

## INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

### GET THAT PACKAGE AND CARD THERE ON TIME USE AIR MAIL AND AIR PARCEL POST

About now or the day before Christmas many of the public who have failed to go along with our "Mail Early" signs frantically start to figure how that package, card or letter will arrive in time.

Each year postmasters and postal people strain their efforts and facilities to the utmost to see that all mail arrives before Christmas.

Last year you brought to the attention of the late mailer that air mail would speed his Christmas cards and letters.

This year we have a brand new service especially designed for those who mail packages late—Air Parcel Post. It is a first-class air-mail service as you know. If there is any way for a package to get there in time, it is by air parcel post.

Don't let the package go as air parcel post alone when by adding a special-delivery stamp it becomes a really premium service.

Go to the newspapers and radios; use the other public information devices at your disposal. Let your patrons know what the air services will do for them. Put on a real educational campaign. **GET THAT PACKAGE AND CARD THERE ON TIME—USE AIR MAIL AND AIR PARCEL POST!**

### APPOINTMENT

Martin C. Dwyer has been appointed Assistant General Superintendent of the Ninth Division, Railway Mail Service, Cleveland, Ohio, effective January 1, 1949.

### LIVE FOWL (EXCEPT DAY OLD) AND ANIMALS PROHIBITED IN THE MAILED INCLUDING AIR MAIL

Reports are being received of live fowl and animals being accepted at some offices in violation of paragraph 2 (a), section 588, Postal Laws and Regulations of 1940, which indicate a lack of understanding as to what may be accepted.

All fowl with the exception of live day-old chicks, ducks, geese, turkeys and guinea fowl (see *POSTAL BULLETIN* of February 4, 1947) are prohibited in the mails. These day-old fowl are not admissible in air-mail service.) The prohibition includes but is not limited to grown or partly grown chickens, ducks, geese, turkeys, pheasants, pigeons, doves, quail, canary birds, bats, etc.

Also prohibited are hamsters, cavies, guinea pigs, mice or rats including the white varieties, rabbits, kittens, cats, puppies, dogs, snakes, etc.

The harmless live creatures which are available are listed in section 594, Postal Laws and Regulations of 1940.

### ADDRESSING PARCELS FOR GERMANY

In consequence of the increased postage rate applicable to parcels for the Soviet zone of Germany, it is necessary that all parcels for Germany except those for the city of Berlin show the zone of occupation as a part of the address. A list of the postal addressing districts of Germany which are located in each occupation zone is indicated below:

- Districts 2, 3, 10a, 10b, 15, 19a and 19b are in the Soviet zone.
- Districts 13a, 13b, 14a, 16 and 17a are in the American zone.
- Districts 14b, 17b, 18 and 22b are in the French zone.
- Districts 20a, 20b, 21a, 21b, 22a, 22c, 23, 24a and 24b are in the British zone.

Postmasters are directed to give this matter as much publicity as possible without expense to the Department.

### FIRST FLIGHT COVERS TO ZURICH, SWITZERLAND

Philatelic service will be provided at the post office of New York, N. Y., and the air-mail fields of Washington, D. C., Philadelphia, Pa., and New York, N. Y., for covers carried by the first flight to Zurich, Switzerland, on F. A. M. 27, to be flown by Transcontinental & Western Air, Inc., on or about January 3, 1949. The present air-mail postage rate of 15 cents per half ounce (10 cents each for air letters will apply).

A special cachet will be applied to covers bearing the required postage and accompanied by request that they be sent by the first flight to Zurich from the following points:

#### For dispatch from—

Post Office, New York, N. Y.-----  
Air Mail Field, New York, N. Y.-----

Air Mail Field, Philadelphia, Pa.-----

Air Mail Field, Washington, D. C.-----

#### Send covers to—

Postmaster, New York, N. Y.  
Regional Superintendent,  
Air Postal Transport,  
New York 1, N. Y.

Clerk in Charge, Air Mail Field,  
Philadelphia, Pa.

Clerk in Charge, Air Mail Field,  
Washington, D. C.

Covers may be for delivery in the United States or in Switzerland, and should be addressed in the usual manner to the persons who are to receive them. It is understood that the covers will be backstamped upon receipt at Zurich, and that those addressed to the United States will be returned by the Swiss postal service.

Covers for the first flight must reach the post office or air mail fields not later than January 1, 1949.

## INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

### NEW EDITION OF FORM 6001, APPLICATION FOR DOMESTIC MONEY ORDER

Requisitions for Form 6001, Application for Domestic Money Order, bearing the new schedule of fees effective January 1, 1949, are reaching the Department. However, it is the intention of the Department to exhaust the supply on hand before ordering a reprint showing the new schedule. Postmasters will therefore be governed accordingly.

### CLAIMS FOR LOST, MUTILATED, OR INVALID POSTAL NOTES

Effective January 1, 1949, no claim for the amount of a lost, mutilated, or invalid postal note shall be accepted unless filed within 1 year from the last day of the month of issue. (39 U. S. C. 738a).

