

## INSTRUCTIONS OF HEARING EXAMINERS

### 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 in favor of said persons or concerns shall be paid. These orders are to be enforced at the offices of address and delivery.

<i>State</i>	<i>City</i>	<i>Name covered by order</i>
Michigan---	Detroit---	Dr. West's Prescriptions, Dr. West's Prescriptions, Inc., Dr. West's R.

### DOMESTIC "UNLAWFUL" ORDER NOTICES

"Unlawful" 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 "Unlawful—Mail to this address returned by order of the Postmaster General" and no money order in favor of said persons or concerns shall be paid. These orders are to be enforced at the offices of address and delivery.

<i>State</i>	<i>City</i>	<i>Name covered by order</i>
California----	Los Angeles----	Personal Sales, Inc., Phil Stevens.

## INSTRUCTIONS OF THE COMPTROLLER

### QUARTERLY REPORT—DEDUCTIONS FOR LEAVE WITHOUT PAY

The POSTAL BULLETIN of July 1, 1952, outlined certain changes in accounting procedures. In column 2, page 2, of that BULLETIN, it is stated that "The amount deducted for without-pay absences must be entered in the space provided on these forms."

The current supply of Form 1593 shows this item in the blank space below "Totals" under "Voucher Numbers." However, a large supply of Form 1593 was distributed before this item was inserted. Therefore, all postmasters using Forms 1593 (revised March 1952) which do not show this entry will insert "Deductions for leave without pay \$-----" in that space.

## INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF POST OFFICE OPERATIONS

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

Due to the similarity in names, a large amount of mail is being missent to the following offices. The attention of the Postal Service is called thereto with the request that great care be exercised in the distribution of mail for these offices in order that the missending of and resultant delay in mail may be eliminated. In this connection, attention is invited to section 43.2, Postal Laws and Regulations, 1948, and VI, 77-89, POM.

Baldwin Park, Calif.....	Buena Park, Calif.
Ionia, Iowa.....	Iona, Minn.
Ionia, Mich.....	Iona, Minn.
Iron, Minn.....	Iona, Minn.
Iona, S. Dak.....	Iona, Minn.
Provo, S. Dak.....	Provo, Utah.

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

### TRANSFER OF EMPLOYEES FROM OTHER FEDERAL AGENCIES

1. As a result of section 1310 of the Supplemental Appropriation Act, 1952, Public Law 253, approved November 1, 1951, Civil Service Regulations have been changed to provide that the movement of employees between Federal agencies without a break in service of 1 workday shall be by transfer, instead of by indefinite appointment, as follows:

(a) Indefinite appointments of permanent (classified) employees in lieu of transfer from other Federal agencies made between September 2, 1950, and October 31, 1951, inclusive, shall be converted to transfers on a permanent basis effective November 1, 1951, under section 1310, Public Law 253.

(b) Indefinite appointments of such employees in lieu of transfer made on or after November 1, 1951, but prior to February 11, 1952,

shall be converted to transfers on a permanent basis effective as of the date of transfer, under Civil Service Regulation 8.108 (b).

(c) Transfers of permanent employees from other Federal agencies effective on or after February 11, 1952, are permanent and are made under Civil Service Regulation 8.108 (a) (3).

2. This conversion of employees to a permanent status includes permanent employees of other Government agencies who were appointed to indefinite positions in the postal field service without a break of 1 workday, whether or not they qualified in competitive or noncompetitive examinations for the positions they now hold.

3. All employees whose indefinite appointments are converted to transfers on a permanent basis should be notified of this action in writing, a copy of the notification to be placed in the employee's personnel folder for permanent retention, and their personnel records should be adjusted accordingly. Copies of written notification to employees should be forwarded to the Bureau of Facilities for employees under its jurisdiction. The Bureau of Post Office Operations does not require copies of notices sent employees under its jurisdiction. Amended personnel forms are not required.

4. The amendment to the Civil Service Regulations does not give a permanent status to permanent employees of other Federal agencies who accepted temporary appointments for job employment in the postal field service, regardless of whether such temporary appointments were followed by indefinite appointments without a break in service.

5. The paragraph titled "transfers" in the POSTAL BULLETIN of March 1, 1951, is changed to comply with these instructions.

