

## INSTRUCTIONS OF FIRST AND FOURTH ASSISTANT POSTMASTERS GENERAL

### DEPARTMENT OF STATE POSTER RELATING TO LEVA BANK DEPOSITS IN BULGARIA HELD BY AMERICAN CITIZENS LOBBY DISPLAY AUTHORIZED

Postmasters are authorized to display for a reasonable period in available space in post office lobbies a poster to be distributed by the Department of State, relating to leva bank deposits in Bulgaria held by American citizens. The poster should be displayed in such a manner as not to mar the walls or woodwork.

## INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

### SPECIAL-DELIVERY ARTICLES FROM FOREIGN COUNTRIES

Information has been received indicating that the Italian Postal Administration is permitting the use of special-delivery stamps for postage on articles not intended for special-delivery service.

Postmasters shall exercise care to see that articles from foreign countries are not given special delivery unless they are marked or labeled "Express".

## INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

### ACCOUNTING FOR SECOND-CLASS POSTAGE

When accounting for postage on second-class matter postmasters shall include in receipt Form 3539 and in the quarterly newspaper and periodical statement Form 3551 only mailings which are subject to postage at the pound rates or which are entitled to free county circulation. Postage at the per copy rates provided by section 34.41, Postal Laws and Regulations, 1948 Edition, paragraphs (b), (i), and (j), and the transient second-class rate provided by section 34.42, Postal Laws and Regulations, 1948 Edition, must be paid by means of stamps affixed to the copies unless the copies are mailed under the provisions of section 35.4, Postal Laws and Regulations, 1948 Edition, and this postage must not be entered in Forms 3539 and 3551.

### MULTIPLE FORMS USED IN PREPARING C. O. D. ARTICLES FOR MAILING

It has been brought to attention that some multiple forms used in connection with c. o. d. mailings do not meet the requirements of the Department in one or more of the following respects:

1. The printed matter on the address label portions does not conform generally to the prescribed arrangement and text of approved address labels.
2. The printed matter on the c. o. d. tag label portions does not conform generally to the arrangement and text of the printed matter on the counterparts of the c. o. d. tags over which the labels are affixed, or the labels are not adapted to the particular style of c. o. d. tag used in conjunction with the forms.
3. Specially printed c. o. d. tags incorporated in the sets of multiple forms do not conform in all required respects to the dimensions, or in the arrangement and text of the printed matter, or in the quality of the paper stock, of the latest stock c. o. d. tags which they replaced. (Specially printed c. o. d. tags used in lieu of stock c. o. d. tag, Form 3816a-S, must embody a margin of not less than seven-eighths inch at each end over which to affix adhesive tape.)

It is essential to the proper handling of c. o. d. parcels prepared by means of multiple forms that each portion thereof which is to be used for postal purposes shall conform generally to the requirements of chapter XIII, article 61, Manual of Instructions for Postal Personnel, and instructions published in the POSTAL BULLETINS of November 13, 1947, and November 4, 1948, captioned "Multiple forms used in preparing c. o. d. articles for mailing."

Where doubt exists as to whether multiple forms are correctly arranged in every respect, two complete sets of such forms should be obtained and submitted to the Third Assistant Postmaster General, Division of Registered, Insured, and C. O. D. Mails. If known, the names and addresses of the printers of the multiple forms should also be shown in the letters of transmittal.

## CHANGES IN SECTION NUMBERS IN POSTAL LAWS AND REGULATIONS OF 1948

Section numbers in the Postal Laws and Regulations of 1948 differ from those in the 1940 edition. Therefore, patrons should be informed that mailings hereafter prepared upon which it is required that a reference to the Postal Laws and Regulations shall appear must show the new section numbers listed below:

Type of mailing	1940 edition	1948 edition
Business reply .....	Sec. 510.....	Sec. 34.9.
Bulk third class.....	Sec. 562.....	Sec. 34.66.
Catalogs (over 8 ounces).....	Par. 5, sec. 571.....	Sec. 34.77.
Library books.....	Sec. 572.....	Sec. 34.83.

Mailers may continue for the time being to use supplies of envelopes, cards, wrappers, etc., bearing the old section numbers which they have on hand.

Until further notice postmasters may accept mail bearing postage meter impressions showing the old section numbers.

### 3-CENT GRAND ARMY OF THE REPUBLIC COMMEMORATIVE STAMP

The Department will issue a 3-cent stamp through the Indianapolis, Ind., post office, on August 29, 1949, to commemorate the Final National Encampment of the Grand Army of the Republic.

The stamp will be 0.84 by 1.44 inches in dimensions, arranged horizontally, printed by the rotary process in red, electric-eye perforated, and issued in sheets of 50 subjects. The printing of 110,000,000 G. A. R. stamps has been authorized.

The central design depicts a G. A. R. veteran as he is today; old, wrinkled, head bowed, near the end of his road. Behind him, he is shown in his youth, as a Union soldier; bathed in light, looking upward, confident and strong, at the beginning of his long road. Across the top of the stamp is the wording "Final National Encampment Of The" in white-face Gothic. In the upper left corner of the design is an hour glass representing time, most of which has run out, as indicated by the sand in the lower half. Across the face of the hour glass are the letters "G A R" in dark Gothic. Centered below the glass is the denomination "3¢" in dark modified Roman with the word "Cents" in dark Gothic underneath. In a panel at the bottom appears the wording "United States Postage" in white-face Gothic on a dark background.

