

ORDER OF THE POSTMASTER GENERAL

REORGANIZATION OF THE POST OFFICE DEPARTMENT ASSIGNMENT OF DUTIES AND DELEGATION OF AUTHORITY

ORDER No. 41762; DATED OCTOBER 21, 1949.

Pursuant to authority of Reorganization Plan No. 3 of 1949, it is hereby ordered, pending the issuance of further orders, that, effective October 21, 1949, the authority and functions vested by acts of Congress and regulations and instructions of the Postmaster General, in force and effect on October 21, 1949, in Assistant Postmaster General Vincent C. Burke are hereby transferred to the Deputy Postmaster General. There are also transferred to the Deputy Postmaster General for use in connection with the functions so transferred, the officers and employees, agencies, records, property, and unexpended balances of appropriations, allocations and other funds (available or to be made available) of Assistant Postmaster General Vincent C. Burke. The authority and functions heretofore exercised and performed by agencies, subordinate officers, and employees of Assistant Postmaster General Vincent C. Burke, under acts of Congress and regulations and instructions of the Postmaster General, in force and effect on October 21, 1949, shall continue to be exercised and performed by such agencies, subordinate officers, and employees hereby transferred to the Deputy Postmaster General.

Subsection (a) of Order No. 41307, dated August 20, 1949, is hereby amended accordingly.

INSTRUCTIONS OF ASSISTANT POSTMASTERS GENERAL

ORGANIZING FOR CHRISTMAS

EARLY MAILING

To Postmasters, Supervisors, and Employees of the Postal Service:

Every effort should be directed toward having all Christmas matter mailed in time for delivery before Christmas, and all preparations, plans, organization, and publicity should be made accordingly.

Mailings for distant States should be deposited well in advance of December 10, and greeting cards for local delivery should be mailed not later than December 15 to assure delivery before Christmas Day.

This early mailing of parcels and greetings for Christmas should be stressed and brought forcibly and repeatedly to the attention of the mailing public during the pre-Christmas period. Every possible medium of publicity available without expense to the Department should be utilized, such as the radio, television, newspapers, trade and organization journals of all descriptions; business and civic organizations, such as chambers of commerce, boards of trade, and clubs; theaters and motion-picture houses; clergymen and school teachers; public utilities, and large business concerns generally. Officials and employees coming in contact with the public should stress it at every opportunity. Publicity should be given to the fact that parcels may be marked "Do Not Open Until Christmas," and the publicity should be continued regarding the use of the postal-delivery zone number in addresses of mail directed to those cities in which the postal-delivery zone-number system has been established.

Large business concerns, department stores, and newspapers will undoubtedly be glad to include in their "shop early" advertising the idea of early mailing if the matter is properly presented to them. Large advertisers should be requested to withhold heavy mailings of catalogs, calendars, etc., during December. Calendars should be mailed sufficiently in advance of December 1 to permit delivery before that date. This does not apply to current advertising pertaining to holiday sales.

Personnel—Extra Help for Christmas

A check should be made with the proper regional civil service office as to the existence of eligible registers, and if there are such lists of eligibles, persons whose names appear thereon must be given first consideration. After the lists are exhausted, appointments may be made of persons not on eligible registers. Priority in all appointments must be accorded persons entitled to preference under the Veterans Preference Act of 1944. No maximum age limit is fixed in the employment of temporary substitutes, but persons under 18 years of age should not be employed.

Nominations of temporary substitutes should be submitted on Form 1531, in duplicate, and forwarded direct to the Department. (Some of the largest offices have been authorized to use a special form and such offices

should disregard the preceding instructions relative to Form 1531.) These forms should give the date of appointment and the date the services of the persons recommended will be discontinued. It should be understood that the instructions apply only to temporary substitutes employed incident to the Christmas business and such employment is limited to the period from December 1, 1949, to December 31, 1949, and most of them should not be actually employed before December 15th. Experience has shown that the bringing into the office of temporary employees during the Christmas season for employment as a training period prior to the time they are fully needed is of little or no value, and postmasters should not schedule such employees for duty until the volume of mails to be handled fully warrants the additional manpower.

Persons who do not meet the citizenship requirements should not be employed. Appointees must execute blanket Form PO-61X, revised September 1948. A supply will be furnished upon requisition in the usual manner. Persons appointed for the Christmas period only will not be required to furnish fingerprint charts (Form 87) or loyalty data on Form 85.

