



POSTAL BULLETIN

INFORMATION FOR ALL POSTAL EMPLOYEES



LXXV

Washington 25, D. C., Thursday, August 19, 1954—Four Pages

19769

Washington Stamp To Be Issued in Coils

The Department will issue the 1-cent George Washington ordinary postage stamp, series of 1954, in coils, sidewise perforated, on October 8, 1954, through the Baltimore, Md., post office, on the occasion of the annual exhibition of the Associated Stamp Clubs of the Chesapeake Area.

Collectors desiring first-day cancellations of the new 1-cent coil stamp may send a reasonable number of addressed envelopes, with money order remittance to cover the cost of the stamps to be affixed, to the Postmaster at Baltimore, Md. Postage stamps and personal checks will not be accepted in payment. An enclosure of medium weight should be placed in each envelope, and the flap of the envelope should be sealed or turned in. An outside envelope must not be sent for return of first-day covers. The envelope to the Postmaster at Baltimore, Md., 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, envelopes must bear postage at the first-class rate, or not less than three cents.

For the benefit of collectors, coil stamps of this design will be placed on sale at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after October 11, 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.**

To insure the receipt of the new design 1-cent coils, postmasters at direct and central post offices should endorse their initial requisition *New Series*. However, when remaining stocks of the old design coils on hand

(Continued on p. 3)

810201—54

Highway Service To Be Established, Davenport, Iowa—Mattoon, Ill.

Contract Highway Post Office Service will be inaugurated between Davenport, Iowa, and Mattoon, Ill., on August 31, 1954, or shortly thereafter. The initial trip from Davenport to Mattoon will be designated as *Trip 1*, and the initial trip from Mattoon to Davenport will be designated as *Trip 2*.

Special first-trip cachets and cancellation stamps will be provided the Postmasters at Davenport and Mattoon. Collectors desiring first-trip cancellations should send their covers properly prepared with postage prepaid at the first-class rate, and ready for mailing to the Postmaster at Davenport, for Trip 1, and to Mattoon, for Trip 2.

A clear space not less than 2½ by 2½ inches to the left on the address

(Continued on p. 3)

Summary of Training Policy Statement

The Department's regulation on training and development is now being issued as an amendment to the Postal Manual. The regulation establishes authority for the direction and coordination of all training activities within the Post Office Department. No action should be taken on the basis of this bulletin notice which is for informational purposes only, but the regulation itself is effective immediately upon receipt.

The regulation applies to all training provided or sponsored by the Post Office Department in the United States and its possessions. The purpose of the regulation is to build and maintain a work force adequately trained and equipped to perform assigned duties; to develop the latent abilities of employees at all levels and

(Continued on p. 4)

New Postal Savings Procedure, Sept. 1, 1954

Effective September 1, 1954, the new revised Form PS 600, *Depositor's Application to Open an Account*, should be used for all new depositors' accounts and for setting up the new certificate account for those depositors who surrender all of their old certificates for the new punch card form. The old Forms PS 600 and PS 600-A can then be removed to a closed file and permit more efficient handling of the active accounts.

Effective September 1, 1954, also, issued and paid certificates shall be posted to the depositor's record of account, Form PS 600 and Form PS 600-A, as follows: (1) deposits—the date of the transaction, the serial number of each certificate issued (do not state their denomination value), concluding with the total amount of the transaction, the new balance due the depositor, and the initials of the issuing clerk; (2) surrender of certificates either for cash or interest—the date followed by the word *Paid* in the certificate column, the total amount of the certificates surrendered in the transaction column, the new balance due the depositor, the initials of the paying clerk, all on the same line, and the date of payment placed opposite the serial number of each certificate surrendered in the date paid column. The amount of interest paid shall no longer be stated on the depositor's card. If a certificate is reissued, the letter *R* in red in line with its serial number should be used. **Accuracy is essential in making entries on depositors' cards.**

New revised Forms PS 621, PS 708, and PS 704, as well as informational leaflets for depositors, and Forms PS 99 and PS 100 (revised) concerning interest on the new 1954 series postal savings certificates, will be sent depository postmasters during this month and the early part of

(Continued on p. 2)

New Postal Savings Procedure

(Continued from p. 1)

September. Since compound interest is on an annual basis for the new certificates, and there will be no change in computing interest until October 1955, the new compound-interest tables will be furnished later.

