

POSTAL BULLETIN

INFORMATION FOR ALL POSTAL EMPLOYEES



LXXV

### Washington 25, D. C., Tuesday, September 21, 1954—Six Pages

# New 20-Cent Special **Delivery Stamp**

The Department will issue a new 20-cent special delivery stamp through the Boston, Mass., post office on October 13, 1954, on the occasion of the convention of the Direct Mail Advertising Association, Inc., of America.

The special delivery stamp design has not been changed since 1925, and it is believed that a more attractive and colorful stamp will focus attention on the stamp itself and result in better service to the public.



The new stamp will be 0.84 by 1.44 inches in dimension, arranged horizontally, electric-eye perforated, and issued in sheets of 50. It will be printed on rotary presses by the dry intaglio process. The color of the stamp will be blue.

The design of the stamp illustrates a special delivery letter being delivered hand to hand by the messenger to the recipient. The overall stamp forms a dark background for the hands, the letter, and the wording. The lettering Special Delivery dominates the top of the stamp. The denomination  $20\phi$  is placed in the lower left corner, and in the lower right corner appears the wording U.S.Postage. All lettering is in white-face gothic.

The new stamp was designed by Victor S. McCloskey, Jr.; the vignette was engraved by Matthew D. Fenton, the lettering by John S. Edmondson, and the numeral by Rueben K. Barrick, all of the Bureau of Engraving and Printing.

310201°-54

# **Ownership Statements** Functions Transferred For 2nd-Class Publications Due October 1

Postmasters should remind publishers that the annual statements of ownership, management, and circulation, required to be filed for all publications entered as second-class matter not specifically exempted, are due not later than October 1, 1954.

These statements should be submitted on Form 3526 in duplicate. Instructions are printed on page 2 of the form, and particular attention shall be given to the requirement that statements of weekly, semiweekly, triweekly, and daily publications must show the average number of copies sold or distributed to paid subscribers during the preceding 12 months.

The original copy of each statement shall promptly be sent to the Bureau of Post Office Operations, Division of Mail Classification, Post Office Department, Washington 25, D. C. Copies of publications in which such statements are printed must not be sent to the Department, but shall be retained in the files of the post office.

Stamp collectors desiring first-day cancellations of this 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 Boston, Mass. 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. Each envelope should contain an enclosure of medium weight, and the flap 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 Boston, Mass., should be endorsed First-Day Covers. Collectors should refrain from requesting hand cancellations since covers will be machine canceled so

### (Continued on p. 6)

# to Bureau of Personnel

Effective September 20, 1954, the functions and personnel of the Division of Post Office Personnel of the Bureau of Post Office Operations and of the Division of Employee Relations of the Bureau of Transportation are transferred to the Bureau of Personnel. The Division of Employee Relations of the Bureau of Transportation is retitled that date as the Division of Transportation Personnel.

Correspondence which in the past has been addressed to these divisions should be addressed effective September 20 to the Bureau of Personnel, Division of Post Office Personnel or Division of Transportation Personnel.

# National Letter Writing Week, Oct. 3–9

National Letter Writing Week will be observed October 3 to 9, this year, and the Post Office Department is planning to participate in its observance as in former years.

Accordingly, the Postmaster General, in a letter currently being sent to postmasters at all offices of the first, second, and third class and to many of the fourth-class offices, is requesting their cooperation in the observance of National Letter Writing Week and suggesting ways and means for its promotion. There are also being sent one or more attractive posters calling attention to National Letter Writing Week.

Postmasters are requested, when the material mentioned is received. to give this most worthy project their earnest, personal attention and perfect their plans for local participation in the observance of the event. Let's all work together to make National Letter Writing Week a great success.

