

POSTAL SALARY PLAN

Letters to the Postmaster General from employees indicate they have received an extraordinary amount of misleading and confusing information concerning the Postal Salary Plan recommended by the Post Office Department. Such misleading rumors from unofficial sources injure morale and have an adverse effect on service given to the public. Therefore, it is important that all employees receive an explanation with regard to some of the more prevalent misunderstandings. There follow examples of these misleading rumors and the Department's official explanation:

The rumor: The Plan would remove the Post Office Department from control by Congress by giving the Postmaster General unlimited authority to change salaries of employees.

The facts: The legislation proposed to implement the salary plan would require the Postmaster General to see that all postal jobs are fairly graded by a job evaluation system on the basis of their actual duties and responsibilities. Such a requirement would restrict the Postmaster General more than under the present law, since it is possible under this law to change an employee's pay by simply changing his title without regard to the work the employee performs. The proposed new plan would delegate, with proper stipulated controls, the responsibility for salary administration, as it has been delegated for many years to other agencies and departments of the Federal government. Congress would—and should—retain complete control over salary schedules.

The rumor: The Plan would result in general downgrading of jobs and lowering of entrance salaries in the future.

The facts: The proposed pay plan would upgrade thousands of jobs, including about 20 percent of the clerks (about 40,000 employees). A small number of routine jobs when entered by new employees would have lower pay ranges than at present, but no present employee would have his pay reduced as a result of the proposed plan. One of the most important features of the proposed plan is to increase starting salaries—by \$210 a year for most jobs, by \$510 or more for many others.

The rumor: Supervisory examinations taken by nearly 50,000 employees would be disregarded and supervisory positions filled with persons outside the postal service.

The facts: Results of the supervisory examinations compiled by the Civil Service Commission already have been forwarded to postmasters with specific instructions for their use in making promotions. This action confirms the intention of the Postmaster General to fill post office supervisory positions from employees of the postal service on a merit basis with due consideration for length of service. Promotions already are being made in many offices from the supervisory examination registers. This action refutes completely the false rumor.

The rumor: The proposed salary plan would remove the protection of Civil Service and Veterans' Preference Laws from postal employees.

The facts: The legislation to implement the salary plan specifically states (sec. 1009 of H. R. 8648) that postal employees shall continue to be covered by the Civil Service Act and rules and by the Veterans' Preference Act. Thus, the career nature of jobs in the Post Office Department would receive additional emphasis.

The rumor: Lower caliber of employees would enter the postal service as a result of the plan.

The facts: The Salary Plan would help to attract an improved caliber of employees by increasing nearly all entrance salary rates, by increasing most maximum rates, by creating opportunities for promotion and by reducing by two years the time required to reach the top of the pay grade for most employees. In further efforts to make a postal career more attractive and to increase job security, the Department supported a bill recently passed by the United States Senate, repealing the Whitten amendment.

The rumor: The Salary Plan would fail to provide adequate increases.

The facts: The Salary Plan was not intended to be a general increase but to establish a sound pay structure based on the principle of equal pay for equal work. Nevertheless, the plan would provide a salary scale comparing favorably with the pay for similar work in American industry. It would result in salary adjustments for more than 400,000 of the 500,000 postal employees and would provide additional benefits on a long term basis. The largest groups of postal employees would receive an adjustment of \$100 a year on the effective date of the Plan. Smaller increases which have been mentioned represent merely adjustments designed to bring the employee's present salary on a step rate of the new pay range. These adjustments would not interfere with the employee's scheduled automatic increases, which in the great majority of cases would be larger under the Plan than they are at present.

The rumor: Certain postmasters would receive \$5,000 increases.

The facts: No employees would receive \$5,000 increases. The postmasters of the largest cities, such as New York and Chicago, could receive a maximum increase of \$1,030 a year. Those who would receive adjustments larger than these are career employees in subordinate positions which have been for years recognized as being severely underpaid.

The proposed Salary Plan is regarded as one of the most important steps necessary to bring about a proper relationship between the pay of employees doing many different kinds of work. The Plan is intended to correct many inequities which have grown up over the years and to provide opportunities for advancement and greater earnings. Such a program has been recommended repeatedly as essential for sound personnel administration by Commissions and Committees of the Congress which have investigated Postal Field Service problems. The Department believes that all employees are entitled to a complete explanation of such an important proposal affecting them, that they are interested in such proposals and that they should be permitted to reach their own conclusions as to the merits of the Plan after receiving full *official* information.

