

INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF POST OFFICE OPERATIONS

SIMILAR POST OFFICE NAMES AND RESULTANT DELAYS IN THE HANDLING OF MAIL AND MONEY ORDERS

Due to the similarity in names, a large amount of mail is being misssent to the following offices. The attention of the Postal Service is called thereto with the request that great care be exercised in the distribution of mail for these offices in order that the missending of and resultant delay to mail may be eliminated. In this connection, attention is invited to section 43.2, Postal Laws and Regulations of 1948.

Seward, Alaska	Spenard, Alaska.
Arkansas City, Kans.	Arkansas City, Ark.
Mount Vernon, Ind.	Vernon, Ind.
North Vernon, Ind.	Vernon, Ind.
Arab, Ala.	Arabi, La.
Arabi, Ga.	Arabi, La.
Albia, Iowa.	Arabi, La.
Arabia, Ky.	Arabi, La.
Arab, Mo.	Arabi, La.
Silver Springs, Fla.	Silver Springs, N. Y.
Silver Spring, Md.	Silver Springs, N. Y.
Sharon Springs, N. Y.	Silver Springs, N. Y.
Silver Creek, N. Y.	Silver Springs, N. Y.
Springville, N. Y.	Silver Springs, N. Y.
Silver Spring, Pa.	Silver Springs, N. Y.
Broken Bow, Okla.	Broken Arrow, Okla.

Similar post office names may result in delays in the transaction of money-order business if the incorrect name is used on money orders. It is essential that money-order clerks use extreme caution in the preparation of money orders to see that the name of the post office is correctly shown.

INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF TRANSPORTATION

AIR MAIL SERVICE

A. M. 3

Effective on or about May 23, 1950, air mail service will be inaugurated at Beloit-Janesville, Wis., over route A. M. 3.

No official cachet for first-flight covers will be authorized for Beloit and Janesville as cachets have previously been furnished for air mail service at these points. However, souvenir covers received by the postmasters at Beloit and Janesville will be dispatched to first flights, if practicable.

A. M. 35

Effective on or about June 1, 1950, air mail service will be inaugurated at Brookings, S. Dak., over route A. M. 35.

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

First-flight air-mail covers sent to the postmaster at Brookings must be prepaid at the rate of 6 cents per ounce or fraction thereof, and single postal or post cards at 4 cents each. Double postal cards and double post cards intended for return reply purposes are not acceptable as first flight covers. All covers 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 cachet will be given directional service only to an office designated by the General Superintendent, Postal Transportation Service, and served by the first flight in each direction, and will there be backstamped and dispatched onward to destination.

A. M. 71

Effective on or about June 1, 1950, air mail service will be inaugurated at Allentown-Bethlehem-Easton, Pa. over route A. M. 71.

No official cachet for first-flight covers will be authorized for Allentown, Bethlehem, and Easton, as cachets have previously been furnished for air mail service at these points. However, souvenir covers received by the postmasters at Allentown, Bethlehem, and Easton will be dispatched to first flights, if practicable.

A. M. 73

Effective on or about June 1, 1950, air mail service will be inaugurated over an extension of route A. M. 73 between Gallup, N. Mex., and Winslow, Ariz.

Special cachets will be provided for Gallup and Winslow and the usual treatment of philatelic mail will be authorized.

First-flight air mail covers sent to the postmasters at Gallup, N. Mex., and Winslow, Ariz., must be prepaid at the rate of 6 cents per ounce or fraction thereof, and single postal or post cards at 4 cents each. Double postal cards and double post cards intended for return reply purposes are not acceptable as first-flight covers. All covers 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 cachet at Gallup, N. Mex., will be dispatched south-bound only to Winslow, Ariz., and covers receiving cachet at Winslow, Ariz., will be dispatched north-bound only to Gallup, N. Mex. These covers will be backstamped at terminal points indicated and dispatched onward to destination.

A. M. 86

Effective on or about June 1, 1950, air mail service will be inaugurated at Escanaba, Mich., over route A. M. 86.

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

First-flight air-mail covers sent to the postmaster at Escanaba must be prepaid at the rate of 6 cents per ounce or fraction thereof, and single postal or post cards at 4 cents each. Double postal cards and double post cards intended for return reply purposes are not acceptable as first-flight covers. All covers 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 cachet will be given directional service only to an office designated by the General Superintendent, Postal Transportation Service, and served by the first flight in each direction, and will there be backstamped and dispatched onward to destination.

