

## INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

### INTERNATIONAL MAILES AIR MAIL FOR NEWFOUNDLAND

Reports reaching the Department indicate that large numbers of air-mail articles for Newfoundland are being accepted with postage of only 5 cents.

Newfoundland is *not a part of Canada* and the attention of accepting clerks should be called to the fact that the air-mail rate to Newfoundland is 10 cents per half ounce.

Postmasters are directed to see that appropriate notice is taken of the foregoing at their offices.

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

In order to expedite handling and dispatch of international parcel post packages routed via New York for surface dispatch, post offices and railway post offices, effective 12:01 a. m., July 16, 1948, and until further notice, will label such sacks of parcel post for dispatch from New York, N. Y., in the following manner:

1. Parcels for the following countries should be enclosed in sacks, labeled "Postal Concentration Center NY NY—Foreign—Parcel Post"; if the quantity warrants include the name of the **country** on the label. For instance, "Postal Concentration Center NY NY—Foreign—Parcel Post—Austria."

Albania.	Germany. <sup>1</sup>	Switzerland.
Austria.	Hungary.	Trieste.
Czechoslovakia.	Italy <sup>2</sup> (including Vati-	Yugoslavia.
France.	can City State).	

<sup>1</sup> A separation must be made of the parcels for the four zones in Germany; namely, the American Zone, the British Zone, the French Zone, and the Russian Zone. The sacks are to be labeled "Postal Concentration Center NY NY—Germany (American Zone);" "Postal Concentration Center NY NY—Germany (British Zone);" "Postal Concentration Center NY NY—Germany (French Zone);" and "Postal Concentration Center NY NY—Germany (Russian Zone)." At offices where the quantity does not warrant making up separate sacks for the American, British, French and Russian Zones, the sacks are to be labeled "Postal Concentration Center NY NY—Foreign—Parcel Post—Germany."

<sup>2</sup> Whenever the quantity warrants, separate sacks should be made up for provinces and cities in Italy such as Palermo, Naples, Rome, etc., the labels to be endorsed accordingly.

2. Parcels for dispatch from New York which are destined for foreign countries other than those listed above will be sent to the Morgan Station of the New York Post Office for handling and should be enclosed in sacks labeled "New York—Foreign—Parcel Post"; if the quantity warrants include the name of the **country** on the label.

In view of the tremendous volume of parcel post for foreign destinations it is imperative that postmasters and all others concerned make every effort to make up and dispatch these parcels in accordance with the above instructions, which supersede those published under the caption "Labeling of Sacks of Ordinary International Parcel Post for Dispatch from New York, N. Y." in the *POSTAL BULLETIN* of August 28, 1947.

In this connection reference is also had to Order No. 37824 of the Postmaster General, dated June 26, 1948, covering "Relief Parcels," appearing in the *POSTAL BULLETIN* of June 29, 1948.

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.

International air parcel-post packages for countries to which such service is available will continue to be dispatched under present instructions for transmission to the Air Mail Field, New York, in pouches, labeled "New York AMF—Foreign."

## INSTRUCTION OF THIRD ASSISTANT POSTMASTER GENERAL

### RECEIPT FORM 3539 MUST BE ISSUED FOR SECOND-CLASS APPLICATION FEES

Section 528, Postal Laws and Regulations, paragraph 2 (a), requires postmasters who have a supply of Form 3539 to issue a receipt on that form for each second-class application fee collected under the provisions of section 528, Postal Laws and Regulations, paragraph 1. The receipts shall be endorsed to show the kind of second-class application fee collected.

Section 254, Postal Laws and Regulations, paragraph 3, requires postmasters to send the duplicate B copies of the receipts issued during each

quarter on Form 3539 for second-class application fees with the quarterly newspaper and periodical statement on Form 3551 to the Third Assistant Postmaster General, Division of Newspaper and Periodical mail.

Postmasters are requested to read the sections of the Postal Laws and Regulations cited and to comply with the requirements.

### RECEIPTS ON FORM 3603 (ISSUED FROM RECEIPT BOOKS 3603-S or 3603-L) SHOULD BE COMPLETED IN DETAIL

The attention of all postmasters who have been authorized to issue permits and accept **nonmetered** matter for mailing without stamps affixed under sections 562 and 579, Postal Laws and Regulations, is called to the fact that more care should be exercised in issuing receipts so that all of the information called for will be correctly shown.

The class of matter mailed, the permit number, the total number of pieces in the mailing, the amount of postage chargeable on each piece or pound and the total amount paid should be carefully ascertained and correctly reported.

In the case of third-class matter under section 562, Postal Laws and Regulations, the number of pieces to a pound, and the total number of pounds (including fractions of pieces or pounds) should be shown.

