefore advise disabled veterans who are physically unable to assume their civilian duties or those who wish to exercise their option to retire of their right to apply for annuity. A person making application for retirement under either of these

conditions will be carried on the rolls until the Civil Service Commission has acted on the employee's claim for annuity.

Public Law No. 265, effective December 21, 1945, further amends the Civil Service Retirement Act by allowing full credit for retirement purposes for the period during which an employee was on leave from his civilian position while in the military service. He need not make a service credit deposit and will receive credit for the period of his military service on the basis of his civilian salary. If credit is desired for the military service, in order to consider the military pay in the computation of annuity, a service credit deposit on the basis of the military pay must be made or the annuity reduced by the amount such deposit would purchase.

The Civil Service Commission contemplates the publishing of a Civil Service Departmental Circular Letter explaining in detail the application of Public Law No. 265.

## INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

### INTERNATIONAL MAILS CHANGE—POSTAL GUIDE 1941—PART II Articles Prohibited in the Mails to Czechoslovakia

CHANGE No. 296.

Under the country item "Czechoslovakia," the following three paragraphs should replace the present first paragraph of the subitem "Prohibitions" under "Regular Mails" on page 134, and also replace the present second paragraph under "State Monopolies" of the subitem "Prohibitions" under "Parcel Post" on page 135:

The importation of Slovak, Czech, or Czechoslovak silver coins and subsidiary coins, of valuable papers (paper money, securities, etc.) of any kind, as well as of savings booklets, is permitted only by authorization of the Czechoslovak National Bank at Praha.

Unmanufactured gold, silver, and platinum may be imported into Czechoslovakia by mail on the condition that they are delivered to the Czechoslovak National Bank at Praha.

The importation of foreign silver coins is free, with the exception of those of Germany and Hungary, the importation of which is prohibited.

## INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

### CHANGE IN CONVERSION RATES FOR INTERNATIONAL MONEY ORDERS

Money-order business with Belgium, which was suspended on May 11, 1940, will be resumed on February 1, 1946, and Postmaster General's Order No. 30444 directs that on and after that date, the amounts of money orders issued in the United States for payment in Belgium shall be converted at the rate of 2½ cents to the Belgian franc.

Table No. 44 in the Pamphlet of Conversion Tables, Form 6749a, shall be used for Belgium.

Postmasters and postal employees are cautioned to guard against errors by consulting conversion tables in connection with the last notice of change received, since any loss imposed upon remitters or payees by lack of care will be charged against the postal employees at fault.

## SECOND-CLASS POSTAGE ACCOUNTS INSTRUCTIONS FOR POSTMASTERS AT CERTAIN NONDIVISIONAL POST OFFICES

In order properly to safeguard the postal revenues and maintain a uniform method of handling and accounting for the postage on mailings of second-class matter at the publishers' pound rates of postage by postmasters at nondivisional post offices of the first class and post offices of the second class where the acceptance of such mailings is authorized, Forms 3541, 3541-A, 3543, and 3544 shall hereafter be used. A Form 3543 should be kept for each publication admitted to the second class of mail matter and entries should be made on that form for the applicable data included on Forms 3541 and 3541-A, which entries should be verified from the receipt Form 3539.

It is preferred that mailings of second-class matter be covered by advance deposits, but in any event the postage must be paid before the mailings are dispatched. Payments of postage or advance deposits should be handled by the proper employee in the Finance Section. Employees in the Mails Section shall not accept cash for postage on second-class mailings.

Form 3541 should be used to record all weighings, from which Form 3541-A may be prepared by the Mailing Section and the postage computed.

Forms 3543 should be kept in the Mailing Section and the original and duplicate of Form 3539 made out by the Finance Section should be sent to the Mailing Section for verification with Form 3543 and for transmission of the original to the mailer, the duplicate Form 3539 being retained in the Mailing Section to accompany the quarterly report. The quarterly report, Form 3551, should be prepared by the Mailing Section from the information recorded on Form 3543 and then it, accompanied with the "B" receipts Form 3539, should be transmitted directly to the postmaster for verification. In accepting advance deposits to cover mailings of mail matter of the second class Form 3544 shall be used in all cases.

