

INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF TRANSPORTATION

NO AIR PARCEL POST SERVICE TO THE RYUKYU ISLANDS

It has been reported that air parcel-post packages addressed to Okinawa and other places in the Ryukyu Islands are being accepted and dispatched by air to Japan.

Postmasters are directed to see that only surface parcels are accepted for delivery in the Ryukyu Islands.

INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF FINANCE

3-CENT INDIANA TERRITORY SESQUICENTENNIAL COMMEMORATIVE POSTAGE STAMP

The Department will issue a 3-cent Indiana Territory Sesquicentennial commemorative postage stamp through the Vincennes, Ind., post office on July 4, 1950.

The stamp will be 0.84 by 1.44 inches in dimensions, arranged horizontally, printed by the rotary process in blue, electric-eye perforated, and issued in sheets of 50 subjects. The printing of 115,000,000 Indiana Territory stamps has been authorized.

The central design of this stamp is a portrait of William Henry Harrison to the left and the first Capitol building to the right. Above the building, in three lines of white Gothic, is "Indiana Territory Sesquicentennial 1800-1950". Directly below the building in the same style are the words "The First Capitol". Below the portrait in a ribbon ornamented with laurel leaves is the name of the first governor in dark Gothic. The words "United States Postage" in dark Roman appear in a single line across the lower border, with the denomination "3¢" in the same style superimposed on a stone arrowhead in the lower right corner.

Stamp collectors desiring first day cancelations of this stamp may send a limited number of addressed envelopes, not in excess of 10, to the Postmaster, Vincennes, 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, Vincennes, Ind., should be endorsed "First Day Covers." Collectors should refrain from requesting hand cancelations, 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 Indiana Territory commemorative stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after July 5, 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 Indiana Territory 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 Indiana Territory 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 Indiana Territory commemorative stamp.

Postmasters are cautioned not to place the stamp herein announced on sale before July 5, 1950.

INSTRUCTIONS OF ASSISTANT POSTMASTERS GENERAL BUREAU OF POST OFFICE OPERATIONS BUREAU OF FACILITIES

NATIONAL FARM SAFETY POSTER—LOBBY DISPLAY AUTHORIZED

The Department of Agriculture will shortly furnish Postmasters at the second-, third-, and fourth-class offices named a poster entitled "National

Farm Safety," which should be displayed in a prominent location in post office lobbies during the month of July 1950, in such a manner as not to mar the walls or woodwork.

TRUCK DISPLAY OF POSTER—"UNITED STATES ARMY AND UNITED STATES AIR FORCE RECRUITING SERVICE"

Postmasters at offices having Government-owned mail trucks will receive a supply of posters pertaining to the United States Army and United States Air Force Recruiting Service. Authority is granted to display two posters on each mail truck during the month of July 1950.

INSTRUCTIONS OF THE SOLICITOR

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
Illinois-----	Chicago---	United States Eye Glasses Company.

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 to 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-----	B. C.-----	Vancouver----	McKitch, T. McKitch.

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-----	Los Angeles-----	Cornell Enterprises.

AMENDMENTS TO THE POSTAL LAWS AND REGULATIONS OF 1948

ORGANIZATION OF THE POST OFFICE DEPARTMENT; CHANGE IN NAMES

INSERT No. 147.

ORDER No. 43337. DATED JUNE 9, 1950.

(a) The Postal Laws and Regulations of 1948, as amended, is further amended by changing the names listed below under "Old name," wherever such names appear therein, to the names listed below under "New name":

Old name	New name
First Assistant Postmaster General-----	Bureau of Post Office Operations.
Second Assistant Postmaster General-----	Bureau of Transportation.
Third Assistant Postmaster General-----	Bureau of Finance.
Fourth Assistant Postmaster General-----	Bureau of Facilities.
Comptroller of the Bureau of Accounts-----	Comptroller, Bureau of Accounts.
Chief Inspector-----	Chief Post Office Inspector.
Purchasing Agent for the Post Office Department.	Purchasing Agent.
Safety Director-----	Chief Clerk and Director of Personnel.
First Assistant Postmaster General, Division of Post Office Clerical Service.	Bureau of Post Office Operations.
Director, Division of Post Office Clerical Service.	Do.

<i>Old name</i>	<i>New name</i>	<i>Old name</i>	<i>New name</i>
First Assistant Postmaster General, Division of City Delivery Service.	Bureau of Post Office Operations.	Fourth Assistant Postmaster General, Division of Equipment and Supplies.	Bureau of Facilities.
Director, Division of City Delivery Service----	Do.	Superintendent, Division of Equipment and Supplies.	Do.
First Assistant Postmaster General, Division of Post Office Personnel.	Do.	Fourth Assistant Postmaster General, Division of Federal Building Operations.	Do.
Director, Division of Post Office Personnel----	Do.	Superintendent, Division of Federal Building Operations.	Do.
First Assistant Postmaster General, Division of Postmasters.	Do.	Fourth Assistant Postmaster General, Division of Mail Equipment Shops.	Do.
Director, Division of Postmasters-----	Do.	Fourth Assistant Postmaster General, Division of Traffic.	Do.
First Assistant Postmaster General, Division of Rural Delivery Service.	Do.	Traffic Manager, Division of Traffic-----	Do.
Director, Division of Rural Delivery Service---	Do.	Chief Inspector, Division of Administrative Services.	Chief Post Office Inspector.
Second Assistant Postmaster General, Surface Postal Transport.	Bureau of Transportation.	Superintendent, Division of Administrative Services, Chief Inspector.	Do.
Second Assistant Postmaster General, International Postal Service.	Do.	Chief Inspector, Division of Service Investigations.	Do.
Second Assistant Postmaster General, Air Postal Transport.	Do.	Superintendent, Division of Service Investigations, Chief Inspector.	Do.
Second Assistant Postmaster General, Division of Domestic Air Postal Transport.	Do.	Chief Inspector, Division of Criminal Investigations.	Do.
Second Assistant Postmaster General, Division of Foreign Air Postal Transport.	Do.	Superintendent, Division of Criminal Investigations, Chief Inspector.	Do.
Second Assistant Postmaster General, Division of International Postal Service.	Do.	Bureau of Accounts-----	Comptroller, Bureau of Accounts.
Second Assistant Postmaster General, Division of Systems and Procedures.	Do.	Bureau of Accounts, Division of Accounts----	Do.
Second Assistant Postmaster General, Division of Verification.	Do.	Comptroller, Bureau of Accounts, Division of Accounts.	Do.
Second Assistant Postmaster General, Division of Records.	Do.	Superintendent, Division of Accounts-----	Do.
Second Assistant Postmaster General, Division of Transportation.	Do.	Superintendent, Division of Accounts, Bureau of Accounts.	Do.
Second Assistant Postmaster General, Division of Personnel and Facilities.	Do.	Bureau of Accounts, Division of Cost Ascertainment.	Do.
Third Assistant Postmaster General, Division of Finance.	Bureau of Finance.	Comptroller, Bureau of Accounts, Division of Cost Ascertainment.	Do.
Superintendent, Division of Finance and Disbursing Officer.	Do.	Superintendent, Division of Cost Ascertainment, Bureau of Accounts.	Do.
Superintendent, Division of Finance-----	Do.	Superintendent, Division of Cost Ascertainment.	Do.
Third Assistant Postmaster General, Division of Postal Savings.	Do.	Bureau of Accounts, Division of Methods and Procedures.	Do.
Superintendent, Division of Postal Savings----	Do.	Comptroller, Bureau of Accounts, Division of Methods and Procedures.	Do.
Third Assistant Postmaster General, Division of Stamps.	Do.	Superintendent, Division of Methods and Procedures.	Do.
Superintendent, Division of Stamps-----	Do.	Superintendent, Division of Methods and Procedures, Bureau of Accounts.	Do.
Assistant Postmaster General, Division of Stamps.	Do.	Office of Budget and Administrative Planning--	Office of Administrative Assistant to the Postmaster General.
Third Assistant Postmaster General, Division of Money Orders.	Do.	Director of Budget and Administrative Planning.	Do.
Superintendent, Division of Money Orders----	Do.	Commissioner of the Budget-----	Do.
Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.	Do.	Commissioner of Administrative Planning----	Do.
Superintendent, Division of Letter and Miscellaneous Mail.	Do.	(b) All instructions and orders issued by any officer or employee of the Post Office Department or the Postal Service, in force and effect on the date of this Order, are hereby continued in force and effect until modified or revoked by the person authorized to perform the function of such officer or employee with respect to the modification or revocation of such instructions or orders.	
Third Assistant Postmaster General, Division of Newspaper and Periodical Mail	Do.	(c) Instructions and orders proposed to be issued by the heads of the Bureaus and Offices of the Department, which are designed to delegate to subordinate officers the functions and duties vested in the heads of such Bureaus and Offices, or which relate to forms, procedures, or substantive rules affecting the public, shall be submitted to the Solicitor for processing and publication in the Federal Register in accordance with the requirements of the Administrative Procedure Act.	
Superintendent, Division of Newspaper and Periodical Mail.	Do.	ESTABLISHMENT AND ORGANIZATION OF THE POST OFFICE DEPARTMENT	
Third Assistant Postmaster General, Division of Registered Mails.	Do.	INSERT No. 148.	
Superintendent, Division of Registered Mails--	Do.	ORDER No. 43338; DATED JUNE 9, 1950.	
Third Assistant Postmaster General, Division of Parcel Post.	Do.	Part I—Establishment and organization of the Post Office Department, Postal Laws and Regulations of 1948, is amended as follows:	
Superintendent, Division of Parcel Post-----	Do.	1. In the table of sections strike out "1.10 First Assistant Postmaster General", "1.11 Second Assistant Postmaster General", "1.12 Third Assistant Postmaster General", and "1.13 Fourth Assistant Postmaster	
Fourth Assistant Postmaster General, Division of Engineering and Research.	Bureau of Facilities.		
Superintendent, Division of Engineering and Research.	Do.		
Fourth Assistant Postmaster General, Division of Motor Vehicle Service.	Do.		
Superintendent, Division of Motor Vehicle Service.	Do.		
Fourth Assistant Postmaster General, Division of Topography.	Do.		
Topographer, Division of Topography-----	Do.		
Fourth Assistant Postmaster General, Division of Post Office Quarters.	Do.		
Superintendent, Division of Post Office Quarters	Do.		