Postmasters are instructed to give this matter the widest publicity possible, without expense to the Department, in order to protect the interests of patrons of the postal note service.

### RETURN RECEIPTS FOR REGISTERED MAIL TO BE PROPERLY COMPLETED AND PROMPTLY RETURNED TO THE SENDERS

Notwithstanding frequent publication of instructions cautioning postal employees to exercise care to see that senders' return receipts are properly completed and promptly returned, the Department continues to receive reports indicating that proper attention is not being given this matter.

When a return receipt is requested for a registered article, a return receipt card should be prepared at the office of mailing and securely attached to the article before dispatch.

Care should be exercised to see that the return receipt card bears the registration number of the article to which it is affixed and that any required indorsements are placed on the return card as well as on the registered article itself.

It is extremely important that return receipts be properly signed, correctly filled out in every detail, and promptly mailed to the senders.

When registered mail is delivered to an authorized representative of the addressee, the name of the addressee and the name of the representative should appear in the spaces provided therefor on the return receipt.

If a registered article is not accompanied with a return receipt but is indorsed to show that a return receipt is desired by the sender, such receipt must be obtained if delivery is effected.

The failure to obtain return receipts or the furnishing of improperly completed return receipts in conveniences the mailers and subjects the Postal Service to adverse criticism. Every precaution should be taken to eliminate complaints of this character.

### 6-CENT AIR MAIL STAMP

The Department will issue a 6-cent air-mail stamp through the Washington, D. C., post office on January 18, 1949.

This stamp will be the same size as the ordinary issue, 0.75 by 0.87 of an inch in dimensions, arranged horizontally, printed by the rotary process, in red, and issued in sheets of 100 subjects. The central design will depict a DC-4 plane in flight. Above the plane will be the wording "Air

Mail" and the denomination "6¢" in two lines of dark Gothic. Just below the plane will appear "U. S. Postage" in the same style of lettering.

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, Washington 13, D. C., 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, Washington, D. C., 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 6-cent air mail stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after January 18, 1949. To insure prompt shipment, mail orders to the Agency should include no other stamp issues. The Philatelic Agency does not service first-day covers.

Postmasters at direct and central-accounting post offices will not submit requisitions for the new 6-cent air mail stamp until stocks on hand of the old design (Series of 1941) have been reduced to not more than a 30 days' supply. When it is necessary to order the new stamps they should be withheld from sale until the remaining stock of the old type 6-cent air mail stamp has been completely exhausted.

After January 18, 1949, postmasters may place orders for limited quantities of the new issue to meet the philatelic requirements of local collectors. Central-accounting offices may also supply district postmasters with small quantities of the new 6-cent air mail stamp to meet the philatelic demand at their offices.

District postmasters will be furnished the new 6-cent air mail stamp by their central accounting office as soon as initial supplies have been received and following the exhaustion of the 1941 series, in response to requisitions.

**Postmasters are cautioned not to place the stamp herein announced on sale before January 19, 1949.**

#### STOLEN MONEY-ORDER FORMS

Since October 1, 1948, blank domestic money-order forms printed for use at the offices named below have been reported stolen.

Alexander, Ark., 135241 to 135400; November 8, 1948.  
 Bridgeport, Sta. 24, Conn., 43546 to 43600; December 4, 1948.  
 Buffalo, Sta. 50, N. Y., 156196 to 156200; October 14, 1948.  
 Cedar Rapids, Sta. 9, Iowa, 54371 to 54400; October 24, 1948.  
 Cleveland, N. Y., 144129 to 144200; November 6, 1948.  
 Constantia, N. Y., 109148 to 109200; November 7, 1948.  
 East Saint Louis, Foreworks Br., Ill., 72830 to 73000; October 3, 1948.  
 New York, U. S. S. *Kennedy, Jr., Joseph P.* (Office No. X-4500), 723 to 739; October 28, 1948.  
**PARRISH, Ala., 286544 to 286600; December 7, 1948.**  
 Pawtucket, Sta. 7, R. I., 254401 to 254600; October 5, 1948.

In this connection the attention of postmasters is directed to the instructions appearing under the heading "Stolen Forms," chapter 17, paragraph 12, page 401 of the Manual of Instructions for Postal Personnel, and the provisions of paragraph 2, section 1426, Postal Laws and Regulations.

#### GREAT CARE SHOULD BE OBSERVED IN THE ISSUE OF INTERNATIONAL MONEY ORDERS

Postmasters and issuing clerks should be most careful, particularly during the busy holiday season, in the issue of international money orders, so that payment of the amounts may be promptly and correctly made.

An intending remitter should be required to enter legibly the exact name and complete address of the payee on the application for an order, and these details should be carefully and clearly transcribed to the advices. Good carbon paper should be used so that clear impressions may be made on the coupon and, when necessary, on the advice.

Since the notice under the heading "Information in Regard to International Money Orders" was printed in POSTAL BULLETIN No. 19172 dated October 5, 1948, money-order service to the State of Hyderabad in India has been resumed, so money orders may now be issued for payment there through the Postal Administration of Great Britain.