Stamp collectors desiring first-day cancellations of this stamp may send a limited number of addressed envelopes, not in excess of 10, to the Postmaster, Indianapolis, Ind., 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, Indianapolis, Ind., 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 G. A. R. commemorative stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after August 30, 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 G. A. R. 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 3-cent G. A. R. 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 Grand Army of the Republic commemorative stamp.**

**Postmasters are cautioned not to place the stamp herein announced on sale before August 30, 1949.**

**STOLEN MONEY-ORDER FORMS**

Since April 1, 1949, blank domestic money-order forms printed for use at the offices named below have been reported stolen.

Beauregard, Miss., 34223 to 34400; April 6, 1949.  
 Belford, N. J., 130201 to 130600; 134401 to 134800; May 11, 1949.  
 Clute, Tex., 54801 to 55000; June 18, 1949.  
 Flat Creek, Ala., 84199 to 85000; April 3, 1949.  
 Hazard, Walkertown Sta., Ky., 43466 to 43600; April 15, 1949.  
 Huntsville, Utah, 39641 to 39800; June 8, 1949.  
 Indianapolis, Speedway Br., Ind., 113928 to 114200; May 21, 1949.  
 Loop, Tex., 30183 to 30187; June 14, 1949.  
 Lorain, Grove Ave., Sta., Ohio, 98490 to 98600; July 2, 1949.  
 Lucerne, Ind., 55452 to 55600; May 3, 1949.  
 Marble City, Okla., 75174, 75189, 75195, 75196, 75199, 75601 to 75800; May 1, 1949.  
 Mobile, Ariz., 1626 to 1800; April 27, 1949.  
 Mount Groghan, S. C., 78357 to 78400; May 20, 1949.  
 Riverdale, Sta. 1, Md., 18394 to 18600; July 7, 1949.  
 Rockyford, Ga., 171201 to 171600; April 17, 1949.  
**SAINT JOSEPH, STATION E. MO., 190638 to 190800; July 20, 1949.**  
 Sandy Springs, S. C., 19516 to 19600; April 2, 1949.  
 Tualatin, Oreg., 58244 to 59000; June 18, 1949.  
 Tumtum, Wash., 13225 to 13400; April 2, 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 THE SOLICITOR****FRAUD ORDER NOTICES**

**Lyons, Frances, Miss, et al.**

On July 13, 1949, a fraud order was issued against Lyons, Frances, Miss., 5 Gilford Ave., Sandymount, Dublin, Ireland; Mummery, M., 4 Adam Court, Off Grafton Street, Dublin, Ireland; Munionese, Emilio, V. Regina Elena 91, Pignataro, Maggiore, Caserta, Italy; Murphy, M., 1/2 Drury Street, Dublin, Ireland; Purcell, T., Mr., Box 1407 R. G. P. O., Brisbane, QLD., Australia; Roche, F. P., 115 East Wall Road, Dublin, Ireland; Ryan, M., 2/3 Sackville Place, Dublin, Ireland, and Twohig, E., 6 Adam Court, Dublin, Ireland.

**Ferguson, John, et al.**

On July 15, 1949, a fraud order was issued against Ferguson, John, Calmar, Alberta, Canada; Haddon, Gerald K., 38 Kent House Lane, Beckenham, England; Hastings, William L., 43 Armstrong Avenue, Toronto, Ontario, Canada; Pfeiffer, Otto, Hauptstrasse 55, (14a) Kunzelsau/Wurt, Germany; Round, Alan S., 12 Meriden Ave., Wollaston, Stourbridge, England; and Urban, Conrad, Obererbach 5, (14a) Kunzelsau/Wurt, Germany.

**"Prince" Shilly Afenson et al.**

On July 15, 1949, a fraud order was issued against "Prince" Shilly Afenson; "Prince" Shilly; Mrs. S. A. Afferson; "Prince" S. A. Eniafe; "Princess" Rose Afenson; "Prince" Shittu Eniafe; Miss Falilatu Shittu; Jack Shilly B.; "Prince" Shilly Afferson; Miss Falilatu; Miss Falilatu Eniafe; Miss Falilatu Shittu; "Prince" Jackson Shilly; "Prince" Situ Eniafe; "Prince" Alavi Eniafe, and "Prince" Alabi Afferson, at Lagos Nigeria.

**Mr. J. B. Bradley et al.**

On July 18, 1949, a fraud order was issued against Mr. J. B. Bradley, Interamerican News Service, and their officers and agents as such, at Tijuana, Baja California, Mexico.

**Sr. Juan Velazquez**

On July 20, 1949, a fraud order was issued against the following party: Sr. Juan Velazquez, Manuel Ma. Contreras 45, Mexico, D. F., Mexico.