A. M. 93

Effective on or about June 1, 1950, air mail service will be inaugurated over segment No. 3 of route A. M. 93, between Phoenix, Casa Grande, Tucson, Nogales, Bisbee, and Douglas, Ariz.; and over segment No. 4 of route A. M. 93, between Phoenix, Prescott, Flagstaff, and Winslow, Ariz.

Service at Casa Grande and Bisbee, Ariz., will not be inaugurated at this time. Appropriate announcement will be made when service is inaugurated at these points. No philatelic covers should be sent to the postmasters at Casa Grande and Bisbee until such time as formal announcement is made of inauguration of service at these offices.

Special cachets will be provided for Phoenix, Tucson, Nogales, Douglas, Prescott, Flagstaff, and Winslow, Ariz., and the usual treatment of philatelic mail will be authorized.

First-flight air-mail covers sent to the postmasters at the above named offices must be prepaid at the rate of 6 cents per ounce or fraction thereof, and single postal or post cards at 4 cents each. Double postal cards and double post cards intended for return reply purposes are not acceptable as first-flight covers. All covers 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 cachet will be given directional service only to an office designated by the General Superintendent, Postal Transportation Service, and served by the first flight in each direction, and will there be backstamped and dispatched onward to destination.

INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF FINANCE

DUPLICATE SALES SLIPS USED AS ADDRESS LABELS

The use of duplicate (carbon copy) sales slips as address labels on mail matter has become widespread among large mailers, particularly department stores. A recent survey disclosed that many parcels bearing carbon-

copy sales slips as address labels have to be returned to senders, some from long distances, because addresses are illegible.

There are several objectionable features from a postal standpoint with respect to this practice, and it is desired that these features be given attention with the mailers concerned.

The following instructions are issued as a guide to postmasters and mailers using this system in order to eliminate these objectionable features through cooperative efforts. In view of the advantages to the users in retaining this system it is believed that they will be willing to cooperate in this matter.

1. Paper used for the address label must be of a grade suitable for the purpose and either white or of a light tint to permit ease of reading.

2. The address label should be designed to allow maximum space for name and address of addressee and arranged in the customary manner with the return address in the upper left corner. The addressee's street address, box number, or the number of his rural route should be placed under his name and above the name of the post office to facilitate the reading of the address during distribution of the mail.

The pledge of sender to pay forwarding or return postage should be printed below the return card and extraneous printed matter, such as "Dept.," "Sold by," "How Sold," etc., should not appear on the label.

3. Carbon paper used in connection with the preparation of sales slips used as address labels should be of a quality that will not smudge easily but make a legible copy. This feature should be given particular attention by users as complaints against the system have for the most part stemmed from the fact carbon addresses smudge and cause difficulty in reading them. One development of interest in the search for an agent to overcome the smudge feature revealed that a liquid plastic sprayed over carbon copy after its preparation eliminated the likelihood for smearing.

It is suggested that mailers using the sales-slip system of addressing parcels have their attention called to this notice in order that supplies subsequently obtained of sales slips which incorporate an address label in their manifold make-up will comply with the requirements outlined herein.

IMPROPER ACCEPTANCE OF SEALED PARCELS NOT BEARING THE REQUIRED INDICIA AUTHORIZING OPENING FOR POSTAL INSPECTION

A considerable number of sealed parcels are being accepted at the third- or fourth-class rates of postage although they do not bear the required printed indicia authorizing opening for postal inspection. Addressees, particularly business concerns receiving a number of such parcels daily, complain of having to pay additional postage which might otherwise be avoided by the exercise of proper care on the part of the accepting employees.

Postmasters are requested to give this matter careful and constant attention with a view to preventing the acceptance for mailing at their respective offices at less than the first-class rate of postage of such sealed parcels which do not bear the required printed indicia authorizing opening for postal inspection as prescribed by paragraph (g), section 35.6, Postal Laws and Regulations. Frequent examinations should be made by supervisory employees of parcels accepted by window clerks to make certain that this important matter is not overlooked.

3-CENT EXECUTIVE STAMP, NATIONAL CAPITAL SESQUICENTENNIAL COMMEMORATIVE SERIES

The second stamp of the National Capital Sesquicentennial commemorative series, the 3-cent Executive, will be released through the Washington, D. C., post office on June 12, 1950.