# New Procedure for Ordering Printed Stamped Envelopes

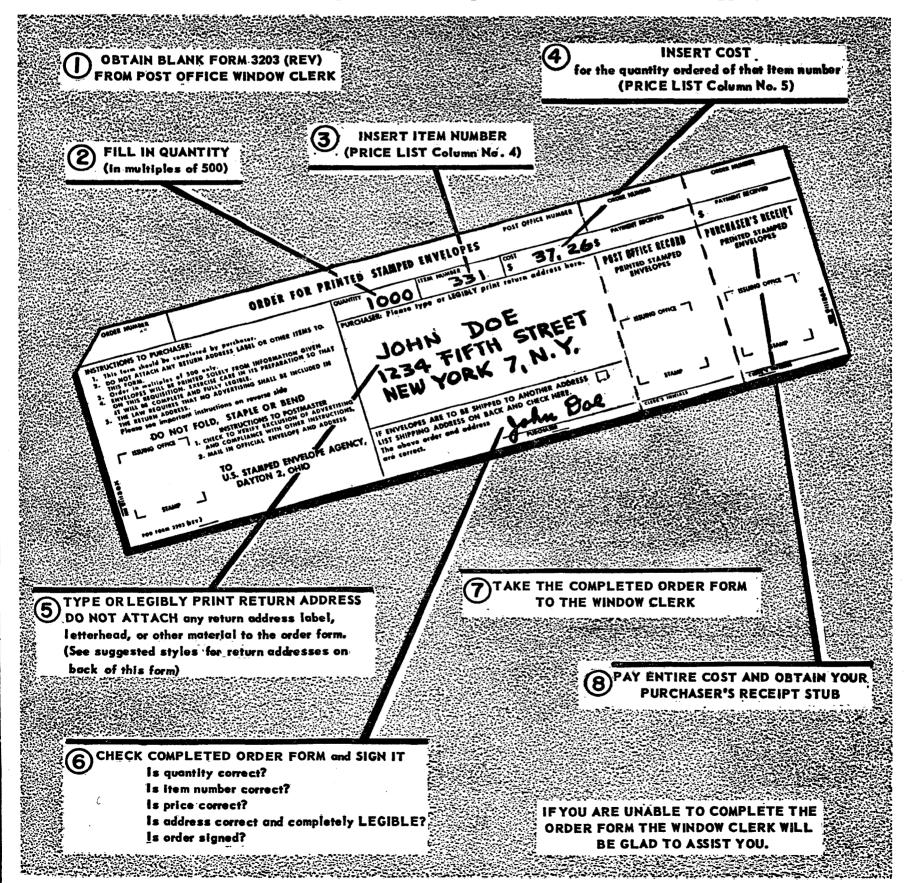
A new procedure for ordering stamped envelopes with printed return address (special request envelopes) will become effective October 1, 1954. This procedure will simplify the operation in post offices and materially reduce the time required for processing orders. The principal features of the new procedure are: 1. Three-part punchcard order form. This form **must** be used for all orders for printed stamped envelopes made on and after October 1.

 Use of identifying item number for each kind, size, and denomination.
 Verification of particulars, val-

idation of order, and determination by postmaster of compliance with advertising prohibition in chapter XV, article 33, Postal Manual (or Post Office Manual).

4. Direct transmission of orders by post offices, stations, and branches to U. S. Stamped Envelope Agency, Dayton 2, Ohio.

5. Direct factory-to-patron packaging and shipping.



6. Elimination of delivery receipt.7. One quality of paper which will replace both the present standard and extra qualities.

#### Order Forms 3203

Form 3203 (Rev.) is a three-part perforated punchcard form without carbon, consisting of the order, post office record, and purchaser's receipt. This form should not be folded, stapled, or spindled.

Orders on the new punchcard order forms are not to be accepted under any circumstances until October 1, 1954. Currently used Forms 3203, A, B, C, and D, shall not be used after the close of business September 30. Unused forms on hand after that date should be disposed of as wastepaper.

Automatic distribution will be made about September 20 of the initial supply of Forms 3203 (Rev.). Thereafter, forms should be requisitioned from the regional supply centers. The post office number must be inserted on the forms immediately upon receipt of the supply of forms. Failure to properly and legibly affix the post office number can result in the credit for the sale being made to another office as well as delay and inconvenience to postmasters and patrons.

Patrons may remove the order forms from the post office for preparation elsewhere, however please dispense them sparingly since the supply is limited.

These order forms are prenumbered for identification purposes only after the orders are accepted from the patron. Therefore, postmasters will not be held accountable for the prenumbered forms as heretofore.

#### Instructions for Patrons

Instruction leaflet, Form 3203–P, containing a price list and directions for the use of patrons in filling out the order form will be distributed to post offices and should be made available to patrons who wish to order printed stamped envelopes. A part of this leaflet is reproduced on page 2.

