

## ORDER OF THE POSTMASTER GENERAL

### FEDERAL EMPLOYEE LOYALTY PROGRAM

Executive Order No. 9835, dated March 22, 1947, prescribes procedures for the administration of an employee loyalty program in the executive branch of the Federal Government.

Applicable provisions of this Executive order are set forth below for the information and guidance of all postal employees:

#### Part I—Investigation of Applicants

1. There shall be a loyalty investigation of every person entering the civilian employment of any department or agency of the executive branch of the Federal Government.

(a) Investigations of persons entering the competitive service shall be conducted by the Civil Service Commission, except in such cases as are covered by a special agreement between the Commission and any given department or agency.

(b) Investigations of persons other than those entering the competitive service shall be conducted by the employing department or agency.

2. The investigations of persons entering the employ of the executive branch may be conducted after any such person enters upon actual employment therein, but in any such case the appointment of such person shall be conditioned upon a favorable determination with respect to his loyalty.

(a) Investigations of persons entering the competitive service shall be conducted as expeditiously as possible; *Provided, however,* That if any such investigation is not completed within 18 months from the date on which a person enters actual employment, the condition that his employment is subject to investigation shall expire, except in a case in which the Civil Service Commission has made an initial adjudication of disloyalty and the case continues to be active by reason of an appeal, and it shall then be the responsibility of the employing department or agency to conclude such investigation and make a final determination concerning the loyalty of such person.

3. An investigation shall be made of all applicants at all available pertinent sources of information.

4. Whenever derogatory information with respect to loyalty of an applicant is revealed a full field investigation shall be conducted. A full field investigation shall also be conducted of those applicants, or of applicants for particular positions, as may be designated by the head of the employing department or agency, such designations to be based on the determination by any such head of the best interests of national security.

#### Part II—Investigation of Employees

1. The head of each department and agency in the executive branch of the Government shall be personally responsible for an effective program to assure that disloyal civilian officers or employees are not retained in employment in his department or agency.

(a) He shall be responsible for prescribing and supervising the loyalty determination procedures of his department or agency, in accordance with the provisions of this order, which shall be considered as providing minimum requirements.

2. The head of each department and agency shall appoint one or more loyalty boards, each composed of not less than three representatives of the department or agency concerned, for the purpose of hearing loyalty cases arising within such department or agency and making recommendations with respect to the removal of any officer or employee of such department or agency on grounds relating to loyalty, and he shall prescribe regulations for the conduct of the proceedings before such boards.

(a) An officer or employee who is charged with being disloyal shall have a right to an administrative hearing before a loyalty board in the employing department or agency. He may appear before such board personally, accompanied by counsel or representative of his own choosing, and present evidence on his own behalf, through witnesses or by affidavit.

(b) The officer or employee shall be served with a written notice of such hearing in sufficient time, and shall be informed therein of the nature of the charges against him in sufficient detail, so that he will be enabled to prepare his defense. The charges shall be stated as specifically and completely as, in the discretion of the employing department or agency, security considerations permit, and the officer or employee shall be informed in the notice (1) of his right to reply to such charges in writing within a specified reasonable period of time, (2) of his right to an administrative hearing on such charges before a loyalty board, and (3) of his right to appear before such board personally, to be accompanied by counsel or represent-

ative of his own choosing and to present evidence on his behalf, through witness or by affidavit.

3. A recommendation of removal by a loyalty board shall be subject to appeal by the officer or employee affected, prior to his removal, to the head of the employing department or agency or to such person or persons as may be designated by such head, under such regulations as may be prescribed by him, and the decision of the department or agency concerned shall be subject to appeal to the Civil Service Commission's Loyalty Review Board, hereinafter provided for, for an advisory recommendation.

4. The rights of hearing, notice thereof, and appeal therefrom shall be accorded to every officer or employee prior to his removal on grounds of disloyalty, irrespective of tenure, or of manner, method, or nature of appointment, but the head of the employing department or agency may suspend any officer or employee at any time pending a determination with respect to loyalty.

5. The loyalty boards of the various departments and agencies shall furnish to the Loyalty Review Board, hereinafter provided for, such reports as may be requested concerning the operation of the loyalty program in any such department or agency.

#### Part III—Responsibilities of Civil Service Commission

1. There shall be established in the Civil Service Commission a Loyalty Review Board of not less than three impartial persons, the members of which shall be officers or employees of the Commission.

(a) The Board shall have authority to review cases involving persons recommended for dismissal on grounds relating to loyalty by the loyalty board of any department or agency and to make advisory recommendations thereon to the head of the employing department or agency. Such cases may be referred to the Board either by the employing department or agency, or by the officer or employee concerned.

(b) The Board shall make rules and regulations, not inconsistent with the provisions of this order, deemed necessary to implement statutes and Executive orders relating to employee loyalty.

(c) The Loyalty Review Board shall also:

(1) Advise all departments and agencies on all problems relating to employee loyalty.

(2) Disseminate information pertinent to employee loyalty programs.

(3) Coordinate the employee loyalty policies and procedures of the several departments and agencies.

(4) Make reports and submit recommendations to the Civil Service Commission for transmission to the President from time to time as may be necessary to the maintenance of the employee loyalty program.

