

INSTRUCTIONS OF FIRST, SECOND, AND FOURTH ASSISTANT POSTMASTERS GENERAL

CHANGES IN THE OFFICIAL POSTAL GUIDE, PART I (1943 EDITION) ABSENCES ON MILITARY DUTY

CHANGE No. 209

Article 95, page 101, of the July 1943 Official Postal Guide is changed to read as follows:

"95. Postmasters, supervisors, regular classified and war service indefinite employees summoned for military or naval duty must be allowed leave with pay in accordance with the following.

"National Guard Service

"Postmasters, supervisors, regular classified and war service indefinite employees who are members of the National Guard are entitled to leave of absence without loss of pay, time, or efficiency rating on all days during which they shall be engaged in field or coast-defense training, ordered or authorized by the Secretary of War, or the National Guard Bureau of the War Department, under the provisions of section 80, of the National Defense Act of June 3, 1916, as amended, for periods not to exceed 15 days in any one calendar year, and, when relieved from military duty, shall be restored to the position held by them when ordered to military service. Membership in the National Guard shall not react against applicants for positions in the Postal Service.

"The orders must, in all instances, be drawn 'By authority of the Secretary of War and/or in compliance with instructions from the Chief, National Guard Bureau (of the War Department),' and such a statement must be a part thereof. Orders issued by State Governors calling out members of State National Guards to suppress disturbances, attend rifle matches except when conducted in connection with the regular annual encampment, parades, unveilings, or in connection with flood controls, etc., without authority of the War Department do not entitle one to military leave.

"Members of the National Guard of the District of Columbia, both officers and enlisted men, are entitled to leave of absence without loss of time, pay, or efficiency rating on all days while in attendance within the District of Columbia at any District National Guard parade or encampment ordered by the commanding general.

"Section 80 of the National Defense Act of June 3, 1916, does not authorize the granting of military leave of absence with pay to an officer of the National Guard while in attendance at a military school for the purpose of pursuing a course of instructions. (16 Comp. Gen. 953.)

"Officers' Reserve Corps and Enlisted Reserve Corps

"Postmasters, supervisors, regular classified and war service indefinite employees of the Postal Service, who are members of the Officers' Reserve Corps or the Enlisted Reserve Corps, are entitled to military leave, without loss of pay, time, or efficiency rating on all days during which they shall be ordered to duty with troops or at field exercises or for instructions, for periods not to exceed 15 days in any one calendar year, and, when relieved from military duty, shall be restored to the position held by them when ordered to military service. Membership in the Officers' Reserve Corps or the Enlisted Reserve Corps shall not react against applicants for positions in the Postal Service.

"A member of the Officer's Reserve Corps is entitled to military leave of absence when ordered to active duty with or without his consent for training, or for instructions for a period of not to exceed 15 days in any one calendar year. (18 Comp. Gen. 236.)

"It is not obligatory to grant any form of leave other than the 15 days' military leave to officers and employees voluntarily entering on duty with troops in time of peace under orders issued with consent. (16 Comp. Gen. 1103.)

"Members of the Officers' Reserve Corps are not entitled to military leave when they are ordered for indefinite duty with the Regular Army in an emergency. The law is limited in its application to the regular annual training periods of not to exceed 15 days in each calendar year to which such officers are authorized to be ordered without their consent. (19 Comp. Gen. 513.)

"Naval Reserve Corps, Marine Reserve Corps, Coast Guard Reserve

"Postmasters, supervisors, regular classified and war service indefinite employees who are members of the Naval Reserve Corps, the Marine

Reserve Corps, or the Coast Guard Reserve are entitled to military leave without loss of pay, time, or efficiency rating on all days during which they may be employed with or without pay under the orders or authorizations of appropriate authority on training duty for periods not to exceed 15 days in any one calendar year, and, when relieved from reserve duty, they shall be restored to the position held by them when ordered to such duty.

"Saturdays, Sundays, holidays, and any other nonworkdays falling within the period covered by the orders will be counted in the 15 days' military leave authorized to members of the National Guard, the Officers' Reserve Corps, the Enlisted Reserve Corps, the Naval and Marine Reserve Corps, and the Coast Guard Reserve.

"Postmasters, supervisors, regular classified and war service indefinite employees entitled to military leave benefits will, upon completion of the training, furnish their postmaster or other administrative officer with a certificate, Form 3957-A, in duplicate, together with a copy of the military or naval orders covering the service performed. Postmasters or other administrative officers will sign the forms in duplicate and forward both copies, with a copy of the military or naval orders, to the Department for approval. Where postmasters are called to active duty for training purposes they will forward the completed Form 3957-A in duplicate with a copy of the orders to their inspector in charge.