In the employment of temporaries, generally, consideration should not be given to the hiring of persons who have already worked 8 hours on other jobs, unless specially qualified by past experience and under such conditions as the postmaster can fully justify from a service standpoint. Careful supervision must be given to the temporary employees to see that more temporaries than necessary are not employed or are kept on duty when their services are not needed.

The solicitation of gifts from patrons is in violation of section 137.24 (b), Postal Laws and Regulations. Such conduct on the part of any employee will not be condoned. Postmasters are cautioned to take what ever action is necessary to see that there shall be no cause for complaint from the public concerning solicitation by postal employees.

Rural Delivery Service

Postmasters at offices from which rural delivery service is operated should anticipate as far in advance as possible the need for auxiliary help for rural carriers at Christmas time. If such auxiliary help is actually needed in order to effect, before Christmas Day, delivery of mail intended for rural patrons, postmasters should write to the Assistant Postmaster General, Division of Rural Delivery Service, and request authorization to expend an amount for auxiliary help sufficient to accomplish this purpose. The letter should state clearly why it is considered that auxiliary help will be needed, whether the help is needed in the office or on the rural route, the minimum amount of such help needed, the lowest hourly rate for service, and the lowest rate for vehicle hire at which such equipment can be obtained.

Organization

Advance arrangements should be made for such changes in assignments and schedules of the regular forces as may be advantageous. More than routine attention must be given to the use of overtime by both supervisors and regular employees. However, all regular forces must be utilized to the fullest extent without resorting to overtime before substitutes are employed, and the latter should be employed only as actually required.

Lack of proper organization and advance planning will result in large and useless expenditures, and postmasters and supervisors are required to avoid unnecessary service, extravagance, and waste, and will be held strictly responsible therefor.

Particular attention should be given to the instruction of inexperienced employees, both before and after they are assigned to work, as well as to impressing upon them the importance of the work in which they are engaged, the inviolability of the mails, and the necessity for handling mail promptly and efficiently.

Complete surveys of every division and section of the office, including the delivery service and railway mail terminals, should be made with a view to making arrangements in advance for such additional space and equipment as may be necessary to handle the extraordinary volume of Christmas mails. At offices having insufficient space, arrangements should be made for the establishment of temporary units at central points. Suitable public buildings which may be obtained without cost may be utilized for this purpose.

Definite plans should be made for the dispatch of mail which will eliminate the improper massing of mail by one post office on another or on the railway mail service. Under the provisions of section 42.26, Postal Laws and Regulations, first- and second-class post offices shall distribute all outgoing mail in accordance with the general schemes furnished and the instructions issued by the proper division superintendent of the railway mail service.

EXPEDITE THE COMPLETION AND ADJUSTMENT OF CLAIMS FOR INDEMNITY

Mail should not be labeled to an office as "Dis." unless the package or sack actually contains mail for post offices which are properly supplied through that office, or unless said mail will reach its destination sooner by placing it in a "Dis." package. If the only supply for an office is by railway post office, the mail should be worked into directs or placed in packages and sacks properly labeled to the railway post office. In the case of parcel post for States not distributed by a local office it should be dispatched in sacks labeled to the proper railway post office terminal performing such distribution, with the name of the State also being plainly shown on the label. It should be borne in mind that railroad employees handling such mail cannot be expected to know the proper railway mail service terminal which performs the distribution for a particular State, and the necessity for the sack label to bear the name of the State and the full name of the terminal in such instances is highly important.

Bear in mind that every letter dispatched in a State or R. P. O. package requires rehandling en route to destination. Therefore, every effort should be made to dispatch letter mails in direct city packages. Give this matter special attention and avoid too frequent dispatches of massed mail when a later dispatch in a direct package will eliminate rehandling the mail and expedite its delivery.

During the heavy mailing days preceding Christmas, the main office and classified stations should be kept open in the evening as long as the volume of business warrants. Particular attention should be given to organizing stations and branches. Where necessary, additional windows should be opened and rating tables, with clerks in attendance, located in the lobby. Special attention should be given to serving patrons promptly and keeping them moving in orderly sequence so as to avoid congestion or confusion. A supervisor or designated clerk should visit the lobby frequently during rush periods to direct and advise the public.