**The Naturist (1941) Ltd. et al.**

On July 20, 1949, a fraud order was issued against the following concerns: The Naturist (1941) Ltd., 222 Gray's Inn Road, London, W. C. 1; Atlas Publishing & Distributing Company, Ltd., 18 Bride Lane, London, E. C. 4; Photo Centre, Limited, 2 Brick Street, Park Lane, London W. 1; The Mitre Press, Mitre Chambers, Mitre Street, London E. C. 3; and Key Books, 37 A Upper Brook Street, Ipswich, Suffolk, all at England.

**A. Coady et al.**

On July 20, 1949, a fraud order was issued against the following parties: A. Coady, 1461 Wellington Street, Pt. St. Charles, Montreal, Canada, and A. Morgan, Half-Way-Tree P. O., Jamaica, British West Indies.

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.

**INSTRUCTIONS OF  
CHIEF CLERK AND DIRECTOR OF PERSONNEL****POSTAL LAWS AND REGULATIONS OF 1948**

The distribution of the 1948 edition of the *Postal Laws and Regulations* has been completed. If any postmaster has not received a copy he should communicate with the Chief Clerk and Director of Personnel of the Department.

Amendments to the 1948 edition will be printed in the *POSTAL BULLETIN* and reprinted in the *Quarterly Supplement to the Official Postal Guide*. Amendments printed at the back of the Supplements should be carefully preserved. They are printed on one side of the page so that they may be clipped and pasted directly opposite the section amended, or they may be pasted in a separate book, the margin of each section amended being marked with the number of the insert affecting that particular section. The Department does not furnish blank books for this purpose.

The concordance found on page 907 shows the disposition of sections of the 1940 edition.

Copies of the *Postal Laws and Regulations* furnished by the Department for official use must be carefully preserved (see sec. 25.8, *Postal Laws and Regulations*, 1948). The Superintendent of Documents, Government Printing Office, Washington 25, D. C., supplies copies of this publication to the public at \$2.75 a copy. Remittance is required in advance and must be made by money order or check payable and addressed to that official.

**OFFICE OF BUDGET AND ADMINISTRATIVE PLANNING****SUGGESTION SYSTEM****Supplemental List of Suggestions**

*Any further reference will be by letter or publication*

Method of making corrections in Form 5002 (*Railway Mail Service Black Book*):

7537—Blatt, Aaron D., railway postal clerk, New York, N. Y.

Method of publishing departmental orders and restricting division general orders to certain information:

7115—Ohlinger, Wilson M., railway postal clerk, Brooklyn, N. Y.

Revise Form 5002 (*Railway Mail Service Black Book*):

5004—Bradley, Theodore, railway postal clerk, Murphysboro, Ill.

Print number of general order to right of amendment to Form 5002 (*Railway Mail Service Black Book*):

6844—Kanter, Harold, railway postal clerk, Chicago, Ill.

Change heading of division general orders to permit mailing without enclosing in envelopes:

4174—Wilsmann, Oscar C., railway postal clerk, St. Paul, Minn.

In printing second division general orders devote separate page to dispatch of foreign mails:

7186—Hohmeyer, Lawrence B., railway postal clerk, New York, N. Y.

Method of checking Form 5002 (*Railway Mail Service Black Book*) of substitutes by counselor-instructor:

7821—Heil, Edward, assistant chief of section, Railway Mail Service New York, N. Y.

Print Form 5002 (*Railway Mail Service Black Book*) with blank page opposite each printed page for amendments:

8090—Vancil, Albert L., railway postal clerk, Webster Groves, Mo.

Alter present form of general orders for more uniform filing:

8047—Ilg, Fred W., railway postal clerk, Los Angeles, Calif.

Issue General Orders bimonthly instead of weekly:

8161—Hoffman, J. H., railway postal clerk, Washington, D. C.

Issue *Manual of Instructions for postal personnel* in loose-leaf form:

7635—Spain, W. E., clerk, Miller, S. C.

List alphabetically or index postal supplies in Form A-7:

5133—Evans, Ralph W., postmaster, Palo Alto, Calif.

Publish amendments to *Postal Laws and Regulations* to show previous and new amendments:

8037—Deerr, W. S., foreman, Los Angeles, Calif.

Provide watch repair and inspection service for railway mail service employees:

7548—Fletcher, George M., railway postal clerk, Bay St. Louis, Miss.

Proposal that circular letters and flats be worked separately:

7337—Johnson, Albert C., Jr., clerk, Fairfield, Iowa.

Proposal that railroad companies install lights on mail cranes:

6928—Peterson, Claire M., postmaster, Stanchfield, Minn.

Establish uniform procedure in application of space rules, *Railway Mail Service*:

5452—Gingras, Wilfred J., railway postal clerk, Portland, Maine.

Discontinue Railway Mail Service space units for the month of December:  
5431—Clark, Herbert E., clerk in charge, Railway Mail Service, Boston, Mass.

Discontinue backstamping labels from delayed connections:  
5026—Sterling, R., clerk in charge, Railway Mail Service, New York, N. Y.

Change present Butte-Paradise run, Miles City and Seattle Railway Post Office, to head out of Spokane:  
3193—Friedt, Pete P., substitute railway postal clerk, Spokane, Wash.  
3870—Osman, Guy, railway postal clerk, Spokane, Wash.

