

INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF FINANCE

REQUISITIONS FOR BLANK MONEY-ORDER FORMS SHOULD BE SENT TO THE REGIONAL DISTRIBUTING POST OFFICES

Many postmasters are erroneously forwarding requisitions for domestic blank money order forms to the Department at Washington, D. C., instead of to their proper regional distributing post office.

The initial instructions on the changed procedure in the distribution of money order forms which appeared in the *POSTAL BULLETIN* of July 22, 1952, specified that in future requisitions for blank money-order forms should be addressed to the appropriate distributing post office. The attention of all postmasters is directed to chapter XVI, article 6, of the *Post Office Manual*, listing the regional distributing post offices and the territory served by each.

THE AMERICAN SOCIETY OF CIVIL ENGINEERS COMMEMORATIVE STAMP

The Department will issue through the Chicago, Ill., post office on September 6, 1952, a 3-cent commemorative stamp to mark the one hundredth anniversary of the founding of the American Society of Civil Engineers.

The stamp will be 0.84 by 1.44 inches in dimensions, arranged horizontally, printed by the rotary process, electric-eye perforated, and issued in sheets of 50. The color of the stamp will be blue. An initial printing order of 110,000,000 American Society of Civil Engineers commemorative stamps has been authorized.

The design of the stamp is intended to portray the advancement made in one phase of civil engineering—bridge building—during the past century. In the lower left-hand corner of the stamp is a replica of a typical covered wooden bridge of the 1852 period, and dominating the right and central portion of the stamp is a reproduction of the George Washington Bridge with the New York City skyline in the background. Directly above the covered bridge appears the official badge of the American Society of Civil Engineers bearing the wording in white-faced gothic "American Society of Civil Engineers Founded 1852." Arranged in two lines across the top of the stamp is the wording "Centennial of Engineering 1852-1952" and at the bottom the denomination "3¢" and the lettering "U. S. Postage" in dark-faced architectural roman.

Stamp collectors and dealers desiring first day cancellations of this stamp may send a reasonable number of addressed envelopes to the Postmaster, Chicago, Ill., with money order remittances to cover the cost of the stamps to be affixed. **Postage stamps and personal checks will not be accepted in payment.**

Envelopes submitted should be of ordinary letter size and each must be properly addressed. An enclosure of medium weight should be placed in each envelope, and the flap either sealed or turned in. An outside envelope must not be sent for return of first-day covers. The envelope to the Postmaster, Chicago, Ill., should be endorsed "First-Day Covers." 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 American Society of Civil Engineers commemorative stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after September 8, 1952. 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 American Society of Civil Engineers commemorative 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 offices may obtain needed quantities of the 3-cent American Society of Civil Engineers 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 American Society of Civil Engineers commemorative stamp.

Postmasters are cautioned not to place the stamp herein announced on sale before September 7, 1952.

INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF FACILITIES

POSTER RELATING TO ISSUANCE OF A SPECIAL COMMEMORATIVE POSTAGE STAMP HONORING WOMEN IN THE ARMED SERVICES—LOBBY DISPLAY AUTHORIZED

Postmasters at First-, Second-, and Third-Class Offices:

The Department of Defense will in the near future furnish you with a poster relating to the issuance of a special commemorative postage stamp honoring women in the Armed Services.

Upon its receipt the poster should be displayed in a prominent place in the public lobby in such manner as not to mar the walls or woodwork, for an indefinite length of time so long as it presents a good appearance.

The foregoing instructions do not apply to Post Office lobbies located in Government-owned buildings not operated by the Post Office Department.

CHANGE—POSTAL GUIDE 1951—PART II

ITALY—LETTER PACKAGES

CHANGE No. 179.

Page 5.—In paragraph 4 (b) of article 3, add "Italy (see note)" in alphabetical order to the list of countries.

Below the list of countries in paragraph 4 (b) insert the following:

"NOTE.—See country item 'Italy' concerning conditions under which small quantities of certain medicines are admitted in letter packages for Italy."

POST OFFICE CHANGES

Discontinued—Third Class

WEST VIRGINIA

55-59160. North Charleston, Kanawha County, routes 16385 and 16387. Effective Aug. 31, 1952. Consolidated with Charleston. Mail to Charleston.