Some postmasters are computing postage on fractions of pounds rather than considering the fraction as an additional pound. If a mailing under section 562, Postal Laws and Regulations, at the pound rate consists of 500½ pounds, postage should be computed on 501 pounds.

Many postmasters fail to issue receipts on Form 3603 for the \$10 fees collected in connection with applications to mail nonmetered matter although the fees are correctly reported in A/C 21 of the postal account. A receipt should be issued promptly for each \$10 application fee collected and the receipt on Form 3603 endorsed "Nonmetered Application Fee." The total amount of such fees should be accounted for separately in the quarterly postal account under A/C 21, Nonmetered Application Fees.

Receipts on Form 3603 should be enclosed in Form 3604 (3605 for fourth-class offices) and accompany the quarterly postal account.

Before submitting the receipts at the end of the quarter, postmasters should go back over all receipts issued during the quarter and see that correct postage has been collected and that the receipts are correctly filled out in all respects.

#### Signing of Receipts on Form 3603

**AT TWO-DIVISION AND MODIFIED TWO-DIVISION OFFICES.**—Receipts on Form 3603 should be signed by the employee in the office of superintendent of postal finance, who issues the receipt in the name of the postmaster. The postmaster's name may be handstamped and the employee issuing the receipt should certify thereto by signing on the line below.

**AT FIRST- AND SECOND-CLASS OFFICES, OTHER THAN TWO-DIVISION OR MODIFIED TWO-DIVISION OFFICES.**—Receipts on Form 3603 should be signed by the assistant postmaster (or in his absence by someone in the finance section designated by him). The name of the postmaster may be hand-stamped, and the assistant postmaster should certify thereto by signing his name on the line below.

**AT THIRD- OR FOURTH-CLASS OFFICES.**—Receipts on Form 3603 should be signed by two employees. Where the postmaster personally signs receipts, at least one other employee should sign.

### 5-CENT GOLDEN ANNIVERSARY OF THE CITY OF NEW YORK COMMEMORATIVE AIR MAIL POSTAGE STAMP

The Department will issue a 5-cent stamp through the New York, N. Y., post office, on July 31, 1948, to commemorate the Golden Anniversary of the city of New York.

The stamp will be 0.75 by 0.87 inch in dimensions, arranged vertically, printed by the rotary process in red, electric-eye perforated, and issued in sheets of 100 subjects. The printing of 25,000,000 Golden Anniversary stamps has been authorized.

The central design of the stamp depicts the five New York City boroughs on a dark background, around which is a ring bearing the inscription "1898 The City of New York 1948 Golden Anniversary" in dark Roman. Circling the ring are seven modern airplanes. Across the top in one line of white modified Roman is the wording "United States Postage." In the same style across the bottom appears "5¢ U. S. Air Mail 5¢."

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 must not be sent for return of first-day covers.** The envelope to the Postmaster at New York, N. Y., 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 must not include requests for uncanceled stamps.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 5-cent Golden Anniversary of the city of New York commemorative air mail stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after August 2, 1948. To insure prompt shipment, mail orders to the Agency should include no other stamp issues. **The Philatelic Agency does not service first-day covers.**

**To obtain the 5-cent Golden Anniversary of the city of New York commemorative air mail stamps, postmasters at direct and central accounting post offices must immediately submit requisitions on Form 3201-A.** Requisitions should be restricted to such quantities as will be required for philatelic use. Postmasters at district-accounting post offices should withhold their requisitions so as not to reach their central-accounting post office before August 1, and should not include therein requests for any other varieties of stamped paper.

**Postmasters will please post a copy of this notice on the bulletin board,** give information to the press, and notify all local stamp clubs regarding the issuance of the 5-cent Golden Anniversary of the city of New York commemorative air mail stamp.

**Postmasters are cautioned not to place the stamp herein announced on sale before August 1, 1948.**

#### STATE EMPLOYMENT SECURITY MAIL

Effective July 1, 1948, the activities of the United States Employment Service will be transferred from the Department of Labor to the Federal Security Administration and the use of penalty envelopes of that service discontinued. Consequently, penalty envelopes now on hand will be overprinted or handstamped with the indicia prescribed by paragraph 14, section 579, Postal Laws and Regulations, and used for mailing matter under the provisions of the law embodied in paragraph 13 of that section.

Postmasters at offices where State employment security offices are located are requested to bring this matter to the attention of all concerned and take steps to see that matter presented for mailing in such envelopes is accepted without question.

#### WRONG OFFICE NUMBER ON MONEY-ORDER FORMS

**PEARLBEACH, MICH.** The office number on money-order forms furnished this office was printed "09490," whereas the correct number is "09590." Money orders Nos. 33001 to 33600, inclusive, were issued.

