



POSTAL BULLETIN

INFORMATION FOR ALL POSTAL EMPLOYEES



LXXV

Washington 25, D. C., Thursday, August 5, 1954—Five Pages

19765

Post Office Operations Decentralized

Regional Headquarters To Be Established at Minneapolis for North Dakota, South Dakota, and Minnesota

Postmaster General's Order 55700, August 4, 1954, states:

Pursuant to the authority of section 1 (b) of Reorganization Plan 3 of 1949, the following changes shall become effective July 12, 1954.

1. On the effective date there will be established a regional headquarters at Minneapolis, Minn., under a Regional Operations Manager. Geographically this region will embrace the States of Minnesota, North Dakota, and South Dakota. The Regional Operations Manager will be responsible to the Assistant Postmaster General, Bureau of Post Office Operations, for the direction of post office operations in this region. The Regional Operations Manager will also be subject to all policies affecting regional operations prescribed by the Department in Washington. There will also be a Regional Controller in the regional office who, for the time being, will be responsible to the Controller. The Regional Personnel Manager will be administratively responsible to the Regional Operations Manager so far as Bureau of Operations activities are concerned, and functionally to the Assistant Postmaster General, Personnel. Functions, such as those listed below, which were formerly discharged by various headquarters bureaus and offices in Washington, will now be discharged by the regional staff.

A. **Personnel Functions**, including such items as recruitment, selection and placement of personnel; training activities; labor relations; safety and health programs; classification of positions; awards and efficiency rating systems; review and disposition of disciplinary actions; and liaison with the Civil Service Commission in the region.

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310201*—54

Air Service To Be Inaugurated at Alamogordo, N. Mex.

On or about September 1, 1954, air mail service will be inaugurated at Alamogordo, N. Mex., on route A. M. 29.

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

First-flight air-mail covers sent to the postmaster at Alamogordo must be prepaid at the appropriate air-mail postage rate. Double postal cards and double post cards intended for return reply purposes are not acceptable as first-flight covers. All covers should be accompanied by a letter authorizing the holding of the covers for the first flight and requesting the application of the cachet. Space approximately 2½ by 2½ inches to the left on the address side of all covers is required for the cachet.

An enclosure of medium weight should be placed in each envelope to obtain better impression of the cachet and postmark and to prevent damage to cover or cancelling machine.

No provision will be made for point to point covers. However, at request of collectors, covers receiving cachet will be given directional service only to an office designated by the General Superintendent, Postal Transportation Service, and served by the first flight in each direction, and will there be backstamped and dispatched onward to destination.

Jefferson 2-Cent Stamp

The Department will issue a 2-cent Thomas Jefferson postage stamp, the fourth in the new ordinary series, through the San Francisco, Calif., post office, on September 15, 1954, on the occasion of the annual convention of the American Philatelic Society.



The stamp will be 0.75 by 0.87 of an inch in dimension, arranged vertically, and bordered with a simple picture frame effect. It will be printed by the rotary process, electric-eye perforated, and issued in sheets of 100. The color of the stamp will be red.

The stamp has for its central subject a likeness of Thomas Jefferson taken from a portrait by Gilbert Stuart, now in the Bowdoin College Museum of Fine Arts, Brunswick, Maine. The name *Jefferson* is placed on the left below the center of the portrait and in the lower right corner, arranged in two lines, is the denomination 2¢ and the wording *U. S. Postage*. All lettering is 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, San Francisco, Calif., with money-order remittance to cover the cost of the stamps to be affixed. **Postage stamps and per-**

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New Supply Center Chicago, Illinois

A Supply Center at Chicago, Ill., will be in operation Monday, August 16, 1954, to service units of the Postal Transportation Service, Regional Accounting Offices, and all post offices in the States of Michigan, Wisconsin, Illinois, Iowa, Indiana, Minnesota, North Dakota, South Dakota, Montana, Idaho, Oregon, Washington, the Territory of Alaska, and the city of Saint Louis, Mo. The official title and address of this Supply Center is Post Office Department Supply Center, Chicago 7, Ill.

This center will furnish operating, custodial, and cleaning supplies to all post offices, irrespective of class or size, in the States and Territory named above and the city of Saint Louis, Mo., as well as units of the Postal Transportation Service and Regional Accounting Offices. By operating supplies is meant all printed blanks and books, commonly referred to as *forms*, stationery articles, identified as *items*, official envelopes, etc., appearing in the *List of Postal Supplies*, Forms A-7, A-8, and A-9, for the various classes of post offices. Custodial and cleaning supplies refer to those formerly furnished by the Buildings Management Section. Under this plan, the Designated Supply Offices located at Grand Rapids, Mich.; Indianapolis, Ind.; Milwaukee, Wis.; Des Moines, Iowa; Marquette, Mich.; Boise, Idaho; Minneapolis, Minn.; Helena, Mont.; Fargo, N. Dak.; Portland, Oreg.; Sioux Falls, S. Dak.; and Seattle, Wash., will be discontinued effective August 15, 1954. The postmaster at San Francisco, Calif., will discontinue supplying stock custodial supplies to the States of Idaho, Oregon, Washington, and the Territory of Alaska effective August 15, 1954.