The Form PS 621, *Daily Report of Postal Savings Certificate Transactions*, is primarily for use at offices having designated stations and branches; however, those of the larger offices not having designated stations or branches using this form will continue its use. The revised Form PS 708, *Daily Summary of Postal Savings Certificate Transactions*, is to be used at all other depository offices. It will no longer be necessary to record the serial numbers of issued certificates on Form PS 705, and that form is discontinued. Instead, the inclusive denominational serial numbers of certificates issued for each day should be entered on the revised Form PS 621, but at offices using Form PS 708 (revised) the listing on the cover of the book of certificates of deposit will serve as a means for determining the inclusive serial numbers in preparing the Form PS 704. Form PS 706, *Abstract of Certificates Paid*, is discontinued as of September 1, 1954, and in its place the daily listing of all paid certificates will be done on the reverse of Form PS 621 or in the section provided for this purpose on Form PS 708.

The old-style paper certificates (Series of 1939 or earlier) when paid shall be treated as at present, and provision is made on the new editions of Forms PS 621, PS 708, and PS 704 for them as well as for the new card certificates, Series of 1954.

In the future all requisitions by depository offices for new certificate stock shall be sent to regional distributing postmasters (now supplying money-order forms) and will be made on Form PS 325 revised. Stations and branches will also use it to requisition stock from the main office. This form will not be distributed without requisition, and postmasters should order a conservative quantity from their designated supply office. Form 4620 is discontinued and Forms PS 311 and PS 312 should be discon-

tinued when Form PS 325 (revised) is received.

When requesting a replenishment of certificate stock from a regional distributing office, do not ask for more than a 6 months' supply and always complete the first three columns of the Form PS 325 (revised).

It will be necessary to shift the placing of the 10-cent postage stamp purchased for the service charge from the *Paid* section as at present to the right-hand side of the certificate of the new punch card form. **Place the bottom of the stamp just above or over the word thereon of the interest receipt.** This will not obscure the issue date or the depositor's signature or interfere with mechanical processing.

Offices equipped to take finger impressions are cautioned to apply only enough developer solution to fix the impression on the 1954 series certificates, as an excessive amount may render these certificates unfit for machine work. Effective at once, a clear and distinct impression of the right thumb shall be used instead of the first three fingers of the right hand whenever finger impressions are obtained.

The present instructions relating to the acceptance of personal checks, bank drafts, and other commercial paper in connection with a postal savings deposit are modified effective September 1, 1954, to require the issuance and the delivery of the certificates at the time of the transaction and the placement of a stoppage of payment against the certificates so issued until the check or draft has cleared.

After the close of business on August 31, 1954, unissued old-style certificates of deposit shall be disposed of as follows:

(1) *Partially used books.*—Stamp each remaining certificate and stub in each partially used book *Spoiled*, record them by inclusive denominational serial numbers and amounts in records of your office and in the spoiled section of the abstract of certificate transactions with the other spoiled certificates for the month of August (if the revised Form PS 704 is used, it may be necessary to record them on the back of the form), and enclose the certificates with your August postal savings report to your regional accounting office.

(2) *Complete books.*—(a) Prepare a list on letter size paper (original and three copies) of all full books, stating by denominations the number of books, the inclusive serial numbers, and the value. If the books of a denomination do not run in consecutive order, start with those of the lowest serial number and state the number of consecutive books for each group with their inclusive serial numbers, viz: \$1—5 (books) A 201 to 450, 10 (books) 501 to 1000, 4 (books) A 1101 to 1300; (value) \$950; etc. (b) Package the books securely, including in the package the signed original and two copies of the list, and send the package by official registered mail to the original distributing postmaster who now supplies you with your money-order forms. (c) Offices having special print certificate stock for stations and branches shall prepare a separate list, and if necessary a separate package, for the stations and branches.

(3) *Accounting for unissued stock.*—(a) Enter in your inventory report of postal savings certificate stock on Form PS 704 for August in A/C 54 the value of all partial books of certificates spoiled, together with the value of other spoiled certificates, and the total number of spoiled certificates of each denomination. (b) Enter in A/C 55 of Form PS 704, identified by the notation *Returned to regional distributing office*, the total value of all full books shipped and the total number of certificates for each denomination. (c) If the amounts of your unissued certificate stock, spoiled certificates, and certificates sent to the regional distributing office are correct, the balance on hand August 31, 1954, in A/C 56 of Form PS 704 will be zero.