2. There shall also be established and maintained in the Civil Service Commission a central master index covering all persons on whom loyalty investigations have been made by any department or agency since September 1, 1939. Such master index shall contain the name of each person investigated, adequate identifying information concerning each such person, and a reference to each department and agency which has conducted a loyalty investigation concerning the person involved.

(a) All executive departments and agencies are directed to furnish to the Civil Service Commission all information appropriate for the establishment and maintenance of the central master index.

(b) The reports and other investigative material and information developed by the investigating department or agency shall be retained by such department or agency in each case.

3. The Loyalty Review Board shall currently be furnished by the Department of Justice the name of each foreign or domestic organization, association, movement, group or combination of persons which the Attorney General, after appropriate investigation and determination, designates as totalitarian, fascist, communist or subversive, or as having adopted a policy of advocating or approving the commission of acts of force or violence to deny others their rights under the Constitution of the United States, or as seeking to alter the form of government of the United States by unconstitutional means.

(a) The Loyalty Review Board shall disseminate such information to all departments and agencies.

#### Part IV—Security Measures in Investigations

1. At the request of the head of any department or agency of the executive branch an investigative agency shall make available to such head, personally, all investigative material and information collected by the investigative agency concerning any employee or prospective employee of the requesting department or agency, or shall make such material and infor-

mation available to any officer or officers designated by such head and approved by the investigative agency.

2. Notwithstanding the foregoing requirement, however, the investigative agency may refuse to disclose the names of confidential informants, provided it furnishes sufficient information about such informants on the basis of which the requesting department or agency can make an adequate evaluation of the information furnished by them, and provided it advises the requesting department or agency in writing that it is essential to the protection of the informants or to the investigation of other cases that the identity of the informants not be revealed. Investigative agencies shall not use this discretion to decline to reveal sources of information where such action is not essential.

3. Each department and agency of the executive branch should develop and maintain, for the collection and analysis of information relating to the loyalty of its employees and prospective employees, a staff specially trained in security techniques, and an effective security control system for protecting such information generally and for protecting confidential sources of such information particularly.

#### Part V—Standards

1. The standard for the refusal of employment or the removal from employment in an executive department or agency on grounds relating to loyalty shall be that, on all the evidence, reasonable grounds exist for belief that the person involved is disloyal to the Government of the United States.

2. Activities and associations of an applicant or employee which may be considered in connection with the determination of disloyalty may include one or more of the following:

(a) Sabotage, espionage, or attempts or preparations therefor, or knowingly associating with spies or saboteurs;

(b) Treason or sedition or advocacy thereof;

(c) Advocacy of revolution or force or violence to alter the constitutional form of government of the United States;

(d) Intentional, unauthorized disclosure to any person, under circumstances which may indicate disloyalty to the United States, of documents or information of a confidential or nonpublic character obtained by the person making the disclosure as a result of his employment by the Government of the United States;

(e) Performing or attempting to perform his duties, or otherwise acting, so as to serve the interests of another government in preference to the interests of the United States;

(f) Membership in, affiliation with, or sympathetic association with any foreign or domestic organization, association, movement, group or combination of persons, designated by the Attorney General as totalitarian, fascist, communist, or subversive, or as having adopted a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or as seeking to alter the form of government of the United States by unconstitutional means.

#### Part VI—Miscellaneous

1. Each department and agency of the executive branch, to the extent that it has not already done so, shall submit, to the Federal Bureau of Investigation of the Department of Justice, either directly or through the Civil Service Commission, the names (and such other necessary identifying material as the Federal Bureau of Investigation may require) of all of its incumbent employees.

(a) The Federal Bureau of Investigation shall check such names against its records of persons concerning whom there is substantial evidence of being within the purview of paragraph 2 of part V hereof, and shall notify each department and agency of such information.

(b) Upon receipt of the above-mentioned information from the Federal Bureau of Investigation, each department and agency shall make, or cause to be made by the Civil Service Commission, such investigation of those employees as the head of the department or agency shall deem advisable.

2. The Security Advisory Board of the State-War-Navy Coordinating Committee shall draft rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed, and upon approval by the President such rules shall constitute the minimum standards for the handling and transmission of such documents and information, and shall be applicable to all departments and agencies of the executive branch.

The following instructions are issued pursuant to Executive Order 9835: All classified employees of the Postal Service on the rolls as of September 30, 1947, whose appointment has included or contemplates more than 90 days' service are subject to the provisions of this Executive order and must furnish on or before March 31, 1948, a completed Standard Form 86, Fingerprint Chart, and a completed Standard Form 84, Request for Report on Loyalty Data.

All persons appointed to positions in the Postal Service for 90 days or more on and after October 1, 1947, will likewise be subject to the provisions of this Executive order and must furnish a completed Standard Form 87, Fingerprint Chart, and a completed Standard Form 85, Request for Loyalty Data on New Appointees at the time of their appointment.

Procedural instructions for the carrying out of the provisions of this order will be issued by the Chief Inspector and the First, Second, and Fourth Assistant Postmasters General to their field officials who must take immediate action in compliance therewith in order that the program may be completed within the time limit scheduled.

### INSTRUCTIONS OF FIRST ASSISTANT POSTMASTER GENERAL

#### LEAVE APPLICATION—FOURTH-CLASS POSTMASTERS

Due to congestion in the Government Printing Office, there will be a slight delay in the distribution of Form 3957-F, Fourth-Class Postmasters' Leave Application, to be used in connection with the notice appearing in the POSTAL BULLETIN of August 26, 1947. Until these forms are available applications for leave should be made as usual on Form 3957-B. Requisition for the new form should be placed with the proper designated supply offices for filling as soon as the forms are received from the Public Printer.

