

INSTRUCTIONS OF ASSISTANT POSTMASTERS GENERAL

PACKING PHONOGRAPH RECORDS

Notice in the *POSTAL BULLETIN* of August 30, 1949, under heading **FRAGILE (SHELLAC TYPE) RECORDS**, subheading **CUSHIONING**, is amended to require vertical corrugations in the double-wall inner liner, instead of horizontal corrugations.

AIR POSTAL TRANSPORT A. M. 81

Effective on or about October 1, 1949, air-mail service will be inaugurated over segment No. 2 of route A. M. 81, between Tulsa, Okmulgee, Holdenville, McAlester, and Durant, Okla.; and Sherman, Denison, and Dallas, Tex.

Service at McAlester, Okla., will not be inaugurated at this time. Appropriate announcement will be made when service is inaugurated at this point. No philatelic covers should be sent to the postmaster at McAlester until such time as formal announcement is made of inauguration of service at this point.

Special cachets will be provided for Tulsa, Okmulgee, Holdenville, and Durant, Okla.; and Sherman, Denison, and Dallas, Tex., and Air Mail Field, Dallas, Tex., and the usual treatment of philatelic mail will be authorized.

First-flight air-mail covers sent to the postmasters at the above-named offices, and to the District Superintendent, District 2, Fort Worth, Tex., for Air Mail Field, Dallas, cachet, 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.

No provision will be made for point-to-point covers; however, at request of collectors, covers receiving cachets will be given directional service only to a terminal or junction point designated by the Regional Superintendent, Air Postal Transport, and served by the first flight in each direction, and will there be backstamped and dispatched onward to destination.

A. M. 96

Service will be authorized for 1 day only on route A. M. 96 from the American Air Mail Society Convention Station of the Chicago post office located at the Edgewater Beach Hotel, to the Chicago main post office, on October 8, 1949.

This flight will carry souvenir covers only in connection with the commemoration of the seventy-fifth anniversary of the Universal Postal Union and the convention of the American Air Mail Society. A special cachet will be provided and arrangements will be made for backstamping the covers by the Chicago main post office.

Covers should be sent to the Regional Superintendent, Air Postal Transport, Chicago 4, Ill., so as to reach that office not later than October 7, or they may be deposited in person at the American Air Mail Society Convention Station at the Edgewater Beach Hotel on October 8 until 12 noon.

PAUL AIKEN, *Assistant Postmaster General.*

ORDINARY MAIL LOCKS—PROMPT DISPOSITION OF

The supply of locks in the various mail-bag depositories has dwindled to the point where the Department is no longer able to fill requisitions therefor. There has been a tremendous increase in the flow of parcel-post mails and because of the scarcity of locks heavy shipments of mail are now going forward unlocked. Postmasters and general superintendents of the Railway Mail Service are directed to call to the attention of all employees existing instructions concerning locks which provide that post offices and Railway Mail Service organizations shall dispatch surplus locks daily to the proper depository and retain only sufficient quantities to meet actual requirements.

This is a matter of urgency, and it should be given vigorous attention by all concerned.

PAUL AIKEN, *Assistant Postmaster General.*
WALTER MYERS, *Assistant Postmaster General.*

FIFTEEN-CENT UNIVERSAL POSTAL UNION AIR MAIL COMMEMORATIVE STAMP

The Department will issue a 15-cent air-mail stamp through the Chicago, Ill., post office, on October 7, 1949, to commemorate the seventy-fifth anniversary of the Universal Postal Union.

The stamp will be 0.84 by 1.44 inches in dimensions, arranged horizontally within a single line border, printed by the rotary process in blue, electric-eye perforated, and issued in sheets of 50 subjects. The printing of 35,000,000 15-cent Universal Postal Union air-mail stamps has been authorized.

The central design shows the World being encircled by doves in flight carrying messages. At the top in a single line is the wording "U. S. Postage * Air Mail", just below each end of which is the denomination "15¢". The lettering "The Universal Postal Union" appears in a single line across the lower border with the dates "1874" and "1949" just above each end. All lettering and numerals are 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, Chicago, Ill., 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, Chicago, Ill., should be endorsed "First Day Covers."

All covers will be given a slogan cancellation reading, "First Day of Issue—American Air Mail Society—Convention Station." 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 15-cent Universal Postal Union air mail stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after October 10, 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 submit requisition for a limited supply of the new 15-cent air mail stamp based on local mailing and philatelic requirements. 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 15-cent Universal Postal Union air mail 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 15-cent Universal Postal Union air mail stamp.

Postmasters are cautioned not to place the stamp herein announced on sale before October 8, 1949.