### Transfers, Reassignments, Promotions Within the Postal Field Service

6. All transfers, reassignments, and promotions of permanent employees which have been made from one position to another in the postal field service on and after September 2, 1950, and which involved an increase of more than \$100 per annum in salary, have been regarded as indefinite promotions, as explained in the POSTAL BULLETIN of March 1, 1951.

7. All such indefinite transfers, reassignments, and promotions are automatically converted to permanent actions, effective August 17, 1952, except that persons transferred, reassigned, or promoted to fill military vacancies or vacancies incident to transfer to defense agencies with reemployment rights will remain indefinite in those positions, even though they have a permanent civil-service status. Personnel forms will not be required for conversion from indefinite to permanent status, but supervisors and employees involved should be advised by bulletin board notices or in any other manner.

8. Promotions, reassignments, and transfers of permanent employees effective on and after August 17, 1952, will be permanent, except where the vacancies are incident to military furlough or the transfer of employees to defense agencies with reemployment rights.

## POSTERS RELATIVE TO CHRISTMAS PARCELS FOR OVERSEAS MILITARY PERSONNEL LOBBY DISPLAY AUTHORIZED

Postmasters are authorized to display in a prominent location in the public lobby during October and the first half of November 1952, a poster issued by the Department of Defense, encouraging the mailing of Christmas parcels to oversea military personnel between October 15 and November 15. These posters should be displayed in such manner as not to mar the walls or woodwork.

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

## INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF TRANSPORTATION

### INCREASED INTERNATIONAL SPECIAL FEES EFFECTIVE SEPTEMBER 1, 1952

Effective September 1, 1952, the following fees shall be applicable in addition to the postage on regular-mail articles and parcel-post packages for foreign countries:

**Registry fee:** Forty cents for regular-mail articles to all countries, and for parcel-post packages to the countries for which such registry service has been provided, except as indicated below:

For registered parcel-post packages to Ecuador and Portugal:

<i>Limit of indemnity</i>	<i>Fee (cents)</i>
Up to \$10.00.....	40
\$10.01 to \$25.00.....	55
\$25.01 to \$50.00.....	65

**Insurance fees for Canada:**

Limit of indemnity	Fee (cents)
Up to \$5.00.....	5
\$5.01 to \$10.00.....	10
\$10.01 to \$25.00.....	15
\$25.01 to \$50.00.....	20
\$50.01 to \$100.00.....	30
\$100.01 to \$200.00.....	35

**Special-delivery fees for Canada (see p. 117 of the 1951 Postal Guide, Part II):**

Weight	Fee (cents)
Up to 2 pounds.....	20
Over 2 but not over 10 pounds.....	35
Over 10 pounds.....	50

Postmasters will give the greatest possible publicity to the foregoing, without expense to the Department.

**ESTABLISHMENTS OF HIGHWAY POST OFFICE SERVICE**

Government Highway Post Office Service will be inaugurated between the following points on September 20, 1952, or shortly thereafter:

Akron, Ohio, and Columbus, Ohio.  
Toledo, Ohio, and Columbus, Ohio.

Special first-trip cachets and cancellation stamps will be provided for each of the above-named routes. Collectors desiring first-trip cancellations should send their covers properly prepared with postage prepaid and ready for mailing at the first-class rate, to the postmasters at the terminal cities of each route from which first-trip cancellations are desired. A clear space not less than 2½ by 2½ inches to the left on the address side of all covers must be left for application of the cachets.

On each route the initial trip from the first-named to the last-named city will be designated as "Trip 1"; the initial trip from the last-named to the first-named city will be designated "Trip 2."

Covers for first-trip cancellations should be sent under cover, or wrapper, to the appropriate postmaster with accompanying letter, or endorsement on wrapper, authorizing the holding of the covers for the first-trip and requesting applications of the cachet. No provision will be made for philatelic handling of covers to or from intermediate post offices along these routes; however, at the request of collectors, covers receiving cachets will be directed to the outer terminus of the trip, and will there be backstamped and dispatched onward to destination.

All covers intended for first-trip cancellations should be in the hands of the appropriate postmasters at an early date, and not later than September 18, 1952. Covers received after September 18, 1952, will be returned to sender and will not be given first-trip treatment.

Contract Highway Post Office Service will be inaugurated between the following points on September 15, 1952, or shortly thereafter:

Hornell, N. Y., and Buffalo, N. Y.  
Buffalo, N. Y., and Oil City, Pa.