### AMENDMENTS TO THE POSTAL LAWS AND REGULATIONS OF 1948

ORDER No. 41062; DATED July 22, 1949.

The Postal Laws and Regulations of 1948 are hereby amended as indicated in the following inserts Nos. 1 to 18, inclusive.

#### SUMMER AND WINTER RESORT POST OFFICES

INSERT No. 1.

ORDER No. 41062; DATED JULY 22, 1949.

In section 24.6, Summer and winter resort post offices, amend paragraph (c) to read as follows:

(c) *Advance report of closing.*—Thirty days prior to 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 First Assistant Postmaster General, Division of Postmasters, and the central accounting postmaster shall be notified of the postmaster's own post office address during the period the office is to be closed.

#### PERFORMANCE OF DUTIES DURING ABSENCE OF POSTMASTER

INSERT No. 2.

ORDER No. 41062; DATED JULY 22, 1949.

In section 24.9, Performance of duties during absence of postmaster make the following changes:

1. Amend paragraph (b) to read as follows:

(b) *Who shall be designated.*—The assistant postmaster shall in all cases manage the business of the post office during the absence of the postmaster, unless some other clerk is designated for this purpose, as provided in paragraph (a).

NOTE.—See sections 137.8 and 137.81 as to assistant postmasters and their duties.

2. Rescind paragraph (c).

3. Redesignate paragraphs (d) and (e) as paragraphs (c) and (d), respectively.

#### FEES FOR ENTRY AS SECOND-CLASS MATTER

INSERT No. 3.

ORDER No. 41062; DATED JULY 22, 1949.

In section 34.28, Fees for entry as second-class matter, rescind paragraph (d), and redesignate paragraph (e) as paragraph (d).

#### FOURTH-CLASS RATES TO ALASKA, HAWAIIAN ISLANDS, AND CANAL ZONE

INSERT No. 4.

ORDER No. 41062; DATED JULY 22, 1949.

Amend section 34.80, Fourth-class rates to Alaska, Hawaiian Islands, and Canal Zone, to read as follows:

Sec. 34.80. *Fourth-class rates to Alaska, Hawaiian Islands, and Canal Zone.*—The eighth-zone rates of postage shall apply to fourth-class mail transported: (1) Between the United States proper and the Hawaiian Islands or Alaska; (2) between Hawaii and Alaska; (3) between the United States and the Canal Zone; (4) to, from or between Tutuila, Manua, and the other islands of the Samoan Group east of longitude 171° west of Greenwich and the United States and its other possessions.

#### MAILING OF MATTER WITHOUT STAMPS AFFIXED

INSERT No. 5.

ORDER No. 41062; DATED JULY 22, 1949.

In section 35.4, Mailing of matter without stamps affixed, rescind subparagraph (5) of paragraph (e).

#### RADIOACTIVE MATERIAL

INSERT No. 6.

ORDER No. 41062; DATED JULY 22, 1949.

In part 35 make the following changes:

1. Add a new section to read section 35.16a, Radioactive material, between sections 35.16 and 35.17 in the list of sections.

2. Add a new section, Section 35.16a, Radioactive material, in text between sections 35.16 and 35.17 to read as follows:

Sec. 35.16a. *Radioactive material*—(a) *Whenailable.*—Radioactive materials (liquid, solid, or gaseous; manufactured articles such as instrument or clock dials of which radioactive materials are a component part; luminous compounds; ores and residues) which fulfill all the following conditions shall be accepted for mailing provided they are properly packed in a strong tight outside container and marked "Radioactive Material—Gamma Radiation at Surface of Parcel Less than 10 Milliroentgens for 24 hours—No Significant Alpha, Beta, or Neutron Radiation."

(b) *Leakage.*—The package must be such that there can be no leakage of radioactive material under conditions normally incident to transportation in the mails in sacks.

(c) *Maximum contents.*—The package must contain not more than 0.1 millicuries of radium, or polonium, or that amount of strontium 89, strontium 90, or barium 140 which disintegrates at a rate of more than 5 million atoms per second; or that amount of any other radioactive substance which disintegrates at a rate of more than 50 million atoms per second.

(d) *Amount of radiation at surface.*—The package must be such that no significant alpha, beta, or neutron radiation is emitted from the exterior of the package and the gamma radiation at any surface of the package must be less than 10 milliroentgens for 24 hours.

(e) *Specifications of container.*—The design and preparation of the package of radioactive material must be such that there will be no significant radioactive surface contamination of any part of the container. Liquids must be packed in tight glass, earthenware, or other suitable inside containers surrounded by an absorbent material sufficient to absorb the entire liquid contents and of such nature that its efficiency will not be impaired by chemical reaction with the contents.

NOTE.—The amounts of radioactive materials shown are based on exemptions to I. C. C. regulation 367, while packaging requirements are based on I. C. C. regulation 368.

#### SPECIAL PACKING OF CERTAIN MATTER

INSERT No. 7.

ORDER No. 41062; DATED JULY 22, 1949.