INSTRUCTIONS OF THE ADMINISTRATIVE ASSISTANT TO THE DEPUTY POSTMASTER GENERAL

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 by postmasters. These orders are to be enforced at the offices of address and delivery.

State	City	Name covered by order
New York	New York	Students Aids Publishers.

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 by postmasters. 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>
Connecticut.....	New Haven.....	D'Veil Company.

FOREIGN FRAUD ORDER NOTICES

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

These orders are to be enforced at offices authorized to dispatch mail to foreign countries.

BRITISH WEST INDIES*Cross Roads P. O., Jamaica*

Jamaica Turf Club Ltd. The, 59-61 Slipe Rd.

Kingston, Jamaica

Beck, Rose, 35 Deanery Road.

Evelyn, W., P. O. Box 364.

Leslie, G., P. O. Box 344.

Linton, G. G., 16 Gurling St., Jones Town P. O.

Parris, R. H., P. O. Box 220.

Reddy, A., 47 Langston Rd.

CUBA*Havana*

Fuentes, Luis A., P. O. Box 1445, Jesus Del Monte.

IRELAND*Dublin*

Farrell, J., Mr., 27 Dame St.

Keogh, M., Mr., 2 Wellington Quay.

Lawless, M., Mr., 4 Adam Court.

McKenna, M., Mr., 163 Clontarf Road.

Ward, P., Mr., 26 Townsend St.

Kiltimagh (Co. Mayo)

Clarke, Thomas, Mr., Esq., B. L., Garryroe.

MEXICO*Mexico City*

Arregui, Pedro, Sr., Dr. Mora 3.

Arregui, Pedro, Sr., Plaza Dr. Mora 3.

Cortina, Luis, Sr., Donato Guerra 10.

Legorreta, Jose Luis, Sr., Rep. de Cuba 69.

Mata, Julian, Sr., Revillagigedo 92.

Rivas, Luis, Sr., Ramon Guzman 133.

Vargas, Antonio, Sr., Ponciano Arriaga 22.

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

WITHDRAWAL OR RECALL OF MAIL MATTER

Complaints are reaching the Department that postmasters are permitting the withdrawal or recall of mail matter by unauthorized persons, which in some instances has resulted in serious consequences. Postmasters are directed to carefully observe the provisions of VI-45, POM, before approving applications for the withdrawal or recall of mail matter.

DISPATCHES OF REGISTERED MAIL CLOSED WITH ROTARY LOCKS

The following should be added to the list of third- and fourth-class post offices, independent branches and stations in possession of rotary lock keys, printed on pages 6 to 9, inclusive, of the October, 1953, Supplement to the Postal Guide:

Post offices, independent branches, and stations:

Pine Apple, Ala.

North Hackensack Station, River Edge, N. J.

The North Hackensack Station of the River Edge, N. J., post office is hereby designated an independent station for the receipt and dispatch of registered mail.

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 post offices. The attention of the postal service is called thereto with the request that great care be exercised in the distribution of mail for these offices in order that the missending of and resultant delay to mail may be eliminated. In this connection, attention is invited to section 43.2, Postal Laws and Regulations, 1948, and VI-77 through 89, POM.

Kelsey, Calif.....	Coloma, Calif.
Kelsey, Calif.....	Kelsey Bay, Calif.
Kelsey, Calif.....	Kelseyville, Calif.
Hamilton City, Calif.....	Hamilton, Calif.
Norwalk, Conn.....	Norwich, Conn.
Norwalk, Conn.....	Norfolk, Conn.
Norwalk, Conn.....	Noank, Conn.
Norwalk, Conn.....	Norwalk, Ohio.
Sublett, Ky.....	Subtle, Ky.
Saint Paul, Minn.....	Saint Paul, Ark.
Saint Paul, Minn.....	Saint Paul, Ind.
Saint Paul, Minn.....	Saint Paul, Kans.
Saint Paul, Minn.....	Saint Paul, Ky.
Saint Paul, Minn.....	Saint Paul, Mo.
Saint Paul, Minn.....	Saint Paul, Nebr.
Saint Paul, Minn.....	Saint Paul, Oreg.
Saint Paul, Minn.....	Saint Paul, Va.
Ridgeland, S. C.....	Ridgeville, S. C.
Black Earth, Wis.....	Blue Earth, Wis.
Black Earth, Wis.....	Black Creek, Wis.
Black Earth, Wis.....	Black River Falls, Wis.