The stamp will be 0.84 by 1.44 inches in dimensions, arranged horizontally, printed by the rotary process in green, electric-eye perforated, and issued in sheets of 50 subjects. The printing of 125,000,000 Executive stamps has been authorized.

The central design of the stamp is a south view of the White House with the name in white Gothic just below. Just above the White House on the left is the denomination "3 Cents" in dark Gothic and in a like position on the right is "U. S. Postage" in the same style. The side borders are formed by narrow shaded panels. The top border is a wider shaded panel in which is the wording "1800—Washington—1950" in white Gothic. The bottom border is a darker panel with the words "National Capital Sesquicentennial" in the same style.

Stamp collectors desiring first-day cancellations of this stamp may send a limited number of addressed envelopes, not in excess of 10, to the Postmaster, Washington, D. C., with postal note or money order remittance to cover the cost of the stamps to be affixed. **Postage stamps and personal checks will not be accepted in payment.**

Envelopes submitted should be of ordinary letter size and each must be properly addressed. An enclosure of medium weight should be placed in each envelope and the flap either sealed or turned in. An outside envelope

must not be sent for return of first-day covers. The envelope to the Postmaster, Washington, D. C., should be endorsed "First Day Covers." Collectors should refrain from requesting hand cancellations since covers will be machine canceled so far as practicable. Orders for first-day covers must not include requests for uncanceled stamps.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 3-cent Executive, National Capital Sesquicentennial commemorative stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after June 12, 1950. 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 Executive 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 Executive 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 Executive commemorative stamp.

Postmasters are cautioned not to place the stamp herein announced on sale before June 13, 1950.

STOLEN MONEY-ORDER FORMS

Since January 1, 1950, blank domestic money-order forms printed for use at the offices named below have been reported stolen.

Apalona, Ind., 2907 to 3000; February 6, 1950.

BERKELEY, STA. 3, CALIF. (REPRINT), 92937 to 93000; September 22, 1946.

Boyes Hot Springs, Calif., 63961 to 64000; March 27, 1950.

Brooklyn, Sta. 60, N. Y., 251738 to 252000; March 26, 1950.

Drewry, Ala., 56491 to 58000; December 10, 1949.

El Dorado Springs, Mo., 399405 to 399800, 400001 to 400200; March 24, 1950.

Eugene, Sta. 3, Oreg., 4184 to 4200; January 12, 1950.

Grand Junction, Sta. 2, Colo., 1255 to 1400; March 28, 1950.

Hitchita, Okla., 61401 to 61600; February 11, 1950.

Island Creek, Mass., 31020 to 31200; March 27, 1950.

Jackson, Leavell Woods Community Sta., Miss., 2663 to 2800; January 26, 1950.

Joes, Colo., 47601 to 48000; March 8, 1950.

Lathrop, Calif., 100801 to 102000, 102601 to 102800; April 5, 1950.

Mead, W. Va., 58587 to 58600; January 13, 1950.

New Springfield, Ohio, 77032 to 77200; May 4, 1950.

Osierfield, Ga., 51249 to 52000; March 16, 1950.

Potomac, Ill., 143001 to 143400; March 3, 1950.

Rockwood, Ill., 86477 to 86600; April 1, 1950.

Sacred Heart, Okla., 22924 to 23000; April 2, 1950.

Seattle, Sta. 1, Wash., 3407 to 3413; February 17, 1950.

Silver Spring, Sta. 2, Md., 43842 to 44000; May 4, 1950.

Silver Spring, Sta. 3, Md., 903 to 1000; April 25, 1950.

SIOUX FALLS, STA. 3, S. DAK., 183648 to 183800; May 7, 1950.

Toledo, Sta. 33, Ohio, 82201 to 82400; February 20, 1950.

Walsh, Ill., 46107 to 46200; February 11, 1950.

Washington, Sta. 34, D. C., 328666 to 328800; April 17, 1950.

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 section 71.23, Postal Laws and Regulations.

INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF FACILITIES

TRUCK DISPLAY OF POSTER—"U. S. NAVAL RESERVE"

The poster space on Government-owned mail trucks has been allocated to the Department of the Navy for the display of "Naval Reserve" posters during the month of June 1950.

Postmasters will receive a supply of these posters at an early date and are authorized to display two posters on each mail truck during the month of June.