In section 35.18, *Special packing of certain matter*, make the following changes:

1. Amend subparagraphs (5) and (6) of paragraph (d) to read as follows:

"(5) *In metal containers.*—(i) Mailable liquids in securely closed (hermetically sealed; screw top with gasket or inner seal, or approved patented top) good quality metal containers, when in quantities of less than 1 gallon and individually cushioned in a strong, tightly closed outside container of metal, wood, or fiberboard, shall be accepted for mailing, but when in friction or compression top cans with capacity over 4.27 fluid ounces the tops shall be securely soldered on in not less than four places equally spaced. Such parcels shall be marked "Fragile—Liquid—Less than 1 gallon in metal containers" and shall be dispatched inside of mail bags.

"(ii) Mailable liquids in securely closed good quality metal containers (friction or compression type top or covers, except heavy milk cans, to be securely soldered on in not less than six places equally spaced when can is of 1 gallon capacity) in quantities of 1 gallon or more shall be accepted for mailing when closed and packed in accordance with preceding paragraph as amended but in proportionately stronger outside container provided when gross weight exceeds 30 pounds, the closure if of tape shall be reinforced, but when in extra strong metal containers with handle or bail the boxing may be omitted. Such boxed parcels shall be marked "Fragile—Liquid—Outside Mail—1 gallon or more in metal container" and shall be dispatched outside of mail bags.

2. Redesignate subparagraph (7) as subparagraph (6)."

#### EMPLOYEES FORBIDDEN TO PLACE MAIL IN CLOTHING, HAND GRIPS, PARCELS, OR OTHER LUGGAGE

INSERT No. 8.

ORDER No. 41062; DATED JULY 22, 1949.

Amend section 41.3, *Employees forbidden to place mail in clothing*, to read as follows:

SEC. 41.3. *Employees forbidden to place mail in clothing, hand grips, parcels, or other luggage.*—Employees of the postal service shall not place or carry in their pockets or in other parts of their clothing, or in hand grips, parcels, or other luggage, any mail which is in the custody of the postal service.

NOTE.—See section 130.47 as to penalty for improperly detaining, opening, or destroying letters; section 130.49 as to penalty for intercepting or secreting letters.

#### FACING SLIPS

INSERT No. 9.

ORDER No. 41062; DATED JULY 22, 1949.

In section 42.34, *Facing slips*, make the following changes:

1. Delete "section 107.16" and insert, in lieu thereof, "section 108.16."

2. Amend note to read as follows:

"NOTE.—The foregoing does not apply where direct sacks are made up by a mailer who provides labels printed to show his name and the point of mailing. See section 43.1 as to filing and disposing of facing slips received."

#### OFFICE REGULATIONS CONCERNING CARRIERS

INSERT No. 10.

ORDER No. 41062; DATED JULY 22, 1949.

In section 50.6, *Office regulations concerning carriers*, amend paragraph (j) to read as follows:

"(j) *Carrier's record of changes of address.*—A city delivery carrier shall not be required to keep a complete directory of all patrons on his route but shall keep a record of all changes of address. In cases involving local changes of address, Form 22, "Order to Change Address," after being recorded in the route directory of the carrier who served the patron at the old address shall be turned over to the carrier regularly assigned to serve the route to which the patron is moving for information and initialing. Unlimited forwarding orders and permanent changes of address shall be observed for a period of 2 years."

#### MAKE-UP AND DISPATCH OF SPECIAL-DELIVERY MATTER

INSERT No. 11.

ORDER No. 41062; DATED JULY 22, 1949.

In section 53.7, *Make-up and dispatch of special-delivery matter*, add a note to read as follows:

"NOTE.—Each sack dispatched containing special delivery matter shall have a Form 3952 attached, or the label clearly marked 'Special Delivery'."

#### FORWARDING REGISTERED MATTER

INSERT No. 12.

ORDER No. 41062; DATED JULY 22, 1949.

In section 60.14, *Forwarding registered matter*, amend paragraph (e) to read as follows:

"(e) *Procedure when forwarding or returning.*—In forwarding or returning registered mail, the postmaster shall not change the name of the addressee or sender, but shall change the address only, cross off the name of his post office and State, plainly mark the article 'Forward' or 'Returned to writer' ('R. W.'), as may be proper, postmark it to show the date of such action and dispatch the article under its original registration number. If forwarded, the original return receipt, if any, shall accompany the article. If returned to writer, the original return receipt, if any, shall be destroyed. The delivery book or other authorized record shall show when and to what office and State a given article was forwarded, or when and to what office and State or country the article was returned, and the number under which it was dispatched."

NOTE.—See section 60.20 as to treatment of matter returned to office of mailing.

#### WHEN NO INDEMNITY WILL BE PAID

INSERT No. 13.

ORDER No. 41062; DATED JULY 22, 1949.

In section 63.6, *When no indemnity will be paid*, add a new paragraph (k) to read as follows:

"(k) For the loss or injury to any matter mailed in the execution of any fraudulent scheme or enterprise. The finding of the Postmaster General under section 36.9, that the scheme or enterprise is carried on by means of false or fraudulent representations shall relieve the Post Office Department of liability for indemnity as to matter mailed after notice of the institution of proceedings pursuant to section 36.9 has been given to the person conducting the scheme or enterprise. As to matter mailed before such notice, the findings of the Postmaster General will be regarded as evidence that the scheme or enterprise is fraudulent."