ACCOUNTING FOR SECOND-CLASS MAILINGS WHEN THE WEIGHT TO ONE ZONE DOES NOT EXCEED 1 POUND

Where the total weight of any one edition or issue of a second-class publication mailed to any one zone **does not exceed 1 pound**, the weight shall be entered in division IV of Forms 3541-A and 3539 as a full pound and shall be charged with 1 cent postage as required by paragraph (b), section 34.40, Postal Laws and Regulations, 1948 Edition. Therefore, the total weight for any one zone may never be entered as 1 pound in division I.

Where the total weight of any one edition or issue **exceeds 1 pound**, the weight shall be entered for each zone in columns 3, 4, and 5 of division I of Forms 3541-A and 3539 as two or more pounds since fractions of pounds must be entered as whole pounds as required by paragraph (h), section 34.47, Postal Laws and Regulations, 1948 edition.

JOSEPH J. LAWLER, *Assistant Postmaster General*

THE DELIVERY OF MAIL BY VEHICLES DURING CHRISTMAS SEASON

Mimeographed instructions were mailed by the Division of Motor Vehicle Service on September 7, 1949, to all postmasters who utilized automobiles belonging to other departments and agencies of the Government to deliver mail during the Christmas season, 1948, with the object of again securing such vehicles to assist in the delivery of mail this year.

The heads of the executive departments and agencies which loaned automobiles to the postal service in previous years have been contacted, soliciting their cooperation in making available the maximum number of suitable automobiles for the purpose. All postmasters at city delivery offices concerned will, therefore, take such action as may be necessary to avail themselves of the use of all suitable and available Government-owned

automobiles pursuant to the above mentioned circular instructions. While the instructions require the return of Department of Defense vehicles not later than January 20, this Department desires that all such and other vehicles be returned to the lending agency on or before January 10, 1950. **Postmasters at offices who have not heretofore used such equipment for the delivery of Christmas mail and have knowledge of its availability in proximity of their offices are directed to immediately furnish the Division of Motor Vehicle Service a full report for consideration.**

It is desired to emphasize that in order to effect the greatest possible economies in the cost of vehicle service, automobiles borrowed from other departments and governmental agencies shall be utilized to the fullest extent possible before resorting to the use of equipment on an hourly contract basis upon proper authorization; that if vehicles are required in addition thereto in order to provide necessary and satisfactory city delivery service, they may be hired at the lowest obtainable hourly rate determined by competitive bidding as required by law. No expenditures may be incurred, however, for temporary vehicle hire without first obtaining an allowance therefor.

Postmasters at first-class offices should give close supervision to the operation of vehicles secured from special-delivery messengers and other postal employees below the grade of supervisor, for the delivery of special-delivery mail with a view to keeping automotive equipment maintenance expenditures at a minimum. Such equipment is not to be used for other than special-delivery service.

The Employment of Temporary Substitutes—Motor Vehicle Service—During Christmas Period

In the event it becomes necessary to employ additional help incident to the transportation of Christmas mails (depot and station service) at offices where such service is now being performed by Government-owned mail trucks manned by Motor Vehicle Service employees, recommendation should be submitted to the Division of Motor Vehicle Service on proper form for the appointment of temporary substitute garageman-drivers (driver-mechanics) at the proper hourly rate of pay effective December 1, 1949. All such temporary substitute employees who are to drive trucks will be given the driving tests prescribed by section 292, Motor Vehicle Service rules and regulations, and the actual date each appointee satisfactorily completes the tests must be shown, such date to be prior to the date of appointment. Under the heading "Remarks" should be stated the expiration date, which should not be later than January 10, 1950.

The appointment form must be submitted promptly in view of the Bureau of Budget ceiling on the number of employees that may be carried on the roll. The form should show whether or not the appointee had been employed previously in the Motor Vehicle Service. Under no circumstances is a former employee who was separated from the service for cause to be reemployed without prior departmental approval.

No appointments of any other class of substitutes in the Motor Vehicle Service may be made without prior approval of the Division of Motor Vehicle Service.

It should be understood that additional temporary substitutes are not to be employed incident to the handling of the Christmas mails, unless the exigencies of the service are such that satisfactory service cannot be maintained with the regular authorized force; also, that total expenditure for all classes of substitute hire must not exceed the 1948 level.

Greatest care should be exercised to see that new employees selected to drive Government-owned trucks and contract vehicles are duly qualified and thoroughly experienced in the operation of the vehicle to which assigned. These requirements are essential in guarding against the employment of incompetent drivers.

Each temporary substitute employee assigned to operate a truck should be furnished a copy of Form 4504, Safety Pamphlet; and Form 4597, Instructions for Operating Motor Vehicle Service, with the request that he familiarize himself with the contents.

Overtime

On account of vehicle service appropriation limitations, overtime must be confined to actual emergencies, and in no instance shall the hours of such employment during the December quarter 1949, exceed the hours of actual employment in the December quarter 1948. Diligent effort must be made to keep expenditures below the 1948 level. This matter requires more than routine attention.