General," and insert in lieu thereof "1.10 Bureau of Post Office Operations", "1.11 Bureau of Transportation", "1.12 Bureau of Finance", and "1.13 Bureau of Facilities"; and strike out "1.14 Chief Inspector", and "1.15 Comptroller, Bureau of Accounts."

2. Amend § 1.3 to read as follows:

"§ 1.3 *Authority to appoint officers.*—(a) *Reorganization Plan No. 3 of 1949.*—(1) *Deputy Postmaster General.*—There shall be in the Post Office Department a Deputy Postmaster General, who shall be appointed by the President by and with the advice and consent of the Senate, shall perform such duties as the Postmaster General may designate, and shall receive compensation * * * as may be provided by law for the under secretaries of executive departments after the date of transmittal of this reorganization plan to the Congress (sec. 2, Reorganization Plan No. 3 of 1949).

"NOTE.—See Public Law 359, approved October 15, 1949, as to compensation.

"(2) *Assistant Postmasters General.*—There shall be in the Post Office Department four Assistant Postmasters General, who shall be appointed by the President by and with the advice and consent of the Senate, shall perform such duties as the Postmaster General may designate, and shall receive compensation * * * as may be provided by law for the assistant secretaries of executive departments after the date of transmittal of this reorganization plan to the Congress (sec. 3, Reorganization Plan No. 3 of 1949).

"NOTE.—See Public Law 359, approved October 15, 1949, as to compensation.

"(3) *Advisory Board.*—There is hereby established an Advisory Board for the Post Office Department of which the Postmaster General shall be chairman and the Deputy Postmaster General the vice chairman. The Board shall have seven additional members, representative of the public, who shall be appointed by the President by and with the advice and consent of the Senate. The members so appointed shall each receive compensation of \$50 per diem when engaged in duties as members of the Board (including travel time to and from their homes or regular places of business) and reasonable subsistence and travel expense as determined by the Postmaster General. The Board shall meet quarterly at the seat of the government in the District of Columbia, or at such other time and place as the Postmaster General shall determine for the purpose of considering methods and policies for the improvement of the postal service, and shall advise and make recommendations to the Postmaster General with respect to such methods and policies (sec. 4, Reorganization Plan No. 3 of 1949).

"(4) *Agencies abolished.*—(a) There are hereby abolished the Bureau of Accounts in the Post Office Department (including the office of Comptroller) and the office of Purchasing Agent for the Post Office Department (sec. 5, Reorganization Plan No. 3 of 1949.)

"(b) The offices of First Assistant Postmaster General, Second Assistant Postmaster General, Third Assistant Postmaster General, and Fourth Assistant Postmaster General (5 U. S. C. 363) are hereby abolished; but the incumbents thereof immediately prior to the taking of effect of the provisions of this reorganization plan shall without reappointment be the first Assistant Postmasters General in office under the provisions of section 3, [paragraph (2)] hereof (sec. 5, Reorganization Plan No. 3 of 1949).

"(c) The employees now being employed, and the records and property now being used or held, in connection with any functions transferred by the provisions of this reorganization plan are hereby transferred to such agencies of the Post Office Department as the Postmaster General shall designate. The unexpended balances of appropriations, allocations, and other funds available or to be made available for use in connection with such functions shall remain so available (sec. 6, Reorganization Plan No. 3 of 1949).

"NOTE.—See prior orders published in POSTAL BULLETINS for delegation of authority to various officers and employees of the Post Office Department, and creation of Bureau of Accounts, Office of Comptroller and Office of Purchasing Agent.

"(b) *Other Officers.*—Authority to appoint the following named officers may be found in the laws cited:

"Solicitor for the Post Office Department, 5 U. S. C. 364.

"Chief Post Office Inspector, Act of July 5, 1884 (23 Stat. 156), 5 U. S. C. 42a, and subsequent appropriation acts.

"Other officers and employees, annual appropriation acts."

3. In § 1.5 *Acting Officers*, delete paragraph (e) *Succession as Acting Postmaster General*.

4. In § 1.6 paragraph (b) is redesignated paragraph (c) and a new paragraph (b) is inserted to read as follows:

"(b) *Functions of the Postmaster General.*—(1) There are hereby transferred to the Postmaster General the functions of all subordinate officers and agencies of the Post Office Department, including the functions of each Assistant Postmaster General, the Purchasing Agent for the Post Office

Department, the Comptroller, and the Bureau of Accounts (sec. 1, Reorganization Plan No. 3 of 1949).

"(2) The Postmaster General is hereby authorized to delegate to any officer, employee, or agency of the Post Office Department designated by him such of his functions as he deems appropriate (sec. 1, Reorganization Plan No. 3 of 1949)."

ORGANIZATION OF THE POST OFFICE DEPARTMENT OFFICE OF THE POSTMASTER GENERAL

INSERT No. 149.

ORDER No. 43339; DATED JUNE 9, 1950.

In § 1.9 *Office of the Postmaster General*, Postal Laws and Regulations of 1948, make the following changes:

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

"(b) *Officers attached to.*—The Deputy Postmaster General, the Administrative Assistant to the Postmaster General, the Solicitor, the Chief Post Office Inspector, the Executive Assistant to the Postmaster General, the Chief Clerk and Director of Personnel, the Comptroller, and the Purchasing Agent."

2. Amend the first paragraph of paragraph (c) to read as follows:

"(c) *Postmaster General's Staff.*—The Postmaster General's Staff shall consist of the Deputy Postmaster General, who shall act as Chairman, the Assistant Postmaster General, the Administrative Assistant to the Postmaster General, the Solicitor, the Chief Post Office Inspector, the Executive Assistant to the Postmaster General, the Chief Clerk and Director of Personnel, the Comptroller, and the Purchasing Agent. Meetings of the Staff shall be held upon order of the Postmaster General, called by the Chairman, or by request of any member of the Staff. In the absence of any member of the Staff his principal assistant shall act in his place, and in the absence of the Chairman one of the Assistant Postmasters General, designated by the Chairman, shall serve in this position. The Staff may request the attendance at meetings of other officials or employees of the Department. The Staff is charged with the following functions:"

3. Insert new paragraph (d) to read as follows:

"(d) *Deputy Postmaster General.*—The Deputy Postmaster General shall serve as the deputy of the Postmaster General in all matters affecting the Post Office Department and Postal Service. He is hereby delegated the responsibility for assuring that the management of the Post Office Department and Postal Service is properly conducted. This responsibility of the Deputy Postmaster General shall include the general supervision of matters of organization, administrative procedures, utilization of personnel, materials and facilities, formulation of policies of the Post Office Department and Postal Service, and the budgeting, accounting for and expenditure of funds, and the administrative audit of accounts. He shall serve as chairman of the Postmaster General's Staff, and shall perform such other duties as the Postmaster General shall assign to him."