#### COMMISSION FOR MONEY-ORDER BUSINESS

INSERT No. 14.

ORDER No. 41062; DATED JULY 22, 1949.

Amend section 76.27, *Commission for money-order business*, to read as follows:

"SEC. 76.27. *Commission for money-order business.*—Postmasters at fourth-class post offices shall take credit for a commission of 3 cents for each money order issued, and at the time of withdrawal the amount of the commissions shall be entered in the account and cashbook."

NOTES.—See section 70.2 for authority.

#### DISTRIBUTION OF MAILS

INSERT No. 15.

ORDER No. 41062; DATED JULY 22, 1949.

In section 108.7, *Distribution of mails*, amend paragraph (a) to read as follows:

"(a) *Official schemes and schedules.*—Railway postal clerks shall carefully distribute mail by the official schemes and schedules furnished, which shall be kept corrected to conform to changes published in general orders."

#### COMPENSATION FOR TRANSPORTATION OF FOREIGN MAILS

INSERT No. 16.

ORDER No. 41062; DATED JULY 22, 1949.

In section 120.7, *Compensation for transportation of foreign mails*, add a new paragraph (d) to read as follows:

"(d) *Free transportation of foreign mails.*—(1) As an exception to paragraphs (b) and (c) and in accordance with the free transit provisions of the convention of the Postal Union of the Americas and Spain, no compensation will be paid by the United States Post Office Department for the transportation of letters and prints mails originating in the United States and/or countries signatory to the Convention of the Postal Union of the Americas and Spain when dispatched on vessels of the registry or flag of a signatory country, other than the United States or Canada, as their conveyance by such vessels is an obligation of the country in which the vessel is registered.

(2) The following listed countries are signatory to the Convention of the Postal Union of the Americas and Spain:

Argentina.	Cuba.	Haiti.	Peru.
Bolivia.	Chile.	Honduras (Republic).	Spain.
Brazil.	Dominican Republic.	Mexico.	United States.
Canada.	Ecuador.	Nicaragua.	Uruguay.
Colombia.	El Salvador.	Panama.	
Costa Rica.	Guatemala.	Paraguay.	

#### GROSS POSTAL RECEIPTS AS BASIS FOR COMPENSATION AND ALLOWANCES

INSERT No. 17.

ORDER No. 41062; DATED JULY 22, 1949.

In section 137.31, *Gross postal receipts as basis for compensation and allowances*, amend paragraph (b) to read as follows:

(b) *Of what comprised.*—Gross postal receipts of a post office on which the annual salary of the postmaster is based shall consist of the amount of postage stamps (including stamps in books and coils, air-mail and special-delivery stamps, special-handling stamps, postage-due stamps, stamped envelopes, special request envelopes, air letter sheets), and postal cards sold for use at the office; excess received from the sale of stamped envelopes, singly and in odd lots, over the Department invoice value; application fees for entry and reentry of publications as second-class matter; amounts of postage at pound rates collected in money on second-class matter mailed by publishers and news agents; amounts of postage collected in money on first-, third-, and fourth-class matter and second-class matter not included in the preceding item mailed without postage stamps affixed under sections 34.66 and 35.4; application fees for permit to mail matter of any class without stamps affixed as nonmetered mail; fees covering mailing of third-class matter in bulk; box rents for the calendar year; and miscellaneous receipts such as those resulting from sales of waste papers, twine, or dead parcel post, newspapers, magazines and printed matter.

#### RECEIPTING ON C. O. D. TAGS

INSERT No. 18.

ORDER No. 41062; DATED JULY 22, 1949.

Amend section 64.30, *Receipting on tags*, to read as follows:

Sec. 64.30. *Receipting on c. o. d. tags.*—In delivering c. o. d. mail, receipts shall be obtained on the tags attached thereto. Receipts on c. o. d. tags shall be obtained from senders for all c. o. d. mail returned to them as undelivered matter. Such c. o. d. mail shall not be charged to carriers, nor shall collection be made of the c. o. d. charges from the sender.

#### CHANGE—POSTAL GUIDE 1948—PART II

##### MERCHANDISE PROHIBITED TO MEXICO

CHANGE No. 267.

The following supersedes the information in the subcaption "Prohibitions" on page 237 and the first four paragraphs on page 238:

Information has been received from the Postal Administration of Mexico that the articles listed below are prohibited from admission to that country, under regulations of the Mexican Import Control Commission:

- \*Certain fresh and preserved fruits, nuts, meats and fish.
- Cosmetics, perfumes and toilet kits. However, tooth pastes and deodorants are admitted.
- Jewelry with or without precious stones, and manufactured articles with decorations or accessories of gold or platinum.
- \*Certain kinds of cloth and lace.
- \*Certain textile manufactures.
- \*Certain kinds of wearing apparel.
- \*Hats, caps, and footwear of various kinds.
- \*Toys and dolls of certain types.
- \*Fans and other manufactured articles of ivory, shell, and other substances.
- Cigarettes.
- Canes.
- Playing cards.