Special first-trip cachets and cancellation stamps will be provided for each of the above-named routes. Collectors desiring first-trip cancellations should send their covers properly prepared with postage prepaid and ready for mailing at the first-class rate, to the postmasters at the terminal cities of each route from which first-trip cancellations are desired. A clear space not less than 2½ by 2½ inches to the left on the address side of all covers must be left for application of the cachets.

On each route the initial trip from the first-named to the last-named city will be designated as "Trip 1"; the initial trip from the last-named to the first-named city will be designated "Trip 2."

Covers for first-trip cancellations should be sent under cover, or wrapper, to the appropriate postmaster with accompanying letter, or endorsement on wrapper, authorizing the holding of the covers for the first-trip and requesting application of the cachet. No provision will be made for philatelic handling of covers to or from intermediate post offices along these routes; however, at the request of collectors, covers receiving cachets will be directed to the outer terminus of the trip, and will there be backstamped and dispatched onward to destination.

All covers intended for first-trip cancellations should be in the hands of the appropriate postmasters at an early date, and not later than September 13, 1952. Covers received after September 13, 1952, will be returned to sender and will not be given first-trip treatment.

Government Highway Post Office Service will be inaugurated between Albany and Binghamton, N. Y., on September 20, 1952, or shortly thereafter.

Special first-trip cachets and cancellation stamps will be provided for each of the above-named post offices. Collectors desiring first-trip cancellations should send their covers properly prepared, with postage prepaid and ready for mailing at the first-class rate, to the Postmaster at Albany,

N. Y., for Trip 1 cancellations, and to the Postmaster at Binghamton, N. Y., for Trip 2 cancellations. A clear space of no less than 2½ by 2½ inches to the left on the address side of all covers must be left for application of the cachets.

The initial trip from Albany to Binghamton will be designated "Trip 1," and the initial trip from Binghamton to Albany will be designated "Trip 2."

Covers for first-trip cancellations should be sent under cover or label, to the appropriate postmaster with accompanying letter, or endorsement on label, authorizing the holding of the covers for the first-trip and requesting application of the cachet. No provision will be made for philatelic handling of the covers to or from intermediate post offices along this route; however, at the specific request of collectors, covers receiving cachets will be directed to the outer terminus of the trip, where they will be backstamped and dispatched onward to destination.

All covers intended for first-trip cancellation should be in the hands of appropriate postmasters at an early date, and not later than September 18, 1952. Covers received after September 18, 1952, will be returned to sender and will not be given first-trip treatment.

Government Highway Post Office Service will be inaugurated between the following points on September 27, 1952, or shortly thereafter:

Indianapolis, Ind., and Peoria, Ill.  
Indianapolis, Ind., and Decatur, Ill.

Special first-trip cachets and cancellation stamps will be provided for each of the above-named routes. Collectors desiring first-trip cancellations should send their covers properly prepared with postage prepaid and ready for mailing at the first-class rate, to the postmasters at the terminal cities of each route from which first-trip cancellations are desired. A clear space not less than 2½ by 2½ inches to the left on the address side of all covers must be left for application of the cachets.

On each route the initial trip from the first-named to the last-named city will be designated as "Trip 1"; the initial trip from the last-named to the first-named city will be designated "Trip 2."

Covers for first-trip cancellations should be sent under cover, or wrapper, to the appropriate postmaster with accompanying letter, or endorsement on wrapper, authorizing the holding of the covers for the first-trip and requesting application of the cachet. No provision will be made for philatelic handling of covers to or from intermediate post offices along these routes; however, at the request of collectors, covers receiving cachets will be directed to the outer terminus of the trip, and will there be backstamped and dispatched onward to destination.

All covers intended for first-trip cancellations should be in the hands of the appropriate postmasters at an early date, and not later than September 25, 1952. Covers received after September 25, 1952, will be returned to sender and will not be given first-trip treatment.

