

SPECIAL NOTICE

On Washington's Birthday, Tuesday, February 22, no issue of the **POSTAL BULLETIN** was published.

INSTRUCTIONS OF FIRST AND SECOND ASSISTANT POSTMASTERS GENERAL

RURAL AND STAR-ROUTE CARRIERS—REPORT OF FOREST FIRES

In accordance with a request of the Secretary of Agriculture, a plan of cooperation with State and National forest officers has been arranged whereby rural and star-route carriers shall report forest fires discovered by them along their routes to persons designated by State and National authorities to receive such information.

The State and National authorities will inform postmasters to whom the discovery of fires should be reported, and each rural carrier should be directed to cooperate to the fullest extent with such authorities in the manner agreed upon; namely, that the carrier shall report a fire to the nearest State fire warden or National forest officer on his route, or, if no such warden or officer lives on the route, to arrange through some responsible citizen to have him notified, by telephone if possible. Star-route contractors and carriers are included in the plan of cooperation and should be requested to report the discovery of fires in the same manner as the rural carriers.

Postmasters are also directed to report forest fires to the nearest State or National forest officer.

INSTRUCTIONS OF FIRST AND THIRD ASSISTANT POSTMASTERS GENERAL

USE OF REVISED FORM 22

Form 22, Order to Change Address, has been revised to provide for the patron to indicate if he will guarantee forwarding postage for magazines, newspapers, circular matter, and parcel post. When a patron has filed a Form 22, or other written authorization, the mail for which forwarding postage is guaranteed shall be forwarded promptly endorsed "Forwarding Postage Guaranteed by Addressee" and rated with the amount of deficient postage to be collected upon delivery. This applies to out-of-town changes only as no additional postage is required for local changes. At city delivery offices the carrier's route book showing changes of address should be suitably endorsed to indicate the types of mail for which forwarding postage is guaranteed.

A notice to sender of change of address or reason for nondelivery of third- or fourth-class mail shall be furnished on Form 3547 as outlined in article 121, chapter VIII, Manual of Instructions for Postal Personnel. In order to facilitate the handling of this mail in the inquiry section or the points where such mail will be rated and forwarded the carrier should indicate on each piece in pencil the letter "F" if forwarding postage is guaranteed by addressee; if this notation does not appear thereon it will not be forwarded unless forwarding postage is guaranteed by sender in accordance with existing regulations. A supply of rubber stamps bearing the notation "Postage Due — Cents. Forwarding Postage Guaranteed by Addressee" has been ordered and will be distributed to each first- and second-class post office as rapidly as received. Distribution to other offices will be made at a later date.

Revised Form 22 should be placed in use effective March 1, 1949, or as shortly thereafter as practicable. Old Forms 22 on hand should then be disposed of as waste.

SECOND-CLASS MATTER

New Procedure for Notifying Publishers Regarding Publications Undeliverable as Addressed

In order to simplify the handling of copies of newspapers and other periodical publications of the second class which are undeliverable as addressed and expedite delivery thereof to subscribers who have changed their address, the use of Form 3578 shall be discontinued and the following procedure shall be followed, beginning March 1, 1949, or as shortly thereafter as practicable:

1. In the case of a local change of address at offices having city or village delivery service, the carrier serving the old address shall mark up the subscriber's new address on the copies, noting the date and title of the publication in his change of address record and then route the copy of the publica-

tion to the carrier serving the subscriber at his new local address. This carrier, when delivering the copy, shall at the same time deliver new Form 22-S, a post card designed for use by the subscriber to notify the publisher of his change of address. The carrier should attach the card to the copy or insert it therein so that it will be observed by the subscriber. When practicable, especially where personal delivery is effected, the carrier should tactfully urge the subscriber to use it promptly as a means of benefitting all concerned—the subscriber, the publisher, and the postal service. It is to be noted that only a 1-cent stamp need be affixed to the card by the subscriber.