First- & Second-Class Offices

Postmasters at post offices of the first and second classes located within the region mentioned above have received detailed instructions regarding the time and manner in which they are to submit requisitions to the Chicago Supply Center for supplies.

Third- & Fourth-Class Offices

Postmasters at post offices of the third and fourth classes, in the same

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4-Cent Air Mail Stamp

The Department will issue a 4-cent air mail postage stamp through the Philadelphia, Pa., post office, on September 3, 1954, on the occasion of the annual convention and exhibition of the American Air Mail Society.

Although this new air mail stamp is being issued primarily for the convenience of patrons desiring to send souvenir post cards by air mail, it will be valid for use in combination with other stamps on any mail intended for transmission by air mail.



The stamp will be 0.75 by 0.87 of an inch in dimension, arranged vertically, printed by the rotary process, electric-eye perforated, and issued in sheets of 100. The color of the stamp will be blue.

The central subject of the stamp is the artist's conception of an American Eagle in flight, forming a silhouette against white billowing clouds and the shaded area of sky, which forms the outline of the stamp. Across the top of the stamp is the wording *Air Mail 4c* in dark-face gothic. In the same style across the bottom appears *U. S. Postage*.

Stamp collectors desiring first-day cancellations of this stamp may send a reasonable number of addressed post cards to the Postmaster at Philadelphia, Pa., with money-order remittance to cover the cost of the stamps to be affixed. The outside envelope to the postmaster should be endorsed *First-Day Covers*. Postage stamps and personal checks will not be accepted in payment. 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 4-cent air mail postage stamp will be available at the Philatelic Agency, Post Office

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Cooperation With Conn. Safety Program Authorized

In connection with the Department's Motor Vehicle Accident Prevention Program and the State of Connecticut's *Slow Down and Live* campaign, the Connecticut Traffic Safety Commission will, in the near future, provide postmasters throughout the State with traffic accident prevention educational materials for posting on bulletin boards and for distribution to postal personnel.

Postmasters are authorized to display traffic accident prevention cards and posters, provided by the Commission, neatly and conspicuously on bulletin boards in the public lobby and on bulletin boards for postal personnel, in such a manner as not to mar the walls or woodwork, for periods not to exceed 30 days for each display. Postmasters are further encouraged to obtain, without charge, from the Commission, a sufficient quantity of appropriate educational items developed monthly, to provide a copy to each postal employee who may drive vehicles.

These instructions do not apply to post office lobbies located in Government-owned buildings not operated by the Post Office Department.

The Safety and Health Division, Bureau of Personnel, is coordinating this endeavor with the Commission, recognizing that the control of traffic accidents in any community or State depends, to a large degree, on the ability of all members of the community to work together.

Gift Parcels for Hungary

The Department is informed that many post offices are refusing to accept gift parcels for mailing to Hungary containing clothing if disinfection certificates are not enclosed.

Such certificates are no longer required by the Hungarian authorities, and the fact is indicated in Change 64 to the *Postal Guide, Part II*, printed in the *POSTAL BULLETIN* of March 30, 1954.

Postmasters will see that accepting employees are cautioned with respect to the foregoing.

Decentralization

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B. Service Functions, including recommendations to the Department for the establishment or discontinuance of post offices, classified stations and branches; approval of requests for allowances of funds; maintenance of high standards of service in all post offices; and effective control of costs.

C. Industrial Engineering Functions, including administration of cost reduction programs; improvement in work methods; endorsement of requests for capital expenditures; maintenance of work standards; layout of facilities; provision of work simplification methods and training; and development of systems and procedures, other than accounting and fiscal procedures.

D. Controller Functions, including the direction of accounting, budget, and cost analysis activities.

E. Public Information Functions, including encouragement of public cooperation and participation in improving postal methods; and maintaining good relations with Federal, State, and municipal officials.

2. Bureaus and offices other than the following are unaffected by this order: (a) Bureau of Operations, (b) Bureau of Personnel, and (c) Bureau of Controller. All other bureaus and offices, however, are expected to coordinate and cooperate with this new regional organization. Decentralization of other departmental functions and the placing of activities already decentralized into the regional organization will be carried forward as soon as possible. Orders effectuating these changes will be issued from time to time.