**INSTRUCTIONS OF  
ASSISTANT POSTMASTER GENERAL  
BUREAU OF FINANCE**

**STOLEN NOTICE—MONEY-ORDER FORMS**

Since July 1, 1952, the blank domestic money-order forms listed below have been reported stolen:

3-52,875,838 to 3-52,875,850...	Aug. 18, 1952	MARTIN, PA.
5-38,767,489 to 5-38,767,498...	July 11, 1952	Naugatuck, W. Va.
5-45,991,403 to 5-45,991,405...	July 8, 1952	Yorktown, Unit 1, Va.
5-48,351,651 to 5-48,351,700...	July 4, 1952	Lizemores, W. Va.
6-35,377,624 to 6-35,377,950...	July 23, 1952	Shell Creek, Tenn.
6-38,911,930 to 6-38,912,000...	Aug. 17, 1952	Fort Lauderdale, Sta. 3, Fla.
6-44,404,793 to 6-44,405,400...	July 25, 1952	Saraland, Ala.
6-44,478,837 to 6-44,478,900...	Aug. 3, 1952	Sallis, Miss.
6-44,898,001 to 6-44,898,750...	July 23, 1952	Shell Creek, Tenn.
7-42,106,715 to 7-42,106,900...	July 5, 1952	Big Rock, Ill.
7-44,653,221 to 7-44,653,300...	July 27, 1952	Peoria, Elvista Br., Ill.
10-25,867,806 to 10-25,867,837...	July 17, 1952	Inola, Okla.
11-25,246,191 to 11-25,246,400...	July 6, 1952	Morgan, Tex.
12-46,542,391 to 12-46,542,397...	July 11, 1952	San Francisco, APO 1052 Br., Calif.
12-73,589,569 to 12-73,589,600...	July 6, 1952	Nanakuli, Hawaii.

If any of the above-numbered forms are presented, payment should be refused, and the inspector in charge of your division notified immediately. In this connection attention is called to the instructions appearing on page 402, chapter XVI, articles 16 and 17, of the Post Office Manual, and the provisions of section 71.23, Postal Laws and Regulations.

**FORM 3551-A NOW AVAILABLE**

Postmasters may now obtain copies of Form 3551-A from their designated supply offices. This is the new form on which postmasters are required by amended sections 34.64 (f) and 37.23 (d), Postals Laws and Regulations,

to submit to the Bureau of Finance quarterly statements of mailings of controlled circulation and free for the blind publications. The first statements on this new form will be due at the close of the current quarter ending September 30.

Postmasters who have not been authorized to accept either controlled circulation publications under the provisions of section 34.64, Postal Laws and Regulations, or free publications for the use of the blind under section 37.23, Postal Laws and Regulations, and who consequently do not have use for Form 3551-A should not requisition copies of the form.

#### NEW EDITION OF MIGRATORY-BIRD HUNTING STAMP POSTER

Postmasters at all offices authorized to sell migratory-bird hunting stamps are hereby advised that a new edition of the Poster entitled "Hunters—Attention", identified as No. 3-80, has been printed to replace Poster No. 77 now on display in post office lobbies.

Upon receipt, the postmaster will substitute the new (yellow) poster for the (blue) one now on display in order that patrons concerned may have current information on the subject.

#### 3-CENT WOMEN IN OUR ARMED SERVICES COMMEMORATIVE POSTAGE STAMP

The Department will issue a 3-cent commemorative stamp honoring the women in our Armed Services through the Washington, D. C., post office on September 11, 1952.

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. The printing of 110,000,000 Women in Our Armed Services commemorative stamps has been authorized.

The central design of the stamp portrays four women attired in the uniforms of the branch of service each represents; namely, Marines, Army, Navy, and Air Corps. A view of the National Capitol Building forms a background for the figures. Reading across the top of the stamp is the lettering "Women In Our Armed Services," in dark modified roman. The lettering "United States of America," in dark roman, the word "Postage," in dark gothic, and the denomination "3¢" in white face modified roman are placed in an ornamental ribbon across the bottom of the stamp.

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

Envelopes submitted should be of ordinary letter size, and each must be properly addressed. An enclosure of medium weight should be placed in each envelope, and the flap either sealed or turned in. An outside envelope must not be sent for return of first-day covers. The envelope to the Postmaster, Washington, D. C., should be endorsed "First Day Covers." Collectors should refrain from requesting hand cancellations, since covers will be machine-canceled so far as practicable. Orders for first-day covers must not include requests for uncanceled stamps.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 3-cent Women in Our Armed Services commemorative stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after September 11, 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 Women in Our Armed Services 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 post offices may obtain needed quantities of the 3-Cent Women in Our Armed Services 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 Women in Our Armed Services commemorative stamp.