2. In the event the publisher fails to make the necessary correction of address within 5 weeks following the change, but not until after at least two issues shall have been published, the carrier serving the old address shall place the new address of the subscriber on the copies and turn them over to the Inquiry Section which shall attach thereto a slip of Form 3579 addressed to the publisher and rated "2 cents postage due," regardless of weight, and return the copies to the publisher for delivery on payment of the amount due. This action is to be regarded as furnishing the notification required by law, section 808, Postal Laws and Regulations of 1940. When endorsing the new address on the copies to be returned to the publisher, the carrier should be careful to write legibly, give the complete address, and place it as closely as possible to the old address so that both the old and new addresses can be covered by the slip or Form 3579 attached by the Inquiry Section when returning the copies to the publisher. Until a new Form 3579 is available the stock on hand may be used but the information provided for on the left portion of the form need not be filled in as the carrier's endorsement on the publication will furnish such information. The words "Computed at third-class rate" may be crossed out or ignored in the case of copies of publications returned under these instructions. Form 3579 (or the slip prepared locally in lieu thereof) must be attached to the copies of publications returned to publishers in such way that the form or slip can be removed by the publisher without destroying or mutilating the original address of the subscriber or the postal endorsement on the copies.

3. The procedure set forth in the preceding paragraph shall be followed until the publisher makes the necessary change of address or discontinues sending the publication. Such procedure shall also be followed with respect to copies of publications beginning with the first copies which are undeliverable for any other reason, such as "Refused," "Not At," "Moved, Left no Address," "Deceased," and in cases where the addressee has removed to another post office and has not guaranteed the postage required to forward the copies or otherwise arranging for their disposition and such copies do not bear a pledge of the publisher to pay forwarding or return postage.

4. Form 22, Order to Change Address, has been revised to provide a place for the addressee to indicate whether he will guarantee forwarding postage for second-class as well as other types of mail indicated thereon. If the addressee states on this form or in any other type of notice in writing that he will guarantee the forwarding postage on second-class matter the office of original address shall endorse the copies "Forwarding Postage Guaranteed by Addressee," add the addressee's new address, rate the copies with the amount of postage due at the transient's second-class rate and forward to the new address for delivery upon collection of the deficient postage. The delivering employee should furnish the addressee a Form 22-S at the time the postage due is collected. Additional postage is required for out-of-town changes only as none is necessary for local delivery.

5. To facilitate the prompt handling of such second-class mail each carrier should make two separations of this mail before turning back to the Rating or Inquiry Section for disposition. Publications to be returned in accordance with instructions in paragraphs two and three of this notice should be placed together, and a second separation made of those to be forwarded postage due.

6. These instructions apply equally to offices not having city or village delivery service. At such offices the duties outlined for the guidance of carriers with respect to endorsement of records, copies, et cetera, will be performed by the postmaster or a clerk. In a similar manner rural carriers will maintain the same type of records and perform the functions outlined herein for carriers.

7. The new procedure herein authorized will eliminate the use of both the original and duplicate copies of Form 3578, as well as the filing and checking of the latter so that the work incident to handling second-class matter which is undeliverable for any reason will be decreased substantially while at the same time the service to the subscriber and the publisher will be improved. The wholehearted cooperation of all concerned to make the

new procedure succeed is earnestly requested. The supply of Form 3578 now on hand should not be destroyed pending further instructions.

8. As this system will eliminate the clerical time heretofore used in completing Form 3578 and keeping the records attendant thereto it is expected that savings in clerical time proportionate to the size of the office will result from this revised procedure. This phase of the matter should be given careful attention by postmasters, particularly at city delivery offices, as the Department will require a statement as to the savings effected in the near future.

9. A supply of rubber stamps bearing the notation "Postage Due — Cents. Forwarding Postage Guaranteed by Addressee" has been ordered and will be distributed promptly upon receipt of each first- and second-class office. Distribution to other offices will be made at a later date.

INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

AIR POSTAL TRANSPORT A. M. 84

Effective on or about March 8, 1949, air-mail service will be inaugurated at Claremont, Calif., through the Pomona, Calif., heliport, on route A. M. 84.

Special cachet will be provided for Claremont, and the usual treatment of philatelic mail will be authorized.

First-flight air-mail covers sent to the postmaster at Claremont, 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.

Covers receiving cachets will be dispatched by helicopter to the Air Mail Field, Los Angeles, Calif., and will there be backstamped and dispatched onward to destination.

INTERNATIONAL AIR PARCEL POST

Effective March 1, 1949, air parcel-post service will be inaugurated to France (including Monaco), subject to the general conditions stated in the instructions appearing under the above caption in the *POSTAL BULLETIN* of August 31, 1948.