Full advantage should be taken of relay service so as to keep the foot carriers on their routes delivering mail the maximum amount of time.

When necessary, relays may be made to safe points such as business places or inclosed porches, if agreeable to the owners thereof. In no circumstances should any route be permitted to become congested and sufficient assistance must be provided the regular carrier, both in the office and on the street, so that mail will not be delayed in delivery. However, care must be exercised to avoid the provision of additional assistance until it is actually needed.

In arranging the work during the holiday season, each regular carrier should be scheduled to be on the street during a portion of each day, either for a complete trip or for a portion of a trip, so that within a period of a few days he will have covered all of his route.

There must be careful preparation, thoughtful study, constant attention to supervision and to details, and an unusual exercise of ingenuity and initiative by all officials and personnel of the Postal Service, and the full cooperation of the public must be obtained if the mails are to be handled and delivered on time.

V. C. BURKE, *Assistant Postmaster General.*
PAUL AIKEN, *Assistant Postmaster General.*
WALTER MYERS, *Assistant Postmaster General.*

AIR POSTAL TRANSPORT—A. M. 82

Effective on or about November 1, 1949, air-mail service will be inaugurated at Carrizo Springs, Tex., as a joint stop with Crystal Springs, Tex., on route A. M. 82.

Because of the short time available it is not possible to provide an official cachet, however, the usual treatment of philatelic mail will be authorized.

First-flight air-mail covers sent to the postmaster at Carrizo Springs should be accompanied by a letter authorizing the holding of the covers for the first flight.

No provision will be made for point-to-point covers; however, at request of collectors, first-flight covers will be forwarded only to a terminal or junction point designated by the Regional Superintendent, Air Postal Transport, and will there be backstamped and dispatched onward to destination.

MATCHES PROHIBITED IN THE MAILS TO FOREIGN COUNTRIES

Reports have reached the Department that parcels for foreign countries are found to contain matches despite the prohibition in section 55 (a) on page 48 of the Postal Guide (Part II) and previous notices on the subject.

The inclusion of matches in parcels for transmission overseas may result in fires with disastrous consequences. Also, the Postal Administrations of Canada and Mexico, to which mails are dispatched overland, have objected to the inclusion of matches in the mails from this country.

Postmasters are therefore directed to continue making every possible effort to assure that no mail article containing matches of any kind is accepted for transmission to any foreign country.

The widest possible publicity without expense to the Department is to be given to the foregoing.

LABELING OF SACKS SENT TO THE POSTAL CONCENTRATION CENTER, NEW YORK, FOR DISPATCH OVERSEAS

Owing to the increased volume of mail usually handled during the Christmas mailing period at the Postal Concentration Center, New York, N. Y., and in order to expedite distribution and dispatch of Army mail, Navy mail, and International Parcel Post, post offices and railway post offices will, when quantity warrants, make up separate pouches of letters and separate sacks of second- and third-class matter and parcel post as follows:

<i>Pouches labeled—</i>	<i>To contain air mail for—</i>
Postal Concentration Center, New York, N. Y. (Army Air Mail).	Army post offices bearing APO numbers, care Postmaster, New York, N. Y.
Postal Concentration Center, New York, N. Y. (Naval Air Mail).	U. S. naval vessels, U. S. naval bases, etc., and U. S. Marine Corps, addressed care Fleet Post Office, New York, N. Y.
	<i>To contain ordinary letter mail for—</i>
Postal Concentration Center, New York, N. Y. (Army mail).	Army post offices bearing APO numbers, care Postmaster, New York, N. Y.
Postal Concentration Center, New York, N. Y. (Naval Mail).	U. S. naval vessels, U. S. naval bases, etc., and U. S. Marine Corps, addressed care Fleet Post Office, New York, N. Y.
<i>Sacks labeled—</i>	<i>To contain parcel post for—</i>
Postal Concentration Center, New York, N. Y. (Army Mail) P. P.	Army post offices bearing APO numbers, care Postmaster, New York, N. Y.
Postal Concentration Center, New York, N. Y. (Naval Mail) P. P.	U. S. naval vessels, U. S. naval bases, etc., and U. S. Marine Corps, addressed care Fleet Post Office, New York, N. Y.
	<i>To contain 2d class and acceptable 3d class matter for—</i>
Postal Concentration Center, New York, N. Y. (Army Mail) 2d-3d class.	Army post offices bearing APO numbers, care Postmaster, New York, N. Y.
	<i>To contain 2d and 3d class matter for—</i>
Postal Concentration Center, New York, N. Y. (Naval Mail) 2d-3d class.	U. S. naval vessels, U. S. naval bases, etc., and U. S. Marine Corps units addressed care Fleet Post Office, New York, N. Y.
	<i>To contain International Parcel Post packages for—</i>
Postal Concentration Center, New York, N. Y. Foreign-Parcel Post.	Albania. Hungary. Austria. Italy ² (including Vatican City State). Czechoslovakia. Switzerland. Eire (Ireland). Trieste. France. Yugoslavia. Germany. ¹ Great Britain and Northern Ireland.