#### FORM 2732—MAIL CHUTE CARD

Information reaching the Department indicates that in some cities revised Form 2732, Mail Chute Card, has not been placed in mail chutes and that some cards now in use show air mail rate of postage at 6 or 8 cents. A supply of the revised Form 2732 should be obtained from the Fourth Assistant, Division of Equipment and Supplies, and placed in mail chutes where worn and obsolete stickers and forms are now in use.

### INSTRUCTIONS OF FIRST AND FOURTH ASSISTANT POSTMASTERS GENERAL

#### COMMUNITY CHEST CAMPAIGN POSTERS LOBBY DISPLAY AUTHORIZED

Postmasters are authorized to display, in a prominent location in post office lobbies, posters relating to the Community Chest campaign, during the period of the local campaign. Such posters should be displayed in such a manner as not to mar the walls or woodwork.

#### ANNUAL POSTER—MIGRATORY GAME BIRD SEASON LOBBY DISPLAY AUTHORIZED

The Fish and Wildlife Service of the Department of the Interior will shortly furnish all postmasters with the annual poster showing the opening season for migratory game birds. This poster should be displayed on the bulletin board or in some other suitable location in the public lobby as long as space is available without interfering with the display of material subsequently authorized and in such manner as not to mar the walls or woodwork.

#### DISPLAY OF POSTER DESCRIBING NAVY EDUCATIONAL PROGRAM FOR HIGH SCHOOL GRADUATES

Postmasters are authorized to display in available space in post office lobbies during months of September, October, and November of this year, small posters to be distributed by the Office of Naval Officer Procurement, relative to a program for partial subsidization by the Government of certain selected high-school graduates for training in various colleges, and leading to appointment to commissioned rank in the United States Navy.

The posters should be displayed in such a manner as not to mar the walls or woodwork.

### INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

#### INTERNATIONAL MAILS

#### LABELING OF SACKS OF ORDINARY INTERNATIONAL PARCEL POST FOR DISPATCH FROM NEW YORK, N. Y.

Inasmuch as some inquiries have been received regarding the import of the instructions printed under the above caption in the POSTAL BULLETIN of August 28, 1947, the attention of all concerned is invited to the fact that these instructions do not supersede those previously issued in connection with routing of mails and parcel post for certain foreign countries to Philadelphia, New Orleans, and Miami for dispatch.

AIR POSTAL TRANSPORT

A. M. 1

Effective on or about September 15, 1947, air-mail service over route A. M. 68 between Denver, Colo., Grand Junction, Colo., Las Vegas, Nev., and Los Angeles, Calif., now being operated by Western Air Lines, Inc., as route 68 will be operated by United Air Lines, Inc., as a part of route 1.

No traffic will be carried between Las Vegas and Los Angeles on this route and no cachet will be provided at any office since cachets have been previously furnished to these offices.

A. M. 2 AND A. M. 38

Effective on or about October 1, 1947, air-mail service will be inaugurated at Allentown-Bethlehem, Pa., on route A. M. 2.

Effective on or about October 1, 1947, air-mail service will be inaugurated at Prescott, Ariz., coincident with the resumption of service on route A. M. 38, between Phoenix, Ariz., and Las Vegas, Nev.

Cachets will not be provided at Allentown nor Bethlehem, as cachets have been previously furnished for air-mail service at those points. However, souvenir covers received by the postmasters at Allentown and Bethlehem will be dispatched to first flights on route A. M. 2, if practicable.

Special cachet will be provided at Prescott, Ariz., and the usual treatment of philatelic mail will be authorized.

First flight air-mail covers sent to the postmaster at Prescott, Ariz. should be accompanied by a letter authorizing the holding of the covers for the first flight and requesting the application of the cachet. Space approximately 2½ by 2½ inches to the left on the address side of all covers is required for the cachet.

At request of collectors, covers receiving cachet at Prescott, Ariz., will be sent to terminal or junction points to be served by the first flight in each direction, and will there be backstamped and dispatched onward to destination.

INTERNATIONAL MAILS

CHANGES—POSTAL GUIDE 1946—PART II

CHANGE No. 45.

Page 98, subitem "Prohibitions" under "Regular Mails" in the country item "Belgium," delete the first and third paragraphs and add as new second and third paragraphs the following:

"Printed matter is generally dutiable in Belgium. However, the Belgian customs authorities exceptionally admit as regular the importation of printed matter up to two kilograms in weight, without Form 2976 (C 1) affixed. This concession, however, applies only to price lists, catalogs, and advertising matter of business firms, and any fees or charges which may be due on such matter must be paid.

"Also, the green label, Form 2976 (C 1), is not required on free copies of newly published books mailed by the publishers to Belgian literary and scientific societies and journalists, provided the outer wrappers bear a dedication or the words 'Press Service' or some other indication that the copies are being sent gratuitously under the conditions mentioned."

CHANGE No. 46.