**C. O. D. MONEY ORDERS MUST SHOW THE NUMBERS OF RELATED C. O. D. PARCELS**

Complaints continue to be received by the Department that many C. O. D. money orders do not bear the numbers of the C. O. D. shipments, or that such numbers are incorrectly or illegibly written.

The object of requiring C. O. D. money orders to show the numbers of the related C. O. D. parcels is to enable the payees to connect the remittances with the proper accounts. The irregularities cited result in considerable inconvenience to shippers, and impose unnecessary clerical work on the Postal Service in conducting correspondence to ascertain the numbers of the C. O. D. shipments for which C. O. D. money orders are in payment.

Postmasters are requested to instruct each employee engaged in the issuance of money orders that the number of each C. O. D. parcel must be correctly and legibly entered in the space provided for that purpose on the money order issued in payment of the charges.

**CARE SHOULD BE EXERCISED IN DESIGNATING PAYING OFFICES ON MONEY ORDERS**

Delay and additional labor and expense is caused by carelessness in designating paying offices on money orders, of which examples are:

<i>Drawn on</i>	<i>Intended for</i>
Old Saybrook, Conn.....	Saybrook, Conn.
San Francisco, Calif.....	South San Francisco, Calif.
Marion, Md.....	Marion Station, Md.
Williston Park, N. Y.....	East Williston, N. Y.
Cleveland, Ohio.....	Cleveland, Tenn.
Columbus, Ohio.....	Columbus, Ga.
Chicago, Ill.....	North Chicago, Ill.
Winston, Conn.....	Winsted, Conn.
Galesburg (numerous States given).....	Galesburg, Mich.

In this category also are orders drawn on "Long Island," which is not a post office, when they should have been drawn on a post office in New York located on Long Island.

Postmasters are cautioned that if orders are incorrectly drawn in this respect the fee for a new order must be paid by the issuing postmaster or clerk. THE POSTAL GUIDE SHOULD BE CONSULTED IF THE NAME OF THE PAYING OFFICE IS UNFAMILIAR AND IF THERE IS AN OFFICE OF SIMILAR NAME THE APPLICANT SHOULD BE QUESTIONED TO DETERMINE DEFINITELY THE ONE INTENDED.

**REVOCATION OF WASHINGTON PLANT QUARANTINE RELATING TO THE ORIENTAL FRUIT MOTH**

Washington Plant Quarantine Order No. 451 pertaining to the Oriental fruit moth has been revoked and is no longer in effect.

The rescinding of this State plant quarantine order modifies the list of Washington plant quarantines published in the POSTAL BULLETIN of February 18, 1944, thus removing the restrictions on the shipment into Washington from other States of the fresh fruits, plants, and plant material, and packing boxes, the movement of which into Washington has been restricted heretofore on account of the Oriental fruit moth.

Postmasters will therefore make the necessary correction by striking out Item No. 5 in the second paragraph of the notice of February 18, 1944, and be governed accordingly. See also the notice of April 10, 1945.

**WRONG OFFICE NUMBER ON MONEY ORDER FORMS**

**FAIRBANKS, ALASKA;** Serial nos. 485001 to 515000, inclusive. Correct office number is 05600 and not 05660. Some of the forms were issued without correction while others will show a change in number.

Postmasters who have paid such orders should make record thereof so that error will be avoided in certifying to applications for duplicates and warrants, and in answering inquiries regarding payment.

**3-CENT MERCHANT MARINE COMMEMORATIVE STAMP**

The 3-cent Merchant Marine stamp of the Armed Forces Series will be first placed on sale at the Washington, D. C., Post Office, on February 26, 1946, and will be available to postmasters throughout the country on requisition as soon thereafter as production facilities will permit.

The Merchant Marine stamp will be of special delivery size, arranged horizontally. It will be printed by the rotary process in blue, electric-eye perforated, and issued in sheets of 50 subjects. The central design shows

a liberty ship unloading cargo. In the upper left corner is the wording "U. S. Merchant Marine" in white face gothic lettering, comprising three lines. In the upper right corner in a similar arrangement and style is the wording "United States Postage," arranged in three lines, below which is the symbol "3c" in white gothic lettering. At the top and centered between these groups of lettering appears the wording "Peace and War" in white face architectural roman lettering, in one line. All lettering is arranged horizontally.