INSTRUCTIONS OF THE SOLICITOR

FICTITIOUS ORDERS—DOMESTIC

Fictitious orders have been issued against the names listed below. All mail addressed to these names is to be returned to senders with the word "Fictitious" plainly written or stamped thereon. Where there is nothing to indicate who are the senders such mail shall be sent to the appropriate dead letter office.

State	City	Name covered by order
California--	Hollywood, Los Angeles---	Pix Home Movies.
Rhode Is-land.	Providence-----	Providence Film Exchange.

DOMESTIC FRAUD ORDER NOTICES

Fraud orders have been issued against the persons and concerns named below. All mail addressed to these persons and concerns at the addresses indicated should be returned to senders, stamped "Fraudulent—Mail to this address returned by order of the Postmaster General" and no money order or postal note in favor of said persons or concerns shall be paid.

State	City	Name covered by order
California-----	Sun Valley-----	Garcia, Fred.

TO POSTMASTERS AUTHORIZED TO DISPATCH MAIL TO FOREIGN COUNTRIES

It has come to the attention of this office that mail addressed to "Excelsior," Cia. Editorial, S. C. L., at Mexico City, Mexico, has been returned stamped "Fraudulent" under the authority of fraud order No. 42500 against Editorial Pax Mexico and others, notice of which appeared in the POSTAL BULLETIN of February 14, 1950. Mail addressed to "Excelsior," Cia. Editorial, S. C. L., should be delivered as addressed.

FOREIGN FRAUD ORDER NOTICES

Foreign fraud orders have been issued against the persons and concerns named below. Postmasters authorized to dispatch mail to the foreign countries listed should return to senders, stamped "Fraudulent—Mail to this address returned by order of Postmaster General," all mail addressed to these persons and concerns. No money order or postal notes in favor of these persons or concerns shall be issued, certified or paid.

Country	County	City	Name covered by order
Canada-----	Ontario-----	Toronto-----	Caldough & Caldough. J. D. Cullingham & Co. J. D. Cullingham & Company.

AMENDMENTS TO THE POSTAL LAWS AND REGULATIONS

COMPROMISE OF JUDGMENT

INSERT No. 140.

ORDER No. 43139; DATED MAY 10, 1950.

Amend § 18.51 *Compromise of judgment*, to read as follows:

"§ 18.51 *Compromise of judgment*. Whenever a judgment is obtained for a debt or damages due the Post Office Department, and it satisfactorily appears that such judgment, or so much thereof as remains unpaid, cannot be collected by due process of law, the Department of Justice may compromise such judgment, and accept in satisfaction less than the full amount thereof." (R. S. 295; 31 U. S. C. 115.)

REPORT OF POUCHES AND DISPOSITION OF LABELS

INSERT No. 141.

ORDER No. 43139; DATED MAY 10, 1950.

In § 42.47 *Report of pouches and disposition of labels*, amend paragraphs (a) and (b) to read as follows:

"(a) *Pouch in transit opened to advance mails*. (1) *Air mail*. When a post office or air mail field receives from an air carrier an air mail pouch addressed to another post office or air mail field and the pouch is opened and its contents distributed to advance the mail or conserve equipment and reduce weight, the label should be postmarked and filed with the labels of pouches distributed. When an air mail pouch is distributed in a railway post office, terminal or transfer office, the label should be treated as outlined in paragraph (a) (2).

"(2) *Surface mail*. When a surface mail pouch is received addressed to another office or railway post office, and, on account of being delayed, is opened and the contents distributed in order to advance the mail, the label of such pouch shall be marked 'Distributed,' postmarked, and sent direct to the office of destination, if addressed to a post office, or to the district superintendent (if known, otherwise to the general superintendent) of the railway post-office line addressed, so that the pouch may be properly accounted for.

"(b) *Pouch 'Not made up'*. (1) *Air mail*. When an air mail pouch due to be made up by a post office or air mail field labeled to another post office or air mail field, is not made for any reason, the label should be filed with labels of pouches distributed as evidence that the pouch was not

made. When an air mail pouch due to be made by a railway post office, terminal or transfer office is not made, the label should be endorsed, 'Not Made Up' and disposed of as outlined in paragraph (a) (2).

"(2) *Surface mail*. When a surface mail pouch due to be made up for a post office or railway post office is not made up for any reason, the label for such pouch shall be endorsed 'Not Made Up' with reasons therefor, and be disposed of in the same manner as labels referred to in paragraph (a) (2)."