### Verification and Validation of Forms

Patrons themselves should be encouraged to complete the order forms, but the postmaster or clerk should render any assistance required to insure that the forms are properly filled out. The patron will sign the form and turn it over to the postmaster or clerk together with the full cost of the order, or may mail the completed order form to the postmaster together with a remittance for the full cost of the order.

Envelopes of only one item number and one return address may be ordered on a single order form.

The window clerk or postmaster should check the form for legibility and adequacy of the return address and accuracy of the item number and price. Particular care should be taken in verifying the **item number** during the period of introduction of the new procedure.

Checking of the forms at the Bureau of Finance in Washington will be discontinued. Postmasters will be responsible for the verification of the information on the order form, as well as for compliance with chapter XV, article 33, Postal Manual, or Post Office Manual (prohibition of advertising). It is no longer necessary, however, for the postmaster to sign the order form or make other notations thereon of such compliance.

Upon receipt of payment, the employee will validate the order form by affixing a legible MOB or other postmarking and dating stamp to each of the three parts and place his initials in the spaces provided on the two stubs, then detach the *Purchaser's Receipt* and return it to the patron.

#### Transmission and Accounting for Orders

At the close of business each day, the postmaster or designated employee will assemble the orders at the office, branch, or station, see that the amounts on the order and stubs are correct, detach the post office record stubs and enclose the orders (Form 3203 (Rev.)) in a penalty envelope (sent as ordinary mail) addressed to the United States Stamped Envelope Agency, Dayton 2, Ohio. These orders must not be folded or otherwise damaged and nothing must be fastened thereto as the orders will be processed mechanically. The collections for such envelopes ordered will be debited daily in A/C 009 and deposited as surplus funds as at present. It is no longer necessary to summarize orders.

The post office record stubs retained by postmasters should be filed in numerical sequence by months, and the serial number and date shall always be referred to in any subsequent inquiry or correspondence. Hereafter, invoices will not be furnished to postmasters for printed stamped envelopes.

### Handling at Stations and Branches

Stations and branches will also follow the procedure indicated above for accepting orders for printed envelopes and will send their orders directly to the United States Stamped Envelope Agency, Dayton 2, Ohio, at the end of each day's business, instead of to the main office. Stations and branches will deposit the funds daily in accordance with existing instructions and will report on Form 1412-X the amount of orders forwarded to the United States Stamped Envelope Agency. Stations and branches will send the office record stubs to the main offices along with the other items submitted with Form 1412-X.

#### **Shipments to Patrons**

Shipments will be mailed directly to patrons by the manufacturer, and will be delivered direct to patrons without obtaining a delivery receipt and without check or verification of the shipment at the delivery office.

### Single Quality of Paper

Effective October 1 only one quality of paper will be available as a replacement for the present standard and extra qualities. However, extra quality stock will be used for filling such orders made not later than September 30. The prices for the one quality of paper, to be known as regular, will be the same as the present standard quality stock.

Orders made through September 30 should continue to specify extra quality or standard and *not* the new single quality.

The sale of precanceled size No. 5 envelopes will be discontinued as of October 1.