Stamp collectors desiring first-day cancelations of the 3-cent Merchant Marine stamp may send a limited number of addressed envelopes, not in excess of 10, to the Postmaster, Washington 13, D. C., with cash, money order, or postal note remittance to cover cost of stamps to be affixed. *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. An enclosure of medium weight should be placed in each envelope and the flap either sealed or turned in. *Orders for first-day covers to the Postmaster, Washington 13, D. C., must not include requests for uncanceled stamps.*

For the benefit of collectors desiring stamps of selected quality for philatelic use, the Merchant Marine stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after February 26, 1946. To insure the most expeditious handling, mail orders should be restricted to this one variety of stamp. **The Philatelic Agency does not service first-day covers.**

Postmasters at direct and central-accounting post offices should immediately submit requisitions on Form 3201-A endorsed "Merchant Marine" for a limited supply of the new 3-cent stamps. Postmasters at district-accounting offices should withhold their requisitions for the Merchant Marine stamp so as not to reach their central-accounting post offices before February 27, and should not include therein requests for any other varieties of stamped paper.

*Postmasters are cautioned not to place the stamp herein announced on sale before February 27, 1946.*

**INSTRUCTIONS OF THE COMPTROLLER**

**CHANGE IN POSTING OF RETIREMENT RECORDS FROM FISCAL TO CALENDAR YEAR BASIS**

The provisions of Public Law 216, approved November 9, 1945, require that retirement records be posted by calendar years, instead of fiscal years as heretofore. Accordingly, retirement records must be posted as of June 30, 1945 and thereafter as of December 31 each year.

Forms B/A-201, Report of Separation or Transfer, which postmasters are required to submit in connection with separations or transfers of employees having retirement status, must show separately the salary, deductions and tontine applicable to the period July 1 to December 31, 1945. The pertinent portion of Form B/A-201 has been revised as follows:

Period of service	Basic annual salary or hourly rate	Deductions for absence W. O. P. for annual rate employees	Number of hours worked by employees on an hourly rate	Base pay earned at 100%	Total requirement deductions	Tontine (*See below)
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Current year, January 1, 1946, to date of separation.	\$.....	\$.....	.....hrs.	\$.....	\$.....	\$.....
July 1, to Dec. 31, 1945.....	\$.....	\$.....	.....hrs.	\$.....	\$.....	\$.....
Fiscal year ending June 30, 1945.....	\$.....	\$.....	.....hrs.	\$.....	\$.....	\$.....

Until supplies of the revised form, bearing revision date of January 1946, are received the old forms should be endorsed or improvised to show the segregation in conformity with the above example. Arrangements have been made to distribute, without requisition, a small supply of the revised forms to each first- and second-class office. Any additional quantities needed at these offices should be secured upon requisition to the Bureau of the Fourth Assistant Postmaster General, Division of Equipment and Supplies. Central Accounting offices are being furnished supplies of the revised form for distribution to third- and fourth-class offices.

Appropriate instructions will be forwarded to postmasters at a later date outlining the procedure to be followed in the preparation and submission of Forms 1280 and other retirement records and reports.

**INSTRUCTIONS OF THE CHIEF CLERK AND DIRECTOR OF PERSONNEL**

**OFFICIAL POSTAL GUIDE—JULY 1945 EDITION**

Distribution of the Postal Guide has been completed. Postmasters and other postal officials who have not received their supply of Guides, Part I,

should notify the Chief Clerk and Director of Personnel, Post Office Department.

The latest edition of Part II of the Official Postal Guide is that of 1941, and of the Postal Laws and Regulations, that of 1940. The Department does not contemplate the issuance of a new edition of either publication in the near future.

Instructions pertaining to the internal organization and operation of post offices are being compiled in a publication to be known as the Manual of Procedures. When this publication is ready for distribution a notice to this effect will appear in the POSTAL BULLETIN.

**CORRECTION—POSTAL BULLETIN VOLUME NUMBER**

POSTAL BULLETINS Nos. 18888 to 18894, inclusive, have been published with incorrect volume number appearing on masthead. These BULLETINS should be corrected to read Volume No. LXVII.