The maximum amount for which a single order payable in the places mentioned in the first paragraph of the notice referred to above (through Great Britain) is £10 and only one order for that amount may be purchased

on any one day by one remitter in favor of the same payee. This is also true of an order payable in Honduras, the maximum amount of which is \$10.

Although 100 florins is the maximum amount for a single order drawn for payment in or through the Netherlands, more than one order for that amount may be purchased on the same day by any one remitter in favor of the same payee.

It is again stated that the order forms of money orders payable in or through Great Britain (England, Scotland, and Wales) and Northern Ireland should be marked "canceled" and sent with the advices and coupons to the New York exchange office, as payment will be effected by means of new orders reissued at the London exchange office. However, the order forms of orders drawn for payment in Ireland (Eire, formerly the Irish Free State) should be handed to the remitters for transmission to the payees.

#### NOTICE OF COUNTERFEIT CURRENCY

The United States Secret Service, Treasury Department, has announced the discovery of the following two new counterfeit Federal Reserve Notes in circulation:

A new counterfeit \$1 silver certificate bears a blue Treasury seal, and bears check letter E, face plate number 6218, back plate number 3457, and series 1935 C. Lack of shading in Washington portrait makes chin unnaturally white; eyes are dull; hair above forehead is white, without hair lines. In Treasury seal the "G" and "L" in SIGIL are distorted. Seal and serial numbers (Z18547253D) are lighter blue than genuine. Facsimile signatures of W. A. Julian and John W. Snyder. Julian signature is printed so far above title (Treasurer of the United States) that lower loop of "J" in "Julian" does not touch title at any point.

A new counterfeit \$5 United States note bears check letter H, face plate number 454, black plate number 1479, series 1928 C, and bears a red Treasury seal. Specimen is poorly printed by typographic process on one sheet of fair quality paper. The Lincoln portrait is crudely executed. It is impossible to distinguish top of the head from the cross-ruled background into which it blends. Entire portrait is flecked with tiny white spots. The legend superimposed upon the Treasury seal is almost indecipherable, as is the check letter "H" in upper left corner. Facsimile signatures of W. A. Julian and Henry Morgenthau, Jr. Serial No. G21757070A. Back of note is printed in a bright yellowish green.

#### INSTRUCTIONS OF FOURTH ASSISTANT POSTMASTER GENERAL

##### TRUCK DISPLAY OF POSTER—"NAVY RECRUITING"

There will be distributed to postmasters at offices having Government-owned mail trucks a supply of Navy recruiting posters for display on mail trucks.

Postmasters are authorized to display two of these posters on each Government-owned mail truck during the month of January 1949.

#### INSTRUCTIONS OF THE COMPTROLLER

##### ACCOUNTING FOR INCREASE IN POSTAL NOTE FEES

Effective January 1, 1949, the fee on postal notes will be increased from 5 to 8 cents each, under the provisions of Public Law 900. This will require adjustments in postal note accounts and fixed credits at all first- and second-class offices within the continental limits of the United States.

A complete inventory of all postal note stock, cash and cash items in postal note accounts and fixed credits must be taken as of the close of business December 31, 1948. It is imperative that the number of notes on hand in the main stock and in each fixed credit be ascertained accurately and made a matter of record. No special form is prescribed for the taking of these inventories, and postmasters may require that this be done in such manner as they deem appropriate.

##### Local Office Fixed Credits, First-Class Offices

Record of the inventory of each postal note fixed credit, showing the name of the person to whom the credit is assigned, shall be prepared and delivered to the postmaster, or person in charge of the main postal note stock, at each first-class office. There will be delivered to the postmaster, or to the designated employee, with the record of inventory, 3 cents for each postal note on hand in the fixed credits at the close of business December 31, 1948. The number of postal notes recorded on each fixed credit receipt will be lined out, and in lieu thereof there will be entered on each such receipt the number of notes on hand in the credit at the close of business December 31, 1948. The number of notes thus entered on the fixed credit receipts will be included as a part of the total stock on hand December 31, 1948 for entry in item E of the postal note stock account, Form 6010. The proper recording of the stock in this manner automatically will result in adjustment between fee value and face value for the difference

between the number of notes recorded on the original fixed credit receipt and the number on hand at the close of business December 31, as contemplated by the instructions in article 27, chapter XVIII of the Manual of Instructions.

As of January 1, 1949, the postal note stock account will be debited with 3 cents for each postal note on hand in both the main stock and all fixed credits. This entry should be interlined on the postal note account, Form 6010, for the month of January 1949, between items C 1 and C 2, the proper amount to be debited in both the columns headed "Fee Value Postal Notes" and "Total Value (including fees)." The entry should be captioned "3¢ Fee Increase." The amounts to be entered on the January account on the line titled "Total to be Accounted For" will thus be stated properly, including the total of the fees at 8 cents each on all postal notes in the main stock and fixed credits.