#### **Prior Instructions**

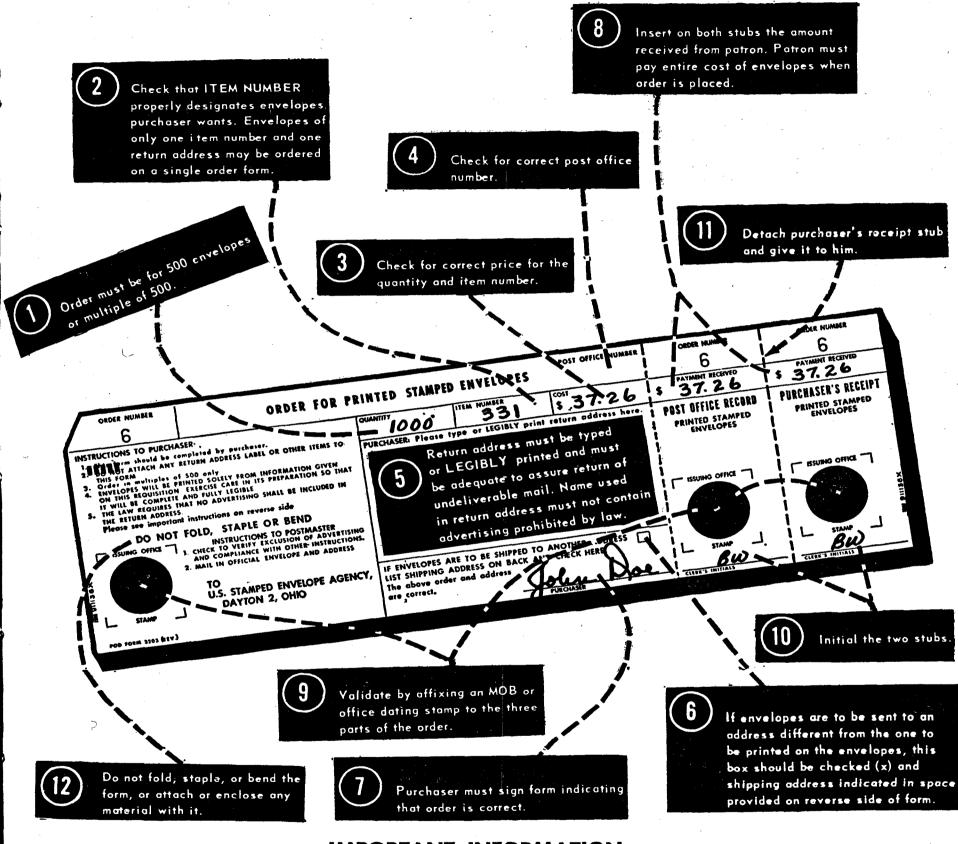
These instructions supersede all others regarding the processing of printed (special request) stamped envelopes.

#### Diagrams and Instructions

Please note carefully the following diagrams and instructions concerning the checking and verification of orders by the accepting postal employee. 19778, 9-21-54, Page 4

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# ACCEPTING ORDERS FOR PRINTED STAMPED ENVELOPES



IMPORTANT INFORMATION

Verification of Orders.—Postmasters are responsible for the verification of the information on the order form, including the legibility of the name and return address and accuracy of the descriptive item number and price.

Advertising Prohibited.—Postmasters are also responsible for the compliance of the return address with the advertising prohibition (Ch. XV, Art. 33, Postal Manual 1954). Where to Mail Orders.—Orders for printed stamped envelopes

Where to Mail Orders.—Orders for printed stamped envelopes are to be mailed daily to the U. S. Stamped Envelope Agency, Dayton 2, Ohio. The post office record stubs are to be retained and filed by month, in order number sequence within each month. Forms.—All classes of offices will use Form 3203 (Rev.) "Order for Printed Stamped Envelopes" on and after October 1, 1954. Significance of Postmark.—Placing the MOB or office dating stamp postmark on an order form indicates that the order is valid, fully paid, complete, correct and legible, and contains no advertising prohibited by law. The validating postmark should not be placed on the form until the order is complete and correct in all respects.

Post Office Number.—The post office number should be inserted on the forms immediately upon receipt of the supply of forms. Each order should be reviewed when it is accepted to insure that the post office number is correct and legible. Failure to indicate the proper office number can result in the credit for the sale being made to another office.

### POSTAL BULLETIN

# PRINTED STAMPED ENVELOPE PRICE LIST

1	2	3	4	5	
SIZE	DENOMI- NATION	KIND	ITEM NO.	PRICES	
				500	1000
5	2¢	Regular	521	\$13.53	\$27.06
5	3¢	Regular	531	18.53	37.06
8	2¢	Regular	821	14.27	28.54
8	3¢	Regular	831	19.27	38.54
13	2¢	Regular	321	13.63	27.26
13	3¢	Regular	331	18.63	37.26
5	2¢	Window	522	13.87	27.74
5 7	3¢	Window	532	18.87	37.74
	2¢	Window	722	14.35	28.70
7	3¢	Window	732	19.35	38.70
8	- 2¢	Window	822	14.49	28.98
8	3¢	Window	832	19.49	38.98
13	2¢	Window	322	13.93	27.86
13	3¢	Window	332	18.93	37.86
8	1¢	Precanceled	813	9.33	18.66
8	1½¢	Precanceled	853	11.83	23.66
13	1¢	Precanceled	313	8.77	17.54
13	1½¢	Precanceled	353	11.27	22.54
8	6¢	Air Mail	864	34. 29	68.58
13	6¢	Air Mail	364	33.91	67.82