4. Former paragraph (f) is redesignated as paragraph (e), and amended to read as follows:

"(e) *Administrative Assistant to the Postmaster General.*—(1) *Duties.*—The Administrative Assistant to the Postmaster General is charged with the responsibility and authority for all budgetary, fiscal, and the administrative and management planning activities of the Department; the research and development program of the Department; and the study and analysis of the postal-rate and transportation-rate structures. This shall include planning, advising, and conducting studies for the purpose of formulating policies and forecasts of volumes of business upon which to base the budget estimates of the Department; preparing long-range financial and operating plans for postal operations; developing, directing, and coordinating the Department-wide budgetary and financial program; analyzing, reviewing, coordinating, and consolidating final estimates of appropriations; analyzing, reviewing, coordinating, and presenting justifications of estimates of appropriations necessary for the Department's operations; serving as the Postmaster General's liaison officer with the Bureau of the Budget, other Federal agencies, and with the appropriation committees of Congress on all budgetary, financial, and appropriation matters of the Department and on all matters relating to the revision of postal rates and fees, with the Bureau of the Budget and the Treasury Department in the execution of Executive Order No. 8512, as amended, and with the General Accounting Office on all matters of policy and major changes in financial operations; attending and participating in hearings before the Bureau of the Budget, appropriation committees, and other committees of Congress; aiding and advising the bureaus and offices of the Department; reviewing and analyzing requests for allocations and apportionment of appropriated funds; recommending proper and equitable allocations of appropriated funds to activities; apportioning appropriated funds for all activities under the jurisdiction of the bureaus and offices of the Department as approved by the Postmaster General, and insure the best possible budgetary control of expenditures in accordance with such allotments; conducting surveys

and preparing recommendations for the improvement of budgetary and fiscal management functions of the bureaus and offices of the Department; determining or approving financial programs, and maintaining over-all control of funds and personnel ceilings; preparing budget and manpower reports required to be submitted by the Department; preparing budgetary statistical analyses; in collaboration with the Comptroller, Bureau of Accounts, conducting surveys and research necessary to the development of improved cost accounting and control procedures and the formulation of policies with respect to the financial accounting and statistical systems of the Department; devising improvements and changes in all operations of the Department as may be desirable because of changing economic conditions or changes in business practices and management, and developing a management improvement plan for meeting the requirements of section 1001 of Title X of Public Law 429, approved October 28, 1949, Executive Order No. 10072, and instructions of the Bureau of the Budget; advising all bureaus and offices of the Department as to policies and workload estimates to be used as a basis for budget estimates and assist in the preparation thereof; revising budget estimates as the Postmaster General may direct; assisting in policy coordinating in program administration areas in the development and allocation of functional program requirements, organization planning, methods improvement, and work simplification programs; maintaining current knowledge of demands upon functional programs by other agencies of the Government; devising procedures for financial reimbursement for services rendered to or by other governmental agencies; conducting courses of instruction for personnel of bureaus and offices of the Department concerned with budget formulation and execution; developing training methods; developing financial and operating reports; developing new systems and procedures, including cost controls; supervising the preparation of all appropriation and postal-rate legislation for the Department; preparing comments and recommendations as to the effect of proposed legislation on the administrative proceedings and financial operations of the Department; advising with and assisting the Departmental official in charge of legislative matters; planning, supervising, and conducting the research and development program of the Post Office Department, which shall include continuous studies and analyses in the fields of business management; in collaboration with the bureaus and offices of the Department, planning, supervising and conducting tests for the purpose of improving existing management, methods, procedures, standards, equipment, supplies, means, and devices used in the postal service; making recommendations for the introduction of new types of management, methods, procedures, standards, equipment, supplies, means, and devices for use in such service in order that the business of the Department may be more efficiently and economically operated; planning, supervising, and conducting continuous studies and analyses of the postal-rate structure, including fees for special services, in collaboration with the Bureau of Finance, and making recommendations as to changes, adjustments, or modifications of postal rates and fees in order that the revenues of the Department will, insofar as possible in the light of public interest and consistent with policies established by Congress, be more nearly equal to the expenditures of the Department; planning, supervising, and conducting continuous studies and analyses of the transportation-rate structure, including financial and operational data of carriers transporting mails, in collaboration with the Bureau of Transportation, and making recommendations with respect thereto; determining adequacy and quality of services, and making recommendations deemed necessary with respect to same; analyzing operating statistics; keeping informed of the scope and major findings of the management, operations, planning, postal-rate, and transportation-rate studies and research conducted by the bureaus and offices, and recommending studies to be conducted by the bureaus and offices of the Department; preparing such reports with respect to the postal-rate and transportation-rate structures as the Department may be required to submit to Federal agencies and to the Congress; reviewing and making recommendations with respect to the administrative features of all orders and regulations before they are acted upon by the Postmaster General; planning the simplification of postal laws and regulations and instructions; devising means of making instruction data and material available to officials in charge of schools of instruction for postal personnel; preparing a manual of instructions for postal personnel; receiving suggestions and editing all proposed changes in the manual of instructions for postal personnel; coordinating instructions proposed to be issued by the bureaus and offices; preparing recommendations to the Postmaster General on all requests from other Governmental agencies for nonpostal services, and devising procedures for such work; evaluating suggestions and inventions submitted by officers and employees for improvements in the postal service, and recommending action to be taken by the Department with respect thereto; supervising the functions of the Central Suggestions Committee; and preparing the material for annual and special public or confidential reports. He shall serve as a member of the Postmaster General's Staff, and shall perform such other duties as the Postmaster General may direct.

"(2) The various bureaus and offices of the Department will confer with the Administrative Assistant to the Postmaster General on budgetary, financial, and accounting matters, on new activities and procedures, on proposed changes in operating and management procedures, and on research matters. The Office of the Administrative Assistant to the Postmaster General will be the channel through which such matters will be coordinated for consideration by the Postmaster General and the Deputy Postmaster General.

"(3) In the performance of the functions assigned to him, the Administrative Assistant to the Postmaster General shall use, insofar as practicable, the personnel and other facilities of the various bureaus and offices of the Department.

"(4) *Divisions of the Office of Administrative Assistant to the Postmaster General, and assignment of duties.*—There shall be in the Office of the Administrative Assistant to the Postmaster General a Division of Budget and Planning, a Division of Research, and a Division of Rates. Each said division shall be under the supervision of a Director. The Directors of the said divisions shall serve as the Central Suggestions Committee; shall have general supervision of the work of the Administrative Assistant to the Postmaster General, as delegated by that officer; and in the absence of the Administrative Assistant to the Postmaster General shall discharge the duties regularly devolving upon that officer as designated by him. During vacancy in the office of Administrative Assistant to the Postmaster General, the Director, as designated by the Postmaster General, shall perform the functions assigned to that office. The other personnel of the Office of Administrative Assistant to the Postmaster General, shall perform such duties as are assigned by the Administrative Assistant to the Postmaster General."

5. Paragraph (h) is redesignated as paragraph (f).

6. Insert new paragraph (g) to read as follows:

"(g) *Chief Post Office Inspector.*—(1) *Duties.*—The Chief Post Office Inspector is charged with keeping the Postmaster General advised as to the condition and needs of the postal service; with the inspection and rating of post offices, and the certification of the results to the Bureau of Post Office Operations; with the inspection, audit, and inventory of finances, valuables, equipment, supplies, and property, and the examination of procedures relating thereto in every bureau or agency of the departmental and field services, and the certification of the results to the Postmaster General or the Assistant Postmaster General in charge of the unit inspected; with the coordination and supervision of plans and arrangements for the handling of the President's mail while he is traveling, and advising with White House officials on matters connected therewith; with all matters relating to depredations upon the mails and losses therein; with the direction of all inquiries for the purpose of determining whether articles of mail matter have been delivered except as provided in § 44.2; with the treatment of all inquiries addressed to the United States Post Office Department by foreign postal administrations or by persons interested, or reported by postal officials and others under §§ 44.1 and 118.1, concerning losses and irregularities in the international mails; with the treatment of all cases involving international mails where some form of return receipt is required which has not been received; with the securing of evidence and the treatment of complaints and correspondence relative to criminal offenses against the postal service; with the presentation of cases to the Department of Justice and the expression of the Department's interest in the prosecution of offenders against the postal laws; with the consideration of claims for rewards for the apprehension and conviction of postal law violators; with the consideration of matters arising from the application of the private express statutes; with the consideration of matters relating to depredations upon the mails, burglaries, robberies, floods and other casualties, loss of domestic mail except questions of individual financial responsibility, mailing of fraudulent and other prohibited matter, rewards for services looking to the apprehension and conviction of postal law violators, and expert examination of questioned documents; with the determination of financial responsibility of postal personnel, sureties, mail contractors, and other persons, firms, and corporations in cases involving loss, theft, rifling, wrong delivery or other mistreatment of mail, and irregularities in official funds, property, and revenue; with the consideration of cases involving the impersonation of postal officers and employees; with the authorization, coordination, and disposition of investigations concerning such matters and of other investigations concerning the personnel, operating needs, revenues, and finances of the departmental and field services; with consideration of matters relating to the inspection of post offices and other postal units; with the management of the Post Office Inspection Service and of the divisions of his Bureau, including the selection, assignment to duty, and government of the personnel of his Bureau, post office inspectors in charge, assistant post office inspectors in charge, post office inspectors, and clerks in the Post Office Inspection Service; the authorization, coordination, and disposition of all investigations by the Post Office Inspection Service, and the custody and disposition of all money or property coming into the possession of the Post Office Inspection