The amount, representing the increase in fees, received from each employee to whom a fixed credit is assigned will be treated in the January account the same as a remittance of cash to reduce the fixed credit, and will be included in the total sales recorded in item J of the column headed "Face Value, Notes and Stamps." This will leave the total accountability of each employee to whom a fixed credit is assigned the same as before the increase in postal note fees, and the only change required in the fixed credit receipt will be correction of the number of notes on hand in the manner outlined above. Since the accountability of the individual employees will not be increased, it is not considered essential that new fixed credit receipts be executed by the employees involved.

**Fixed Credits Assigned Second-Class Offices**

The procedure outlined above also will be applicable to and will be followed in adjusting the fixed credits assigned to second-class offices for which receipts are held by central accounting postmasters. The individual fixed credits assigned to employees at second-class offices will be adjusted through taking the necessary inventories and delivering to the postmaster an amount equal to 3 cents for each note on hand at the close of business December 31, 1948. The total of the notes on hand in the individual fixed credits will be combined with the total in the main stock at each second-class office in stating the inventory and determining the amount which must be forwarded to the central accounting postmaster to effect the proper adjustment for the increase in fees. The inventory records and related remittances must be forwarded to central accounting offices promptly after the close of the month so as not to delay rendition of the December postal note and money order accounts by central accounting offices.

**Preparation of Accounts at First-Class Offices**

There are outlined below two examples portraying the adjusting entries required for the December 1948 and January 1949 accounts, Form 6010, at first-class offices. Example No. 1, represents a situation where the number of notes on hand December 31, 1948 is less than the number shown on the original fixed credit receipts and Example No. 2 is the reverse of that situation. The examples reflect the transactions at a central accounting office, but the same result will obtain at other first-class offices where the amounts in the main stock and fixed credits are combined in items A and E, and the sales in item J.

**EXAMPLE NO. 1**

| Month Year        | Item              | Number        | Fee value       | Face value      | Total value     |
|-------------------|-------------------|---------------|-----------------|-----------------|-----------------|
| December 1948     | A.....            | 1,000         | \$50.00         | \$5,500.00      | \$5,550.00      |
|                   | B.....            | 550           | 27.50           | 3,245.00        | 3,272.50        |
|                   | <b>Total.....</b> | <b>1,550</b>  | <b>77.50</b>    | <b>8,745.00</b> | <b>8,822.50</b> |
|                   | E.....            | 1,000         | 50.00           | 5,500.00        | 5,550.00        |
|                   | F.....            | 475           | 23.75           | 3,248.75        | 3,272.50        |
|                   | <b>Subtotal..</b> | <b>1,475</b>  | <b>73.75</b>    | <b>8,748.75</b> | <b>8,822.50</b> |
|                   | K.....            | 75            | 3.75            | -3.75           | -----           |
| <b>Total.....</b> | <b>1,550</b>      | <b>77.50</b>  | <b>8,745.00</b> | <b>8,822.50</b> |                 |
| January 1949      | A.....            | 1,000         | 50.00           | 5,500.00        | 5,550.00        |
|                   | B.....            | 475           | 23.75           | 3,248.75        | 3,272.50        |
|                   | 3¢ Fees---        |               | {               | 30.00           | {               |
|                   |                   |               | 14.25           |                 | 14.25           |
| <b>Total.....</b> | <b>1,475</b>      | <b>118.00</b> | <b>8,748.75</b> | <b>8,866.75</b> |                 |
|                   | E.....            | 1,000         | 80.00           | 5,500.00        | 5,580.00        |
|                   | F.....            | 475           | 38.00           | 3,234.50        | 3,272.50        |
| <b>Subtotal..</b> | <b>1,475</b>      | <b>118.00</b> | <b>8,734.50</b> | <b>8,852.50</b> |                 |
|                   | K.....            |               |                 | 14.25           | 14.25           |
| <b>Total.....</b> | <b>1,475</b>      | <b>118.00</b> | <b>8,748.75</b> | <b>8,866.75</b> |                 |

**EXAMPLE NO. 2**

| Month Year        | Item              | Number        | Fee value       | Face value      | Total value     |
|-------------------|-------------------|---------------|-----------------|-----------------|-----------------|
| December 1948     | A.....            | 1,000         | \$50.00         | \$5,500.00      | \$5,550.00      |
|                   | B.....            | 475           | 23.75           | 3,256.00        | 3,279.75        |
|                   | <b>Total.....</b> | <b>1,475</b>  | <b>73.75</b>    | <b>8,756.00</b> | <b>8,829.75</b> |
|                   | E.....            | 1,000         | 50.00           | 5,500.00        | 5,550.00        |
|                   | F.....            | 550           | 27.50           | 3,252.25        | 3,279.75        |
|                   | <b>Subtotal..</b> | <b>1,550</b>  | <b>77.50</b>    | <b>8,752.25</b> | <b>8,829.75</b> |
|                   | K.....            | -75           | -3.75           | 3.75            | -----           |
| <b>Total.....</b> | <b>1,475</b>      | <b>73.75</b>  | <b>8,756.00</b> | <b>8,829.75</b> |                 |
| January 1949      | A.....            | 1,000         | 50.00           | 5,500.00        | 5,550.00        |
|                   | B.....            | 550           | 27.50           | 3,252.25        | 3,279.75        |
|                   | 3¢ Fees---        |               | {               | 30.00           | {               |
|                   |                   |               | 16.50           |                 | 16.50           |
| <b>Total.....</b> | <b>1,550</b>      | <b>124.00</b> | <b>8,752.25</b> | <b>8,876.25</b> |                 |
|                   | E.....            | 1,000         | 80.00           | 5,500.00        | 5,580.00        |
|                   | F.....            | 550           | 44.00           | 3,235.75        | 3,279.75        |
| <b>Subtotal..</b> | <b>1,550</b>      | <b>124.00</b> | <b>8,735.75</b> | <b>8,859.75</b> |                 |
|                   | K.....            |               |                 | 16.50           | 16.50           |
| <b>Total.....</b> | <b>1,550</b>      | <b>124.00</b> | <b>8,752.25</b> | <b>8,876.25</b> |                 |