The postage rates applicable to air parcels for France (including Monaco) will be \$1.22 for the first 4 ounces or fraction and 44 cents for each additional 4 ounces or fraction.

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

CUSTOMS REMITTANCES

It has come to the attention of this office that postmasters in a number of instances have sent customs remittances by registered mail addressed to the Collector of Internal Revenue whereas such remittances should be addressed to the Collector of Customs. The improper addressing of these remittances causes delay and inconvenience in the handling at the office of destination. Let all concerned be careful that customs remittances are addressed to the Collector of Customs.

PREPARATION AND TREATMENT OF NOTICE, FORM 3547

It has come to attention that various post offices are improperly dispatching card notices, Form 3547, under cover of post office penalty envelopes, direct to senders of undeliverable third- and fourth-class mail.

Each of these card notices is chargeable with 2 cents postage upon delivery and, therefore, should not be mailed direct to addressees under cover of envelopes as such action will probably result in a loss of revenue. These card notices shall in every instance be sent openly (without being enclosed in an envelope or other wrapper) thus giving the postmaster at the office of address an opportunity to collect the postage due before delivery to the addressee.

Complaints are also being received of the failure to show on Form 3547 the identifying key or code number, letter or symbol used by many mailers in connection with the address on their mail matter. This information is highly important to mailers for identification purposes.

Postmasters are requested to give these features careful attention and from time to time check the procedures being followed at their respective offices in the preparation and mailing of notices on Form 3547 to mailers who have requested this service.

CUSTOMS DECLARATIONS REQUIRED ON PARCELS ADDRESSED TO NAVY NO. 214

As indicated in the notice under the above heading which appeared in the *POSTAL BULLETIN* of November 23, 1948, parcels addressed for delivery

through Navy 214, c/o Fleet Post Office, New York, N. Y., must be accompanied with Form 2966 listing the nature of the articles enclosed and value of contents.

Information received by the Navy Department indicates that the majority of parcels received at the address above referred to do not have the required customs form attached, thus indicating that postmasters are overlooking this requirement.

Postmasters are requested to give this matter immediate attention and take steps to see that all concerned are careful to comply with this requirement.

3-CENT WASHINGTON AND LEE UNIVERSITY COMMEMORATIVE STAMP

The Department will issue a 3-cent stamp through the Lexington, Va., post office, on April 12, 1949, to commemorate the two hundredth anniversary of the founding of Washington and Lee University.

The stamp will be 0.84 by 1.44 inches in dimensions, arranged horizontally, printed by the rotary process in blue, electric-eye perforated, and issued in sheets of 50 subjects. The printing of 100,000,000 Washington and Lee University stamps has been authorized.

The central design of the stamp is a view of the university, to the left and right of which are portraits of Generals Washington and Lee, respectively, in oval frames, with their names in white Gothic in narrow curved panels on dark ground at the base of the ovals. In a single line of dark Gothic lettering and numerals across the top of the stamp is "1749 Washington and Lee University 1949." The bottom border is formed by a dark panel in which is the wording "United States Postage 3¢" in white Gothic.

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, Lexington, Va., 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, Lexington, Va., 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 3-cent Washington and Lee University commemorative stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after April 13, 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 receive an initial supply of the Washington and Lee University commemorative stamps on orders prepared in the Department. Therefore, postmasters at these offices will not submit requisitions for the same. Direct and central accounting postmasters are furnished commemorative stamps as fast as they can be manufactured. They are, therefore, requested to refrain from reporting the nonreceipt of shipments until a reasonable time has elapsed after the first day of issue.

Postmasters at district-accounting post offices may obtain needed quantities of the Washington and Lee University commemorative stamps by requisition on the central-accounting postmaster.

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 3-cent Washington and Lee University commemorative stamp.

Postmasters are cautioned not to place the stamp herein announced on sale before April 13, 1949.

STOLEN CANADIAN DOMESTIC CARD MONEY-ORDER FORMS

The Canadian Postal Administration reports that domestic card money-order Forms Nos. 17,498,792, through 17,499,000, have been stolen from the post office at Ignace, Ontario, and postmasters should, therefore, enter these numbers in the warning notice of stolen Canadian money-order forms. See *BULLETIN* No. 19205, dated February 8, 1949.