Service or any division of his Bureau; in collaboration with the Administrative Assistant to the Postmaster General, with the preparation of budgetary estimates and justifications, and the apportionment and accounting for Post Office Inspection Service allotments; with the consideration of contracts, allowances, accounts, travel, and leaves of absence under Post Office Inspection Service allotments; with the procurement and analysis of statistics; with the operation of cash accounting system of the Post Office Inspection Service; with the authorization of supplies and equipment for the Post Office Inspection Service; with the operation of the Post Office Department Library; and with the printing, numbering, and assignment of travel commissions except those for postal transportation clerks. He shall serve as a member of the Postmaster General's Staff, and shall perform such other duties as the Postmaster General shall direct.

"(2) *Assistant Chief Post Office Inspector.*—The Assistant Chief Post Office Inspector shall perform such duties as may be delegated to him by the Chief Post Office Inspector, and in the absence of the latter, or during vacancy in the office of Chief Post Office Inspector, shall act in his stead.

"(3) *Assistant to the Chief Post Office Inspector.*—The Assistant to the Chief Post Office Inspector, under the Chief Post Office Inspector and the Assistant Chief Post Office Inspector, shall exercise general supervision over the divisions of the Bureau of the Chief Post Office Inspector and perform such other duties as may be delegated to him by the Chief Post Office Inspector.

"(4) *Divisions of the Bureau of the Chief Post Office Inspector, and assignment of duties.*—There shall be in the Bureau of the Chief Post Office Inspector a Division of Service Investigations and Inspections, a Division of Mail Losses and Depredations, a Division of Mail Fraud Investigations, a Division of Financial Investigations, each said Division to be under the supervision of a Director, and a Division of Budget and Field Personnel which shall be under the supervision of an Administrative Aide to the Chief Post Office Inspector. The Directors of the said divisions, the Administrative Aide to the Chief Post Office Inspector, and the other personnel of the Bureau of the Chief Post Office Inspector shall perform such duties as are assigned by that officer."

7. Former paragraphs (d) and (e) are redesignated as paragraph (h), and amended to read as follows:

"(h) *Executive Assistant to the Postmaster General.*—(1) *Duties.*—The Executive Assistant to the Postmaster General shall perform such duties as may be assigned to him from time to time by the Postmaster General. He shall also serve as a member of the Postmaster General's Staff.

"(2) There are hereby assigned to the office of the Executive Assistant to the Postmaster General, the Special Assistants to the Postmaster General, and the Division of Information Service and Public Relations. The personnel so assigned shall perform such duties as may be delegated to them by the Executive Assistant to the Postmaster General. The Special Assistant to the Postmaster General, as designated by the Executive Assistant to the Postmaster General, shall discharge the duties of that officer during his absences, and during vacancy in the office of the Executive Assistant to the Postmaster General, the Special Assistant to the Postmaster General, as designated by the Postmaster General, shall perform the functions assigned to that office."

8. Former paragraph (g) is redesignated as paragraph (i) and amended to read as follows:

"(i) *Chief Clerk and Director of Personnel.*—(1) *Duties.*—The Chief Clerk and Director of Personnel is charged with the responsibility for personnel administration and the management functions of the departmental service. He shall coordinate and exercise control over position classification, recruitment, selection, placement, training, promotions, discipline, efficiency ratings, leave administration, employee relations, health and safety program, and other personnel matters. He shall be the chairman of the Board of Appeals for the hearing of employee grievances throughout the Postal Establishment, and shall also be the chairman of the Loyalty Board of the Postal Establishment. He shall represent the Department in its relations with the Civil Service Commission, the Federal Personnel Council, and with other agencies where personnel functions are concerned. He is also charged with the administrative management and control of activities and operating services at the departmental level, including the printing and binding required in the departmental and field services; with the receipt and inspection of supplies for the departmental and field services delivered in Washington; with the care and maintenance of public property located in the Department building; with the preparation and certification of payrolls; with the compilation, publication, and distribution of the Official Postal Guide and other postal publications not otherwise provided for; with the preparation of estimates for and control of expenditures from allotments covering printing and binding, contingent and miscellaneous expenses, travel expenses of the Postmaster General and Assistant Postmasters General, and salaries, Office of the Postmaster General, with the exception of the Bureau of the Chief Post Office Inspector and the Bureau of Accounts;

with the custody of the journals, order books, correspondence, and files. He shall be the Security Officer, the Clearance Officer, and the Surplus Property Officer for the Department and the Field service; shall serve as a member of the Postmaster General's Staff; and shall perform such other duties as the Postmaster General may direct.

"(2) *Assistant Chief Clerk and Assistant Director of Personnel.*—The Assistant Chief Clerk and Assistant Director of Personnel shall perform such functions as may be delegated to him by the Chief Clerk and Director of Personnel. In the absence of the Chief Clerk and Director of Personnel, or during vacancy in the office of Chief Clerk and Director of Personnel, the Assistant Chief Clerk and Assistant Director of Personnel shall act in his stead.

"(3) *Divisions of the Office of Chief Clerk and Director of Personnel, and assignment of duties.*—There shall be in the Office of Chief Clerk and Director of Personnel a Division of Safety, which division shall be under the supervision of a Director. The Director of the Division of Safety, and the other personnel of the Office of Chief Clerk and Director of Personnel, shall perform such duties as are assigned by the Chief Clerk and Director of Personnel."

9. Insert new paragraph (j) to read as follows:

"(j) *Comptroller, Bureau of Accounts.*—(1) *Duties.*—To the Comptroller, Bureau of Accounts, are assigned the administrative audit of all accounts of postmasters and the accounts of foreign administrations; the prescribing and supervising of the administrative audit of district office accounts at central accounting offices; the administrative audit of the accounts and conducting of physical audits of the cash and accountability of the Philatelic Agent and of the Director, Division of Finance, in the Bureau of Finance; the maintenance of control accounts showing the daily transactions and financial accountability of the Philatelic Agent and of the Director, Division of Finance, in the Bureau of Finance; the instructing of postmasters relative to the maintenance of financial records and the preparation and rendition of their accounts; the determining of the quantity of penalty matter procured and mailed by each department, agency or organization of the Government, the cost of handling such mail, and the quantity of such matter on hand at the close of each fiscal year; the supervision of the quarterly counts of penalty, franked, and matter mailed free of postage and the preparation of reports showing the results thereof: the work of ascertaining the revenues derived from and the cost of carrying and handling the several classes of mail matter and of performing the special postal and nonpostal services; the keeping of administrative appropriation allotment and cost accounts; the maintenance of control accounts of appropriations, apportionments, allotments, obligations, revenues, receipts, and expenditures; in collaboration with the Administrative Assistant to the Postmaster General, conducting surveys and research necessary to the development of improved cost accounting and control procedures and the formulation of policies with respect to the financial accounting and statistical systems of the Department; the ascertainment, from accounts and reports rendered by postmasters, of the gross postal receipts, by calendar years, of each post office, the compilation of such data, and the maintenance of necessary records; the compilation of statistical reports, monthly operating statements, and other financial data for the information of the Postmaster General and other officers of the Post Office Department; the ascertainment of the facts and the preparation of certifications relating to proposed compromise of liabilities to the Department under § 18.52; the general supervision of the administration of the Retirement Act; the keeping of individual accounts, maintained in the Department, of the statutory deductions from the basic salaries of employees in the Department and Postal Service for credit to the Civil Service Retirement and Disability Fund; the compilation of statistical data relative to newspapers and other periodical publications admitted to the mails as second-class matter; the ascertainment of the amount withheld, by quarters, from the earnings of employees for Federal tax on salaries and wages; and the maintenance of control accounts showing the annual cost of maintaining Federal buildings in which post offices are housed. He shall serve as a member of the Postmaster General's Staff, and shall perform such other duties as the Postmaster General may direct.