**General**

The number of notes reported in inventories should include all spoiled postal notes on hand December 31. The fee value of spoiled notes forwarded to the Department for which credit authorization is not received prior to January 1 will be increased to 8 cents each, and credit will be allowed accordingly. The fee value of all postal notes received by first-class offices from the Department on and after January 1, 1949, should be debited in the postal note account at 8 cents each and so recorded on the reverse of Form 6010 for the month of January. Every reasonable effort should be made to avoid requisitions for postal note stock, or spoiled notes, being in transit at the close of business December 31, 1948.

Where the funds on hand in a postal note fixed credit are insufficient to cover the increase in fees on the postal notes on hand December 31, the required amount may be temporarily withdrawn from any other official funds in the custody of the employee to whom the credit is assigned, or where there is no other alternative postal note stock in the amount of the increase in fees may be turned in to retain the total accountability at the amount stated on the original fixed credit receipt.

The records of the inventories referred to herein should be retained for a period of not less than 1 year, after which they may be disposed of as waste. The records of the individual inventories at second-class offices should be retained in those offices, and the records of the combined inventories of the main stock and fixed credits at such offices should be retained in the files of the central accounting offices to which forwarded.

**These instructions are applicable to first and second-class offices only.**

**INSTRUCTIONS OF THE SOLICITOR**

**FRAUD ORDER NOTICES**

**Gilberto Rolando**

On December 7, 1948, a fraud order was issued against the following party:

Gilberto Rolando, Ramon Guzman No. 96, c/o Morgan Tours, Mexico City, D. F., Mexico.

On December 7, 1948, a fraud order was issued against all concerns and parties receiving mail matter at the addresses:

29 Nicholson St., Crows Nest, Nth. Sydney, N. S. W., Australia.  
54 Dolphin St. Coogee, Sydney, N. S. W., Australia.

**Guillermo D. Arteaga et al.**

On December 7, 1948, a fraud order was issued against the following parties:

Guillermo D. Arteaga, Jalapa 2, Mexico, D. F., Mexico.  
Guillermo S. Arteaga, Apartado Postal No. 2281, Mexico, D. F., Mexico.

Pedro Vega S., Apartado Postal No. 2281, Mexico, D. F., Mexico.  
Lillia S. Rello, Apartado Postal No. 2281, Mexico, D. F., Mexico.  
Jose Arce, Apartado Postal No. 17, Tacubaya, D. F., Mexico.  
Jose Melendez, Apartado Postal No. 17, Tacubaya, D. F., Mexico.  
Ignacio D. Castil, Apartado Postal 560, Mexico, D. F., Mexico.  
Margarita de Chavez F., Apartado Postal No. 517, Mexico, D. F., Mexico.