**Postmasters are cautioned not to place the stamp herein announced on sale before September 12, 1952.**

#### UNITED STATES SAVINGS BONDS

##### Return of Old Design Series E Bonds and Accounting for New 1952 Design

As announced in a notice which appeared in the POSTAL BULLETIN of July 24, 1952, the new 1952 design series E United States savings bonds which are to be placed on sale at post offices September 1, 1952, will be furnished soon to all savings-bond post offices. These bonds are being

sent by this Department to central accounting offices which, in turn, will supply all other bond offices.

The new 1952 design bonds will be type "D" assembly—that is, have no duplicate stubs. When the new 1952 design bonds are received, receipt thereof should be acknowledged on one copy of the accompanying invoice, Form 925, and the signed copy should be returned to the office from which the bonds were shipped. The new bonds should be charged in the savings-bond office records and the savings-bond account current, Form 904, for September. **They should not be charged in August and should not be placed on sale before September 1, 1952.**

The sale of the present series E bonds will continue through August 31, 1952, but none of this stock shall be sold after that date. The old-style bonds shall be returned after the close of business on August 31, 1952. Under no circumstances shall any of the bond stock returned be stamped "Spoiled," "Canceled," or otherwise mutilated as it is the desire of the Treasury Department to use as much of this stock as possible in connection with reissue and replacement cases and the condition in which it is received will determine its fitness for these purposes.

If after August 31, 1952, it will be necessary that bonds being purchased under the payroll savings plan bear an issue date of April 1952 or prior thereto due to the fact that they are of the \$50 denomination or higher and were half paid for by April 1952 or a prior date (art. 42, ch. XVIII, Post Office Manual), the issuance of such bonds will be effected in this Department. When a bond that meets these conditions is fully paid for, the purchase price thereof should be withdrawn from trust funds and the withdrawal accounted for in the usual manner. A check drawn to the order of "Assistant Postmaster General, Bureau of Finance" for the purchase price of the bond should be sent to the Bureau of Finance, Division of Postal Savings Banking and Investments, Washington 25, D. C., together with a complete and legible statement of the manner in which the bond is to be inscribed, the issue date to appear thereon, and the denomination of the bond. The bond will be issued immediately in the Division of Postal Savings Banking and Investments in accordance with the information furnished and will be sent to the postmaster for delivery to the employee to whom the bond belongs. A copy of the letter transmitting the bond to the postmaster, which will be furnished with the bond, shall be used as a voucher in the postal account to support the withdrawal from trust funds. To avoid delay, care should be taken to see that all pertinent information is given by the postmaster in his letter requesting the issuance of the bond and that the money for the purchase of the bond is enclosed. Postmasters shall use the new 1952 design bonds in issuing bonds purchased under the payroll savings plan when the issue dates on such bonds will be May 1, 1952, or later months.

The instructions given below should be followed by postmasters in returning the old-style bonds:

**Central accounting offices.**—Postmasters at central accounting offices shall prepare the bonds of their own office and those returned to them by their district offices in the manner described below for first-class offices and in accordance with the instructions in a letter (CL 1228) sent them under date of July 30, 1952. Bond stock returned to them by their district offices should be acknowledged on the copy of the invoice (list) transmitted with the bonds and the copy should be returned to the office sending in the bonds.

**First-class offices.**—Postmasters at all first-class offices shall send their old-style bond stock by official mail to the "Division of Postal Savings Banking and Investments, in care of W. A. White, Manager, Securities Section, Division of Loans and Currency, Bureau of the Public Debt, Washington 25, D. C." It should not be registered.