"(2) *Assistant Comptroller.*—The Assistant Comptroller shall exercise general supervision over the divisions of the Bureau of Accounts, and perform such other duties as may be delegated to him by the Comptroller. In the absence of the Comptroller, or during vacancy in the office of Comptroller, the Assistant Comptroller shall act in his stead.

"(3) *Divisions of the Bureau of Accounts, and assignment of duties.*—There shall be in the Bureau of Accounts a Division of Cost Ascertainment and a Division of Accounts. Each of the said divisions shall be under the supervision of a Director. The Director of the Division of Cost Ascertainment, the Director of the Division of Accounts, and the other personnel of the Bureau of Accounts shall perform such duties as may be assigned by the Comptroller."

10. Former paragraph (i) is redesignated as paragraph (k), and amended to read as follows:

“(k) *Purchasing Agent.*—(1) *Duties.*—The Purchasing Agent is assigned, under the direction and control of the Postmaster General, the supervision of the purchase of all supplies; and all purchases of supplies of every nature and character, whether under contract or not, either for the Post Office Department proper or for any branch of the Postal Service, shall be made by the Purchasing Agent: *Provided, however,* That the bureau officer controlling an allotment may authorize postmasters and other postal officials to purchase supplies chargeable to that allotment, subject to the approval of the Purchasing Agent in each instance. He shall serve as a member of the Postmaster General's Staff, and shall perform such other duties as the Postmaster General may direct.

“(2) *Assistant Purchasing Agent.*—The Assistant Purchasing Agent shall perform such functions as may be delegated to him by the Purchasing Agent. In the absence of the Purchasing Agent, or during vacancy in the office of Purchasing Agent, the Assistant Purchasing Agent shall act in his stead.

“(3) *Duties of personnel of the office of Purchasing Agent.*—The personnel of the office of Purchasing Agent shall perform such duties as are assigned by the Purchasing Agent.”

11. § 1.14 Chief Inspector, and § 1.15 Comptroller, Bureau of Accounts are rescinded.

ORGANIZATION OF THE POST OFFICE DEPARTMENT; BUREAU OF POST OFFICE OPERATIONS; ASSIGNMENT OF DUTIES

INSERT No. 150.

ORDER No. 43340; DATED JUNE 9, 1950.

Section 1.10 of the Postal Laws and Regulations of 1948 is amended to read as follows:

“§1.10 *Bureau of Post Office Operations.*—(a) *Duties.*—The Assistant Postmaster General in charge of the Bureau of Post Office Operations is charged with the general management of post offices and instruction of postmasters, including all matters relating to the establishment, discontinuance, changes of names, hours of service, organization, maintenance, and other service matters of post offices, classified and contract stations and branches, and rural stations; with the selection and preparation for nomination of postmasters at post offices of the first, second, and third classes, and the appointment of postmasters at offices of the fourth class; with the bonding and commissioning of postmasters; with the keeping of a record of the appointment of postmasters; with the obtaining, recording, and filing of bonds and oaths of office and issuance of postmasters' commissions; with the consideration of charges and complaints against postmasters; with the authorization of Army mail clerks and Assistant Army mail clerks, and the supervision of the performance of their official duties; with the handling of all personnel matters relating to employees, paid from the appropriations apportioned to the Bureau of Post Office Operations, including the fixing of the quotas of necessary employees in all such post offices, stations and branches; with the authorization and granting of all allowances for assistant postmasters, supervisors and clerk hire at all post offices, city and village carrier hire, parcel post and collection carriers, special delivery messengers, car fare and bicycle hire, including allowances for vehicle hire in connection with village delivery service, and other expenses connected with post offices; with the supervision of the treatment of all undeliverable and unmailable mail matter sent to dead-letter and dead parcel-post branches for disposition; with the enforcement of the prompt sending and examination of such mail matter according to regulations; with the authorization of official sealing and postmarking machines, and the authorization of postmarking dies in post offices, not including the cancellation marks; with the establishment, location, organization and management, maintenance, hours of service, and conduct of city, village, special and parcel-post delivery service, including collection service; with the mounted and foot delivery, and collection; with the bicycle and automotive service; with the conduct and management of the Detroit River Postal Service, including contract for boat; with consideration of all matters pertaining to the delivery and collection service, except as otherwise assigned; with the establishment, extension, consolidation and discontinuance of rural routes; with the maintenance and conduct of the service and the maintenance of all necessary records concerning the rural carriers and the correct mileage of all rural routes; in collaboration with the Administrative Assistant to the Postmaster General, with the development of the Bureau's budget program designed to assure the provision of adequate funds for normal postal operation and necessary expansion of the Postal Service to meet population growth and community development; with the preparation of the Bureau's budget estimates and coordinating the Bureau's budget affairs with those of the Administrative Assistant to the Postmaster General and the Bureau of the Budget; with the determination and maintenance of the accounting procedure necessary to control disbursements to reflect the status of allotments made to the Bureau at all times; with control authorizations and granting of allowances for miscellaneous service items at first- and second-class post offices, such as telephone

and telegraph, cleaning and travel expenses, purchase of medical supplies for first-aid units, and the like, the separating of mails, and unusual conditions at fourth-class post offices; and with the preparation and keeping of necessary journals and records and making annual adjustments of salaries of postmasters. He shall serve as a member of the Postmaster General's Staff, and perform such other duties as the Postmaster General may direct.

“(b) *Executive Director, Bureau of Post Office Operations.*—The Executive Director, Bureau of Post Office Operations, is charged with the coordination and general supervision of the activities of the Bureau; aiding and assisting in the formulation of plans and policies; and performing such other duties as the Assistant Postmaster General in charge of the Bureau of Post Office Operations may direct. He shall act as head of the Bureau during the absences of the Assistant Postmaster General in charge of the Bureau of Post Office Operations or during vacancy of the office of Assistant Postmaster General in charge of the Bureau of Post Office Operations.

“(c) *Assistant Executive Directors, Bureau of Post Office Operations.*—There shall be two Assistant Executive Directors for the Bureau of Post Office Operations, who, as designated by the Assistant Postmaster General in charge of the Bureau of Post Office Operations, shall exercise general supervision over the divisions of the Bureau and perform such other duties as may be delegated to them by the Assistant Postmaster General in charge of the Bureau.

“(d) *Divisions of the Bureau of Post Office Operations, and assignment of duties.*—There shall be in the Bureau of Post Office Operations a Division of Budget and Administrative Services, a Division of Rural Service, a Division of Postmasters, a Division of Post Office Personnel, a Division of City Delivery, and a Division of Clerical Service. Each said division shall be under the supervision of a Director. The Directors of the said divisions and the other personnel of the Bureau of Post Office Operations shall perform such duties as are assigned by the Assistant Postmaster General in charge of the Bureau.”

ORGANIZATION OF POST OFFICE DEPARTMENT; BUREAU OF TRANSPORTATION; ASSIGNMENT OF DUTIES

INSERT No. 151.

ORDER No. 43341; DATED JUNE 9, 1950.