Alberto M. Gasque, Apartado Postal No. 2190, Mexico, D. F., Mexico.  
 J. Romero, Lago, Como 159-9, Mexico, D. F., Mexico.  
 Abe Schwartz, Hotel del Prado, Mexico City, D. F., Mexico, c/o Morgan Tours.  
 Frank Depinet, Prado Hotel, Mexico, D. F., Mexico, c/o Morgan Tours.  
 Antonio Gomez, Belisario Dominguez 74, Altos 29, Mexico, D. F., Mexico.  
 Salvador Z. Mondragon, Apartado Postal 37, Tacubaya, Mexico, D. F., Mexico.  
 Manuel Gutierrez W., Apartado Postal 37, Tacubaya, Mexico, D. F., Mexico.  
 Humberto Rello K., Apartado Postal, 37 Tacubaya, Mexico, D. F., Mexico.  
 Amelia D. Romero, Apartado Postal 37, Tacubaya, Mexico, D. F., Mexico.  
 Hector D. Ramirez, Apartado Postal 560, Mexico, D. F., Mexico.  
 Manuel D. Becerra, Apartado Postal 560, Mexico, D. F., Mexico.  
 R. J. Keenan, 7 Park St., Dundalk, Co. Louth, Ireland.  
 Pedro Vega K., Poste Restante, Tacubaya, Mexico, D. F., Mexico.  
 Manuel Becerra L., Poste Restante, Tacubaya, Mexico, D. F., Mexico.  
 Angel Penalosa, Calle de Marne 11, Colonia Cuauhtemoc, Mexico, D. F., Mexico.  
 Antonio Balmaceda C., Apartado Postal No. 421, Mexico, D. F., Mexico.  
 Maria Luisa Meroni, Poste Restante, Tacubaya, D. F., Mexico.  
 Antonio Camacho, Apartado Postal No. 17, Tacubaya, D. F., Mexico.  
 Felipe Jose Driano, Poste Restante, Tacubaya, D. F., Mexico.  
 Tomas Sanchez Alfredo, Poste Restante, Tacubaya, D. F., Mexico.  
 Rosa Jimenez C., Aptdo. Postal 20954, Admin. Urbana 9, Mexico, D. F., Mexico.  
 Marcos Jimenez G., Apartado Postal No. 17, Tacubaya, D. F., Mexico.  
 Jose Lopez Morgado, Poste Restante, Tacubaya, D. F., Mexico.  
 Mariano Martin B., Calle de Marne 11, Colonia Cuauhtemoc, Mexico, D. F., Mexico.  
 Rebeca Maria Ventas, Poste Restante, Tacubaya, D. F., Mexico.  
 Israel Hugo Dinardi, Poste Restante, Tacubaya, D. F., Mexico.  
 Estanislao Lopez H., Poste Restante, Tacubaya, Mexico, D. F., Mexico.  
 Joaquin Romero K., Galeana No. 35, Santa Fe., Mexico, D. F., Mexico.  
 Juan Lopez V., Galeana No. 35, Santa Fe., Mexico, D. F., Mexico.  
 Rafael Ortega, Carlos Finlay, 2-A, Depto. 2, Mexico, D. F., Mexico.  
 Miguel Granados, Calle de Marne 23, Mexico, D. F., Mexico.  
 Sra. Carmen Garduno, Post Box No. 37, Tacubaya, D. F., Mexico.  
 Hugo Rosas Munoz, Post Box No. 37, Tacubaya, D. F., Mexico.  
 Ascencion C. Munoz, Apartado Postal No. 421, Mexico, D. F., Mexico.  
 Maria Rodriguez, Marne 23, Mexico City, Mexico.  
 D. Soto, Expendio No. 93, Av. V. Carranza 33, Mexico, D. F., Mexico.  
 Gaspar Tellez Rosal, Post Box No. 37, Tacubaya, D. F., Mexico.  
 Gustavo Zamora R., Post Box No. 37, Tacubaya, D. F., Mexico.

All mail addressed to these concerns and these parties should be returned to senders, stamped "Fraudulent—Mail to this address returned by order of Postmaster General," and no money orders payable to the said concerns and parties should be issued or certified.

## CHANGES—POSTAL GUIDE 1948—PART II

### UNION OF SOUTH AFRICA—IMPORT LICENSES

#### CHANGE No. 75.

Add the following to the subcaption "Observations" on page 336:

"See 'Observations' under 'Parcel Post' for information as to the South African import-license requirements and the marking required for gift and sample shipments."

Add the following to the subcaption "Observations" on page 337:

"The South African Government requires that import licenses be obtained by the addressees to take delivery of commercial shipments containing certain types of merchandise, regardless of value. It is recommended that prospective shippers ascertain in advance of mailing whether their addressees possess the necessary import license, provided one is required.

"No import licenses are required for bona fide gift shipments not exceeding 5 pounds (about \$20) in value, or for sample shipments having no commercial value. Senders should mark the wrappers and customs declarations of such parcels 'Gift Parcel' or 'Sample—no value,' as the case may be."

### GERMANY—PARCEL POST SERVICE

#### CHANGE No. 76.

The following tables of rates supersede the table shown for surface parcels on page 177:

#### Surface Parcel Rates for American, British and French Zones of Western Germany

| Lbs.   | Rate   | Lbs.    | Rate   | Lbs.    | Rate   | Lbs.    | Rate   | Lbs.    | Rate   |
|--------|--------|---------|--------|---------|--------|---------|--------|---------|--------|
| 1..... | \$0.14 | 6.....  | \$0.84 | 11..... | \$1.54 | 15..... | \$2.10 | 19..... | \$2.66 |
| 2..... | .28    | 7.....  | .98    | 12..... | 1.68   | 16..... | 2.24   | 20..... | 2.80   |
| 3..... | .42    | 8.....  | 1.12   | 13..... | 1.82   | 17..... | 2.38   | 21..... | 2.94   |
| 4..... | .56    | 9.....  | 1.26   | 14..... | 1.96   | 18..... | 2.52   | 22..... | 3.08   |
| 5..... | .70    | 10..... | 1.40   |         |        |         |        |         |        |