"The Department believes that it is feasible to arrange duties and schedules of postal personnel so that leave of absence to perform military and naval duty may be granted without detriment to the service. All absences due to military leave should be absorbed insofar as practicable and requests for allowances in this connection should be held to the absolute minimum. In instances where a large number of employees of a postal organization are called out to perform military or naval duty and their absences would seriously embarrass the Postal Service, the postmaster or other administrative officer in charge should notify the Department and present the matter to the proper commanding officer with a request that the employees whose services are imperative to carry on the work in the post office be excused from military service at the particular time.

"Where it is determined that replacements will be necessary to avoid embarrassment to the service postmasters at first- and second-class offices should include on their regular Form 024 (and at first-class offices, Form 024-SD) estimates to cover necessary replacements for the absences. Where such absences and necessary replacements are not anticipated sufficiently in advance to be included in the regular quarterly estimate reports, request for the allowance should be submitted by the postmaster in letter form as soon as military or naval orders are made known by the receiving employees. Postmasters at third-class offices should make their requests for replacement allowances in letter form. In no instance should a request for a replacement allowance be submitted after the submission of Form 3957-A. Postmasters may pay semimonthly salaries to absentees covering military or naval service prior to the actual receipt of the Department's formal approval of Form 3957-A, such leave to be in addition to the annual vacation to which officers and employees of the Postal Service are entitled each fiscal year."

INSTRUCTIONS OF SECOND AND THIRD ASSISTANT POSTMASTERS GENERAL

LOADING OF POUCHES BY STAR ROUTE CARRIERS AND MAIL MESSENGERS

Commencing at once, postmasters at offices served by star route carriers or by mail messengers shall instruct the carriers or mail messengers that in loading their conveyances all pouches shall be placed at the bottom of the load or under other mail as far as practicable or, where mail is arranged in the order of delivery, the pouches shall be placed under the sacks of mail and outside pieces for the offices to which the pouches are addressed. Pouches are not to be carried on the seats or in the cabs with the drivers. Under no circumstances are star route carriers or mail messengers to be informed as to the contents of any of the pouches.

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

15-CENT AIR MAIL STAMP

The Department will issue a new 15-cent air mail stamp, intended primarily for use on air mail destined for points in Europe and the Middle East, through the New York, N. Y., post office on August 20, 1947.

The stamp will be of the special delivery size, 0.84 by 1.44 inches in dimensions, arranged horizontally, printed by the rotary process, in green,

and issued in panes of 50. The central design of the stamp is a reproduction of the Statue of Liberty showing the New York City skyline in the background and a modern four-motor plane in flight. In the upper right portion of the stamp is the wording "Air Mail" in dark Gothic. Across the bottom in a dark panel is the inscription "United States Postage" in white Gothic, directly above and to the right of which is the denomination "15¢" in the same style on a circular background.

Stamp collectors desiring first-day cancellations of this stamp may send a limited number of addressed envelopes, not in excess of 10, to the Postmaster, New York, N. Y., with postal note or money order remittance to cover the cost of the stamps to be affixed. **Postage stamps and personal checks will not be accepted in payment.** Envelopes submitted should be of ordinary letter size and each must be properly addressed. An enclosure of medium weight should be placed in each envelope and the flap either sealed or turned in. An outside envelope should not be sent for return of first-day covers. The envelope to the postmaster should be endorsed "First Day Covers." Collectors should refrain from requesting hand cancellations since covers will be machine canceled so far as practicable. Orders for first-day covers to the Postmaster, New York, N. Y., must not include requests for uncanceled stamps.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 15-cent air mail stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after August 21, 1947. To insure prompt shipment, mail orders to the Agency should include no other stamp issues. **The Philatelic Agency does not service first-day covers.**

Direct and central-accounting postmasters should immediately submit requisitions on Form 3201 to the Department for such quantity of 15-cent air mail stamps as may represent not more than a 3 months' supply. Replenishing requisitions later tendered should be drawn on the basis of actual postal requirements and not initial sales which may be excessive due to philatelic interest in the item.

Postmasters at district-accounting post offices may obtain needed quantities of the 15-cent air mail stamp by requisition on the central accounting postmaster.

Postmasters are cautioned not to place the stamp herein announced on sale before August 21, 1947.

NOTICES OF COUNTERFEIT CURRENCY

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$10 Federal Reserve note in circulation. This note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of Philadelphia, Pa. It bears check letter "G", faceplate number 9, backplate number 1147, and series 1934 A. It is of foreign origin. This note is printed on one sheet of good paper which contains a few small red and blue fibers. Missing lines in top portion of Hamilton's hair make that area whiter than is genuine. In the Treasury seal the key is noticeably thinner than that in the genuine. On specimen at hand a faint green hair-line extends along note bottom (outside the design) from lower right corner to a point under the "LL" in Dollars.