**INSTRUCTIONS OF
ASSISTANT POSTMASTER GENERAL
BUREAU OF TRANSPORTATION**

CORRESPONDENCE FORWARDED IN BULK TO CREW MEMBERS AND SHIP PASSENGERS IN OTHER COUNTRIES

Effective at once, envelopes containing ordinary (unregistered) articles of correspondence, other than those which appear to contain merchandise, addressed to crew members or passengers on board one and the same ship, which are presented by shipping companies for forwarding to the agent handling the ship's business at a subsequent port of call in another country may be accepted for dispatch in the international mails, surface or air, under the following conditions:

1. The envelopes in which the articles are to be forwarded shall be approximately 9 inches by 6 inches in size, and shall be supplied by the shipping company presenting the articles for forwarding.

2. The envelopes must be presented unsealed at the mailing office for check of the contents. The accepting clerk shall see that any additional postage required is affixed to each of the articles enclosed, as follows:

A. *Articles of United States Origin.*—Affix postage covering the difference between the postage already paid and the appropriate international rate (surface or air) to the new country of destination.

B. *Articles Originating in Other Countries.*—If envelope is to be forwarded by air, affix full air postage from the United States to the new country of destination. No additional postage is required if the envelope is to be forwarded by surface means.

3. After checking the contents and canceling any required additional postage affixed to the articles, the accepting clerk shall—

a. Seal the outer envelope and place the following endorsement in the upper right corner of the envelope:

THIS ENVELOPE CONTAINS PREPAID LETTERS FORWARDED IN BULK BY AUTHORITY OF ASSISTANT POSTMASTER GENERAL, BUREAU OF TRANSPORTATION. ANY REQUIRED ADDITIONAL INTERNATIONAL POSTAGE HAS BEEN AFFIXED TO THE ARTICLES ENCLOSED.

b. Apply the office date stamp and accepting clerk's initials immediately following the above-mentioned endorsement.

4. When the envelope is intended to be transmitted to destination by air the blue "Par Avion/By Air Mail" label (Form 2978) shall be affixed in the upper left corner of the envelope immediately below the return card of the sender.

5. The total weight of the forwarding envelope and its contents should not exceed 18 ounces.

Postmasters involved are requested to bring this notice to the attention of all employees concerned with the acceptance of such articles for mailing, and to give the matter as much publicity as possible without expense to the Department.

PENALTY MAIL TO OTHER COUNTRIES

It has been reported to the Department that articles mailed by Government agencies under the penalty privilege, without postage affixed, are being erroneously accepted at some post offices for dispatch to certain countries.

Articles may be mailed in penalty envelopes or under penalty label without postage affixed at the appropriate international rate only to the countries listed in chapter II, article 32, paragraph (c), of the Postal Guide, Part II.

Unprepaid penalty articles addressed to countries other than those listed in the above-mentioned article should be returned to the senders for the required postage at the appropriate international rate to be affixed.

Postmasters are requested to direct the attention of all concerned personnel to this instruction.

INCREASED CANADIAN POSTAGE RATES

The notice published under the above caption in the *POSTAL BULLETIN* of April 6, 1954, has apparently been misunderstood by some postal employees as referring to rates from the United States to Canada.

The above-mentioned notice makes no change in postage rates to Canada, but relates to a change in Canadian rates.

The present rate for surface letters from the United States to Canada, as indicated in Table No. 2, page 4, Part II of the Postal Guide, is 3 cents for each ounce or fraction thereof, and the rate for single post cards is 2 cents each.

Postmasters will see that this matter is clearly understood by all concerned personnel at their offices.

PROPER DISPOSITION OF CLAIMS RELATING TO INTERNATIONAL INSURED MAIL

Indemnity claims relating to international insured mail are still being received daily in the Department from some post offices, instead of being forwarded to the appropriate paying exchange office.

Pursuant to Order No. 55386, Insert No. 723, published in the *POSTAL BULLETIN* dated October 6, 1953, all claims for indemnity relating to mail exchanged with Europe, Africa, Afghanistan, Iran, Iraq, Israel, Jordan, Lebanon, Pakistan, Saudi Arabia, Syria, Turkey, Yemen, shall be paid, where warranted, by the Postmaster at New York 1, N. Y.

All claims relating to mail exchanged with Mexico, Central and South America, and the West Indies shall be paid, where warranted, by the Postmaster at New Orleans 12, La.; by the Postmaster at Chicago 7, Ill., in the case of Canada, and by the Postmaster at San Francisco 1, Calif., in the case of the remaining countries in the Pacific area.