Contract Vehicle Service

In transmitting vouchers covering payment for temporary vehicle hire during the quarter ending December 31, 1949, with the postal account for that quarter, postmasters should exercise caution to see that such vouchers are supported by proposals at the lowest hourly rates established by competitive bidding and Form 1036.

The instructions furnished with proposal and estimate forms for temporary vehicle hire should be carried out explicitly. A greater number of vehicles should not be scheduled at any one time than absolutely neces-

sary, taking into consideration loading facilities, etc., in order that the cost of vehicle service may be kept at the very minimum. This requires careful planning on the part of all supervisors concerned to accomplish the desired results.

Particular attention is invited to the necessity of postmasters indicating acceptance of the lowest bid, as required by law, the acceptance to be dated and SIGNED IN INK in accordance with the instructions contained in the POSTAL BULLETIN dated December 23, 1948. It is important that these instructions be carefully observed in order to obviate unnecessary delay in handling postal accounts.

WALTER MYERS, Assistant Postmaster General.

INSTRUCTIONS OF THE CHIEF INSPECTOR

ARREST OF POSTAL OFFENDER

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

GUY H. WARREN

INSTRUCTIONS OF THE SOLICITOR

FRAUD ORDER NOTICE

The Duncan Company et al.

On September 9, 1949, a fraud order was issued against The Duncan Company, The Duncan Co., and Duncan Company, and their officers and agents as such, at Oklahoma City, Okla.

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

CHANGES—MANUAL OF INSTRUCTIONS FOR POSTAL PERSONNEL

(1948 Edition)

MIGRATORY-BIRD HUNTING STAMPS

CHANGE No. 228.

Chapter XXIII, article 1, change the selling price in line five of the second paragraph to "\$2".

POST OFFICE BRANCHES	POST OFFICE STATIONS
<p>Reestablished NEW YORK New York: 20224. U. S. S. Hobson (DMS 26) without money-order facilities effective Oct. 5, 1949.</p>	<p>Discontinued ARKANSAS Bauxite: 72622. No. 1 (contract) effective as of Aug. 9, 1949.</p>
<p>Discontinued FLORIDA Miami: The following U. S. Army Postal Service A. P. O.'s were discontinued on the dates shown: A. P. O. 857, 79593; May 31, 1949. A. P. O. 867, 79595; Apr. 30, 1949. Miami: 79596. Money-order unit 1, A. P. O. 867 was discontinued effective as of Apr. 30, 1949.</p>	<p>DELAWARE Wilmington: The following contract stations were discontinued effective as of Aug. 31, 1949: No. 13, 33513. Silview, 33525.</p>
<p>MARYLAND Baltimore: 55120. Relay (contract) effective as of Aug. 31, 1949.</p>	<p>INDIANA Fort Wayne: The following contract stations were discontinued effective as of Aug. 31, 1949: No. 12, 34312. No. 15, 34316. No. 16, 34317. No. 19, 34320. No. 21, 34322. No. 24, 34325. No. 25, 34326. No. 26, 34327. No. 27, 34328. No. 28, 34329. No. 29, 34330.</p>
<p>NEW JERSEY Arlington: 90044. Kearny (contract) effective Sept. 30, 1949.</p>	<p>LaFayette: The following contract stations were discontinued effective as of Aug. 31, 1949: No. 2, 35004. No. 7, 35023. No. 8, 35025. No. 9, 35012.</p>
<p>WASHINGTON Seattle: 70660. U. S. Army Postal Service A. P. O. 997 effective Sept. 15, 1949.</p>	<p>South Bend: The following contract stations were discontinued effective as of Aug. 31, 1949: No. 9, 34409. No. 11, 34411. No. 14, 34414. No. 16, 34417. No. 18, 34419.</p>
<p>Change in Name TEXAS San Angelo: 54404. Goodfellow Field (classified) name change to Goodfellow Air Force Base (classified) effective Oct. 1, 1949.</p>	<p>MARYLAND Baltimore: The following contract stations were discontinued, effective as of Aug. 31, 1949: No. 2, 55140. No. 15, 55151. No. 17, 55153. No. 47, 55175. No. 76, 55201. No. 97, 55220. No. 103, 55226. No. 122, 55240.</p>
<p>UTAH Ogden: 49203. Hill Field (classified) name change to Hill Air Force Base (classified) effective Oct. 1, 1949.</p>	<p>NEW JERSEY Arlington: The following contract stations will be discontinued, effective Sept. 30, 1949: No. 5, 90028. No. 9, 91297.</p>
<p>WYOMING Cheyenne: 89010. Fort Warren (classified) name change to Francis E. Warren Air Force Base (classified) effective Oct. 1, 1949.</p>	<p>NORTH CAROLINA Charlotte: 75207. No. 1 (contract), effective as of Aug. 31, 1949.</p>
<p>POST OFFICE STATIONS</p>	
<p>Established VIRGINIA Richmond: 83146. Westhampton (classified) Henrico County, effective Oct. 1, 1949.</p>	