The new punch card certificate stock should be charged by total value and quantity by denomination in A/C 42 of the September report on Form PS 704.

POST OFFICE STATIONS

Established

FLORIDA

Fort Myers: Dunbar Heights (contract), Lee County, effective Aug. 16, 1954.

MISSISSIPPI

Lorman: Alcorn College, rural, Jefferson County, effective as of July 1, 1954.

OHIO

Dayton: No. 8 (contract), Montgomery County, effective Aug. 16, 1954.

Washington Stamp

(Continued from p. 1)

in the Department are exhausted, requisitions will be automatically filled with the new design.

Postmasters at fixed credit offices may obtain needed quantities of the new design 1-cent coils by requisition on their central offices.

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 new 1-cent ordinary stamp in coils.

Postmasters are cautioned not to place the new design coils herein announced on sale before August 9, 1954.

Highway Service

(Continued from p. 1)

side of all covers must be left for application of the cachet. Also 1½ inches of clear space should be provided to the left of the innermost postage stamp or 4 inches to the left of the right edge of the cover, whichever is greater, for application of the postmark impression. In order that the cachet will not overlap the postmark impression, 2½ inches of clear space is necessary to the left of both the postmark and the address. The cachet will not be applied, if by so doing it will overlap the postmark impression, nor will it be applied to the reverse side of the cover.

Covers for first-trip cancellation should be sent under cover or label, to the appropriate Postmaster, with an accompanying letter, or endorsement on the 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 the routes. Covers will be backstamped only if a specific request accompanies the covers. Covers for Trip 1 will be backstamped at Mattoon and covers for Trip 2 will be backstamped at Davenport.

All covers intended for cancellations should be in the hands of the appropriate postmasters at an early date, and not later than August 29, 1954. Covers received after August 29, 1954, will be returned to sender, and will not be given first-trip treatment.

Notices:

Amendments to the Code of Federal Regulations, Title 39:

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

[This is change 109 to the Postal Guide 1953—Part II, article 22, chapter II.]

Amend § 127.22 *Gold and gold certificates* to read as follows:

§ 127.22 *Gold and gold certificates*.—(a) Except as indicated in paragraphs (b) to (e) of this section with respect to fabricated gold and gold coin, the following shall not be accepted for mailing unless a license has been issued by the Treasury Department or an agency thereof, and the postmaster at the office of mailing has been specifically instructed by the Post Office Department, Bureau of Transportation, Division of International Service, in regard to their exportation:

(1) GOLD CERTIFICATES OR GOLD IN ANY FORM from the continental United States (that is, the States of the United States, the District of Columbia, and the Territory of Alaska) to any destination (domestic or international) outside the continental United States.

(2) GOLD CERTIFICATES OR GOLD IN ANY OTHER FORM THAN GOLD COIN (see Note) from a United States post office outside of continental United States to another country.

NOTE: Gold in any other form than coin is mailable without a license and specific instruction if it is not held or owned by a person who is a resident of or domiciled in the continental United States. In such a case the mailer must place on the wrapper of the package and on the shipper's export declaration when required (see § 127.88 [Ch. III, art. 35 of the Postal Guide, Part II]) a statement that the gold contained therein is held or owned by a person who is not a resident of, or who is not domiciled in, the continental United States.

If fabricated gold is offered for mailing, the accepting employee shall be governed by paragraphs (b), (c), and (d) of this section.

(b) Fabricated gold, as defined in paragraph (c) of this section, may be accepted for mailing without being licensed by the Treasury Department and without specific instructions from the Post Office Department, Bureau of Transportation, Division of International Service. However, the shipper is required to endorse the wrapper of the package with the Bureau of Census Schedule B statistical classification number of each specific commodity contained therein. The shipper's export declaration, when required (see § 127.88 [ch. III, art. 35 of the Postal Guide, Part II]), shall contain, in addition to a specific description of the contents of the package, the following notation, "Fabricated gold as defined by section 54.4 of the Gold Regulations, being exported pursuant to the authorization contained in section 54.25 (b) (2) of such regulations."