While claims for indemnity for the loss, rifling or damage of insured mail exchanged with countries where such service is in operation shall be forwarded to the appropriate paying exchange office, claims relating to international registered mail and to ordinary parcel post mailed under the Agreement of the Postal Union of the Americas and Spain will continue to be sent to the appropriate Inspector in Charge under the relative provisions in Part 118 of the Postal Laws and Regulations, unless specially instructed otherwise.

In order to prevent unnecessary handling and to aid in expediting adjustment, postmasters at offices of mailing will kindly emphasize with all concerned the importance of strictly complying with the foregoing.

**INSTRUCTIONS OF
ASSISTANT POSTMASTER GENERAL
BUREAU OF FINANCE****3-CENT KANSAS TERRITORIAL, COMMEMORATIVE POSTAGE STAMP**

The Department will issue a 3-cent stamp to commemorate the one-hundredth anniversary of the establishment of the Kansas Territory, through the Fort Leavenworth, Kans., post office, on May 31, 1954.

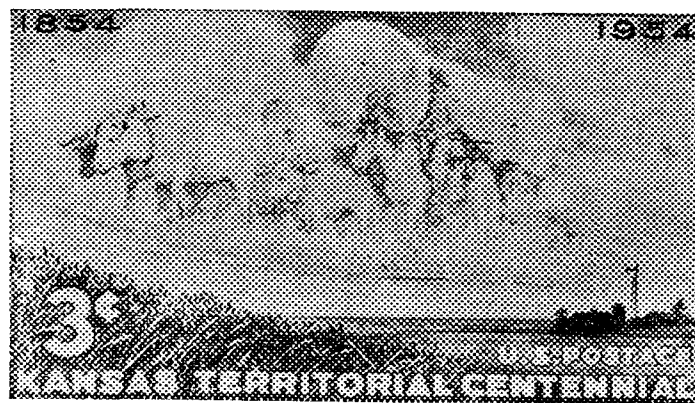
The stamp will be 0.84 by 1.44 inches in dimensions, arranged horizontally with a single outline frame, printed by the rotary process, electric-eye perforated and issued in sheets of 50. The color of the stamp will be reddish gold. The printing of 110,000,000 Kansas Territorial commemorative stamps has been authorized.

The overall design of the stamp depicts a field of wheat and a set of farm buildings in the foreground with a wagon train of pioneers in light silhouette forming the background. The numerals "1854" and "1954" in dark Gothic are shown in the upper left and right corners of the stamp, respectively. Arranged in two lines across the bottom of the stamp appears the denomination "3¢," "U. S. Postage" and "Kansas Territorial Centennial" in white-face Gothic.

Stamp collectors and dealers desiring first day cancellations of the stamp may send a reasonable number of addressed envelopes to the Postmaster, Fort Leavenworth, Kans., 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, Fort Leavenworth, Kans., 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 Kansas Territorial commemorative stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after June 1, 1954. 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 post offices will receive an initial supply of the 3-cent Kansas Territorial commemorative stamps on orders prepared in the Department. Therefore, postmasters at these offices will not submit requisitions for same. Direct and central 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 Kansas Territorial commemorative stamps by requisition of their central office.

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 Kansas Territorial commemorative stamp.

Postmasters are cautioned not to place the stamp herein announced on sale before June 1, 1954.

UNITED STATES SAVINGS BOND PAYROLL SAVINGS PLAN

During April, May, and June, Federal departments and agencies are carrying on one of the most thorough and well-organized payroll savings campaigns undertaken in the Federal Government since the close of the war. At a meeting of all department and agency bond representatives held recently in Washington, it was the consensus that the only effective means of satisfactorily reaching potential payroll savers is by organized personal canvass methods such as are customarily employed in Community Chest and Red Cross campaigns.

A memorandum has been received from President Eisenhower calling attention to the importance of the continued sale of United States savings bonds to the people of this country. He pointed out that the Nation's economic welfare requires the widest possible distribution of the national debt and asked that Government employees continue their leadership in the purchase of savings bonds through the payroll savings plan.

There has recently been some lag in the participation of postal employees in the payroll savings plan. This may have come about to some extent because of the recent discontinuance of the sale of savings bonds to the public at most post offices. This should not be allowed to adversely affect the promotion and operation of the payroll savings program. The payroll savings plan is an official activity of the Federal Government. Practically all Federal employees regularly employed on a full-time basis are eligible to participate in it, and should be encouraged to do so. The plan should not be confused with banks' "Bond a Month" purchase plan. It is an installment plan and is designed to permit the purchase of higher denomination bonds through payroll allotments of \$3.75 or more spread over a reasonable period of time without loss of interest.