Pages 98-101, in the subitem "Prohibitions" under "Parcel Post" in the country item "Belgium," make the following changes:

Under "For sanitary reasons," delete the first 10 paragraphs, beginning with the words "Meats from \* \* \*" and ending with " \* \* \* Grand Duchy", and substitute the following:

"Meats, grease, and other edible animal products as well as margarine and other manufactured edible greases, are admitted only after sanitary examination. Meats, grease and other products, prepared or preserved, from domestic solid-hoofed animals, are prohibited.

"Bone meal and other powdered animal products may be imported only through customs offices where veterinary health services are in operation."

Under "For the protection of animals or plants," delete the second paragraph on page 100, "The importation \* \* \* Brussels." Also delete the last two paragraphs, "Fresh grapes \* \* \* of Luxembourg."

Under "Arms," delete all the information and substitute the following:

"Special restrictions apply to the importation of all arms except hunting and sporting arms, side arms of war, arms for collections, and arms intended for use of government authorities."

Under "For other reasons", delete the last paragraph "The importation of certain threads \* \* \*," and add the following new paragraph:

"Works of art produced prior to 1801 are admitted only after a special examination."

CHANGE No. 47.

Page 195, in the country item "Guatemala," insert a subitem between "Dutiable articles (merchandise) prepaid at letter rate" and "Prohibitions," to read: "Observations.—See 'Observations' under 'Parcel Post' on page 196 for requirements as to commercial invoices and certificates of origin, which also apply to merchandise sent in the regular mails."

CHANGE No. 48

Page 196, in the subitem "Observations" under "Parcel Post" in the country item "Guatemala" delete the first paragraph and insert as new first, second, and third paragraphs, the following:

"The customs laws of Guatemala require that every importation be accompanied by a certificate of origin, except in the case of merchandise not exceeding \$50 in value. Nevertheless, if the articles are subject to restrictions, quotas, or special charges, the certificate is required regardless of their value.

"Commercial invoices must accompany all merchandise imported into the country.

"Both certificate of origin and commercial invoice must be visaed by a Guatemalan consul or diplomatic representative. Senders should present to the nearest Guatemalan Consul five copies of the commercial invoice covering their parcels. The original invoice which is returned after certification for forwarding to the addressee should be enclosed in the parcel. The remaining copies are retained by the Consul."

INSTRUCTIONS OF

THIRD ASSISTANT POSTMASTER GENERAL

FREE ENTRY OF GIFTS FROM MEMBERS OF UNITED STATES ARMED FORCES

The act of Congress approved August 8, 1947, Public, No. 384, continues until the close of business on June 30, 1949, the provision of the act of December 5, 1942, Public, 790, under which bona fide gifts not exceeding \$50 in value in any one shipment from members of the armed forces of the United States on duty outside the continental limits of the United States, may be imported free of duty, provided the articles were purchased in or through authorized agencies of the armed forces of the United States or in accordance with regulations prescribed by the major geographical command of such forces. Parcels containing such gifts need not be accompanied with customs declarations. However, gift parcels mailed at A. P. O.'s in overseas commands by authorized personnel must be accompanied by WD AGO Form 159 (Gift Certificate), which is substantially the size of P. O. D. Form 2966. Gift parcels are subject to the following amended customs regulations of the Treasury Department (T. D. 51737, Federal Register 5650, August 22, 1947):

"(b) Satisfactory evidence as to the status of articles under Public Law No. 790, as amended, will have been filed in connection with the entry within the meaning of the statute if (1) the shipment is accompanied by a declaration of the donor and a duly designated officer of the armed forces executed substantially in the following form:

I certify that I am a member of the armed forces of the United States on duty outside the continental limits of the United States, that the following-described articles in this parcel are being sent as bona fide gifts from me, that they were purchased in accordance with regulations prescribed by the major geographical command of the armed forces from which sent, and that the amounts listed below are the actual amounts paid for such articles:

| Item  | Amount paid (indicate type of currency) |              |
|-------|---|--------------|
| ----- | -----                                   | -----        |
| ----- | -----                                   | -----        |
| ----- | -----                                   | -----        |
| ----- | -----                                   | -----        |
| ----- | -----                                   | -----        |
| ----- | -----                                   | -----        |
| ----- | -----                                   | -----        |
| ----- | -----                                   | -----        |
| ----- | (Name)                                  | -----        |
| ----- | (Rank)                                  | (Serial No.) |
| ----- | (Post of duty)                          |              |

I certify that the above-described articles were purchased (1) in or through an authorized agency of the armed forces of the United States in accordance with regulations prescribed by the major geographical command of the United States armed forces from which sent, or (2) in accordance with regulations prescribed by the major geographical command of the United States armed forces from which sent (Strike out inapplicable clause).

|   |              |
|---|--------------|
| -----   | -----        |
| (Date)  | (Name)       |
| -----   | -----        |
| (Rank)  | (Serial No.) |
| (Officer designated by local commander to execute the foregoing declaration in accordance with current rules and regulations) |              |

or if (2) such a declaration, adequately describing and identifying the articles, is filed at the customhouse prior to the liquidation of the entry.



"(c) The declaration provided for in paragraph (b) (1) of this section shall be retained by customs officers, or, if affixed to the parcel in a manner which makes removal impracticable, shall be appropriately marked to prevent its further use.

"(d) The entry requirements prescribed in the Tariff Act of 1930, as amended, and the Customs Regulations of 1943 (19 CFR, ch. I), as amended, are applicable to articles entitled to free entry under Public Law 790.