Firearms.  
 Electrolytic copper.  
 Leather bags, purses and wallets weighing up to one kilogram (2½ pounds) each.  
 Tanned hides with the hair.  
 Pictures, statues, and antiques 100 or more years old.  
 Fountain pens, mechanical pencils, and penholders of any material other than fine metal, with gold, silver, or gold-plated parts. Similar articles of plastic without gold, silver, or gold-plated parts are admitted.  
 Radio receivers and phonographs. However, radio transmitters and parts used in the manufacture of radios and phonographs are admitted.  
 Watches, wrist or pocket, other than repeating. However, watchcases, works, and other parts are admitted.  
 Worked glass and crystal in pieces, with or without mountings or decorations. Plain glass bottles or other containers, and other manufactured glass articles, are admitted.  
 \*Certain advertising matter, calendars, and price lists on loose sheets.

With reference to the items marked with an asterisk (\*) above, senders should consult the American Republics Division, Office of International Trade, Department of Commerce, Washington 25, D. C., any Commerce Department field office, or their correspondents in Mexico, as to whether any particular items in those categories will be admitted.

The prohibitions do not apply to articles imported into the following free zones and districts:

- (a) Ensenada, Tijuana, Algodones, Tecate, and Mexicali in Baja, California.
- (b) Cozumel, Chetumal, Xcalak, and Isla de Mujeres in the Territory of Quintana Roo.
- (c) The partial free zone established in northwestern Sonora, bounded as follows: On the north by the international boundary from the Colorado River to a point 10 kilometers east of Conoita; thence straight to the coast at a point 10 kilometers east of Point Penasco; and thence to the Colorado River at the place of beginning.
- (d) The free ports of Coatzacoalcos, Vera Cruz; Salina Cruz, Oaxaca; and Topolobambo, Sinaloa.

No parcel-post or regular-mail packages for delivery in Mexico containing any of the items listed above as prohibited may be accepted for mailing unless addressed to one of the exempted localities, or unless the sender has received assurance that the addressee will be permitted to receive the contents. In the latter case, the sender must endorse the wrapper "Importation into Mexico authorized" or similarly.

**CHANGES—MANUAL OF INSTRUCTIONS FOR POSTAL PERSONNEL**  
 (1948 Edition)

**QUARTERLY REPORT OF EXPENDITURES**

CHANGE No. 224.

Chapter II, article 46, the first paragraph is changed to read: "As soon as possible after the close of each quarter, but not later than the date of submission of the postal account, postmasters at first-class offices shall forward to the First Assistant Postmaster General, Division of Post Office Clerical Service, a quarterly report of expenditures for clerical and mail handler auxiliary hire and overtime on Form 024-A. A similar report of carrier and special delivery messenger auxiliary hire and overtime shall be made to the Division of City Delivery Service on Form 024-CD."

POST OFFICE CHANGES	POST OFFICE CHANGES
<p><b>Established—Fourth Class</b>                      ARKANSAS                      73848. Pencil Bluff (*2729) Montgomery County. Supply route 47369. Effective as of July 1, 1949. a Mount Ida.</p>	<p><i>Correction</i>                      ALASKA                      05697. Portage Junction. Order establishing this office effective March 1, 1949, under number 05697, is corrected to show number as 05710.</p>
<p><b>Modification</b>                      ALASKA                      05511. Bartlett. Order establishing this office effective May 1, 1949, is modified to show effective date as May 6, 1949.</p>	<p><b>Reestablished—Fourth Class</b>                      VIRGINIA                      85482. Supply (*1072) Essex County. Supply route 14161. Effective Aug. 1, 1949. a Port Royal.                      *Unit number.                      a Postmaster's address.</p>

POST OFFICE CHANGES
<p><b>Discontinued—Third Class</b>                      PENNSYLVANIA                      44049. Terrace, Allegheny County, route 210774. Effective July 31, 1949. Mail to Homestead.</p>
<p><b>Discontinued—Fourth Class</b>                      ILLINOIS                      11667. Cloverdale, Du Page County, rural route No. 1. Effective July 31, 1949. Mail to Bartlett.</p>
<p>MISSOURI                      15449. Ira, Laclede County, route 45509. Effective July 31, 1949. Mail to Eldridge.</p>
<p>SOUTH CAROLINA                      59628. Renno, Laurens County, rural route No. 2. Effective Aug. 31, 1949. Mail to Clinton.</p>
<p>VIRGINIA                      85482. Supply, Essex County, route 14161. Effective as of June 30, 1949. Mail to Port Royal.</p>
<p>WEST VIRGINIA                      86973. Eagle, Fayette County, routes 103771, 105751 and 216102. Effective July 31, 1949. Mail to Montgomery.</p>
<p><b>Rescinded</b>                      TENNESSEE                      57605. Boatland, Fentress County. Order discontinuing this office effective July 31, 1949, is hereby rescinded.                      58002. Hamburg, Hardin County. Order discontinuing this office effective July 31, 1949, is hereby rescinded.</p>
<p><b>Summer Post Office—Opened</b>                      OHIO                      18405. Fort Scott Camps, Hamilton County. Effective as of June 27, 1949.</p>
<p>UTAH                      48025. Bryce Canyon, Garfield County. Effective as of June 1, 1949.</p>
<p><b>Unit Change</b>                      PENNSYLVANIA                      Cowanesque, Tioga County, is now in Unit 1065, not 1115.</p>