Over a million Federal workers, 52 percent of them, are now saving through the payroll savings plan provided by our Government. Only 44.5 percent of the postal employees are participating. In looking over the payroll savings record, it is noted that some of the largest post offices in the country, such as New York, Chicago, Philadelphia, Cincinnati, Cleveland, and Indianapolis have consistently maintained a participation in payroll savings of from 50 to 90 percent. If this can be accomplished in these large

organizations, it is also possible in other large and small post offices all over the Nation.

The Post Office Department is cooperating with other departments and agencies of the Federal Government in an active payroll savings campaign during the months of May and June. To this end postmasters at first- and second-class offices are urged to thoroughly review their payroll savings operations and to lay out definite plans for an organized campaign by personal solicitation during this period.

Promotional material in the form of posters and leaflets for employee distribution will be sent to postmasters in approximately 2 weeks. Please see that this material is used.

The services of State coordinators of the Interdepartmental Savings Bond Committee and State directors of the Savings Bonds Division of the Treasury Department and their staffs will be available to assist in carrying out campaigns in individual post offices. They will be able to furnish additional promotional aid, as well as expert advice, on how a payroll savings campaign may be most effectively conducted.

Please give this campaign your wholehearted support.

RECOVERY NOTICE—CANADIAN MONEY ORDERS

Canadian money orders Nos. 80,133,884 to 80,133,900, inclusive, which were reported stolen from the post office at Vancouver, Sub No. 77, B. C., Canada, have been recovered.

Postmasters should amend their records accordingly.

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

NATIONAL FARM SAFETY WEEK POSTER LOBBY DISPLAY AUTHORIZED

To Postmasters at Second-, Third-, and Fourth-Class Offices:

The Department of Agriculture will in the near future furnish postmasters at the offices named, a poster relating to National Farm Safety Week.

The poster should be displayed in a prominent location in the public lobby during the month of July 1953, 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.

AMENDMENT TO THE POSTAL LAWS AND REGULATIONS

RENDERING OF ACCOUNT WHEN CHANGE OF POSTMASTER OCCURS

INSERT No. 766.

ORDER No. 55611; DATED MAY 3, 1954.

In § 18.19 *Rendering of Account When Change of Postmaster Occurs*, paragraph (b) as amended is rescinded and the following substituted therefor:

"(b) *At first- or second-class post office—(1) Outgoing postmaster.*—Whenever a change of postmaster occurs at a first- or second-class post office the outgoing postmaster should report in his account only the receipts and disbursements made within the dates of his service, including the salary of the outgoing postmaster to and including the final date of service. Where the final salary payment to the outgoing postmaster is made by Treasury check, the check must bear the date of transfer. In case of a transfer on the last day of a pay period, salary payments of the other employees must be made by and reflected in the account of the incoming postmaster. Cash which has been accumulated in the post office or in bank accounts to meet salary payments will be transferred to the accountability of the incoming postmaster so that there will be no delay in paying the salaries on the designated date. In connection with transfers not made at the close of the month, the outgoing postmaster should submit disbursement summaries on the appropriate forms showing the salary payments made to the date of transfer.

"(2) *Incoming postmaster.*—The incoming postmaster at a first- or second-class office shall render an account for the period served by him, but shall claim credit therein only for salary payments made by him during the month. In the case of transfer on the last day of a pay period, an incoming postmaster shall make salary payments to employees on the date that such salary payments are due even though payment covers services performed during the incumbency of his predecessor.

"(c) *At third-class post office—(1) Outgoing postmaster.*—Whenever a change of postmaster occurs at a third-class post office and the transfer is made at the close of the quarter, the account of the outgoing postmaster should be completed to include receipts and disbursements for the complete quarter in the regular manner. In the case of a transfer at any other time within a quarter the account of the outgoing postmaster shall include only the payments actually made up to and including the date of transfer. The

incoming postmaster will make any salary payments to employees subsequent to the date of transfer. In any event the final account of an outgoing postmaster must reflect the payment of his salary up to and including the date of transfer. In connection with transfers not made at the close of the quarter, the outgoing postmaster shall submit disbursement summaries on the appropriate forms showing the salary payments made to the date of transfer but shall not forward the related vouchers with his account. He shall note in red ink figures at the top of each individual salary voucher the amount of salary he actually paid during the quarter and which was included in his disbursement summary and account.