After the close of business on August 31, 1952, the old-style bonds on hand shall be assembled by denomination in sequence of serial numbers, with type "A" assembly bonds (those having duplicate stubs) being separated from the type "D" assembly bonds (those without duplicate stubs which were furnished sometime after December 1951). The bonds should be invoiced on Form 927, copies of which will be furnished all first-class offices before the end of August. Only one denomination of bonds of the same assembly group should be listed on an invoice. Five copies of the invoice shall be prepared for each listing of bonds. Broken groups of bonds singly or in sequence of the same denomination shall be assembled in lots of 250 bonds and listed on the invoice. It is preferable that a separate invoice be used for each 250 bonds of the same denomination, but if the serial number sequence is so broken that the entire group of bonds cannot be listed on a single sheet, a second or third sheet may be used. If there are less than 250 bonds of a denomination, only those bonds of that denomination should be listed on a single invoice and regarded as one package. A grouping of 250 bonds or less shall comprise a package and the sheet (invoice) number and package number shall be identical. It will be possible to have two or more sheets with the same package number, in which case all the numbers should be identical, using a letter following the sheet number, as "1a," "1b," etc. If

any office has any full cartons of the type "D" assembly bonds (500 in a carton) they all may be listed on one invoice sheet, placed in a pouch, and treated as a single package. Care should be taken in such instances to have the sheet number and the pouch number agree. If an office has broken cartons of the type "D" assembly bonds and the serial numbers of all the bonds are consecutive, the entire group, even though in excess of 250 bonds, may be listed on one invoice and assembled as a single package. A single unbroken carton may also be treated as a package. **Under no circumstances shall more than one denomination of bonds or bonds of different assembly groups be listed on the same invoice sheet.**

Four copies of each invoice sheet shall be enclosed in the package to which it pertains. The remaining copy of the invoice should be retained for the files of the office. It is extremely important that each invoice be identified with the package it represents.

After all the bond stock has been listed, the invoices shall be recapitulated, by denominations, on a separate copy of Form 927 by sheet and package number, the number (quantity) of bonds listed on each sheet, and the total value at purchase price of each sheet. Three copies of each recapitulation sheet should be sent under separate cover to the Bureau of Finance, Division of Postal Savings Banking and Investments, Washington 25, D. C.

Each grouping of bonds shall be either securely wrapped with heavy kraft paper or placed in a carton in such manner that the bond stock so packaged will not be damaged in transit. If there is sufficient bond stock being returned to use a pouch or pouches, each pouch shall be locked with an L/A lock. If there is not a sufficient amount of stock to justify the use of a pouch, small packages should be assembled in a single package or packages of a size for convenient handling and securely bound. Each pouch in the shipment should be properly listed on a separate invoice and that invoice should be transmitted to the Bureau of Finance, Division of Postal Savings Banking and Investments, with the recapitulation sheets.

The total amount of the bond stock returned should be accounted for by number and value by a credit entry in the savings-bond stock account of the office records for August 31, 1952, and the August 1952 savings-bond account current, Form 904, identified as "Returned to Department." It will not be necessary to enclose copies of the invoices with the monthly account current.

**District accounting offices.** The old-style stock returned by second-, third-, and fourth-class offices shall be sent by official (not registered) mail to their respective central accounting offices.

After the close of business on August 31, 1952, the old-style bonds on hand shall be assembled in sequence of serial numbers, by denominations, with type "A" assembly bonds (those having duplicate stubs) being separated from the type "D" assembly bonds (those without duplicate stubs which were furnished sometime after December 1951). It will not be necessary to prepare an invoice by serial number and denomination of the bond stock returned to the central accounting office. However, a simple invoice, or list, of the number (quantity) of bonds of each denomination and the total sales value thereof should be prepared in triplicate. The original and one copy of the list should be enclosed with the bonds and the other copy should be retained until the shipment is acknowledged by the central accounting office. The bonds should not be enclosed with the monthly report on Form 904 for August, but their return should be accounted for by number and value by a credit entry in the savings-bond form account of the daily summary for August 31, 1952, and of Form 904 for August, identified by "Returned to \_\_\_\_\_." It will not be necessary

(Name of central accounting office)

for a copy of the list of bonds being returned to be enclosed with the report on Form 904.

The bonds being returned should be securely packaged and wrapped in such manner as to avoid damage to them while in transit.

After the close of business on August 31, postmasters should comply with these instructions without delay in order to expedite the transmittal of these bonds to the Department and to the central accounting offices.

## CHANGE—POSTAL GUIDE 1951—PART II

### INDONESIA—PROHIBITIONS

#### CHANGE No. 180.

Page 221.—Add the following new subcaption preceding "Prohibitions":  
**"Observations.**—Addressees in Indonesia are required to obtain special authorization to take delivery of the following:

"(1) All articles classified in Indonesia as foreign exchange. This includes currency, securities, bonds, and coupons, as well as gold and other precious metals in any form.