"(e) Customs invoices, including the invoices provided for in section 9.1, Customs Regulations of 1943 (19 CFR, Cum. Supp., 9.1; 39 CFR 22.9) shall not be required for shipments of bona fide gifts accorded free entry under Public Law No. 790, as amended, in whole or in part. If the certificate provided for in paragraph (b) (1) of this section stating the information as to the purchase price of each article listed accompanies the parcel, it shall be accepted as a compliance with the other requirements of section 9.1 of the customs regulations."

The notice published in the POSTAL BULLETIN of January 15, 1943, and pages 13 and 14 of the February 1943 Supplement to the Postal Guide regarding the free entry of gifts for members of United States armed forces is modified accordingly.

#### UNITED STATES SAVINGS BONDS

##### Forwarding Erroneously Inscribed Savings Bonds to the Department

United States savings bonds which must be reissued because of errors in registration are sometimes received in this office by ordinary mail or without Form 922. Form 922 should be prepared in each reissue case and the bond or bonds together with the form should be sent to the Third Assistant Postmaster General, Division of Postal Savings, Washington 25, D. C., by official registered mail. Pertinent instructions were published in the Postal Bulletin of May 23, 1946.

Form 922 maybe requisitioned from any designated supply office.

#### STOLEN MONEY-ORDER FORMS-WARNING NOTICE

Due to the fact that the United States Official Postal Guide is to be published as of July 1947, no supplement to that guide will be published for the quarter ended June 30, 1947. Therefore, a complete list of money-order forms, which have been reported stolen from July 1, 1945, to July 1, 1947, that would have appeared in the July Supplement is given below. Postmasters will use this list in lieu of previously published warning notices. (Notices not previously published in quarterly supplement are shown in bold-faced type.)

Alameda, Sta. 2, Calif., 82268 to 82400; July 29, 1946.  
 Alto, La., 56664 to 56800; October 25, 1946.  
 Amarillo, Army Technical Village Rural Station, Tex., 946 to 1000; April 18, 1946.  
 Anniston, Fort McClellan Br., Unit 9, Ala., 10008 to 10200; December 21, 1945.  
 Baltimore, Sta. 28, Md., 113273 to 113275; February 27, 1947.  
 Belvidere, Ill., 516601 to 518000; August 11, 1945.  
 Belvidere, Ill., 518201 to 519400; August 11, 1945.  
 Belvidere, C. O. D. Sta., Ill., 75401 to 77600; August 11, 1945.  
 Berkeley, Sta. 3, Calif., 92937 to 93000; September 22, 1946.  
 Berkeley, Sta. 16, Calif., 19597 to 19600; May 5, 1946.  
**BERWYN, STA. 1, ILL., 52276 to 52400; April 10, 1947.**  
 Bristol, Md., 23649 to 24000; January 16, 1947.  
 Butte, Sta. 1, Mont., 7341 to 7400; January 16, 1946.  
**CAMPTON, GA., 53401 to 53800; April 4, 1947.**  
**CHICAGO, STA. 36, ILL., 160448 to 160600; May 9, 1947.**  
 Chicago, Sta. 112, Ill., 334256 to 334400; February 2, 1947.  
**CHILTON, KY., 8001 to 8200; January 6, 1947.**  
 Clarkia, Idaho, 51525 to 51600; September 15, 1946.  
 Cleveland, Sta. C., Ohio, 132523 to 132600; April 22, 1946.  
**CLEVELAND, STA. 52, OHIO, 159803 to 160000; April 13, 1947.**  
 Colony, Okla., 80158 to 80200; January 24, 1946.  
 Corydon, Ky., 122801 to 124000; October 29, 1946.  
 Deanville, Tex., 28096 to 29000; March 26, 1946.  
 Denver, Ind., 94386 to 94600; November 30, 1946.  
 Dover, Mo., 50691 to 50800; June 26, 1946.  
 Duluth, West End Sta., Minn., 334191 to 334200; December 20, 1945.  
 East Craftsbury, Vt., 10585 to 11000; March 1, 1947.  
 Echo City, Utah, 30174 to 30200; June 9, 1946.  
**ECHOLA, ALA. (reprint), 9489 to 9491; September 5, 1941.**  
**ECHOLA, ALA. (reprint), 9512 to 9538; September 5, 1941.**  
**ECHOLA, ALA. (reprint), 9559 to 9600; September 5, 1941.**  
 Esmond, R. I., 86463 to 88000; December 3, 1946.  
 Estill Springs, Tenn., 76487 to 77000; November 25, 1945.  
 Flat Creek, Ala., 70401 to 71200; March 13, 1947.