"(2) *Incoming postmaster.*—The incoming postmaster at a third-class office shall render an account for the period served by him but shall claim credit therein only for salary payments made by him during the quarter. The incoming postmaster shall make salary payments to employees which fall due following the date of transfer, even though the pay period ended on the date of transfer. Such payment should be entered on the same voucher used for prior pay periods in that quarter. The incoming postmaster shall submit with his account for the past quarter the vouchers covering all salary payments for the quarter but the disbursement summaries will show only those payments made by the present postmaster. He shall note in red ink figures at the bottom of each individual salary voucher the amount of salary he actually paid during the quarter and which was included in his disbursement summaries and account.

"c, d, e of section 18.19 are renumbered as d, e, f."

CHANGE—POSTAL GUIDE 1953—PART II

GERMANY (SOVIET ZONE)—PARCEL POST

CHANGE No. 79.

Page 195.—In the tabulated information at the top of the page, change the footnote reference following "Insurance: Yes" to read "2" instead of "4".

Replace the present footnotes "1" and "2" by the following:

"1 To the Soviet Zone, including the Soviet sector of Berlin, gift parcels are limited to 22 pounds in weight.

"2 Insured parcels may be accepted only for the American, British, and French Zones (Western Zone), including the corresponding sectors of Berlin. Service to the Soviet Zone, including the Soviet sector of Berlin, is limited to uninsured parcels."

Page 195.—In the subcaption "Observations," change the last paragraph to read as follows:

"Soviet Zone (Including the Soviet Sector of Berlin).—Gift parcels are limited to 22 pounds in weight, and may contain only necessary articles for the personal use of the addressee or members of his household. No such parcel may contain more than 8¾ ounces of coffee, 8¾ ounces of either cocoa or chocolate, and/or 1¼ ounces of tobacco products. Parcels not complying with the foregoing may be confiscated by the German authorities."

Change the subcaption "Import restrictions" to read as follows:

"Import restrictions.—Commercial parcels for all zones require import licenses to be obtained by the addressees."

CHANGES—POST OFFICE MANUAL

DEDUCTIONS FROM SALARY PAYMENTS

CHANGE No. 552.

Chapter XXIV, article 84, the third paragraph is rescinded and the following substituted therefor:

"In refund cases, standard Form 1047 will be prepared in favor of the employee from whose wages the deductions were made, by inserting the employee's name and address in the oblong space immediately to the right of the words, "To Address." The words "Post Office" will be entered on the line titled "U. S." and the name of the office, or city, will be entered on the line titled "Location." The line titled "Appropriation or Fund" will be completed by entering the words "Trust Funds Withdrawn." The form should be dated and signed in the name of the postmaster in the space to the right of the words "(Sign Original Only)," the appropriate title to be shown beneath the signature. Post offices at which depository Treasury checking accounts have been established will make such refunds by Treasury check; no voucher should be prepared but each payment should be listed on Form 1850-B in duplicate. The original will accompany the monthly account. In cases where there is no designated beneficiary or surviving spouse, claim must be filed with the proper regional accounting office and such claim must be accompanied with Form 1047 and 1048 for approval and certification prior to refund of United States savings bond deductions."

CHANGE No. 553.

Chapter XXIV, article 96, is rescinded.

U. S. SAVINGS BONDS

CHANGE No. 554.

Chapter XVIII, article 43, is rescinded and the following substituted therefor:

"43. *Refund of deductions.*—If an employee is separated from the service or cancels his pledge before a sufficient amount has accumulated to purchase a bond of the denomination specified in the authorization, refund of the unapplied balance shall always be made and the authorization (Form 2254) withdrawn from the files and marked "Closed." In no case shall the postmaster accept cash to complete the purchase price of a bond. The individual earnings record shall be used in the preparation of the public voucher for refunds (Standard Form No. 1047), which shall be completed for each such refund. After the refund has been made, the United States savings bond portion of the individual earnings record shall be closed with appropriate entries, and the date of the refund shall be entered in the "Remarks" column thereof. Standard Form 1047 will be prepared in favor of the employee from whose wages the deduction was made and the signature of the payee must be secured on this form. Form 1047 shall be transmitted with the postal account in which the credit for the refund is claimed. Post offices at which depositary checking accounts have been established will make such refunds by Treasury check. No voucher should be prepared but each such payment should be listed on Form 1850-B in duplicate. The original of this form will accompany the monthly postal account."

POST OFFICE CHANGES

Established—Fourth Class

OHIO

38-28040. Fowler, (*1416) Trumbull County. Route 31103. Effective May 16, 1954. a Cortland.

*Unit number.
a Postmaster's address.

Discontinued—Third Class

OHIO

38-61950. Nutwood, Trumbull County. Effective May 15, 1954. Mail to Fowler.

VIRGINIA

51-57060. Mattoax, Amelia County. Effective May 31, 1954. Mail to Chula.