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

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

If the quantity warrants, include the name of the country on the label.

It is imperative that postmasters and all others concerned make every effort to make up and dispatch the mails in accordance with the above-mentioned instructions and it is particularly important that the sack labels be endorsed to show whether the contents consist of "Army Mail," "Navy Mail," or "Foreign Parcel Post."

These instructions pertain only to mails scheduled for routing to New York. The instructions contained in the POSTAL BULLETIN of May 19, 1949, concerning parcel post originating in certain divisions of the Railway Mail Service, which is to be routed to Philadelphia and New Orleans, remain in effect.

International air parcel-post packages for countries to which such service is available will continue to be dispatched under present instructions in pouches labeled to the relative air-mail field.

International parcel-post packages for dispatch from New York which are destined to foreign countries other than those listed above, will be sent to the Morgan Station of the New York post office and should be enclosed in sacks labeled "New York—Foreign Parcel Post;" if the quantity warrants, include the name of the country on the label.

PAUL AIKEN, *Assistant Postmaster General.*

CANADIAN CARD MONEY ORDERS NOT TO BE PAID HEREAFTER

Effective at once, postmasters will refuse payment on Canadian card money orders when presented and inform payees that such orders, which are intended for payment in Canada only, are now to be returned to the remitters.

This countermands instructions published in POSTAL BULLETIN No. 19152, dated July 27, 1948, which permitted postmasters to pay such orders in isolated cases when erroneously drawn on a post office in the United States.

UNDELIVERABLE THIRD-CLASS MATTER NOT TO BE DELIVERED TO SENDERS OR AGENTS IN BULK WITHOUT PAYMENT OF POSTAGE

It has come to attention that representatives of certain concerns and organizations in large cities have called at post offices to pick up undeliverable third-class mail in bulk without payment of return postage. All postmasters are cautioned against complying with such requests since to do so would be contrary to postal laws and regulations. If the matter bears the pledge to pay return postage it should be promptly returned when undeliverable, charged with return postage computed on each piece. No notice of nondelivery should be sent.

The sender of ordinary third-class matter obviously without value and without the pledge to pay return postage should not be notified of the nondelivery of such matter.

When the mailers of circulars or other miscellaneous printed matter of the third class, which is not of obvious value and bears no pledge to pay return postage, desire to obtain the undeliverable pieces in order that they may correct their mailing lists and at the same time reuse the matter, the same may be returned to them upon payment of postage at the rate applicable under the postal laws and regulations, computed on each separately addressed piece which, in the case of ordinary circulars, would be 2 cents for the first 2 ounces or fraction thereof plus 1 cent for each additional ounce or fraction.

It is contemplated that any undeliverable matter of this nature returned to sender will be so marked as to prevent its remailing in the same envelopes under the original postage or indicia.

TEN-CENT UNIVERSAL POSTAL UNION AIR MAIL COMMEMORATIVE STAMP

The Department will issue a 10-cent air-mail stamp through the New Orleans, La., post office on November 18, 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, printed by the rotary process in purple, electric-eye perforated, and issued in sheets of 50 subjects. The printing of 15,000,000 10-cent Universal Postal Union air-mail stamps has been authorized.

The central design shows the Post Office Department Building in Washington with the words "Post Office Department" just below in dark Gothic. A reproduction of a portion of the monument at Berne, Switzerland, symbolizing the Universal Postal Union, across which is shown a modern two-motor plane in flight, appears in the upper left corner of the stamp. To the right of this monument is the wording "The Universal Postal Union 1874-1949" in dark Gothic. The denomination "10¢" in the same style appears in the lower left corner. The lettering "U. S. Postage * Air Mail" in white Gothic forms the bottom border in a shaded panel.