Some of the forms may show a correction in number with pen and ink. Postmasters who have paid orders issued at these offices should make record thereof so that error will be avoided in certifying to applications for duplicates and settlement checks, and in answering inquiries regarding payment.

#### NAME OF OFFICE MISPELLED ON MONEY ORDER FORMS

**MITCHELLSBURG, KY.** The name of this post office was misspelled "Hitchellsburg" on money orders recently furnished and Nos. 20601 to 20619, inclusive, were issued.

**ROSEFORK, KY.** The name of this post office was misspelled "Roseford" on money orders recently furnished and Nos. 3601 to 3653, inclusive, were issued.

**COCHECTON CENTER, N. Y.** The name of this post office was misspelled "Cochector Center" on money orders recently furnished and Nos. 21001 to 21149, inclusive, were issued.

Some of the forms may show a correction in name with pen and ink or overprinted with a rubber stamp. Postmasters who have paid orders issued at these offices should make record thereof so that error will be avoided in certifying to applications for duplicates and settlement checks, and in answering inquiries regarding payment.

### INSTRUCTIONS OF FOURTH ASSISTANT POSTMASTER GENERAL

SUBMISSION FORM 4577

ANNUAL REPORT

COST BY SERVICES AND SUMMARY OF ACCIDENT REGISTER  
GOVERNMENT-OWNED MOTOR VEHICLE SERVICE

Attention is called to the circular letter of the Fourth Assistant Postmaster General dated June 15, 1948, regarding the submission of Form 4577 not later than July 10, 1948. Postmasters with Government-owned vehicles should give the matter personal attention to insure compliance with the instructions.

### INSTRUCTIONS OF THE SOLICITOR

FICTITIOUS ORDER NOTICE

Hollywood Extras

On June 30, 1948, a fictitious order was issued against Hollywood Extras, at Los Angeles, Calif.

All mail addressed to this name and address should be returned to senders, stamped "Fictitious."

### INSTRUCTIONS OF THE CHIEF INSPECTOR

APPOINTMENT

Paul L. Dunham has been restored, after duty with War Department in Tokyo, Japan, to the position of Assistant Post Office Inspector in Charge, Seattle, Wash., effective June 14, 1948, vice John E. Fitzgerald.

### AMENDMENT TO THE POSTAL LAWS AND REGULATIONS

DISPOSITION OF FOREIGN DEAD MATTER

INSERT No. 708.

ORDER OF 37867; DATED JUNE 30, 1948.

Paragraph 2 (a), section 2227, Postal Laws and Regulations of 1940, as amended, is further amended by deleting "(concerning certain ordinary articles without value)" after the word "hereof" and substituting therefor "(concerning ordinary prints without value)."

Paragraph 2 (b), section 2227, Postal Laws and Regulations of 1940, is amended to read as follows:

"(b) Ordinary prints without value from any foreign country which do not bear a request for return in a language known in the country of destination and the name and address of the sender, shall be destroyed at the office of address (or shall be disposed of as waste in the manner prescribed in section 101). Other ordinary articles and all registered articles shall always be returned to the sender."

Paragraph 3, section 2227, Postal Laws and Regulations of 1940, is amended by deleting "(on the right half of the front in the case of post cards and prints in the form of cards and on the back in the case of other articles)" after the words "French language" and substituting therefor "(and when possible on the front, on the right half of the front in the case of post cards and prints in the form of cards)."

NOTE.—This amendment shall be effective July 1, 1948.

#### POSTAL SAVINGS CHANGES

**Designated**  
**CALIFORNIA**  
San Fernando: Sepulveda Branch (classified), effective July 1, 1948.  
**FLORIDA**  
Tampa: Palma Ceia Branch (classified), effective Apr. 1, 1948.  
**KENTUCKY**  
Compton, effective July 1, 1948.  
**NEW YORK**  
Far Rockaway: Inwood Branch (classified), effective July 1, 1948.  
Flushing: Utopia Station (classified), effective Aug. 1, 1948.  
Jamaica: Station C (classified), effective July 1, 1948.  
Long Island City: Broadway Station (classified), effective Apr. 1, 1948.

#### POST OFFICE CHANGES

**Designated**  
**NORTH CAROLINA**  
Sanford: Jonesboro Heights Station (classified), effective July 1, 1948.  
**Revoked**  
**CALIFORNIA**  
Sepulveda, effective June 30, 1948.  
**NORTH CAROLINA**  
Jonesboro, effective June 30, 1948.  
**OKLAHOMA**  
Chattanooga, effective June 30, 1948.  
**OREGON**  
Portland: Central Station (classified), effective June 30, 1948.

Read the POSTAL BULLETIN Carefully

FOREIGN MAIL REGULATIONS ARE CHANGING FREQUENTLY