#### Surface Parcel Rates, Including Transit Charges, for Soviet Zone and All of Berlin

| Lbs.   | Rate   | Lbs.    | Rate   | Lbs.    | Rate   | Lbs.    | Rate   | Lbs.    | Rate   |
|--------|--------|---------|--------|---------|--------|---------|--------|---------|--------|
| 1..... | \$0.17 | 6.....  | \$1.02 | 11..... | \$1.87 | 15..... | \$2.55 | 19..... | \$3.23 |
| 2..... | .34    | 7.....  | 1.19   | 12..... | 2.04   | 16..... | 2.72   | 20..... | 3.40   |
| 3..... | .51    | 8.....  | 1.36   | 13..... | 2.21   | 17..... | 2.89   | 21..... | 3.57   |
| 4..... | .68    | 9.....  | 1.53   | 14..... | 2.38   | 18..... | 3.06   | 22..... | 3.74   |
| 5..... | .85    | 10..... | 1.70   |         |        |         |        |         |        |

The subcaptions "Observations" and "Prohibitions" with the information thereunder on pages 177 and 178, as well as change No. 23 printed in the POSTAL BULLETIN of October 26, 1948, are superseded by the following:

"**Observations.**—Parcels sent as gifts and the relative customs declarations must be conspicuously marked 'Gift Parcel' by the senders, who must itemize the contents and value on the customs declarations. Parcels which are undeliverable will not be returned to the senders but will be turned over to authorized German relief organizations for distribution to the needy.

"Parcels sent for commercial purposes are acceptable only when addressed to the American, British, and French Zones, excluding the American, British, and French sectors of Berlin. These parcels are only admitted on condition that the contents are authorized on the basis of a general or specific import license issued by the military authorities.

"All parcels except those for Berlin must show the zone of occupation as part of the address. There are listed below the postal addressing districts of Germany which are located in each occupation zone:

"Districts 2, 3, 10a, 10b, 15, 19a and 19b are in the Soviet Zone.

Districts 13a, 13b, 14a, 16 and 17a are in the American Zone.

Districts 14b, 17b, 18 and 22b are in the French Zone.

Districts 20a, 20b, 21a, 21b, 22a, 22c, 23, 24a and 24b are in the British Zone.

"The entire city of Berlin (district No. 1) is located in the Soviet Zone, and the postage rates applicable to the Soviet Zone generally apply to all the sectors of Berlin. The Department is not in position to answer inquiries as to the sectors in which particular addresses are located.

"Parcels are subject to censorship and customs examination in the zone of destination.

"**Prohibitions.**—The articles prohibited in the regular mails are also prohibited in either gift or commercial parcels.

"See 'Observations' and 'Regular Mails' for restrictions on printed matter.

"Nonessential luxury items, such as jewelry, perfume, cosmetics, and the like, are prohibited in gift parcels."

### BAHAMAS—SMALL PACKETS

#### CHANGE No. 77.

Page 90.—At the end of the subcaption "Classifications, rates, weight limits and dimensions" of the country heading "Bahamas," change "Sample Packets Accepted" to read "Small Packets Accepted."

### SOUTHERN RHODESIA—IMPORT RESTRICTIONS

#### CHANGE No. 78.

In the subcaption "Prohibitions" of the caption "Parcel Post" on page 292, add the following after the first paragraph:

"Licenses are generally granted for gift parcels whose value does not exceed 2 pounds (\$8.06), and for shipments of books or other printed matter of an educational, technical or religious character not exceeding 5 pounds 5 shillings (\$21.15) in value."

### COLOMBIA—IMPORT LICENSES

#### Change No. 79.

Add the following new subcaption and information before "Prohibitions" at the bottom of page 128:

"**Observations:** The Colombian authorities require that an import license be secured in advance by the addressees of samples of merchandise, printed matter, and 8-ounce merchandise packages. The only exceptions are single subscription or gift copies of books and periodicals, and small quantities of postage stamps exchanged by philatelists."

## TOBACCO IN GIFT PARCELS TO SWEDEN

## CHANGE No. 80.

Under "State Monopolies, etc.," in the subcaption "Prohibitions" on page 316, add the following between the fourth and fifth paragraphs:

"As an exception to the foregoing, tobacco manufactures not exceeding 35 ounces in any one parcel may be sent as gifts to individuals for their personal use."

CHANGES—MANUAL OF INSTRUCTIONS FOR POSTAL PERSONNEL  
(1948 EDITION)

## OATH OF OFFICE

## CHANGE No. 100.

Chapter III, article 9, the last sentence is changed to read as follows: "In addition to the regular oath, every postmaster and acting postmaster and regularly appointed rural carrier shall complete Standard Form 1041."

## APPOINTMENTS

## CHANGE No. 101.

The first paragraph of article 2, chapter III, is changed to read as follows:

"All positions, when not filled by promotion, reinstatement or transfer as prescribed in articles 23 to 28 of this chapter, shall be filled by appointment under civil-service rules from the eligible lists furnished by the Civil Service Commission. Postmasters shall make no appointments to fill vacancies or original appointments in the Motor Vehicle Service without first submitting a nomination to the Fourth Assistant Postmaster General and receiving approval thereof. Postmasters shall submit recommendations and receive approval thereof before promoting employees to fill vacancies under the jurisdiction of the First Assistant Postmaster General, while nominations covering original appointments should be submitted not later than 3 days after the employee enters on duty. In the case of the Custodial Service, assignments to duty in regular vacancies may be made as soon as the vacancy occurs, provided selection is made from a civil-service certificate of eligibles, or the postmaster has authority from the Civil Service Regional Director to make appointments outside of the register. No payments for salaries will be allowed, except when made to persons employed by authority of the proper bureau of the Department."