Section 1.11 of the Postal Laws and Regulations of 1948, is amended to read as follows:

“§1.11 *Bureau of Transportation.*—(a) *Duties.*—The Assistant Postmaster General in charge of the Bureau of Transportation is charged with the responsibility and authority for administering all matters relating to the transportation of the domestic and international mails by means of railroads, electric and cable cars, steamships, steamboats, mail messengers, star routes and air mail routes, routing of such mails and distribution thereof, management of the international postal service, and supervision of the personnel, accounting, budgetary, and other administrative services of the Bureau of Transportation. This shall include the authorization and management of the transportation of mails on railroads, electric cars, aircraft, steamboats on inland routes, steamship and steamboat routes between the United States and its territories; the authorization of side and transfer service required in the transportation of the mails; the determination of the necessity for the establishment of new or additional service, and the necessity for changing authorizations and car space to meet service needs in accordance with rates and regulations of the Interstate Commerce Commission; the general management of mail service on highway post office routes and the authorization of new routes or additional service on existing routes; the investigation of cases of delinquencies in service and determination as to fines or penalties to be imposed and the amounts thereof; the collaboration with the Solicitor and the Interstate Commerce Commission for the purpose of issuing rules and regulations concerning transportation of the mails and fixing rates for the carriage of mail on railroads and electric cars; the distribution, routing, and dispatch of all mails and the instruction of postmasters with respect thereto; devising plans, specifications, and changes in railway post office cars and highway post office vehicles; the collaboration with the Bureau of Finance in arranging for the routing and protection of valuable registered mail; the preparation of advertisements inviting proposals for transportation of mails on star routes including those operating in territories and possessions of the United States; the preparation of orders awarding such service and the preparation of contracts; the issuance of authorizations for mail messenger service; the investigation of delinquencies and determination as to fines and penalties against contractors; and all matters relating to the operation of these services; the handling of all personnel matters relating to employees paid from the appropriations allotted to the Bureau of Transportation; the supervision of the preparation of schemes and schedules and awarding of contracts for their printing; the distribution of pouches, sacks, and locks, used in the transportation of the mails, other than those used exclusively in the city, village, and rural delivery services; the designation of mail bag depositories; arrangements for terminal railway post office quarters on the basis of

investigations by the Chief Post Office Inspector, the preparation of leases relating thereto, and the arrangement for incidental services such as telephones, heat, light, and water; the consideration of requisitions for supplies and equipment used by the services under the jurisdiction of this Bureau; the preparation of instructions regarding the admissibility to the mails of matter liable to damage the mails or injure the personnel, regarding preparation and packing of such matter where admissible, and regarding the packing of other parcel-post matter necessary to withstand ordinary handling in transit; the preparation and issuance of orders authorizing, changing, modifying, altering, and suspending service, and the selection and control of schedules for the transportation of mail by aircraft; the preparation and issuance of statements of official distances between points served for the carriage of air mails; in collaboration with the Solicitor, the preparation and issuance of rules and regulations covering the transportation of mails by air carriers; the analysis of reports of nonperformance of service, violation of rules and regulations, and irregularities in the handling of air mails; the investigation and the determination of fines and penalties to be assessed against air carriers for violation of rules and regulations, nonperformance of service, and irregularities in the handling of air mails; the preparation and issuance of instructions to postmasters and field officers concerning the distribution and dispatch of domestic air mails as well as the distribution and dispatch of foreign air mails in accordance with the policies of the International Postal Service, and the operation and conduct of the air mail service; the computation and maintenance of records of the volume of air mail dispatched by post offices and other postal units; the publication and distribution of official schedules, schemes, and pouching instructions for use in the distribution, routing, and dispatch of air mails; the examination of flight reports for operating irregularities; the determination of performance of service by carriers; the allocation of mails between competing carriers; the examination of inspection reports submitted by field officials; the requisition and furnishing of supplies, equipment, furniture, and fixtures for field offices; the preparation and issuance of instructions governing the handling of air mail cachets and first-flight covers in the domestic service; the conduct of promotional air mail activities; the examination and analysis of proposals for new air-mail routes; the determination of future needs for air-mail service; the collaboration with the Solicitor in the preparation and presentation of the Department's cases in proceedings before the Civil Aeronautics Board; the determination of needs for new and additional quarters at airports for the distribution and handling of air mails; the preparation of plans and specifications for quarters at airports, and the negotiation of leases therefor; the preparation of commissions authorizing free air travel as directed by the Postmaster General; the attendance at meetings of and acting as the Post Office Department's voting member of the Air Coordinating Committee, and related functions; the arrangement and management of details connected with the exchange of mails with foreign countries by surface and air, including the creation and promulgation of all matters of policy relating to the international mails, the classification, rates and other conditions applicable thereto, both by surface and air, and including the ocean transportation of mails from the United States and of other mails the United States is obligated to convey; the investigation and determination of fines and deductions against steamship companies for delinquencies in service or failures to safeguard the international mails while in their custody; negotiating with foreign postal administrations of postal conventions and agreements (except those relating to the money-order system) and the arrangement of all details in connection with the putting into effect of the provisions thereof; representing the Universal Postal Union at United Nations meetings; the preparation and issuance of instructions to postmasters in regard to the international postal service, including the compilation and editing of Part II of the Official Postal Guide; the consideration and preparation of replies to inquiries relating to the international postal service (except those falling within the jurisdiction of the Chief Post Office Inspector); the consideration and disposal of applications for the return to senders of, or change of address on, articles contained in the mails exchanged with foreign countries; the compilation of general statistics of international mails; the translation of letters and documents in foreign languages received by the Department (except those relating to functions under the jurisdiction of the Bureau of Finance or the Chief Post Office Inspector); the determination of the balances due from or to foreign countries on account of intermediary maritime and land transit of international mails and the preparation of instructions to govern the collection of the transit statistics on which these balances are based; the management of all international registry, insurance, and collect-on-delivery services and all instructions and correspondence in relation thereto, except that assigned to the Bureau of Finance, or to the Chief Post Office Inspector; the examination and authorization for payment of indemnity claims for international mail and of certain claims for refund of postage paid on international mails for which no service was rendered (except as provided in § 114.11); the supervision of the sea post service, the Navy Mail Service,

and international parcel post service; the adjustment of air mail postage rates and air mail transportation rates to foreign countries; the preparation of general correspondence with foreign postal administrations, the postal service and the general public relating to the international postal service (except that assigned to the Bureau of Finance and the Chief Post Office Inspector); the verification of all authorizations and claims for the transportation of mails; the passing upon claims of railroads for side and transfer service required of them in connection with the transportation of the mails; the examination of evidence of the performance of those services and passing upon the application of the requirements and rates fixed by the Interstate Commerce Commission governing service on railroad and electric car routes, and by the Civil Aeronautics Board governing service on domestic and foreign air-mail routes; the preparation of statements of accounts of the carriers for payment; the maintenance of bookkeeping records which form the basis of administrative audit of all claims for payment for transportation of mails; the statement of accounts for payment and the preparation and certification of vouchers and journals authorizing payment to carriers for the transportation of mails; the verification of accounts covering miscellaneous expenditures of the postal transport service; the performance of cost studies; in collaboration with the Administrative Assistant to the Postmaster General, the development of budget programs designed to assure the provision of adequate funds for the functions assigned to the Bureau of Transportation; the preparation of all budget estimates for the Bureau of Transportation, and coordinating the Bureau's budget affairs with those of the Administrative Assistant to the Postmaster General and the Bureau of the Budget; the determination and maintenance of the accounting procedure necessary to control disbursements and reflect the status of allotments made to the Bureau of Transportation, and the services under the jurisdiction of that Bureau; and the preparation of reports on budget and fiscal matters of the Bureau of Transportation as might be required by the Bureau of the Budget and committees of Congress. He shall serve as a member of the Postmaster General's Staff, and perform such other duties as the Postmaster General may direct.

"(b) *Executive Director, Bureau of Transportation.*—The Executive Director, Bureau of Transportation, is charged with the coordination and general supervision of the activities of the Bureau; aiding and assisting in the formulation of plans and policies; and performing such other duties as the Assistant Postmaster General in charge of the Bureau of Transportation may direct. He shall act as head of the Bureau during the absences of the Assistant Postmaster General in charge of the Bureau of Transportation or during vacancy of the office of Assistant Postmaster General in charge of the Bureau of Transportation.

"(c) *Assistant Executive Directors, Bureau of Transportation.*—There shall be two Assistant Executive Directors for the Bureau of Transportation, who, as designated by the Assistant Postmaster General in charge of the Bureau of Transportation, shall exercise general supervision over the divisions of the Bureau and perform such other duties as may be delegated to them by the Assistant Postmaster General in charge of the Bureau.

"(d) *Divisions of the Bureau of Transportation, and assignment of duties.*—There shall be in the Bureau of Transportation a Division of Budget and Administrative Services, a Division of International Service, a Division of Transportation Accounts, a Division of Railway Transportation, a Division of Air Service, and a Division of Highway and Contract Transportation. Each said division shall be under the supervision of a Director. The Directors of the said divisions and the other personnel of the Bureau of Transportation shall perform such duties as are assigned by the Assistant Postmaster General in charge of the Bureau."

ORGANIZATION OF THE POST OFFICE DEPARTMENT; BUREAU OF FINANCE; ASSIGNMENT OF DUTIES

INSERT No. 152.

ORDER No. 43342; DATED JUNE 9, 1950.

