

INSTRUCTIONS OF FIRST ASSISTANT POSTMASTER GENERAL

FINGERPRINTS

Where it is necessary to take fingerprints of temporary employees, the fingerprint chart should be endorsed with the word "temporary" on the front of the chart on the line marked "position to which appointed" opposite the title of the position. See Civil Service Departmental Circular No. 574, dated October 11, 1946.

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 of 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 secs. 590 and 591, Postal Laws and Regulations, 1940, and pp. 28-31, of pt. I, Postal Guide, 1943.)

Please give special attention to the following:

(a) Urge the public to pack, label, and tie parcels carefully 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) Dispatch "Special Handling," "Special Delivery," and "Perishable" parcels with pouch mail.

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

(f) 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.

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

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

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

(j) 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.

(k) 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 district superintendent (formerly chief clerk), railway mail service, having charge of the transportation service in your locality.

INSTRUCTIONS OF FIRST AND FOURTH ASSISTANT POSTMASTERS GENERAL

SPECIAL NOTICE

For: Postmasters, all First- and Second-Class Postoffices in the Continental United States

Within the next few days, packages and mailbags will be placed in the mails addressed to Civil Air Patrol Liaison Officers, c/o General Delivery, to each first- and second-class post office (and also to each substation in the larger cities such as New York City, Philadelphia, San Francisco, etc.). These packages and mailbags will contain special material from the Headquarters, Army Air Forces, Washington, D. C., which is concerned with a Nation-wide project to secure the names and present addresses of the former AAF military personnel.

It is requested that these packages and mailbags be held until they are called for by the Civil Air Patrol officer or his representative from the Boy Scouts of America. When they are picked up, the Civil Air Patrol and Boy Scout representatives will probably wish to use the post office lobby for an hour or two to break down the material for distribution throughout the community. Also, they will request permission to place a box with some specially printed double post cards in the post office lobby. They should be permitted to both use the lobby and place a box in your station until further notice.

Since these packages and mailbags will not be addressed to an individual by name, all personnel of your station should have their attention brought to this project so that the packages and mailbags can be readily located when they are called for. The packages and mailbags will be held at your station even if they are not called for in the normal 10-day holding period. Further instructions will be issued later regarding the disposition of any undelivered packages and mailbags in this project.

For: Postmasters, all Third- and Fourth-Class Postoffices in the Continental United States

Within the next few days you will receive a manila envelope from the Headquarters, Army Air Forces, Washington, D. C., containing approximately 50 double post cards, cardboard box (folded flat), and a page of instructions for setting up the box.

This material is concerned with a special project to secure the names and present addresses of former AAF military personnel.

It is requested that ON Saturday, November 23, 1946, the box be assembled and the postcards be placed therein. The box should then be displayed in a prominent place on your lobby desk or counter until further notice.

INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

INTERNATIONAL MAILS

Gift Parcels for Yugoslavia

Effective at once, parcels sent to Yugoslavia as gifts may be accepted for mailing up to the normal weight limit of 44 pounds, subject to the reduced postage rate of 14 cents per pound or fraction thereof.

According to information received from Yugoslavia gift parcels weighing up to 22 pounds addressed to persons in that country are admitted free of duty and without previous permission for importation under the following conditions:

(1) The parcel must be plainly marked by the sender on the address side to indicate that it is intended as a gift.

(2) Permissible contents are as follows:

Nonperishable foodstuffs.

Use clothing and shoes.

New clothing and shoes and materials for making them (free of customs duty only up to 44 pounds per year for each person of the addressee's family).

Tobacco and its preparations up to 40 grams (about 1.4 ounces) per parcel.

Other articles for daily use in small quantities (luxury items are prohibited).

It is assumed that gift parcels weighing over 22 pounds, or those whose contents do not conform to the conditions stated above, will not be admitted free of duty or without previous permission for importation.

The table of postage rates published as Change No. 347 in the POSTAL BULLETIN of August 1, 1946, continues to apply in the case of parcels for Yugoslavia which do not comply with the conditions for gift parcels.

The export control regulations of the Office of International Trade, Department of Commerce, Washington 25, D. C., are applicable to parcels for delivery in Yugoslavia.

These instructions supersede those published under the above caption in the POSTAL BULLETIN of September 12, 1946.

Fingernail Polish Prohibited in Parcels for Foreign Countries

Inasmuch as nail polish and nail polish remover generally have a flash point of less than 80° F., their inclusion in parcels for foreign countries is prohibited.

Postmasters are directed to see that the matter is given such attention as will prevent the acceptance of parcels containing those substances for foreign countries.

INSTRUCTIONS OF
THIRD ASSISTANT POSTMASTER GENERAL

VOLUNTARY PAY-ROLL SAVINGS PLAN
New Leaflet Being Distributed

Attention is invited to the Order of the Postmaster General published in the POSTAL BULLETIN of October 8, 1946, under the title "Promoting the Pay-Roll Savings Plan." The Postmaster General asks that postmasters and division superintendents of the Railway Mail Service and the Inspection Service give personal attention to a recanvassing of employees on behalf of the pay-roll savings plan. Postmasters and division superintendents will have an opportunity for further promotion of the pay-roll savings plan through the distribution of a leaflet entitled "\$ign up for Security" which the Treasury Department has prepared and is distributing. A supply is being sent to postmasters at all first- and second-class offices and to division headquarters for the railway mail service and for the inspection service. The copies intended for rural carriers are being sent to the disbursing postmasters.