Discontinued—Fourth Class

ARKANSAS

04-30150. Faber, Hot Spring County. Effective May 31, 1954. Mail to Donaldson.
04-31680. Florence, Drew County. Effective May 31, 1954. Mail to Monticello.

IOWA

18-64350. New Boston, Lee County. Effective May 31, 1954. Mail to Argyle.

MISSOURI

28-84060. West Fork, Reynolds County. Effective May 31, 1954. Mail to Bunker.

NORTH DAKOTA

37-04800. Aurelia, Ward County. Effective May 31, 1954. Mail to Donnybrook.
37-85600. Timmer, Morton County. Effective Apr. 30, 1954. Mail to Solen.

OREGON

40-37600. Harriman, Klamath County. Effective as of Feb. 15, 1954. Mail to Klamath Falls.

TEXAS

48-84600. Snipe, Brazoria County. Effective May 31, 1954. Mail to Angleton.
48-92800. Vashti, Clay County. Effective May 31, 1954. Mail to Bellevue.

VIRGINIA

51-02700. Aqua, Rockbridge County. Effective May 31, 1954. Mail to Fairfield.
51-15000. Carlover, Bath County. Effective May 31, 1954. Mail to Hot Springs.
51-20460. Collierstown, Rockbridge County. Effective May 31, 1954. Mail to Lexington.
51-21600. Cornwall, Rockbridge County. Effective May 31, 1954. Mail to Buena Vista.
51-27840. Earls, Amelia County. Effective June 30, 1954. Mail to Mannboro.

POST OFFICE CHANGES

Discontinued—Fourth Class

VIRGINIA

51-42780. Hoadly, Prince William County. Effective May 31, 1954. Mail to Woodbridge.
51-44220. Hotchkiss, Bath County. Effective May 31, 1954. Mail to Millboro.
51-46980. Jeffs, York County. Effective May 31, 1954. Mail to Messick.
51-60120. Moffatts Creek, Augusta County. Effective May 31, 1954. Mail to Middlebrook.
51-60900. Moores, York County. Effective May 31, 1954. Mail to Poquoson.
51-76860. Riverside, Rockbridge County. Effective May 31, 1954. Mail to Buena Vista.
51-89820. Timber Ridge, Rockbridge County. Effective May 31, 1954. Mail to Lexington.
51-95280. Waterfall, Prince William County. Effective May 31, 1954. Mail to Haymarket.

Modification—Discontinued—Fourth Class

LOUISIANA

21-41210. Head of Island, Livingston Parish. The order discontinuing this office, effective April 30, 1954, is modified to show the effective date May 31, 1954.

21-47840. Killian, Livingston Parish. The order discontinuing this office, effective April 30, 1954, is modified to show the effective date May 31, 1954.

21-90220. Wadesboro, Tangipahoa Parish. The order discontinuing this office, effective April 30, 1954, is modified to show the effective date May 31, 1954.

21-93210. Whitehall, Livingston Parish. The order discontinuing this office, effective April 30, 1954, is modified to show the effective date May 31, 1954.

NEW YORK

35-25800. Edinburg, Saratoga County. The order discontinuing this office, effective May 31, 1954, is modified to show mail to Hadley rather than to Northville.

Change of Name—Fourth Class

VIRGINIA

51-22200. Craig Healing Springs, Craig County. Changed to Craig Springs. Effective June 1, 1954.

POST OFFICE BRANCHES

Established

VIRGINIA

Radford: Fairlawn (contract) Montgomery County, effective Oct. 1, 1954.

POST OFFICE STATIONS

Established

FLORIDA

Panama City: Edgewater Gulf Beach, rural, Bay County, effective June 1, 1954.

ILLINOIS

Moline: Quad-City Airport, rural, Rock Island County, effective June 1, 1954.

OREGON

Nehalem: Mohler, rural, Tillamook County, effective June 1, 1954.

TEXAS

Big Spring: No. 3 (contract) Howard County, effective as of May 1, 1954.

Discontinued

MICHIGAN

Farmington: West Point Park, rural, effective as of April 30, 1954.

Modification

CALIFORNIA

Los Angeles: Order appearing in the POSTAL BULLETIN of Apr. 8, 1954, discontinuing Clark (classified), effective April 30, 1954, is modified to show June 30, 1954.

Rescinded

GEORGIA

Smyrna: Order appearing in the POSTAL BULLETIN of Apr. 27, 1954, establishing Vinings, rural, Cobb County, effective May 1, 1954, is hereby rescinded.