Section 1.12 of the Postal Laws and Regulations of 1948 is amended to read as follows:

"§ 1.12 *Bureau of Finance.*—(a) *Duties.*—The Assistant Postmaster General in charge of the Bureau of Finance is charged with the general supervision of the financial operations of the Postal Service, including the payment of all salaries to all officers, clerks, and employees of the Department; with the supervision of the Postal Savings System and of the sale of United States Savings bonds at post offices; with the administrative examination of postal-savings, savings-bond, and savings-stamp accounts, and the keeping of records of accounts pertaining thereto; with the supervision, through the Government agencies, of the manufacture of all postage stamps, postage stamp paper, including international reply coupons, postal cards, stamped envelopes, internal revenue stamps, and migratory-bird hunting stamps, and their distribution; with the examination, verification, and adjustment of the accounts of contractors for these supplies; with the distribution of internal revenue stamps and United States

Savings stamps for sale in post offices and the accounting therefor; with the determination of responsibility for shortages in postmasters' accounts; with the preparation of the Postmaster General's reports to Congress in cases involving loss of Government funds or stamped paper; with the general direction of the postal money-order system, both domestic and international, the postal-note system, and the preparation of conventions for the exchange of money orders with foreign countries; with the classification of domestic mail matter and supervision of the collection of postage thereon, including the use of precanceled stamps and the acceptance of matter without stamps affixed as metered and nonmetered mail; the supervision of the use of the penalty, franking and other domestic free mail privileges authorized by law; with the enforcement of the laws relative to the limit of weight and size of domestic mail; with the granting of authority to refund postage charges on domestic mail in excess of the lawful amounts; with the supervision of, and issuance of instructions pertaining to, the inclusion of any advertisements, slogans, pictures, and insignia in the cancellation portion of any postmarking device or equipment, including postage meters; with the administration of the laws governing second-class matter; with the supervision and management of the domestic registry system and the domestic insurance and collect-on-delivery services; with the general supervision of investigations of methods designed to improve the Parcel Post Service, and its adequacy and adaptability for handling mailable articles. This shall include the gathering and distributing of funds derived from the collection of the revenues of the Postal Service for the purpose of meeting the obligations of the service when and where payable; the supervision of the handling and remitting of funds by postmasters; the covering of postal moneys into the Treasury of the United States; the receiving of moneys coming directly to the Department; the paying of indebtedness not settled by postmasters; the regulation of box-rent rates and deposits for keys of lock boxes in post offices; the making of all payments for rent of departmental buildings, contingent expenses, printing and binding, and such other expenditures as may be authorized; the sale of post route and rural delivery maps; the keeping of accounts of expenditures; with the keeping of accounts of stamped paper issued to postmasters and on hand in post offices, and the audit and disposition of reports and inventories regarding the same; the adjustment of cases of loss, miscarriage, or detention of stamped supplies in transit; the receipt, examination, and disposition of stamped paper, internal revenue, migratory-bird hunting, and United States Savings stamps and international reply coupons sent by postmasters to the Department for redemption, and the certification of credits in favor of postmasters therefor; the consideration of cases relating to the counterfeiting or imitating of United States postage stamps; the supervision of the Philatelic Agency, the Philatelic Exhibition Room, and philatelic matters; the rendition of international reply coupon accounts to the countries of origin and certification of balances due or collectible to the General Accounting Office; the consideration of all administrative questions relating to the classification of mail matter, and the determination of the rates of postage thereon; the admissibility of meat and meat-food products under the Meat Inspection Act and of nursery stock, and other matter under the Plant Quarantine and Terminal Inspection Acts; the admissibility of the dead bodies, or parts thereof, of any wild animals or birds, or the eggs of any such birds, under the laws pertaining to their shipment; the requirements as to the name and address of the sender on mail and the addressing thereof; the verification and allowance of claims for credit by postmasters for postage-due stamps affixed to undeliverable matter; the administrative examination of postmasters' quarterly statements of second-class postage collected and the receipts issued to publishers therefor; the certification to the General Accounting Office of the amount of second-class postage for which each postmaster is accountable; the registration of news agents; the registration of magazines and periodical publications issued in raised characters or on sound-reproduction records for the blind; the determination of the acceptability of free circulation publications at special postage rates provided therefor; the management of the domestic registry system and the domestic insurance and collect-on-delivery features of the postal service and the issuance of all instructions and correspondence in relation thereto, except that assigned to the Chief Post Office Inspector; the issuance of instructions concerning receipts or certificates of mailing for domestic ordinary, registered, insured, and collect-on-delivery mail; the authorization of all domestic rotary-lock, brass-lock, lead-seal, and exceptional exchanges and dispatches of registered mail; the recovery and disposition of domestic indemnities found to have been improperly paid; the supervision of the adjustment by postmasters of claims involving domestic insured and collect-on-delivery mail; the adjustment of indemnity claims for domestic registered mail and such claims for domestic insured and collect-on-delivery mail as are not adjusted by postmasters; in collaboration with the Administrative Assistant to the Postmaster General, the development of budget programs designed to assure the provision of adequate funds for the functions assigned to the Bureau of Finance; the preparation of all budget estimates for the Bureau of Finance, and coordinat-

ing the Bureau's budget affairs with those of the Administrative Assistant to the Postmaster General and the Bureau of the Budget; the determining and maintaining the accounting procedure necessary to control disbursements and reflect the status of allotments made to the Bureau of Finance and the services under the jurisdiction of that Bureau; and the preparation of reports on budget and fiscal matters of the Bureau of Finance as might be required by the Bureau of the Budget and committees of Congress. He shall serve as a member of the Postmaster General's Staff, and perform such other duties as the Postmaster General may direct.

"(b) *Executive Director, Bureau of Finance.*—The Executive Director, Bureau of Finance, is charged with the coordination and general supervision of the activities of the Bureau; aiding and assisting in the formulation of plans and policies; and performing such other duties as the Assistant Postmaster General in charge of the Bureau of Finance may direct. He shall act as head of the Bureau during the absences of the Assistant Postmaster General in charge of the Bureau of Finance or during vacancy of the office of Assistant Postmaster General in charge of the Bureau of Finance.

"(c) *Assistant Executive Directors, Bureau of Finance.*—There shall be two Assistant Executive Directors for the Bureau of Finance, who, as designated by the Assistant Postmaster General in charge of the Bureau of Finance, shall exercise general supervision over the divisions of the Bureau and perform such other duties as may be delegated to them by the Assistant Postmaster General in charge of the Bureau.

"(d) *Divisions of the Bureau of Finance, and assignment of duties.*—There shall be in the Bureau of Finance a Division of Budget and Administrative Services, a Division of Registered, Insured, and Collect-on-Delivery Mail, a Division of Money Orders, a Division of Newspaper and Periodical Mail, a Division of Letter and Miscellaneous Mail, a Division of Finance, a Division of Postal Savings Banking Investments, and a Division of Stamps and Philately. Each said division shall be under the supervision of a Director. The Director of the Division of Finance is hereby designated the Disbursing Officer for the Post Office Department. The Directors of the said divisions and the other personnel of the Bureau of Finance shall perform such duties as are assigned by the Assistant Postmaster General in charge of the Bureau."

ORGANIZATION OF THE POST OFFICE DEPARTMENT; BUREAU OF FACILITIES; ASSIGNMENT OF DUTIES

INSERT No. 153

ORDER No. 43343; DATED JUNE 9, 1950.

Section 1.13 of the Postal Laws and Regulations of 1948, is amended to read as follows:

"§ 1.13 *Bureau of Facilities.*—(a) *Duties.*—The Assistant Postmaster General in charge of the Bureau of Facilities is charged with representing the Postmaster General on the Joint Departmental Committee, administering the details of public building programs authorized by Congress outside of the District of Columbia; with the authorization of allowances for rent, light, and fuel, and the consideration of general engineering problems affecting the activities of the Postal Service; with the custody, distribution, and transportation of equipment and supplies for the Postal Service; with the administration and operation of Government-owned post-office buildings, appointment and discipline of personnel engaged in operation and maintenance work; with the design and construction of buildings insofar as the operation of the post-office service is concerned; with the lay-out of post-office quarters in Federal buildings and leased buildings, including conveyor and other labor-saving equipment for same; with the general engineering problems affecting the activities of the Postal Service; in collaboration with the Administrative Assistant to the Postmaster General, with the consideration of the practicability of devices and inventions for use in the Postal Service; with the authorization, operation, and maintenance of the Government-owned motor-vehicle service, and the pneumatic tube service; with the requisitions for materials, supplies, and garage equipment; with the preparation of advertisements inviting proposals for the transportation of the mails in cities by means of screen wagons and pneumatic tubes, and the drafting of orders awarding such service, including the preparation of contracts therefor; with the fixing of allowances for the hire of vehicles used in the delivery and collection service; with the examination of reports and the preparation of orders making deductions and imposing fines for nonperformance of services and other delinquencies on the part of contractors; with the selection, lease, and equipment of quarters for presidential post offices and stations, and the fixing of allowances for rent, light, heat, and water at such offices and stations; with the lease and equipment of post-office garages; with the preparation of specifications for equipment and supplies for the Postal Service; with the requisition, inspection, adjustment and repair of post-office scales; with the maintenance of a record of expenditures from allotments for equipment and supplies; with the requisition and distribution of cleaning and operating supplies and equipment, including fuel, oils and grease, and electric and gas lamps; with the assignment of space and granting of privileges in Federal buildings under the

jurisdiction of the Postmaster General; with the joint telephone facilities serving two or more governmental agencies in Federal buildings under the jurisdiction of the Postmaster General; with the requisition and distribution of furniture, floor coverings, window shades, and awnings; with the supervision of matters relating to moving into or out of Federal buildings; with matters relating to safes and their fittings; with the general supervision of the mail-equipment shops; with the manufacture and repair of mail bags and other mail containers and attachments, mail locks, keys, chains, tools, dies, and such other equipment for the Postal Service as may be deemed necessary; with the preparation of specifications for the articles above named and the recommendation of awards for purchase; with the issuance of letter-box locks, mail keys, key chains, and the like, to postmasters and other officials entitled thereto; with the preparation of instructions relative to freight, express, drayage, crating, routing, and billing shipments of equipment, material, and supplies for the Departmental and Field Service; with the authorization of allowances for hire of vehicles used in the delivery and collection service, and Government-owned motor-vehicle services in cities; with the production and distribution of post-route, rural-delivery, county and local-center maps, which maps shall be issued to the officers of the service and all others entitled thereto upon their request, and which shall not bear the name or imprint of the contractor doing the printing; with the production of and issuance of parcel-post zone keys to be used in connection with the Official Postal Guide to offices of the service, and to the public upon request; in collaboration with the Administrative Assistant to the Postmaster General, with the development of budget programs designed to assure the provision of adequate funds for the functions assigned to the Bureau of Facilities; with the preparation of all budget estimates for the Bureau of Facilities, and coordinating the Bureau's budget affairs with those of the Administrative Assistant to the Postmaster General and the Bureau of the Budget; with determining and maintaining the accounting procedure necessary to control disbursements and reflect the status of allotments made to the Bureau of Facilities and the services under the jurisdiction of that Bureau; and with the preparation of reports on budget and fiscal matters of the Bureau of Facilities as might be required by the Bureau of the Budget and committees of Congress. He shall serve as a member of the Postmaster General's Staff, and perform such other duties as the Postmaster General may direct.

"(b) *Executive Director, Bureau of Facilities.*—The Executive Director, Bureau of Facilities, is charged with the coordination and general supervision of the activities of the Bureau; aiding and assisting in the formulation of plans and policies; and performing such other duties as the Assistant Postmaster General in charge of the Bureau of Facilities may direct. He shall act as head of the Bureau during the absences of the Assistant Postmaster General in charge of the Bureau of Facilities or during vacancy of the office of Assistant Postmaster General in charge of the Bureau of Facilities.

"(c) *Assistant Executive Directors, Bureau of Facilities.*—There shall be two Assistant Executive Directors for the Bureau of Facilities, who, as designated by the Assistant Postmaster General in charge of the Bureau of Facilities, shall exercise general supervision over the divisions of the Bureau and perform such other duties as may be delegated to them by the Assistant Postmaster General in charge of the Bureau.

"(d) *Divisions of the Bureau of Facilities, and assignment of duties.*—There shall be in the Bureau of Facilities a Division of Budget and Administrative Services, a Division of Engineering and Research, a Division of Post Office Quarters, a Division of Federal Buildings Operations, a Division of Motor Vehicle Service, a Division of Equipment and Supplies, a Division of Topog-

raphy, and a Division of Traffic. Each said Division shall be under the supervision of a Director. The Directors of the said divisions and the other personnel of the Bureau of Facilities shall perform such duties as are assigned by the Assistant Postmaster General in charge of the Bureau."

POST OFFICE CHANGES

Discontinued—Second Class
MINNESOTA
28266. New Brighton, Ramsey County, route 41259. Effective June 30, 1950. Mail to Saint Paul.

Discontinued—Third Class
GEORGIA
06580. College, Coffee County, route 221088 and rural route No. 3. Effective June 30, 1950. Mail to Douglas.

Discontinued—Fourth Class
CALIFORNIA
82554. Saltdale, Kern County, routes 108760 and 276520. Effective June 30, 1950. Mail to Cantil.

ILLINOIS
12636. Oak, Pope County, routes 35264 and 35274. Effective June 30, 1950. Mail to Herod.

MARYLAND
56578. Parole, Anne Arundel County, route 13153. Effective June 30, 1950. Mail to Annapolis.

SOUTH CAROLINA
59854. Henry, Williamsburg County, routes 104807 and 220162. Effective June 30, 1950. Mail to Hemingway.

Change of Name—Presidential
CALIFORNIA
82052. Warm Springs, Alameda County. Changed to Warm Springs. Effective Aug. 1, 1950.

Summer Post Offices—Opened
MAINE
94780. Martin, Knox County. Effective July 1, 1950.

NEW HAMPSHIRE
01071. Crawford House, Coos County. Effective June 26, 1950.

01456. Mount Washington, Coos County. Effective June 20, 1950.

POST OFFICE BRANCHES

Established
MINNESOTA
Saint Paul: 27204. New Brighton (classified) Ramsey County, effective July 1, 1950.

Discontinued
NEW YORK
New York: The following U. S. Army Postal Service A. P. O.'s will be discontinued effective June 30, 1950:
A. P. O. 846, 20018.
A. P. O. 847, 20019.
A. P. O. 848, 20020.
A. P. O. 854, 20022.
New York: 20029. Money-order unit 1, A. P. O. 847, effective June 30, 1950.
New York: 20051. U. S. S. *Chemung* with money-order facilities, effective Apr. 12, 1950.
New York: 20389. U. S. S. *Merrimack* with money-order facilities, effective Mar. 31, 1950.
New York: X8688. 12919 (NPO) with money-order facilities effective May 11, 1950.

POST OFFICE BRANCHES

Discontinued
TENNESSEE
Clarksville: 57027. New Providence (contract) effective June 30, 1950.

Change in Status
CALIFORNIA
San Gabriel: 81890. Garvey (contract) status changed to Garvey (classified) effective July 1, 1950.

Reestablished
NEW YORK
New York: 22477. U. S. S. *Barton* with money-order facilities effective Aug. 1, 1950.

POST OFFICE STATIONS

Established
GEORGIA
Douglas: 06703. South Georgia (contract) Coffee County, effective July 1, 1950.

INDIANA
Mishawaka: 35256. No. 2 (contract) Saint Joseph County, effective June 22, 1950.

TEXAS
Amarillo: 52107. No. 4 (contract) Potter County effective July 1, 1950.

WISCONSIN
Madison: The following contract stations, Dane County, will be established effective June 16, 1950:
No. 22, 36813.
No. 23, 36873.

Discontinued
WEST VIRGINIA
WILLIAMSON: The following contract stations will be discontinued effective June 30, 1950:
"B", 88107.
East Williamson. 88110.

Corrections

CALIFORNIA
Monterey: 82659. Order appearing in the POSTAL BULLETIN of Mar. 24, 1949, establishing No. 1 (contract) effective Apr. 16, 1949, under No. 81482 is corrected to show 82659.
Santa Clara: 82658. Order appearing in the POSTAL BULLETIN of June 3, 1948, establishing c. o. d. effective June 16, 1948, under No. 81871 is corrected to show 82658.

MONEY-ORDER SERVICE

Establishment of International Money Order Business
Pasadena, Station A, Calif., July 1, 1950.
San Diego, John Adams Station, Calif., July 1, 1950.
San Diego, Andrew Jackson Station, Calif., July 1, 1950.
Hartford, Blue Hills Station, Conn., July 1, 1950.
Haina, Hawaii, July 1, 1950.
Kaunakani, Hawaii, July 1, 1950.
Dearborn, Southwestern Branch, Mich., July 1, 1950.
Rincon, N. Mex., July 1, 1950.
Santa Maria, Tex., July 1, 1950.

Promote the Use of ZONE NUMBERS

On Mail for Delivery in the Larger Cities . . . They Help To Speed the Mails