POST OFFICE BRANCHES
<p><b>Established</b>                      NEW YORK                      Rochester: The following classified branches, Monroe County, will be established effective Sept. 1, 1949:                      Greece—21434.                      Roselawn—21439.</p>
<p>OHIO                      Cincinnati: 17117. Deer Park (classified) Hamilton County, effective July 23, 1949.</p>
<p>PENNSYLVANIA                      Homestead: 42703. Terrace (classified) Allegheny County, effective Aug. 1, 1949.</p>
<p>TEXAS                      El Paso: 52235. Ascarate (classified) El Paso County, effective as of July 16, 1949.</p>
<p><b>Change In Name</b>                      INDIANA                      LaFayette: 35002. West Lafayette (classified) name changed to West LaFayette (classified) effective Aug. 1, 1949.</p>
<p><b>Reestablished</b>                      NEW YORK                      New York: X8293. U. S. S. Arneb (AKA 56), with money-order facilities, effective Apr. 1, 1949.</p>
<p><b>Discontinued</b>                      VIRGINIA                      Norfolk: 85968. Money-order unit 2 of Hampton Roads (classified) as of June 30, 1949.</p>

POST OFFICE BRANCHES
<p><i>Correction</i>                      CALIFORNIA                      Monterey: 81668. Order reestablishing money-order unit 1, Fort Ord Branch (classified) is corrected to show No. 81668 instead of 81461. This money-order unit is established instead of reestablished.</p>
<p><b>POST OFFICE STATIONS</b></p>
<p><b>Established</b>                      ARIZONA                      Tucson: 05428. No. 12 (contract), Pima County, effective Aug. 16, 1949.</p>
<p>CALIFORNIA                      Costa Mesa: 80996. C. o. d., effective Aug. 16, 1949.</p>
<p>HAWAII                      Wailuku: X1091. C. o. d., effective Aug. 16, 1949.</p>
<p>ILLINOIS                      Lemont: 12339. C. o. d., effective Aug. 16, 1949.</p>
<p>MAINE                      Farmington: 94588. C. o. d., effective Aug. 1, 1949.</p>
<p>NEW JERSEY                      Ramsey: 90770. C. o. d., effective Aug. 1, 1949.</p>
<p>NEW YORK                      Gouverneur: 22855. C. o. d., effective Aug. 1, 1949.                      Walton: 24461. C. o. d., effective Aug. 1, 1949.</p>
<p>PENNSYLVANIA                      Boyertown: 41125. C. o. d., effective Aug. 1, 1949.                      Red Lion: 43515. C. o. d., effective Aug. 1, 1949.</p>
<p>SOUTH DAKOTA                      Deadwood: 29305. C. o. d., effective Aug. 15, 1949.</p>
<p>TEXAS                      Amarillo: 52103. No. 3 (contract) Potter County, effective Aug. 1, 1949.</p>
<p>UTAH                      Brigham: 48601. C. o. d., effective Aug. 15, 1949.</p>
<p>WASHINGTON                      Seattle: 70313. Jackson (classified) King County, effective as of July 18, 1949.                      Seattle: 70322. No. 15 (contract) King County, effective Aug. 1, 1949.                      Tacoma: 70528. No. 14 (contract) Pierce County, effective Aug. 1, 1949.</p>
<p>WYOMING                      Torrington: 89357. C. o. d., effective Aug. 15, 1949.                      Worland: 89388. C. o. d., effective Aug. 15, 1949.</p>
<p><b>Reestablished</b>                      PENNSYLVANIA                      Lancaster: 40637. No. 7 (contract) Lancaster County, effective Aug. 1, 1949.</p>
<p>SOUTH CAROLINA                      Spartanburg: 59319. Lone Oak, Rural, Spartanburg County, effective Sept. 1, 1949.</p>
<p><b>Change In Designation</b>                      NORTH CAROLINA                      Fayetteville: 75860. East Fayetteville Station (contract) designation changed to East Fayetteville Branch (contract), effective Aug. 1, 1949.</p>
<p><b>CITY DELIVERY SERVICE</b></p>
<p><b>Established</b>                      COLORADO                      Wheat Ridge: Effective Sept. 1, 1949.</p>
<p>NEW JERSEY                      Northfield: Effective Aug. 1, 1949.                      Stone Harbor: Effective June 15, 1949, for the summer season only (June 15 to Sept. 15).</p>
<p>NEW YORK                      Central Islip: Effective Aug. 1, 1949.                      Copiague: Effective Aug. 1, 1949.</p>
<p>PENNSYLVANIA                      Temple: Amend order dated May 23, 1949, establishing city delivery service effective June 16, 1949, to read city delivery service established July 1, 1949.</p>