3. The region will be divided into four districts. All postmasters in each district will report directly to their district manager.

4. Previous orders or instructions concerning the routing of communications from postmasters to the above-mentioned bureaus in Washington are hereby superseded. All communications, with respect to the functions set forth in this order will be directed to the appropriate district manager, with the exceptions of monthly and quarterly accounts, which will continue to be routed as at present.

5. District headquarters cities, and the jurisdiction of each district, are as follows:

District 1, Minneapolis, Minn.:

Minnesota Counties: Anoka, Benton, Big Stone, Blue Earth, Brown, Carver, Chippewa, Chisago, Cottonwood, Dakota, Dodge, Fairbault, Fillmore, Freeborn, Goodhue, Hennepin, Houston, Isanti, Jackson, Kandiyohi, Lac qui Parle, Le Sueur, Lincoln, Lyon, McLeod, Martin, Meeker, Mower, Murray, Nicollet, Nobles, Olmsted, Pipestone, Pope, Ramsey, Redwood, Renville, Rice, Rock, Scott, Sherburne, Sibley, Stearns, Steele, Stevens, Swift, Wabasha, Waseca, Washington, Watonwan, Winona, Wright, Yellow Medicine.

District 2, Fargo, N. Dak.:

All counties in North Dakota.

District 3, Duluth, Minn.:

Minnesota Counties: Aitkin, Becker, Beltrami, Carlton, Cass, Clay, Clearwater, Cook, Crow Wing, Douglas, Grant, Hubbard, Itasca, Kanabec, Kittson, Koochiching, Lake, Lake of the Woods, Mahanomen, Marshall, Mille Lacs, Morrison, Norman, Ottertail, Pennington, Pine, Polk, Red Lake, Roseau, St. Louis, Todd, Traverse, Wadena, Wilkin.

District 4, Sioux Falls, S. Dak.:

All counties in South Dakota.

6. District Managers will be designated in a separate announcement. They will act for and be responsible to the Regional Operations Manager on post office matters within their Districts. Each District Manager will be responsible for functions delegated to him by the Regional Operations Manager, including such things as: Making major operating decisions within his District; recommending action on all supervisory appointments; recommending action on requests for funds; advising Regional Operations Manager on District matters and conditions; carrying out regional policies in the District; interpreting departmental and regional policies and recommending changes; coordinating with other bureaus and government agencies in the District; taking necessary actions on complaints; directing the control of expenditures in the District; and maintaining essential records.

Jefferson 2-Cent Stamp

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sonal 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 San Francisco, Calif., 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.

To receive the official first-day postmark, covers must bear postage at the first-class rate, or not less than 3 cents.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 2-cent Thomas Jefferson ordinary stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after September 16, 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 may requisition limited quantities of the new 2-cent Jefferson ordinary stamp. To insure the receipt of the new stamp, a separate requisition should be submitted for the initial order, and subsequent requisitions should be endorsed *New Issue* when the new stamp is desired. Postmasters should submit their requisitions upon receipt of the Bulletin notice.

Postmasters at fixed credit offices may obtain limited quantities of the new 2-cent ordinary stamp 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 2-cent Thomas Jefferson ordinary postage stamp.

Postmasters are cautioned not to place the stamp herein announced on sale before September 16, 1954.

4-Cent Air Mail Stamp

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Department, Washington 25, D. C., on and after September 7, 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 may obtain limited quantities of the 4-cent air mail stamp by submitting requisitions for same. Postmasters should submit their requisitions upon receipt of this Bulletin notice.

Postmasters at fixed credit offices may obtain limited quantities of the new 4-cent air mail stamp by requisition on 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 4-cent air mail postage stamp.

Postmasters are cautioned not to place the stamp herein announced on sale before September 4, 1954.

Parcels for Northern Viet-Nam

The Bureau of Foreign Commerce (formerly the Office of International Trade), Department of Commerce, has taken action to restrict the exportation of commodities to the Communist-controlled area of Viet-Nam and the Hanoi-Haiphong Enclave in that country. Those areas are located north of a line following roughly the 17th parallel in Viet-Nam.

Accordingly, the following changes are made in the Supplement to the POSTAL BULLETIN of April 14, 1953, entitled *Export License Regulations*:

1. Add "Viet-Nam (Communist-controlled area and the Hanoi-Haiphong Enclave)" to the list of countries in the Note under the heading *General License for Gift Parcels* of the section *Parcel Post*.