(c) Fabricated gold is defined by the Treasury Department as processed or manufactured gold in any form (other than gold coin or scrap gold) which has a gold content the value of which does not exceed 90 percent of the total domestic value of the processed or manufactured gold and which has in good faith and not for the purpose of evading or enabling others to evade the provisions of the Gold Reserve Act of 1934, the Act of October 6, 1917, as amended, or the regulations of the Treasury Department, been processed or manufactured for some one or more specific and customary industrial, professional, or artistic uses. The basis by which prospective shippers may determine the value of the gold content and the total domestic value of an article of processed or manufactured gold is set out in paragraph (d). (Fabricated gold is to be distinguished from semiprocessed gold, which may be exported only pursuant to Treasury License, and which is defined to include gold articles of which more than 90 percent of the total domestic value is attributable to the gold content thereof.)

(d) While no obligation is imposed upon postal employees to attempt to determine whether an article is semiprocessed or fabricated gold, as defined in paragraph (c), interested patrons may be informed that to make such a determination the value of the gold content is computed at \$35 per fine troy ounce of gold and the total domestic value is determined on the basis of the cost of the article to the owner and not the selling price. In the case of a manufacturer or processor, the allowable elements of such value are the cost of material in the article, labor performed on the article, and processing losses and overhead applicable to the manufacture or processing of such article. In the case of a dealer or other person who holds or disposes of gold without further processing, total domestic value includes only the net purchase price

(Continued on p. 4)

Summary of Training Policy

(Continued from p. 1)

to improve operating efficiency, wherever possible.

The responsibility for administering the training program is delegated to the Regional Managers, District Officers, Postmasters, and General Superintendents of the Postal Transportation Service. Other field activities are responsible for providing the training necessary to improve job performance and individual development of employees within such activities.

In general, the training will be conducted by postal employees within the confines of the postal establishment.

The regulation defines the various types of training to be conducted.

In major activities, the regulation provides for the setting up of training committees which will determine training needs and the action to be taken to meet those needs.

For the present, the training staff authorized in post offices and the Postal Transportation Service is as follows:

Post Office Size and Training Personnel Allowance

- 500 to 1,000 employees: 1 Foreman.
- 1,000 to 2,000 employees: 1 General Foreman; 1 Clerk-in-Charge.
- 2,000 to 3,000 employees: 1 Assistant Superintendent; 1 Clerk-in-Charge.
- 3,000 to 5,000 employees: 1 Assistant Superintendent; 1 General Foreman; 2 Clerks-in-Charge.
- 9,000 to 25,000 employees: 1 Superintendent; 1 Assistant Superintendent; 2 General Foremen; 4 Clerks-in-Charge.
- 25,000 and above: 1 Superintendent; 2 General Foremen; 6 Clerks-in-Charge.

Postal Transportation Service Training Organization

1 Administrative Assistant for training in each Division.

The above assignments are *not* to be considered additional positions to the established supervisory complements since at many activities, one or more supervisors are now assigned some type of training duties.

All positions will be filled by competitive methods.

On-the-job training, instructor and conference leader training, supervisor development, orientation training, and job simplification training will be the immediate types of training to be conducted.

Notices—Continued

International Postal Service: Postage Rates, Service Available and Instructions for Mailing (Continued from p. 3)

paid by such person and any transportation costs incurred in obtaining delivery of such article to his usual place of business.

(e) Gold coin made prior to April 5, 1933, may be accepted for mailing without being licensed by the Treasury Department and without specific instructions from the Post Office Department, Bureau of Transportation, Division of International Service. However, the shipper's export declaration, when required (see § 127.88 [ch. III, art. 35 of the Postal Guide, Part II]) shall contain, in addition to a specific description of the contents of the package, the following notation, "Rare gold coin as defined by section 54.20 of the Gold Regulations, being exported pursuant to the authorization contained in section 54.25 (b) (3) of such regulations."

(f) The acceptance in the regular mails or parcel post for any country of any consignment of gold coin, gold bullion, or gold dust, having a value in excess of \$100 is prohibited, even though a license has been granted to export such gold coin, gold bullion, or gold dust.

(g) Prospective shippers may obtain the forms on which to apply for licenses to export gold from the Bureau of the Mint, Treasury Department, Washington 25, D. C.