LIST OF POUCHES DUE TO BE RECEIVED

INSERT No. 142.

ORDER No. 43139; DATED MAY 10, 1950.

Amend § 43.5 *List of pouches due to be received* to read as follows:

"§ 43.5 *List of pouches due to be received*. Postmasters shall keep a correct list of all pouches due to be received. In case of failure to receive a pouch scheduled to be received by surface means, a prompt report shall be made to the proper general superintendent, Postal Transportation Service, and a copy of such report shall be filed in the office. Unless there is reason to think the pouch has been lost or stolen, the postmaster may defer reporting nonreceipt of pouch for 12 hours after pouch is due, or until arrival of next following mail; then if label is received, no report need be made. In case of failure to receive an air-mail pouch due to be received from an air carrier no report need be made unless there is reason to think that the pouch may have been lost or stolen."

NOTE.—See § 42.38 as to record of pouches at post offices; § 92.31 as to railroad companies; § 94.14 as to mail messengers; § 108.3 as to postal transportation clerks.

CHANGE—POSTAL GUIDE 1949 PART II

ISRAEL—IMPORT LICENSES

CHANGE No. 180.

Page 232.—The subcaption "Observations," as amended by Changes Nos. 31, 89, 98, and 165, is superseded by the following:

"*Observations*.—Addressees in Israel are required to possess import licenses in order to take delivery of (1) all parcels sent for commercial purposes; (2) all gift parcels exceeding \$60 in value, other than food parcels; and (3) gift parcels (other than food parcels) exceeding \$2.80 but not exceeding \$60 in value, when more than one is received in a 6-month period. No import licenses are required in Israel for food gift parcels whose contents comply with the limitations set forth below.

"Senders must mark their parcels either "Bona Fide Gift" or "Addressee has obtained import license," and must also itemize the contents and value on the customs declarations. It is the responsibility of senders to determine that the addressees of their parcels have obtained import licenses when required.

"Customs duty can be prepaid on gift parcels in certain cases. Interested patrons may be referred to the Consulate General of Israel, 11 East Seventieth Street, New York 21, N. Y., or to the Consulate of Israel, 208 West Eighth Street, Los Angeles, Calif.

"*Food parcels*.—The amount of food which any person in Israel may receive in gift parcels without import license is 27½ pounds per month. Specific foodstuffs are limited as follows:

"Not more than 6 pounds 9 ounces of canned meat.

"Not more than 4 pounds 6 ounces each of sugar; butter; cheese; powdered or canned milk or milk products; cocoa; cooking fats; dried fruits or nuts; legumes (peas, beans, etc.); dried vegetables; preserved fish; powdered eggs; chocolate, candy, or crisp cookies; rice; cereals; fruit preserves.

"Not more than 2 pounds 3 ounces of coffee, or of meat or soup concentrates.

"Not more than 1 pound of tea or of spices.

"Parcels received by one family in Israel may not contain more than 55 pounds of food in a month, or more than double the amounts listed of the specific foodstuffs mentioned above."

POST OFFICE CHANGES

Discontinued—Fourth Class

OHIO
19522. Tokio, Van Wert County, route 31171, effective May 15, 1950. Mail to Venedocia.

Summer Post Offices—Opened

ARIZONA
05319. Mormon Lake, Coconino County, effective June 1, 1950.

CALIFORNIA
80520. Butte Meadows, Butte County, effective as of May 1, 1950.

80533. Camp Nelson, Tulare County, effective June 1, 1950.

80790. Emerald Bay, El Dorado County, effective May 28, 1950.

81879. Lokoya, Napa County, effective May 16, 1950.

81373. Mather, Tuolumne County, effective June 1, 1950.

81947. Strawberry, Tuolumne County, effective June 1, 1950.

POST OFFICE CHANGES

Summer Post Offices—Opened

INDIANA
35433. Pinelake, La Porte County, effective June 1, 1950.

MAINE
94753. Lookout, Knox County, effective June 15, 1950.

MARYLAND
56712. Sherwood Forest, Anne Arundel County, effective June 1, 1950.

MASSACHUSETTS
60842. Craigville, Barnstable County, effective June 1, 1950.

MICHIGAN
08284. Northport Point, Leelanau County, effective June 1, 1950.
08221. Palisades Park, Van Buren County, effective June 1, 1950.