2. Add "Viet-Nam (Communist-controlled area and the Hanoi-Haiphong Enclave)" to the list of countries in the section *Postal Union Articles*.

New Supply Center, Chicago, Illinois

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mentioned region will submit requisitions semiannually to the Chicago Supply Center as per the following schedule, all dates inclusive:

| | <i>Third Class</i> | <i>Fourth Class</i> |
|-----------------------|------------------------|---------------------|
| Jan. and July 1-15.. | Illinois A-L offices | Michigan |
| Jan. and July 16-30. | Illinois M-Z offices | Illinois |
| Feb. and Aug. 1-15. | Montana and Oregon | Montana |
| Feb. and Aug. 16-30. | Indiana | Minnesota |
| Mar. and Sept. 1-15 | Wisconsin | Indiana |
| Mar. and Sept. 16-30. | Iowa | Iowa |
| Apr. and Oct. 1-15.. | Minnesota | North Dakota |
| Apr. and Oct. 16-30. | Idaho and North Dakota | South Dakota |
| May and Nov. 1-15. | South Dakota | Wisconsin-Alaska |
| May and Nov. 16-30. | Michigan | Washington |
| June and Dec. 1-15. | Washington and Alaska | Idaho |
| June and Dec. 16-30. | | Oregon |

Requisitions will be prepared in triplicate on Forms 1580R. All copies must be submitted to the Supply Center. After the requisition has been filled, one copy will be returned to the postmaster as an invoice. The following symbols will be used to indicate the action taken on the requisition:

- ✓ Filled as requisitioned.
- Discontinued.
- X Not furnished by this office.
- ? Questioned—further information desired.

- B Out of stock. Will furnish later. Do not reorder.
- S Substituting—showing the number of items being thus substituted.
- N Note comments on body of requisition or on slip attached.
- Y Order from Bureau of Facilities.

Until further notice, the forms and items shown in the List of Postal Supplies will be assigned prefixes as follows:

- Prefix*
- M Money-order blanks and books.
 - PS Postal-savings blanks and books.
 - S Savings bonds and stamps blanks and books.
 - G General service blanks and books.
 - O Office supplies, stationery, inks, etc.
 - R Rubber stamps, rubber and steel postmarking, and cancelling stamps.
 - E Official and registry envelopes.

A supply of the new requisition Form 1580R and a copy of Form 1587 will be sent in the very near future to all post offices of the third and fourth classes in the Territory of Alaska and the 12 States previously mentioned. Form 1587 is to be filled out to show the information desired thereon and forwarded immediately to the new Supply Center. A sample requisition illustrating the manner in which each postmaster will prepare requisitions also will be sent to all offices.

Notices:

Belgium—Air Parcel Post

Reports reaching the Department indicate that many post offices are improperly accepting air parcel post for Belgium under insurance.

Accepting employees are to be cautioned that only surface parcels for Belgium can be insured.

Foreign Fraud Orders:

| <i>Country & city</i> | <i>Name and address covered by order</i> |
|---|---|
| British West Indies, Kingston, Jamaica. | Bailey, D., Miss, 75 Charles Street; |
| Windward Road P. O., Jamaica.. | Atkinson, V. or Valda, General Delivery; |
| Cuba, Havana..... | Jule's Philatelic, Aguila 453; |
| Mexico, Mexico City..... | Adams Z., Charles, Mr., A. Postal 7542; Linares R., Eusebia, Miss, Admon 1, Box 7548; Otero, Mariana, Sra., A. Postal 1283; |
| Peru, Callao..... | Savage, Fred, Apartado No. 194; Savage B. Fred, Apartado No. 194; |

Additions to Foreign Fraud Order List:

| <i>Country & city</i> | <i>Name & address</i> |
|---|---|
| British West Indies, Kingston, Jamaica. | Mitchell, Emma, Miss, 6 Slipe Pen Road. |

Notices—Continued

Amendments to the Code of Federal Regulations, Title 39:

International Postal Service: Postage Rates, Service Available, and Instructions for Mailing

In § 127.261 *Germany*, make the following changes:

1. Amend paragraph (a) (7) to read as follows:

(7) *Observations.* (i) Envelopes must not have innerlining or carry any indication other than the addresses of the sender and addressee and necessary postal directions.

(ii) Mail for western Germany may be addressed "Federal Republic of Germany"; postal addressing district numbers are not necessary. Mail for the Soviet Zone may be addressed "Eastern Zone" if desired; postal addressing district numbers, if known, must be included as a part of the address.

(iii) Mail for Berlin may be addressed with the name of the specific sector of occupation, such as American, British, French or Soviet Sector, or simply "Western Sector" or "Eastern Sector."