## ENVELOPE DIMENSIONS

Size No. 5	$3\frac{1}{2}$ inches by $6\frac{5}{16}$ inches
Size No. 7	3 <sup>7</sup> / <sub>8</sub> inches by 8 <sup>7</sup> / <sub>8</sub> inches
Size No. 8	4 <sup>1</sup> / <sub>8</sub> inches by 9 <sup>1</sup> / <sub>2</sub> inches
Size No. 13	3 <sup>3</sup> / <sub>4</sub> inches by 6 <sup>3</sup> / <sub>4</sub> inches

# Extra L. A. Keys

Because of broken or damaged keys, offices of the second, third, and fourth class often find it necessary to borrow an L. A. key from a nearby first-class office, pending replacement of the key by the Mail Equipment Shops at Washington. It frequently occurs that the nearby first-class office does not have a spare key on hand to meet these emergencies.

To alleviate the foregoing condition, two extra L. A. keys are being mailed to each first-class office, together with instructions that these keys are to be held for emergency use of smaller offices in the immediate area. These extra keys will be at all first-class offices by October 1. At the time request is made upon the first-class office for loan of a key, a request shall also be made to the Mail Equipment Shops, Fifth and W Streets NE., Washington 25, D. C., for a replacement key. Upon receipt of the latter, the key borrowed from the nearby first-class office shall be returned promptly, by registered mail,

# Establishment of Highway Service

Highway Post Office Service will be inagurated between the following points on September 30, 1954, or shortly thereafter:

> Albert Lea, Minn., and Tama, Iowa.

> Austin, Minn., and Des Moines, Iowa.

Philatelic treatment will be afforded on both the northbound and southbound trips of each route. No cachets will be provided, but a special first-trip postmark will be applied to the covers handled. Collectors desiring first-trip cancellation should properly prepare their covers, ready for mailing with postage prepaid at the first-class rate, and send them to the postmasters as follows:

Covers for Albert Lea and Tama southbound trip, to Albert Lea.

Covers for Albert Lea and Tama northbound trip, to Tama.

Covers for Austin and Des Moines southbound trip, to Austin.

Covers for Austin and Des Moines northbound trip, to Des Moines.

One and one-half inches of clear space should be provided to the left of the innermost postage stamp for application of the postmark impression.

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 first-trip postmark. No provision will be made for philatelic handling of covers to or from intermediate post offices on the routes. All covers will be backstamped at the outer terminal of the route and forwarded to destination.

All covers intended for cancellations should be in the hands of the appropriate postmasters not later than September 28, 1954.

to the office from which it was borrowed.

Many first-class offices already have extra L. A. keys on hand but others do not. To simplify and expedite this matter it has been decided to send each first-class office two extra keys for the purpose indicated.

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### **Notices:**

### Stolen Money-Order Forms, Since July 1, 1954

3-20,759,598 to 3-20,759,631\_\_\_\_\_ Wiconisco, Pa., Sept. 10, 1954. 3-20,801,508 to 3-20,801,535\_\_\_\_\_ Port Monmouth, N. J., July 27, 1954. 4-13,760,601 to 4-13,760,800\_\_\_\_\_ Tallega, Ky., July 23, 1954. 5-4,691,848 to 5-4,691,882\_\_\_\_\_ Branchville, Va., July 19, 1954. 5-9,783,417 to 5-9,783,447\_\_\_\_\_ Lego, W. Va., Aug. 12, 1954. 5-10,762,862 to 5-10,762,865\_\_\_\_\_ Hyattsville, Tuxedo Br., Md., July 8, 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. 6-11,954,301 to 6-11,954,400\_\_\_\_\_ Nashville, Sta. 10, Tenn., Sept. 1, 1954. 7-17,263,410 to 7-17,263,500\_\_\_\_\_ Urbana, University Sta., Ill., Aug. 19, 1954. 7-20,698,981 to 7-20,700,000\_\_\_\_\_ Chicago, Sta. 190, Ill., Aug. 11, 1954. 8-47,373,859 to 8-47,374,000\_\_\_\_\_ Carbon, Iowa, Aug. 22, 1954. 10-56,796,646 to 10-56,796,706\_\_\_\_\_ Denver, Sta. 7, Colo., Aug. 7, 1954. 10-59,415,893 to 10-59,415,899\_\_\_\_\_ Arrington, Kans., Aug. 28, 1954. 10-67,517,901 to 10-67,518,000\_\_\_\_\_ Arrington, Kans., Aug. 28, 1954. 11-77,083,082 to 11-77,083,085\_\_\_\_\_ WICHITA FALLS, SHEPPARD AIR FORCE BASE BR., TEX., SEPT. 16, 1954. 11-79,026,272 to 11-79,027,000\_\_\_\_\_ Lubbock, Sta. 2, Tex., Aug. 4, 1954. 12-34,719,848 to 12-34,720,000\_\_\_\_\_ Monrovia, Sta. 2, Calif., Sept. 6, 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. 12-79,163,515 to 12-79,164,700\_\_\_\_\_ Van Nuys, Sta. 2, Calif., Sept. 10, 1954.