Frenchburg, Ky., 49534 to 49800; December 30, 1946.  
 Frenchburg, Ky., 50001 to 51000; December 30, 1946.  
 Galesburg, Sta. 4, Ill., 22350 to 22400; January 12, 1947.  
 Good Springs, Nev., 64031 to 64200; November 4, 1945.  
 Grand Rapids, Sta. 27, Mich., 18855 to 19000; November 8, 1946.  
 Graniteville, S. C., 176144 to 176200; October 11, 1945.  
 Greer, Arlington Rural Sta., S. C., 9795 to 9800; March 8, 1947.  
 Guanica, P. R., 85986 to 86000; November 22, 1946.  
 Guam, Guam, 127178 to 130000; December 8, 1941.  
 Henning, Ill., 38966 to 39000; February 23, 1946.  
**HENRIETTA, N. C., 100071 to 100200; May 23, 1947.**  
 Honolulu, Navy Yard, Cavite, Philippine Islands Br., Hawaii (Office No. XIII), 24201 to 24400; February 1, 1942.  
 Houston, Sta. 4, Tex., 128941 to 129400; July 27, 1945.  
 Huntington Park, Sta. 4, Calif., 176580 to 176600; December 6, 1945.  
 Kearney, Air Base Br., Nebr., 29601 to 29800; December 28, 1945.  
 Kedron, Ark., 24976 to 25000; July 4, 1946.  
 Lakeside, Oreg., 51589 to 53000; December 5, 1946.  
 Lanai City, Hawaii, 150036 to 150200; August 17, 1946.  
 Los Angeles, Sta. 1, Calif., 126545 to 126800; November 19, 1945.  
 Magnolia Beach, Tex., 4619 to 4800; August 27, 1945.  
 Miami, Sta. 3, Fla., 52503 to 52600; November 22, 1946.  
 Milwaukee, Sta. 89, Wis., 100401 to 100600; January 16, 1946.  
 Nashville, Fisk Univ. Sta., Tenn., 18762 to 18800; May 22, 1946.  
 Newark, Calif., 169375 to 170000; October 20, 1946.  
 Newport, Md., 10685 to 10800; January 29, 1947.  
 New York, APO 125 Br., N. Y., 57517 to 57521; December 7, 1946.  
**NEW YORK, A. P. O. 145 BR., N. Y., 51522 to 51600; October 4, 1945.**  
**NEW YORK, A. P. O. 147 BR., N. Y., 92395 to 92400; May 6, 1947.**  
 New York, A. P. O. 757 Br., Unit 1, N. Y., 74001 to 74025; August 7, 1946.  
 New York, A. P. O. 757 Br., Unit 2, N. Y., 57001 to 57013; August 7, 1946.  
 New York, A. P. O. 757 Br., Unit 2, N. Y., 62601 to 62614; August 7, 1946.  
 New York, A. P. O. 757 Br., Unit 3, N. Y., 49801 to 49834; August 7, 1946.  
 New York, A. P. O. 809 Br., N. Y., 53601 to 53800; December 24, 1946.  
 New York, A. P. O. 887 Br., Unit 3, N. Y., 33201 to 33400; September 16, 1946.  
 New York, Navy 165 Br., N. Y., 48765 to 65000; March 6, 1946.  
 New York, Navy 15863 Br., N. Y., 606 to 619; March 8, 1946.  
**NEW YORK, U. S. S. LST 25 BR., N. Y. (Office No. X6736), 1 to 1600; February 1, 1946.**  
**NEW YORK, U. S. S. LST 25 BR., N. Y. (Office No. X6736), 1720; February 1, 1946.**  
**NEW YORK, U. S. S. LST 25 BR., N. Y. (Office No. X6736), 1801 to 2000; February 1, 1946.**  
 New York, U. S. S. *Pickens* Br., N. Y. (Office No. X9707), 2553 to 2600; November 20, 1945.  
 New York, U. S. S. *Spangenberg* Br., N. Y. (Office No. 18345), 4002 to 4004; January 9, 1947.  
 Oak Ridge, La., 150401 to 150600; April 24, 1946.  
 Oklahoma City, Sta. 5, Okla., 96468 to 96600; July 16, 1945.  
 Olympia, Sta. 3, Wash., 72148 to 72200; October 29, 1945.  
 Port Tobacco, Md., 16268 to 16400; February 6, 1947.  
 Quincy, Sta. 11, Ill., 504815 to 505000; February 1, 1947.  
**RALPH, ALA. (reprint), 38801 to 39000; February 5, 1941.**  
 Rector, Ark., 422796 to 422800; January 21, 1946.  
 San Antonio, Sta. 18, Tex., 42204 to 42400; August 23, 1945.  
 Sterling Junction, Mass., 41455 to 41600; September 7, 1946.  
 Sylvester, W. Va., 6974 to 7000; September 2, 1946.  
 Tacoma, Sta. 9, Wash., 39130 to 39200; March 21, 1946.  
**TUCSON, STA. 2, ARIZ., 105942 to 106000; June 17, 1947.**  
 Warsaw, N. C., 244284 to 244400; March 22, 1946.  
 Wauna, Oreg., 82776 to 82800; July 24, 1945.  
 West Point, Ill., 64481 to 64600; November 9, 1945.  
**WORCESTER, STA. 16, MASS., 18630 to 18800; May 9, 1947.**  
 Youngstown, Boardman Br., Ohio, 925 to 1000; July 4, 1946.