(iv) Box numbers may be used as part of the address provided the name of the box holder is shown.

2. Amend paragraph (b) (5) to read as follows:

(5) *Observations.* (i) *All zones.* (a) A delivery fee, based on the German domestic parcel post rates, is collected by the German postal service from addressees for delivery of parcels at their homes.

(b) Parcels sent as gifts and the relative customs declarations must be conspicuously marked "Gift Parcel" by the senders, who must itemize the contents and value on the customs declarations.

(ii) *Western Germany (including the Western Sector of Berlin).* (a) Parcels may be addressed "Federal Republic of Germany" if desired; postal addressing district numbers are not necessary. Parcels for the Western Sectors of Berlin may be addressed with the name of the specific sector of occupation, such as American, British, or French Sector, or simply "Western Sector."

(b) Addressees of gift parcels may receive duty free each month up to 33 pounds of foodstuffs, which may include 1 pound 1½ ounces of coffee, 2 pounds 3 ounces of powdered cocoa, and 2 pounds 3 ounces of chocolate. However, the coffee, cocoa, chocolate, or any combination thereof must comprise the lesser part of the total weight of the parcel, and less than two-thirds of the value of the duty-free contents.

(c) Articles other than foodstuffs are duty-free when sent as gifts if the kind and quantity are in accord with the actual needs of the addressee and members of his household. However, duty is always charged on tea; lobster, caviar, and oysters; jewelry, precious stones, and articles made from precious metals; new garments made from or trimmed with fur if over 800 marks in value; expensive carpets and floor coverings; new articles made from reptile skin; radios; photographic apparatus; expensive perfumes and cosmetics; and any other articles subject to special levies.

(d) Gift parcels which prove to be undeliverable are turned over to authorized German relief organizations for distribution to the needy, unless the relative customs declaration and dispatch note bear instructions that the parcels are to be returned to the senders.

(e) Parcels sent for commercial purposes are admitted on condition that the contents are authorized on the basis of a general or specific import license issued by the German authorities. Each such parcel must have enclosed an invoice in duplicate showing the value of the contents, which must agree with the value on the customs declaration.

(iii) *Soviet Zone (including the Soviet Sector of Berlin).* (a) Parcels may be addressed "Eastern Zone" if desired; postal addressing district numbers, if known, must be included as part of the address. Parcels for the Soviet Sector of Berlin may be addressed "Eastern Sector."

(b) 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 1¾ ounces of tobacco products. Parcels not complying with the foregoing may be confiscated by the German authorities.

(R. S. 161, 396, 398; secs. 304, 309, 42 Stat. 24, 25, 48 Stat. 943; 5 U. S. C. 22, 369, 372.)

[This amendment is change 104 to the *Postal Guide 1953—Part II*, pages 193 and 195, subcaptions *Observations*.]

POSTAL SAVINGS CHANGES

Revoked

COLORADO

Rye, effective July 31, 1954.

DELAWARE

Wilmington: Marshallton Branch (classified), effective July 31, 1954. Newport Branch (classified), effective July 31, 1954. Union Street Station (classified), effective July 31, 1954.

GEORGIA

Leesburg, effective July 31, 1954.

LOUISIANA

Baton Rouge: University Station (classified), effective July 31, 1954.

MAINE

Harrington, effective July 31, 1954.
Livermore Falls, effective July 31, 1954.
Oxford, effective July 31, 1954.
Thomaston, effective July 31, 1954.

MISSISSIPPI

Hazlehurst, effective July 31, 1954.

MONTANA

Brady, effective July 31, 1954.
Moore, effective July 31, 1954.
Pablo, effective July 31, 1954.

NEBRASKA

Avoca, effective July 31, 1954.

NEW JERSEY

White House Station, effective July 31, 1954.

NORTH DAKOTA

Almont, effective July 31, 1954.

OHIO

Long Bottom, effective July 31, 1954.
Vinton, effective July 31, 1954.

OREGON

Central Point, effective July 31, 1954.

PENNSYLVANIA

New Bethlehem, effective July 31, 1954.

WASHINGTON

Fort Blakely, effective July 31, 1954.

WISCONSIN

Stone Lake, effective July 31, 1954.

Summer Post Offices—Opened

MASSACHUSETTS

24-62900. Popponesset Beach, Barnstable County. Effective as of June 15, 1954.
24-66640. Sagamore Beach, Barnstable County. Effective as of June 18, 1954.

Modification—Summer Post Office—Opened

VERMONT

50-08120. Bread Loaf, Addison County. The order showing the opening date of this office June 28, 1954, is hereby modified to show the effective date as of July 1, 1954.