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$20 Federal Reserve note in circulation. This note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of San Francisco, Calif. It bears check letter "A", faceplate number 39, backplate number 382, series 1934 A. This note, produced by a photo-copy process, has the appearance of a photograph and is printed on paper which is smooth and stiff. In the large word TWENTY to the right of the portrait, portions of the letters WEN have been obliterated in an effort to bring out the Treasury seal, which is green and black. Secret Service agents arrested the maker of this counterfeit at Mobile, Ala., June 8, 1947.

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$100 Federal Reserve note in circulation. This note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of New York, N. Y. It bears check letter "C", face plate number 3 or 8, back plate number indistinct, and series 1934. It is of foreign origin. This note is of poor workmanship. In the Franklin portrait the long hair at the (examiner's) right blends with the crosshatched background and is barely distinguishable. Seal and serial number (BO 1085610A) are in light green. In serial number the prefix and suffix letters are noticeably thicker than the numerals.

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$100 Federal Reserve note in circulation. This note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of New York, N. Y. It bears check letter "F", face plate

number 2, back plate number 74, and series 1934. It is of foreign origin. This note is of fair workmanship printed on one sheet of paper bearing faint red and blue ink marks. There is considerable hand work, especially in the portrait. Lines shading the area around Franklin's mouth and on his face and neck are in a heavy pattern suggestive of a beard. In the dull green Treasury seal the word "Amer." appears to be "Amen." Also, the "S" in "Sigil" is of a square block type resembling the numeral 5 more than the letter "S."

Care should be exercised in the acceptance of notes of this character.

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL AND THE COMPTROLLER

ELIMINATION OF INTERNAL REVENUE, MIGRATORY-BIRD HUNTING, AND U. S. SAVINGS STAMP ACCOUNTS FROM TRUST FUNDS

In recent revisions of the cashbooks and quarterly account forms for use at first- and second-class offices, the accounts for Internal Revenue, Migratory-Bird Hunting, and United States savings stamp transactions were removed from the summary of trust funds. These accounts are now maintained on a fixed credit basis at other than central accounting offices and the revisions were made to facilitate the audit of trust funds reported in quarterly postal accounts. The revised cashbooks and accounting forms have been furnished for use beginning July 1, 1947.

It is evident that many of the postal accounts from first- and second-class offices for the quarter ended June 30, 1947, will reflect balances on hand in the accounts for Internal Revenue, Migratory-Bird and United States savings stamps in the summary of trust funds. Any balance entered as on hand in any one of the three accounts in the summary of trust funds on postal accounts for the June quarter 1947 should be brought forward and entered as a balance on hand in the corresponding account at the beginning of the September quarter 1947. The amounts brought forward in the three accounts should be entered as withdrawals during the September quarter, leaving no balance on hand at the end of the quarter. The appropriate titles of the respective accounts may be inserted in the blank spaces on the revised postal accounts, Forms 1550-C and 1550-S/C. After any balances on hand have thus been cleared from the three accounts for the September quarter 1947, future transactions should not be recorded therein nor reflected in the summary of trust funds portion of postal accounts.

If Internal Revenue, Migratory-Bird and United States savings stamp funds have heretofore been maintained or deposited with other trust funds, the practice may be continued. The required office records should be so maintained as to reflect the portion of the total funds on hand allocable to each account.

The changes referred to above involved comparable revisions of Forms 3961-A and 3961-C/A, which are used at two-division plan offices, including central accounting offices. It was not contemplated that the revisions of these forms would require any change in the method of maintaining the funds involved. Deposits of surplus funds accruing in the three accounts and the rendition of such accounts should be continued as heretofore at central accounting offices. If any change in the method of maintaining or carrying the funds in the three accounts appears justified, the matter should be the subject of correspondence with the Bureau of the Third Assistant Postmaster General, Division of Finance.

INSTRUCTIONS OF FOURTH ASSISTANT POSTMASTER GENERAL

TRUCK DISPLAY OF POSTER—"WAR ASSETS ADMINISTRATION"

The War Assets Administration will furnish postmasters at offices having Government-owned mail trucks a supply of posters designed for the purpose of promoting the sales of surplus property.

Authority is granted to display two posters on each Government-owned mail truck during the month of August 1947.

INSTRUCTIONS OF THE CHIEF INSPECTOR

ARREST OF POSTAL OFFENDER

The following person who was the joint subject of wanted circulars issued by the acting inspector in charge, Atlanta 2, Ga., has been apprehended:

MABEL FLOYD WEST
Alias MABEL FLOYD

The word "arrested" should be written across Mabel Floyd West's description on the circulars. The circulars should remain posted as Frank Clifford West, alias Carl B. Mason, described therein is still wanted.