Postmasters in this country are reminded that although the new Canadian domestic card form of money order was adopted for use in the Dominion of Canada only, the Canadian Department has authorized payment of a card money order erroneously drawn on a post office in the United States, but only when the person presenting such order is well known at the paying office or whose reliability is guaranteed by some one known to be financially responsible.

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.

Alhambra, Sta. 3, Calif., 3913 to 4000; February 5, 1949.
Bakersfield, Pumpkin Center Sta., Calif., 15580 to 15600; December 31, 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.
Crawford, Ga., 126767 to 126800; December 29, 1948.
East Saint Louis, Fireworks Br., Ill., 72830 to 73000; October 3, 1948.
Greer, N. Mex., 15053 to 15200; January 1, 1949.
Hull, Ga., 79201 to 80000; February 10, 1949.
KANSAS CITY, STA. 44, MO., 118354 to 118800; February 17, 1949.
New York, U. S. S. *Joseph P. Kennedy Jr.*, (Office No. X4500) 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.
Preston, Mo., 42379 to 42400; December 18, 1948.
Saint Louis, Sta. 4, Mo., 101507 to 101600; January 28, 1949.
Upper Falls, Md., 28836 to 29000; December 12, 1948.
Veribest, Tex., 7752 to 8000; January 20, 1949.
Walnutgrove, Ga., 15401 to 15600; January 29, 1949.
Waterloo, Sta. 1, Iowa, 322753 to 322755; February 4, 1949.
Wichita, North Wichita Sta., Kans., 268675 to 268800; February 7, 1949.

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.

**INSTRUCTIONS OF
FOURTH ASSISTANT POSTMASTER GENERAL**

TRUCK DISPLAY OF POSTER—"RED CROSS"

The poster space on mail trucks has been allocated to the American National Red Cross for the display of posters calling attention to the 1949 fund appeal.

Postmasters at offices having Government-owned mail trucks will receive a supply of these posters and authority is granted to display two posters on each Government-owned mail truck during the month of March 1949.

INSTRUCTIONS OF THE SOLICITOR**FICTITIOUS ORDER NOTICE****Q. T. Studios**

On February 15, 1949, a fictitious order was issued against Q. T. Studios, and its officers and agents as such, at Chicago, Ill.

All mail addressed to said concern and parties should be returned to senders, stamped "Fictitious."

INSTRUCTIONS OF THE CHIEF INSPECTOR**ARREST OF POSTAL OFFENDER**

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

CARLO L. ANSELMi

CHANGES—POSTAL GUIDE 1948—PART II**URUGUAY—MERCHANDISE IN LETTER MAIL**

CHANGE No. 132.

Page 343.—Add the following new subcaption between "Money-order service" and "Eight-ounce merchandise packages:"

"Dutiable articles (merchandise) prepaid at letter rate.—Accepted. (See sec. 2.) Such articles not bearing the green label, Form 2976 (C 1), are subject to confiscation."

Delete the second paragraph of the subcaption "Prohibitions."

Page 5, section 2, paragraph 7.—Insert "Uruguay (see note.)" in alphabetical order in the list of countries which have expressed a willingness to accept dutiable articles (merchandise) in letters and packages prepaid at the letter rate.

Page 6, section 2, paragraph 8.—Delete "Uruguay."

FRANCE (INCLUDING MONACO)—AIR PARCEL RATES

CHANGE No. 133.

Effective March 1, 1949, the following table of air parcel rates is to be inserted following the table of surface parcel rates under the caption "Parcel Post" on page 163:

AIR PARCEL RATES

Lbs.	Oz.	Rate	Lbs.	Oz.	Rate	Lbs.	Oz.	Rate	Lbs.	Oz.	Rate
0	4	\$1.22	5	12	\$10.90	11	4	\$20.58	16	12	\$30.26
0	8	1.66	6	0	11.34	11	8	21.02	17	0	30.70
0	12	2.10	6	4	11.78	11	12	21.46	17	4	31.14
1	0	2.54	6	8	12.22	12	0	21.90	17	8	31.58
1	4	2.98	6	12	12.66	12	4	22.34	17	12	32.02
1	8	3.42	7	0	13.10	12	8	22.78	18	0	32.46
1	12	3.86	7	4	13.54	12	12	23.22	18	4	32.90
2	0	4.30	7	8	13.98	13	0	23.66	18	8	33.34
2	4	4.74	7	12	14.42	13	4	24.10	18	12	33.78
2	8	5.18	8	0	14.86	13	8	24.54	19	0	34.22
2	12	5.62	8	4	15.30	13	12	24.98	19	4	34.66
3	0	6.06	8	8	15.74	14	0	25.42	19	8	35.10
3	4	6.50	8	12	16.18	14	4	25.86	19	12	35.54
3	8	6.94	9	0	16.62	14	8	26.30	20	0	35.98
3	12	7.38	9	4	17.06	14	12	26.74	20	4	36.42
4	0	7.82	9	8	17.50	15	0	27.18	20	8	36.86
4	4	8.26	9	12	17.94	15	4	27.62	20	12	37.30
4	8	8.70	10	0	18.38	15	8	28.06	21	0	37.74
4	12	9.14	10	4	18.82	15	12	28.50	21	4	38.18
5	0	9.58	10	8	19.26	16	0	28.94	21	8	38.62
5	4	10.02	10	12	19.70	16	4	29.38	21	12	39.06
5	8	10.46	11	0	20.14	16	8	29.82	22	0	39.50

Each air parcel and the relative dispatch note must have affixed the blue Par Avion Label (Form 2978). (See sec. 54, par. II, p. 48).

CHANGES AND CORRECTION IN RECEIPTS AND CLASSES OF POST OFFICES AND SALARIES OF POSTMASTERS

The following change effective as of July 1, 1948:

Office and State	Receipts	Class	Salary
Arnett, Ky.....	\$130.03	4	\$396
Gloster, La.....	1,896.29	3	2,450
Innis, La.....	890.18	4	1,602
Clinton, Pa.....	3,061.21	3	2,950
Summit, S. C.....	294.95	4	774
Mound City, S. Dak.	3,476.32	3	2,950
Cumby, Tex.....	3,395.08	3	2,950
Paradise, Tex.....	1,687.23	3	2,350
Roans Prairie, Tex...	325.16	4	882
Wakefield, Tex.....	197.65	4	522
Coles Point, Va.....	988.21	4	1,723
Ferryville, Wis.....	3,488.66	3	2,950

ALASKA

Wallen: The salary of the postmaster is re-adjusted from \$201.60 to \$1,382.40 effective Jan. 1, 1948, based on receipts of \$202 for the December quarter 1947 projected over the year amounting to \$957.52. (Salary automatically increased to \$1,728 under Public Law 900 on July 1, 1948). This rescinds notice published in the **POSTAL BULLETIN** dated Mar. 18, 1948, advancing the office from the fourth to the third class.

POST OFFICE CHANGES**Established—Fourth Class****Correction****NEW MEXICO**

04770. Ponderosa, Sandoval County. Order establishing this office under number 04770, is corrected to show number as 04470.

Discontinued—Fourth Class**MISSOURI**

16321. Stahl, Adair County, routes 45237, 107720 and 245859. Effective Mar. 15, 1949. Mail to Green Castle.

POST OFFICE BRANCHES**Established****NEW YORK**

New York: X3296. U. S. S. *Soley* (DD 707) without money-order facilities effective Mar. 15, 1949.

Discontinued**CALIFORNIA**

Watsonville: 82060. Camp McQuaide (contract) effective Mar. 1, 1949.

FLORIDA

Arcadia: 78237. Dorr Field (contract) effective as of Jan. 31, 1949.

Designation Change**MISSISSIPPI**

Pascagoula: 97055. Eastlawn Branch (classified) designation changed to Eastlawn Station (classified) effective as of Jan. 15, 1949.

POST OFFICE STATIONS**Established****CALIFORNIA**

Newport Beach: 81548. No. 1 (contract) Orange County, effective Mar. 16, 1949.
Santa Ana: 82610. "A" (classified) Orange County, effective Mar. 1, 1949.

MICHIGAN

Wyandotte: 08209. West End (classified) Wayne County, effective Mar. 1, 1949.

Discontinued**MISSISSIPPI**

Pascagoula: 97057. No. 2 (contract) effective Feb. 23, 1949.

CITY DELIVERY SERVICE**Established****NEW YORK**

Brightwaters: Effective Mar. 1, 1949.
Wantagh: Effective Mar. 16, 1949.

**ENCOURAGE INSURANCE OR REGISTRATION OF VALUABLE
MAIL TO FOREIGN COUNTRIES WHERE POSSIBLE**