## SUMMER AND WINTER POST OFFICES

## CHANGE No. 102.

The third paragraph of article 3, chapter II, is changed to read as follows:

"Thirty days before the close of each season the postmaster at a winter resort or summer resort post office shall notify the First Assistant Postmaster General, Division of Postmasters, of the date on which the office is to be closed for the season so that necessary changes in mail service may be made. The postmaster shall also notify the First Assistant Postmaster General, Division of Postmasters, and the central accounting postmaster of his own post office address during the period the office is to be closed."

## PERSONNEL FORMS

## CHANGE No. 103.

Chapter III, article 31 is changed by deleting Forms 1573-A, 4835, and BOM-31 from the list, and by deleting the parenthetical instructions following Forms 1535, 4832, and BOM-2.

## SEPARATION OF SUBSTITUTE AND TEMPORARY EMPLOYEES

## CHANGE No. 104.

Chapter III, article 30, is changed to read as follows: "The separation of substitute employees shall be reported promptly to the Department on the proper form listed in the following article. If the separation of a classified employee is by resignation, the written resignation should accompany the form. Forms covering the separation of temporary employees incident to replacement by classified employees should accompany the forms covering the classified appointments."

## POST OFFICE CHANGES

Reestablished—Fourth Class  
CALIFORNIA

81192. Claraville (\*5178), Kern County. Special supply from Weldon. Effective Jan. 1, 1949. a Box 62, Bodfish.

Established—Fourth Class  
MONTANA

49653. Snider (\*4853), Sanders County. Supply route 263056. Effective Jan. 1, 1949. a Thompson Falls.

\*Unit number.  
a Postmaster's address.

Discontinued—Fourth Class  
ARKANSAS

74233. Tyler, Cleburne County, route 47246. Effective Dec. 31, 1948. Mail to Heber Springs.

## GEORGIA

06906. Hermitage, Floyd County, route 104808. Effective Jan. 31, 1949. Mail to Rome.

## INDIANA

34805. Dexter, Perry County, routes 33259 and 33279. Effective Dec. 31, 1948. Mail to Derby

## TENNESSEE

57066. Bear Spring, Stewart County, rural route No. 1. Effective Dec. 31, 1948. Mail to Dover.

## TEXAS

54436. Simmons, Live Oak County, route 50661. Effective Dec. 31, 1948. Mail to Three Rivers.

## VIRGINIA

84454. Lantz Mills, Shenandoah County, route 14127. Effective Dec. 31, 1948. Mail to Edinburg.

## Winter Post Office—Opened

## ALASKA

05620. Noatak. Effective as of Sept. 6, 1948.

## POST OFFICE BRANCHES

Established  
TENNESSEE

Memphis: 57415. Frayser (contract) Shelby County, effective Jan. 1, 1949.

## Correction

The word "San Francisco" should be deleted from the heading under Change of Name appearing under Branches in the POSTAL BULLETIN of Dec. 7, 1948.

## POST OFFICE STATIONS

Established  
ARIZONA

Phoenix: The following Contract Stations, Maricopa County, will be established effective Jan. 16, 1949:  
No. 15, 05006.  
No. 16, 05013.

## CALIFORNIA

Palos Verdes Estates: 81599. Rolling Hills, Rural, Los Angeles County, effective Jan. 16, 1949.

## NEW YORK

Brooklyn: 21101. Cypress Hills (classified) Kings County, effective Jan. 1, 1949.

## SOUTH CAROLINA

Andrews: 59023. C. o. d. effective Jan. 1, 1949.

## Discontinued

## NEW YORK

Brooklyn: 21134. Naval Hospital (classified) effective as of Nov. 30, 1948.

## Change of Status

## FLORIDA

Miami: 78956. Allapattah (contract) status changed to Allapattah (classified) effective Jan. 1, 1949.

## Change in Name

## NEW YORK

Mount Morris: 23497. Hospital, Rural, name changed to Tuberculosis Hospital, Rural, effective Jan. 1, 1949.

## Correction

## OHIO

Columbus: Order establishing Contract Station No. 10, Franklin County, effective Dec. 18 1948, under number 17312 is corrected to show 17316.

## CITY DELIVERY SERVICE

## Established

## PENNSYLVANIA

Oreland: City Delivery Service, effective Dec. 10, 1948.

## WEST VIRGINIA

Berkeley Springs: Amend orders dated Nov. 17, 1948, establishing city delivery service effective Jan. 1, 1949, in lieu of village delivery service to read city delivery service established Jan. 1, 1949.

**IMPORTANT**  
**INCREASED DOMESTIC POSTAGE RATES AND SPECIAL SERVICE FEES**  
**EFFECTIVE JANUARY 1, 1949**