INSTRUCTIONS OF THE FOURTH ASSISTANT POSTMASTER
GENERAL

USE OF SPACE BY EMPLOYMENT OFFICES
To Postmasters at Federal Buildings under the Administration of the Post Office Department

All United States Employment Offices, with the exception of Veterans' Placement representatives will on November 16, 1946, revert to the control of the respective States and as the personnel of these offices, with the exception mentioned, will as of that date become State employees, they will no longer be entitled to the use of space in Federal buildings under the law which restricts space assignments to Federal officials and employees.

Accordingly, postmasters at all buildings in which United States Employment Offices are now located will please notify these units that it will be necessary for them to arrange to vacate the Federal building by the close of business November 15, 1946.

A prompt report should be submitted to this Bureau in all such cases, describing the exact space being released with an appropriate recommendation for its reassignment in the event it is currently needed by some Federal agency.

The employment office should be permitted to remove from the building only such furniture as may be its property, and under no circumstances should postmasters permit the removal of any furniture supplied and paid for by the Post office Department.

INSTRUCTIONS OF THE SOLICITOR

REVOCATION OF FRAUD ORDER
LYELL H. CARVER

On November 4, 1946, Order No. 12153, dated September 24, 1938, forbidding the delivery of mail matter and the payment of money orders to Lyell H. Carver, at Kansas City, Mo., was revoked.

All mail matter hereafter received for Lyell H. Carver should be delivered in the regular way.

INSTRUCTIONS OF THE CHIEF INSPECTOR

ARREST OF POSTAL OFFENDER

The following person for whom a wanted circular was issued by the Acting Inspector in Charge, Chicago 7, Ill., has been apprehended and the circular concerning him should be destroyed:

EDWARD JACOB OSENBRUG

POST OFFICE STATIONS

Established

FLORIDA
DeLand: 78440. Stetson University (contract) effective Nov. 16, 1946.

TENNESSEE
Cookeville: 57743. Tennessee Tech (contract) effective Nov. 16, 1946.

TEXAS
Dallas: 52226. Lakewood (classified) effective Nov. 18, 1946.
Mercedes: 53771. C. o. d. effective Nov. 16, 1946.

Established

VIRGINIA
Culpeper: 83903. C. o. d. effective Nov. 16, 1946.

Modification

NEW JERSEY
North Bergen: 90686. Tyler Park (classified) established effective Sept. 1, 1946, is modified to show effective Oct. 1, 1946.

Change of Name

NEW YORK
New York: The names of the following classified stations are changed as follows, effective Feb. 1, 1947:

From—	To—	Number
C.....	Village.....	20126
P.....	Bowling Green.....	20139
R.....	Hub.....	20140
S.....	Howard.....	20141
Y.....	Lenox Hill.....	20147

New York: 20521. West 43d Street (classified) name changed to Bryant (classified) effective Feb. 1, 1947.

POST OFFICE STATIONS

Discontinued

TEXAS
Dallas: 52173. No. 11 (contract) effective Nov. 16, 1946.
Dallas: 52174. No. 12 (contract) effective as of Oct. 31, 1946.
Dallas: 52311. No. 17 (contract) effective as of Oct. 31, 1946.
Dallas: 52316. No. 19 (contract) effective as of Oct. 31, 1946.
Dallas: 52176. No. 22 (contract) effective as of Oct. 31, 1946.
Dallas: 52178. No. 23 (contract) effective as of Oct. 31, 1946.

POSTAL SAVINGS CHANGES

Designated

CALIFORNIA
San Jose: Station B (classified), effective Nov. 1, 1946.
Saratoga, effective Dec. 1, 1946.

COLORADO
Denver: Lakewood Branch (classified), effective Nov. 1, 1946.

FLORIDA
Havana, effective Dec. 1, 1946.

ILLINOIS
Chicago: Station O (classified), effective Nov. 18, 1946.

IOWA
Greene, effective Dec. 1, 1946.

KENTUCKY
Louisville: Camp Taylor Branch (classified), effective Oct. 1, 1946.

MICHIGAN
Omena, effective Dec. 1, 1946.

SOUTH CAROLINA
Whitmire, effective Dec. 1, 1946.

WISCONSIN
Weyauwega, effective Nov. 1, 1946.

Revoked

KENTUCKY
Camp Taylor, effective Oct. 1, 1946.

NEBRASKA
Seneca, effective Oct. 31, 1946.

WEST VIRGINIA
Marlinton, effective Oct. 31, 1946.

WISCONSIN
Madison: Air Corps Branch (classified), effective Sept. 24, 1946.

WYOMING
Cody: Heart Mountain Branch (classified), effective Nov. 18, 1945.

ENCOURAGE PATRONAGE OF THE REGISTRY
AND INSURANCE SERVICES