POST OFFICE CHANGES	
<b>Discontinued—Fourth Class</b>	
<b>COLORADO</b>	
30397. Del Rio, Conejos County, route 265054. Effective Jan. 31, 1946. Mail to Capulin.	
<b>GEORGIA</b>	
06976. Julia, Stewart County, route 104807. Effective as of Dec. 15, 1945. Mail to Lumpkin.	
<b>MONTANA (Summer Office)</b>	
49455. Lazy Day, Park County, route 63372. Effective Feb. 28, 1946. Mail to McLeod.	
<b>VIRGINIA</b>	
85549. Three Square, Goochland County, route 14288. Effective as of Dec. 31, 1945. Mail to Rock Castle.	
<b>WEST VIRGINIA</b>	
88764. Valscreek, McDowell County, route 103772. Effective as of Sept. 30, 1945. Mail to Canebrake.	
<b>Unit Corrections</b>	
<b>OHIO</b>	
Riverdale, Sta. Dayton, unit 1769 not 3006.	
Wright Field, Br. Dayton, unit 1769 not 1739.	

POST OFFICE BRANCHES	
<b>Established</b>	
<b>DISTRICT OF COLUMBIA</b>	
Washington: 33111. Patuxent (classified) effective Feb. 1, 1946.	
<b>FLORIDA</b>	
Jacksonville: The following money-order unit will be established effective Jan. 30, 1946: Unit 4, 78138.	

POST OFFICE BRANCHES	
<b>Established</b>	
<b>NEW YORK</b>	
New York: X4502. U. S. S. <i>APL 56</i> without money-order facilities effective Jan. 31, 1946.	
New York: X4462. U. S. S. <i>Nueces</i> with money-order facilities effective Nov. 23, 1945.	
New York: X4461. U. S. S. <i>William R. Rush</i> (DD 714) with money-order facilities effective Feb. 16, 1946.	
New York: X8442. U. S. S. <i>Charles S. Sperry</i> (DD 697) without money-order facilities effective Feb. 1, 1946.	
New York: X3036. 3rd Battalion, Fourth Marines (naval post office) with money-order facilities effective Feb. 1, 1946.	
New York: X8700. 10437 (naval post office) with money-order facilities effective Dec. 10, 1945.	
New York: X4703. 12897 (naval post office) with money-order facilities effective Nov. 20, 1945.	
New York: X8923. 13973 (naval post office) with money-order facilities effective Jan. 1, 1945.	
<b>TEXAS</b>	
Corpus Christi: The following money-order units will be established effective Feb. 1, 1946: Unit 1, 53919. Unit 2, 53927. Unit 3, 53945.	

Designation Changed	
<b>NEW YORK</b>	
New York: X7467. U. S. S. <i>Bowers</i> (DE 637) with money-order facilities redesignated U. S. S. <i>Bowers</i> (APD 40) with money-order facilities effective Feb. 16, 1946.	
<b>NEW YORK</b>	
New York: X4633. 15153 (naval post office) with money-order facilities redesignated U. S. S. <i>Lander</i> (APA 178) with money-order facilities effective February 16, 1946.	