"(2) Gift shipments exceeding 40 gold francs (about \$13) in value.

"(3) Gift shipments containing articles which the Indonesian authorities consider as luxuries."

### POLAND—DUTIABLE ARTICLES PREPAID AT LETTER RATE

#### CHANGE No. 181.

Page 5.—In article 3, chapter II, delete "Poland" from the list of countries in paragraph 4 (b).

Page 312.—In the country item "Poland" insert between "Air mail service" and "Combination packages" the following new subcaption:

**"Dutiable articles (merchandise) prepaid at letter rate.—Accepted.** (See ch. II, art. 3.)"

In the subcaption "Prohibitions" delete the first paragraph and change the second paragraph to read as follows:

**"The Articles Which Are Prohibited or Restricted as Parcel Post Are Also Prohibited or Restricted in the Regular Mails."**

Page 314.—Under "State monopolies, etc.," delete the last three paragraphs, and substitute the following:

**"Unmanufactured gold and unmanufactured platinum; Polish money of legal tender which is not being legally reimported; postage stamps exceeding 100 grams in weight; and current Polish postage stamps unless import license has been secured in advance by the addressee."**

### GERMANY—IMPORT RESTRICTIONS

#### CHANGE No. 182.

Page 187.—In the subcaption "Observations" as amended by Change No. 95 printed in the POSTAL BULLETIN of January 8, 1952, the paragraph entitled "Soviet Zone (including the Soviet sector of Berlin)" as amended to read as follows:

**"Soviet Zone (Including the Soviet Sector of Berlin).—Only gift parcels may be sent. Each addressee may receive in any one month only 2 pounds 3 ounces of roasted coffee or 3 pounds 5 ounces of unroasted coffee; 4½ ounces of tea; and 2 pounds 3 ounces of cocoa, chocolate or chocolate products."**

## CHANGES—POST OFFICE MANUAL (1952 EDITION)

### RECORDS OF ISSUED ORDERS AT DISTRICT OFFICES

#### CHANGE No. 26.

Chapter XVI, article 171, is changed to read:

"At district offices money-order transactions will be entered daily in the cashbook in accordance with the instructions contained therein. All money orders issued will be listed on Form 1846 or 1846-A and recapped on Form 1846-B, all of which will be forwarded with other quarterly accounts to the . . . proper regional accounting office. The issued orders should be listed when a full column or a full sheet has accumulated, depending upon the number issued daily. No duplicate of Form 1846 or 1846-A is required. As the money order applications are the only complete record of money orders issued, it is essential that they be carefully preserved."

### SALARIES OF RURAL CARRIERS

#### CHANGE No. 27.

Chapter II, article 142, the third paragraph is changed to read:

"The Postmaster General may, in his discretion, allow and pay such additional compensation as he may determine to be fair and reasonable in each individual case to rural carriers serving heavily patronized routes not exceeding 45 miles in length. The total annual compensation of a rural carrier serving a heavily patronized route of not exceeding 45 miles in length shall not exceed \$4,370, exclusive of maintenance allowance. A rural carrier below the maximum grade shall not be granted an additional allowance for serving a heavily patronized route in an amount that would exceed \$4,370 when added to the salary he would receive in the maximum grade. In case any heavily patronized route is extended in length, the regular or temporary rural carrier assigned to such route at the time of the extension shall not be reduced in pay."

### COMPENSATORY TIME

#### CHANGE No. 28.

Chapter II, article 184, paragraphs (b) and (c), are changed to read:

"(b) When so authorized by the Department, supervisors whose base salary, exclusive of longevity pay, is . . . \$4,970 or less per annum, may be paid overtime for service of 8 hours, or less, on each Saturday and Sunday during December and on Christmas Day (see the preceding paragraph as to service in excess of 8 hours on these days);

"(c) Supervisors whose annual base salaries, exclusive of longevity pay, exceed . . . \$4,970 shall be allowed compensatory time for service performed on Saturdays, Sundays, and Christmas Day during the month of December, such time to be granted within 180 days from the day such service is performed."