#### INSTRUCTIONS OF FOURTH ASSISTANT POSTMASTER GENERAL

##### COMPENSATORY TIME FOR SUPERVISORS IN CUSTODIAL SERVICE, MOTOR VEHICLE SERVICE AND PNEUMATIC TUBE SERVICE

The act of July 30, 1947, Public Law No. 265 has amended section 3 of the act of July 6, 1945, Public Law 134, to read as follows:

"Sec. 3. When the needs of the service require employees to perform service on Saturdays, Sundays, or holidays, they shall be allowed compensa-

tory time for such service on one day within five working days next succeeding the Saturday or Sunday and within thirty days next succeeding the holiday: *Provided*, That the Postmaster General may, if the exigencies of the service require, authorize the payment of overtime to employees other than supervisory employees whose base salaries are more than \$3,600 per annum for services performed on Saturdays, Sundays, and Christmas Day during the month of December in lieu of compensatory time: *Provided further*, That supervisory employees shall be allowed compensatory time for services performed in excess of 8 hours per day, and those whose base salaries are more than \$3,600 per annum shall be allowed compensatory time for services performed on Saturdays, Sundays, and on Christmas Day during the month of December within 180 days from the days such service was performed: *And provided further*, That the provisions of this section shall not apply to employees of the Railway Mail Service and the Air Mail Service; post-office inspectors; rural carriers; traveling mechanics; examiners of equipment and supplies; clerks in third-class post offices; and employees paid on an hourly basis."

In view of the foregoing, postmasters shall grant supervisory employees in the Custodial Service, Motor Vehicle Service and Pneumatic Tube Service compensatory time for services performed on Saturdays, Sundays, and holidays, provided it is not in excess of 8 hours, within the next 5 working days immediately following the Saturday and Sunday and within the next 30 days following the holiday.

For service performed in excess of 8 hours on any day, supervisory employees in the Custodial Service, Motor Vehicle Service, and Pneumatic Tube Service, shall be granted compensatory time within the next 180 days, at such time as, in the opinion of the Postmaster, it best meets the needs of the service. Compensatory time shall be granted without additional cost.

Supervisory Custodial, Motor Vehicle and Pneumatic Tube employees whose base rates of pay are more than \$3,600 per annum, shall be granted compensatory time within 180 days for services performed on Saturdays, Sundays, and Christmas Day, during the month of December.

It is expected that postmasters will not authorize overtime for supervisors for which compensatory time is expected, unless it is absolutely necessary. Schedules shall be so arranged that overtime on the part of supervisory employees shall not be required except during real emergencies.

INSTRUCTIONS OF THE COMPTROLLER

REVISION OF FORM 1550-T, PARTIAL TRANSCRIPT OF QUARTERLY ACCOUNT—THIRD-CLASS OFFICE

Form 1550-T, Partial Transcript of Quarterly Account, for use at third-class offices, has been revised as of June 1947 and it is essential that the revised form be used beginning with accounts for the quarter ending September 30, 1947.

All obsolete stock of the form, bearing revision date prior to June 1947, should be disposed of as waste upon receipt of the revised supply.

The revised form provides spaces for recording separately the salary, pay-roll deductions, and net payments for each regular (annual rate) clerk and each substitute (hourly rate) clerk for the quarter. The salary rate reported on the form should be the hourly or annual rate which has been approved by the Department and at which the clerk is being paid.

Space is also provided on the revised form for reporting fees on issued money orders. The amount of fees on domestic money orders issued and the amount of fees on international money orders issued, as recorded in A/C No. 3 and A/C No. 5, respectively, on the quarterly account should be combined and recorded as one item in the space provided on the transcript.

Care should be exercised in the preparation of transcripts so that complete and accurate information will be furnished, and postmasters at central accounting offices should cause the forms to be examined carefully to insure that this is done.

The Bureau of the Fourth Assistant Postmaster General, Division of Equipment and Supplies, is furnishing designated supply offices with the revised form so that distribution to third-class offices may be effected before the close of the current month. A supply should be furnished each third-class office as promptly as practicable, without requiring requisitions therefor.

INSTRUCTIONS OF THE SOLICITOR

NAMES OF WINNERS IN LOTTERY SCHEMES

The attention of all postmasters is invited to that portion of section 601, Postal Laws and Regulations, which makes nonmailable newspapers, circulars, pamphlets, or publications of any kind " \* \* \* containing any list of the prizes drawn or awarded by means of any \* \* \* lottery, gift enterprise, or scheme, whether said list contains any part or all of such prices, \* \* \*"

There have recently come to the attention of the Department numerous instances where the names of winners in lottery schemes have been announced in newspaper and magazine articles. Postmasters should bring this notice to the attention of publishers and warn them that issues of their publications containing such matter will be excluded from the mails.

POST OFFICE CHANGES

Established—Fourth Class

ARIZONA

05076. El Mirage (\*4581) Maricopa County. Supply route 268016. Effective Oct. 1, 1947. a Route 1, Box 120 H, Peoria.

CALIFORNIA

82597. Twin Bridges (\*5371) Eldorado County. Supply route 76238. Effective Oct. 1, 1947. a Kyburz.

\* Unit number.  
a Postmaster's address.