POST OFFICE BRANCHES	
<b>Discontinued</b>	
<b>GEORGIA</b>	
Moultrie: 07188. Spence Field (contract) effective as of Jan. 10, 1946.	
<b>KANSAS</b>	
Great Bend: 92863. Air Base (contract) effective as of Dec. 31, 1945.	
<b>MARYLAND</b>	
Frederick: The following money-order unit was discontinued effective as of Jan. 15, 1946: Unit 1, 56009.	
<b>NEVADA</b>	
Reno: 47605. Air Base (contract) effective as of Jan. 15, 1946.	
<b>NEW YORK</b>	
New York: X5346. 70th Naval Construction Battalion (naval post office) with money-order facilities effective Oct. 17, 1945.	
New York: X6468. 10680 (naval post office) with money-order facilities effective Oct. 25, 1945.	
New York: X5599. Navy 10892 with money-order facilities effective Oct. 18, 1945.	
New York: The following unit of Navy 10949 (naval post office) with money-order facilities effective Oct. 31, 1945: Unit 1, X6614.	
New York: The following money-order unit of Navy 10972 effective Nov. 9, 1945: Unit 1, X8912.	
New York: X1815. 12871 (naval post office) with money-order facilities effective Aug. 10, 1945.	
New York: X1783. 12872 (naval post office) with money-order facilities effective Oct. 11, 1945.	
New York: X1784. 12873 (naval post office) with money-order facilities effective Oct. 15, 1945.	
New York: X1785. 12874 (naval post office) with money-order facilities effective Aug. 1, 1945.	
New York: X1786. 12875 (naval post office) with money-order facilities effective Oct. 10, 1945.	
New York: X1526. 12881 (naval post office) with money-order facilities effective Oct. 16, 1945.	
New York: X1495. 12882 (naval post office) with money-order facilities effective Oct. 8, 1945.	
New York: X1401. 12884 (naval post office) with money-order facilities effective Nov. 15, 1945.	
New York: X1348. 12887 (naval post office) with money-order facilities effective Nov. 13, 1945.	
New York: X1317. 12889 (naval post office) with money-order facilities effective Oct. 31, 1945.	
New York: X4701. 12895 (naval post office) with money-order facilities effective Oct. 19, 1945.	
New York: X4702. 12896 (naval post office) with money-order facilities effective Nov. 15, 1945.	
New York: X4847. 12902 (naval post office) with money-order facilities effective Aug. 28, 1945.	
New York: X8910. 12907 (naval post office) with money-order facilities effective May 1, 1945.	
New York: X8873. 12908 (naval post office) with money-order facilities effective Nov. 23, 1945.	
New York: X5045. 12909 (naval post office) with money-order facilities effective Sept. 22, 1945.	

POST OFFICE BRANCHES	
<b>Discontinued</b>	
<b>NEW YORK</b>	
New York: X8769. 12911 (naval post office) with money-order facilities effective Nov. 10, 1945.	
New York: X8747. 12913 (naval post office) with money-order facilities effective Nov. 15, 1945.	
New York: X8682. 12916 (naval post office) with money-order facilities effective Nov. 16, 1945.	
New York: The following unit of 12922 (naval post office) with money-order facilities effective Jan. 31, 1946: Unit 3, X3036.	
New York: X8647. 12927 (naval post office) with money-order facilities effective Nov. 5, 1945.	
New York: X8593. 12928 (naval post office) with money-order facilities effective Oct. 13, 1945.	
New York: X7742. 12948 (naval post office) with money-order facilities effective Nov. 18, 1945.	
New York: X7679. 12949 (naval post office) with money-order facilities effective Oct. 25, 1945.	
New York: X7654. 12953 (naval post office) with money-order facilities effective Nov. 26, 1945.	
New York: X6653. 12956 (naval post office) with money-order facilities effective Dec. 17, 1945.	
New York: X6184. 12984 (naval post office) without money-order facilities effective June 30, 1945.	
New York: X5689. 12994 (naval post office) with money-order facilities effective Sept. 25, 1945.	
New York: X1321. 13881 (naval post office) with money-order facilities effective Oct. 31, 1945.	
New York: X4783. 13922 (naval post office) without money-order facilities effective Nov. 15, 1945.	
New York: X8939. 13985 (naval post office) with money-order facilities effective Nov. 10, 1945.	
New York: X4858. 15036 (naval post office) with money-order facilities effective Nov. 6, 1945.	
New York: X6786. 16104 (naval post office) without money-order facilities effective Nov. 16, 1945.	
New York: 20794. 16173 (naval post office) without money-order facilities effective Nov. 17, 1945.	
<b>TEXAS</b>	
Dalhart: 52799. Air Base (classified) effective as of Dec. 31, 1945.	

POST OFFICE STATIONS	
<b>Established</b>	
<b>FLORIDA</b>	
Leesburg: 78776. C. o. d. effective Feb. 1, 1946.	
<b>Discontinued</b>	
<b>GEORGIA</b>	
LaGrange: 07017. No. 4 (contract) effective as of June 30, 1944.	

**POSTAL NOTES SAVE TIME AND MONEY—  
DO YOUR PATRONS KNOW THIS?**