**COMPENSATORY TIME**

**CHANGE No. 29.**

Chapter II, article 177, is changed to read:

"If the exigencies of the service require, the payment of overtime may be authorized in lieu of compensatory time to employees, other than supervisory employees whose base salary is more than . . . \$4,970 per annum, for services performed on Saturdays, Sundays, and Christmas Day during the month of December."

**CORRECTION OF TYPOGRAPHICAL ERRORS**

**CHANGE No. 30.**

Typographical corrections are made as follows:

1. Chapter II, article 105, in line 3 change "with pay" to read "without pay."
2. Chapter IX, article 71, in the reference at the end of the article change chapter "VIII" to "VI."
3. Chapter XXIV, article 6, under A/C 261 change Form "1951-A" to "1591-A" and under A/C 265 change Form "1950-B" to "1850-B."

**POST OFFICE CHANGES**

**Summer Post Offices—Closed**  
**NEW YORK**

35-19800. Craterclub, Essex County. Effective Sept. 15, 1952. Mail to Essex.  
35-74150. Saltire, Suffolk County. Effective Sept. 15, 1952. Mail to Bay Shore.

**NORTH CAROLINA**

36-03520. Atlantic Beach, Carteret County. Effective Sept. 30, 1952. Mail to Morehead City.  
36-08480. Blue Ridge, Buncombe County. Effective Sept. 15, 1952. Mail to Black Mountain.

**PENNSYLVANIA**

41-63920. Paradise Falls, Monroe County. Effective Sept. 6, 1952. Mail to Cresco.

**SOUTH CAROLINA**

45-32600. Garden City Beach, Horry County. Effective Aug. 31, 1952. Mail to Murrells Inlet.

**VERMONT**

50-40880. Lake Dunmore, Addison County. Effective Sept. 13, 1952. Mail to Salisbury.

**WASHINGTON**

54-64680. Paradise Inn, Pierce County. Effective Aug. 31, 1952. Mail to Tacoma.

**Discontinued—Fourth Class**

**NEVADA**

31-69600. Preston, White Pine County, route 75155. Effective Aug. 31, 1952. Mail to Ely.

**POST OFFICE BRANCHES**

**Established**  
**ARIZONA**

Yuma: Money-order unit 2, effective as of Aug. 15, 1952.

**CALIFORNIA**

Twentynine Palms: Money-order unit 1, effective Sept. 1, 1952.

**POST OFFICE STATIONS**

**Established**

**CALIFORNIA**

Santa Monica: No. 3 (contract) Los Angeles County, effective as of Aug. 16, 1952.  
Torrance: The following contract stations, Los Angeles County, will be established effective Sept. 2, 1952:

- A.
- B.

**TEXAS**

Odessa: No. 4 (contract) Ector County, effective Sept. 1, 1952.

**Reestablished**

**PENNSYLVANIA**

Glenside: No. 1 (contract) Montgomery County, effective as of July 1, 1952.  
Pottstown: No. 1 (contract) Montgomery County, effective as of July 1, 1952.

**Rescinded**

**NEW JERSEY**

Fair Lawn: Order appearing in the POSTAL BULLETIN of July 24, 1952, showing the discontinuance of No. 3 (contract) effective as of June 30, 1952, is hereby rescinded.

**POST OFFICE CHANGES**

**Summer Post Offices—Closed**  
**CALIFORNIA**

05-41220. Lake Mary, Mono County. Effective Sept. 9, 1952. Mail to Bishop.  
05-48000. Mather, Tuolumne County. Effective Aug. 31, 1952. Mail to Groveland.  
05-49740. Mineralking, Tulare County. Effective Sept. 5, 1952. Mail to Lemoncove.  
05-50580. Mono Hot Springs, Fresno County. Effective Sept. 15, 1952. Mail to Lakeshore.

**POST OFFICE CHANGES**

**Summer Post Offices—Closed**  
**NEW JERSEY**

33-12150. Byram Cove, Sussex County. Effective Sept. 15, 1952. Mail to Hopatcong.  
33-29400. Glasser, Sussex County. Effective Sept. 15, 1952. Mail to Wharton.  
33-30250. Sperry Springs, Sussex County. Effective Sept. 15, 1952. Mail to Hopatcong.

**MONEY ORDER FORMS NO LONGER SUPPLIED  
AUTOMATICALLY—THEY MUST BE SPECIALLY ORDERED—  
SEE POSTAL BULLETIN OF JULY 22, 1952**

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