Discontinued—Fourth Class

KENTUCKY

20-06480. Bevier, Muhlenberg County, rural route 1, Drakesboro. Effective Aug. 31, 1952. Mail to Drakesboro.

20-86160. Yuma, Taylor County, route 29591. Effective Aug. 31, 1952. Mail to Elk Horn.

Change of Name—Modification—Fourth Class

CALIFORNIA

05-70680. Schilling, Shasta County. Changed to Whiskeytown, under No. 05-85530, and effective July 1, 1952, is modified to show office number as 05-84150.

Summer Post Offices—Closed

CALIFORNIA

05-55140. Oakland Recreation Camp, Tuolumne County. Effective Sept. 2, 1952. Mail to Groveland.

ILLINOIS

16-14820. Chatauqua, Jersey County. Effective Sept. 1, 1952. Mail to Elsah.

MARYLAND

23-43380. Highland Beach, Anne Arundel County. Effective Sept. 4, 1952. Mail to Annapolis.

NEW YORK

35-32350. Glen Island, Warren County. Effective Sept. 4, 1952. Mail to Bolton Landing.

35-36900. Hawkeye, Clinton County. Effective Aug. 31, 1952. Mail to Au Sable Forks.

35-40500. Hunter Lake, Sullivan County. Effective Sept. 5, 1952. Mail to Parksville.

OREGON

40-12960. Camp Namanu, Clackamas County. Effective Aug. 23, 1952. Mail to Sandy.

VERMONT

50-12600. Cedar Beach, Chittenden County. Effective Sept. 1, 1952. Mail to Charlotte.

POST OFFICE BRANCHES

Established

KANSAS

Hutchinson: Money-order unit 1, effective Aug. 16, 1952.

MARYLAND

Port Deposit: Money-order unit 8 of Bainbridge (classified) effective Aug. 25, 1952.

PUERTO RICO

Jayuya: Mameyes (contract) Ponce County, effective as of July 16, 1952. Facilities for the sale of stamps and general delivery only.

POST OFFICE STATIONS

Established

TENNESSEE

Memphis: No. 17 (contract) Shelby County, effective Aug. 16, 1952.

WEST VIRGINIA

Charleston: "C" (classified) Kanawha County, effective Sept. 1, 1952.

Reestablished

TEXAS

Beaumont: No. 1 (contract) Jefferson County, effective Sept. 1, 1952.

Discontinued

ILLINOIS

Chicago: No. 263 (contract) effective as of July 31, 1952.

CHANGES AND CORRECTIONS—JULY 1, 1951, EDITION, "RECEIPTS AND CLASSES OF POST OFFICES WITH BASIC SALARIES OF POSTMASTERS"

Office and State	Re- ceipts	Class	Basic salary
Bodecaw, Ark.	\$321	4	\$1,111.32
Ontario, Calif.	213,749	1	(1)
South Windham, Conn.	2,045	3	3,128.00
Eli, Ky.	521	4	1,588.48
Emerson, Ky.	293	4	979.20
Wentz, Ky.	115	4	(1)
*Corder, Mo.	3,424	3	3,645.00
Gallatin Gateway, Mont.	2,618	3	(1)
Pony, Mont.	834	4	(1)
Collinsville, Ohio	784	4	1,914.88
Lemoyne, Ohio	1,217	4	2,494.80
Delaware Water Gap, Pa.	7,025	3	(1)
North Girard, Pa.	10,313	2	(1)
Pocono Manor, Pa.	5,290	3	(1)
Zullinger, Pa.	708	4	(1)
Chewalla, Tenn.	588	4	1,588.48
Scotts Hill, Tenn.	2,442	3	(1)
Saginaw, Tex.	2,494	3	(1)
Lake Beulah, Wis.	1,561	3	(1)
*Saint Louis, Mich.	39,721	2	2,507.00

¹ No change.

² Relegated from the first to the second class.

CITY DELIVERY SERVICE

Established

SOUTH DAKOTA

Lemmon: Effective Aug. 16, 1952.

TEXAS

Wellington: Effective Sept. 2, 1952.