Discontinued—Fourth Class

COLORADO

30941. Swallows, Pueblo County, routes 114726 and 265142. Effective as of Aug. 6, 1947. Mail to Pueblo.

WEST VIRGINIA

88456. Wewanta, Lincoln County, routes 16508 and 16510. Effective Sept. 15, 1947. Mail to Ranger.

Summer Post Office—Opened

MICHIGAN

08754. Castle Park, Allegan County. Effective as of June 15, 1947.

Summer Post Offices—Closed

CALIFORNIA

82250. Benbow, Humboldt County. Effective Sept. 30, 1947. Mail to Garberville.  
80582. Cedar Crest, Fresno County. Effective Sept. 30, 1947. Mail to Big Creek.  
82386. Dinkey Creek, Fresno County. Effective Oct. 1, 1947. Mail to Auberry.  
80790. Emerald Bay, Eldorado County. Effective Sept. 20, 1947. Mail to Camp Richardson.  
82439. Huntington Lake, Fresno County. Effective Sept. 30, 1947. Mail to Big Creek.  
81267. Lake Kirkwood, Eldorado County. Effective Sept. 16, 1947. Mail to Pine Grove.  
81373. Mather, Tuolumne County. Effective Sept. 30, 1947. Mail to Groveland.

COLORADO

30431. Eldora, Boulder County. Effective Sept. 30, 1947. Mail to Nederland.

CONNECTICUT

32035. Black Point Beach Club, New London County. Effective Sept. 15, 1947. Mail to Niantic.

ILLINOIS

11623. Chautauqua, Jersey County. Effective Sept. 2, 1947. Mail to Alton.

MAINE

94038. Bayville, Lincoln County. Effective Sept. 20, 1947. Mail to Boothbay Harbor.  
94445. Christmas Cove, Lincoln County. Effective Sept. 30, 1947. Mail to South Bristol.  
94461. Cousins Island, Cumberland County. Effective Sept. 30, 1947. Mail to Yarmouth.  
94652. Haven, Hancock County. Effective Sept. 15, 1947. Mail to Brooklin.  
94718. Lakewood, Somerset County. Effective Sept. 13, 1947. Mail to Skowhegan.  
94960. Pleasant Island, Oxford County. Effective Sept. 25, 1947. Mail to Oquossoc.

MASSACHUSETTS

61343. Silver Beach, Barnstable County. Effective Sept. 10, 1947. Mail to North Falmouth.

MICHIGAN

08754. Castle Park, Allegan County. Effective Sept. 15, 1947. Mail to Holland.  
09411. Michillinda, Muskegon County. Effective Sept. 15, 1947. Mail to Whitehall.

NEW HAMPSHIRE

01427. Maplewood, Grafton County. Effective Sept. 20, 1947. Mail to Bethlehem.

NEW JERSEY

90310. Green Pond, Morris County. Effective Sept. 15, 1947. Mail to Newfoundland.

NEW YORK

23046. Horseshoe, Saint Lawrence County. Effective Sept. 30, 1947. Mail to Tupper Lake.  
23768. Pilot Knob, Washington County. Effective Sept. 30, 1947. Mail to Kattskill Bay.  
23983. Sacandaga, Fulton County. Effective Sept. 22, 1947. Mail to Northville.  
24560. Whiteface, Essex County. Effective Sept. 30, 1947. Mail to Lake Placid.

NORTH CAROLINA

75083. Atlantic Beach, Carteret County. Effective Sept. 30, 1947. Mail to Morehead City

Subscription price of the POSTAL BULLETIN is \$1.50 per annum.  
Remittance should be made to the Superintendent of Documents, Government Printing Office, Washington 25, D. C.

POST OFFICE CHANGES

Summer Post Offices—Closed

OHIO

19752. Geneva-on-the-Lake, Ashtabula County. Effective Sept. 15, 1947. Mail to Geneva.

OREGON

50092. Camp Namanu, Clackamas County. Effective as of Aug. 23, 1947. Mail to Sandy.

Correction

MAINE

94775. Maranacook, Kennebec County. Order closing this office effective Sept. 8, 1947, is corrected to show the name as Maranacook.

POST OFFICE BRANCHES

Established

NEW YORK

New York: The following money-order units of A. P. O. 178 will be established effective Sept. 15, 1947:  
Unit 3, X3459.  
Unit 4, X3460.

Discontinued

NEW MEXICO

Alamogordo: The following money-order units of Air Base (classified) were discontinued effective as of Feb. 28, 1946:  
Unit 1, 04066.  
Unit 2, 04067.  
Unit 3, 04069.

WASHINGTON

Port Orchard: 71256. Orchard Heights (classified) effective Oct. 1, 1947.

POST OFFICE STATIONS.

Established

LOUISIANA

New Orleans: 45583. Gentilly (classified) effective as of Aug. 23, 1947.

OKLAHOMA

Stillwater: 63709. No. 1 (contract) Payne County, effective Sept. 19, 1947.

Change of Name

NEW YORK

Brooklyn: The names of the following classified stations are changed as follows, effective as of Sept. 1, 1947:

| From— | To—          | No.   |
|-------|--------------|-------|
| A     | Metropolitan | 21111 |
| B     | Brevoort     | 21112 |
| C     | Bay Ridge    | 21113 |
| V     | Van Brunt    | 21122 |
| W     | Williamsburg | 21123 |

MONEY-ORDER SERVICE

Establishment of Money-Order Business

ALASKA

Chatanika: Oct. 1, 1947.

Establishment of International Money-Order Business

CALIFORNIA

Oakland, Rockridge Station: Oct. 15, 1947.

DISTRICT OF COLUMBIA

Washington, Bolling Field Station: Oct. 15, 1947.

OREGON

Kirk: Sept. 1, 1947.

TEXAS

Austin, University Station: Oct. 15, 1947.

Discontinuance of International Money-Order Business

ARIZONA

Roosevelt: Aug. 31, 1947.