Stamp collectors desiring first-day cancellations of this stamp may send a limited number of addressed envelopes, not in excess of 10, to the Postmaster, New Orleans, La., 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, New Orleans, La., should be endorsed "First Day Covers." 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 10-cent Universal Postal Union air-mail stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after November 21, 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 10-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 10-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 10-cent Universal Postal Union air mail stamp.

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

POST OFFICE AT FRANCE AIR FORCE BASE, CANAL ZONE, DISCONTINUED

The Canal Zone Postal Administration has notified this Department that the post office at France Air Force Base, C. Z., will be discontinued at the

close of business on October 21, 1949. Money orders are not to be drawn payable at that office after that date.

Postmasters will delete the name of France Air Force Base from their lists of post offices located in the Canal Zone.

JOSEPH J. LAWLER, *Assistant Postmaster General.*

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

The following person for whom a wanted circular was issued jointly by the Inspectors in Charge, Chicago, Ill., and St. Louis, Mo., has been apprehended and the circular concerning him should be destroyed.

CARTER RAY WOOD

CHANGE—POSTAL GUIDE 1949—PART II**UNION OF SOUTH AFRICA—PROHIBITIONS AND IMPORT PERMITS****CHANGE No. 57**

Page 354: The following supersedes the first sentence of the subcaption "Observations":

"See 'Observations' under 'Parcel Post' for information as to the South African import-permit requirements and the markings required for various types of shipments."

Same page, add the following at the beginning of the subcaption "Prohibitions":

"Magazines and periodical publications of the sensational variety, such as 'western,' 'detective,' 'romance,' 'confession,' or 'comics.'"

"Back numbers of any magazines or periodicals mailed more than 2 months from date of issue."

Page 355: The following supersedes the first two paragraphs of the subcaption "Observations":

"The South African Government requires that import permits be obtained by the addressees to take delivery of all shipments except those in the following categories which are exempt from import control:

"(a) Bona fide gifts not exceeding 5 pounds (about \$14) in value.

"(b) Medicines and therapeutic devices for the addressee's personal use, not exceeding 5 pounds in value.

"(c) Books, newspapers, printed music and periodicals (other than those of the sensational or 'comic' variety which are prohibited) for the addressee's personal use.

"(d) Samples having no commercial value.

"(e) Articles being returned to South Africa after repairs costing 5 pounds or less.

"(f) Articles originating in South Africa being returned for repair or for replacement due to defect.

"(g) Articles authorized under South African quota regulations.

"(h) Used household or personal effects of persons who have arrived in South Africa.

"Before mailing any parcel-post or regular-mail package whose contents do not conform to one of the above categories, the sender should ascertain whether the addressee will be permitted to receive it. The sender must mark the wrapper of each parcel or package 'Addressee has import permit,' or, if the contents are in one of the exempted categories, 'Bona fide gift,' 'Printed matter for personal use,' etc.

"Commercial shipments of printed matter require separate import permits to be obtained by the addressees for the portions classified as (a) scientific, educational and technical, (b) nonfiction, and (c) fiction. It is desirable that mailers of such shipments prepare separate invoices in respect of each classification, each invoice to show the total number of parcels in the shipment, and the invoice number to be marked on each package."

Page 356: add at the end of the section "For other reasons" the following:

"Magazines and periodical publications of the sensational variety, such as 'western,' 'detective,' 'romance,' 'confession,' or 'comics'.

"Back numbers of all magazines or periodicals mailed more than 2 months from date of issue."

CHANGES—MANUAL OF INSTRUCTIONS FOR POSTAL PERSONNEL**DISPATCH OF SPECIAL DELIVERY AND SPECIAL HANDLING MAIL****CHANGE No. 249.**

Chapter VIII, article 52, the fifth sentence is changed to read:

"Special delivery and special handling tags (Forms 3952 and 5135) shall be attached to all sacks containing special delivery or special handling mail, or the labels of such sacks shall be clearly marked 'Special Delivery' or 'Special Handling', so that they may be readily recognized and given immediate attention."