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

Stolen Money-Order Forms, Since April 1, 1954 (See Postal Manual XVI-16):

3-14,495,887 to 3-14,496,000	-----	Newark, Sta. 46, N. J., May 13, 1954.
3-20,801,508 to 3-20,801,535	-----	Port Monmouth, N. J., July 27, 1954.
3-400,009 to 3-400,028	-----	Lancaster, Sta. 3, Pa., Jan. 5, 1954.
4-2,203,446 to 4-2,203,700	-----	Indianapolis, Sta. 19, Ind., June 22, 1954.
4-9,315,610 to 4-9,315,650	-----	Milltown, Ky., Apr. 24, 1954.
4-9,500,001 to 4-9,506,000	-----	Holland, Ohio, Apr. 1, 1954.
4-10,096,752 to 4-10,096,768	-----	Haskins, Ohio, May 10, 1954.
4-13,760,601 to 4-13,760,800	-----	Tallega, Ky., July 23, 1954.
4-94,251,785 to 4-94,252,000	-----	Holland, Ohio, Apr. 1, 1954.
5-4,691,848 to 5-4,691,882	-----	Branchville, Va., July 19, 1954.
5-6,298,498 to 5-6,298,600	-----	Westwood, Md., Apr. 10, 1954.
5-8,875,100	-----	Durants Neck, N. C., May 21, 1954.
5-8,881,941 to 5-8,882,000	-----	Upper Falls, Md., May 19, 1954.
5-9,517,114	-----	} Lasker, N. C., May 21, 1954.
5-9,517,120 to 5-9,517,142	-----	
5-9,783,417 to 5-9,783,447	-----	Lego, W. Va., Aug. 12, 1954.
5-10,193,401 to 5-10,193,650	-----	Westwood, Md., Apr. 10, 1954.
5-10,762,862 to 5-10,762,865	-----	Hyattsville, Tuxedo Br., Md., July 8, 1954.
5-19,384,001 to 5-19,384,300	-----	Durants Neck, N. C., May 21, 1954.
6-7,175,743 to 6-7,175,800	-----	Rydal, Ga., July 21, 1954.
6-11,052,544 to 6-11,055,000	-----	Jacksonville, Sta. 10, Fla., July 31, 1954.
6-11,761,428 to 6-11,761,500	-----	FORT LAUDERDALE, STA. 4, FLA., Aug. 15, 1954.
6-16,428,001 to 6-16,428,600	-----	Rydal, Ga., July 21, 1954.
7-6,144,555 to 7-6,144,623	-----	Grand Rapids, Sta. 15, Mich., May 29, 1954.
7-8,220,835 to 7-8,220,857	-----	Au Gres, Mich., Apr. 7, 1954.
7-8,714,982 to 7-8,715,000	-----	Ashmore, Ill., June 4, 1954.
7-10,189,243 to 7-10,189,500	-----	Compton, Ill., June 17, 1954.
7-20,698,981 to 7-20,700,000	-----	Chicago, Sta. 190, Ill., Aug. 11, 1954.
9-23,211,496 to 9-23,211,500	-----	} Epsie, Mont., June 19, 1954.
9-28,537,901 to 9-28,538,000	-----	
10-52,526,892 to 10-52,526,900	-----	Peggs, Okla., Apr. 4, 1954.
10-55,102,330 to 10-55,102,700	-----	Tulsa, Sta. 1, Okla., May 20, 1954.
10-56,796,646 to 10-56,796,706	-----	Denver, Sta. 7, Colo., Aug. 7, 1954.
10-58,897,401 to 10-58,897,700	-----	Peggs, Okla., Apr. 4, 1954.
11-66,613,248 to 11-66,614,000	-----	Madisonville, La., Apr. 18, 1954.
11-69,804,530 to 11-69,804,600	-----	Welch, Tex., June 9, 1954.
11-73,634,501 to 11-73,635,500	-----	Madisonville, La., Apr. 18, 1954.
11-76,743,101 to 11-76,743,500	-----	Welch, Tex., June 9, 1954.
11-79,026,272 to 11-79,027,000	-----	Lubbock, Tex., Aug. 4, 1954.
12-49,971,525 to 12-49,971,528	-----	} Seattle, APO 731 Br. Unit 6, Wash., May 17, 1954.
12-49,971,533	-----	
12-68,468,189 to 12-68,468,344	-----	Weed Heights, Nev., Apr. 24, 1954.
12-70,424,087 to 12-70,424,200	-----	Spokane, Sta. 3, Wash., July 28, 1954.
12-72,548,478 to 12-72,550,000	-----	Tacoma, Sta. 3, Wash., Aug. 12, 1954.