CITY DELIVERY SERVICE

Established

NEW JERSEY

West Long Branch: Effective May 16, 1954.

PENNSYLVANIA

Folsom: Effective May 17, 1954.

SOUTH CAROLINA

Williamston: Effective May 17, 1954.

POSTAL SAVINGS CHANGES

Designated

CALIFORNIA

Daly City, effective Apr. 20, 1954.
Daly City: Colma Branch (classified), effective Apr. 20, 1954.

MICHIGAN

Livonia, effective Apr. 1, 1954.

OREGON

Beaverton: Aloha Branch (classified), effective May 1, 1954.

Revoked

CALIFORNIA

Etna, effective Apr. 30, 1954.
Fellows, effective Apr. 30, 1954
Huntington Park: Slauson Avenue Station (classified), effective Apr. 30, 1954.
Huntington Park: State Street Station (classified), effective Apr. 30, 1954.
Los Angeles: Clark Station (classified), effective Apr. 30, 1954.

Newcastle, effective Apr. 30, 1954.

San Francisco: Colma Branch (classified), effective Apr. 19, 1954.

San Francisco: Daly City Branch (classified), effective Apr. 19, 1954.

COLORADO

Bristol, effective Apr. 30, 1954.
Matheson, effective Apr. 30, 1954.

CONNECTICUT

Stepney Depot, effective Apr. 30, 1954.

GEORGIA

Twin City, effective Apr. 30, 1954.

ILLINOIS

Congerville, effective Apr. 30, 1954.
New Baden, effective Apr. 30, 1954.

POSTAL SAVINGS CHANGES

Revoked

INDIANA

Westfield, effective Apr. 30, 1954.

IOWA

Whittemore, effective Apr. 30, 1954.

KANSAS

Ashland, effective Apr. 30, 1954.
Manter, effective Apr. 30, 1954.

MARYLAND

Sykesville, effective Apr. 30, 1954.

MASSACHUSETTS

Ashland, effective Apr. 30, 1954.
Edgartown, effective Apr. 30, 1954.
Hopdale, effective Apr. 30, 1954.
Marblehead, effective Apr. 30, 1954.
Orange, effective Apr. 30, 1954.

MICHIGAN

Detroit: Livonia Branch (classified), effective Mar. 31, 1954.

MINNESOTA

Winsted, effective Apr. 30, 1954.

MISSISSIPPI

Electric Mills, effective Apr. 30, 1954.
Quitman, effective Apr. 30, 1954.

MISSOURI

Worthington, effective Apr. 30, 1954.

MONTANA

Redstone, effective Apr. 30, 1954.

NEBRASKA

Litchfield, effective Apr. 30, 1954.

NEVADA

Gardnerville, effective Apr. 30, 1954.

NEW HAMPSHIRE

Epping, effective Apr. 30, 1954.

NEW JERSEY

Short Hills, effective Apr. 30, 1954.

NEW MEXICO

Dawson, effective Apr. 30, 1954.

NEW YORK

Catskill, effective Apr. 30, 1954.
Delanson, effective Apr. 30, 1954.
Garrison, effective Apr. 30, 1954.
Margaretville, effective Apr. 30, 1954.
Norwood, effective Apr. 30, 1954.
Oxford, effective Apr. 30, 1954.
Sayville, effective Apr. 30, 1954.
Walden, effective Apr. 30, 1954.
Warwick, effective Apr. 30, 1954.

NORTH CAROLINA

Leaksville, effective Apr. 30, 1954.

NORTH DAKOTA

McClusky, effective Apr. 30, 1954.

OHIO

La Rue, effective Apr. 30, 1954.

OKLAHOMA

Hooker, effective Apr. 30, 1954.

OREGON

Aloha, effective Apr. 30, 1954.
Cannon Beach, effective Apr. 30, 1954.
Prairie City, effective Apr. 30, 1954.

PENNSYLVANIA

Carrolltown, effective Apr. 30, 1954.
Smithton, effective Apr. 30, 1954.

TEXAS

Needville, effective Apr. 30, 1954.

UTAH

Garfield, effective Apr. 30, 1954.
Roosevelt, effective Apr. 30, 1954.

WEST VIRGINIA

Mount Hope, effective Apr. 30, 1954.

WISCONSIN

Granton, effective Apr. 30, 1954.

Designation Changed

WASHINGTON

Seattle: Lake City branch (classified) to Lake City Station (classified) effective Jan. 4, 1954.

**INFORM MAILERS OF AIR PARCEL POST
ADVANTAGES OF USING SPECIAL DELIVERY**