### New 20-Cent Stamp

### (Continued from p. 1)

far as practicable. Orders for firstday covers must not include requests for uncanceled stamps.

Each cover must have a 3-cent stamp affixed when submitted or, if air mail service is desired, a 6cent stamp affixed, as special delivery stamps are not valid for prepayment of postage.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 20-cent special delivery stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after October 14, 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 new 20-cent special delivery stamp by requisition. 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 design is desired. However, when the remaining stock of the old design stamps on hand in the Department is exhausted, requisitions will be automatically filled with the new design. Postmasters should submit their requisition upon receipt of this Bulletin notice.

Postmasters at fixed credit offices may obtain needed quantities of the new design stamp by requisition on their central office.

(See Postal Manual XVI-16):

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 stamp.

Postmasters are cautioned not to place this stamp on sale before October 14, 1954.

### **POST OFFICE CHANGES**

Discontinued—Fourth Class

#### OKLAHOMA

39-18920. Cogar, Caddo County. Effective Sept. 30, 1954. Mail to Minco.
39-64130. Payson, Lincoln County. Effective

tive Oct. 15, 1954. Mail to Meeker.

#### VIRGINIA

51-69060. Pampa, Gloucester County. Effective Oct. 31, 1954. Mail to Woods Cross Roads.

51-92700. Verdon, Hanover County. Effective Oct. 31, 1954. Mail to Doswell.

#### WISCONSIN

56-72900. Rush Lake, Winnebago County. Effective Sept. 30, 1954. Mail to Ripon.

#### Rescinded—Discontinued—Fourth Class KENTUCKY

20-01960. Arabia, Lincoln County. The order discontinuing this office effective Aug. 31, 1954, is hereby rescinded.

#### Change of Name—Fourth Class

#### ALASKA

02-00840. Naptowne, Third Judicial District. Changed to Sterling, under number 02-84900. Effective Oct. 1, 1954.

# Storing 1954 Series Postal Savings Certificates

A postmaster reports that he has found it very convenient to keep the new punchcard postal savings certificates in the wooden boxes formerly supplied for postal notes. The certificate books fit the separations of the box and the box lid affords protection from dirt and dust.

These boxes are not available for distribution, but this information is passed along to those postmasters who have the boxes on hand in the event they want to use them.

# **Carrier Relays**

When a carrier on a one-trip route leaves his route for lunch, he is authorized to store his satchel and mail, including registers, c. o. d.'s and insured articles, in the nearest relay box.

### Summer Post Office-Opened

#### NEW YORK

35-61000. Ocean Beach, Suffolk County. Effective as of May 1, 1954.

#### Summer Post Offices—Closed

#### CONNECTICUT

08-31280. Groton Long Point, New London County. Effective Sept. 30, 1954. Mail to Noank.

#### MAINE

- 22-03150. Bald Mountain, Franklin County. Effective Sept. 30, 1954. Mail to Oquossoc.
- 22-35250. Hancock Point, Hancock County. Effective Sept. 30, 1954. Mail to Hancock.
- 22-41250. Kennebunk Beach, York County. Effective Sept. 30, 1954. Mail to Kennebunk.

22-49650. Martin, Knox County. Effec-

- tive Sept. 15, 1954. Mail to Friendship. 22-51000. Merepoint, Cumberland County.
- Effective Sept. 10, 1954. Mail to Brunswick.
- 22-59550. Northport, Waldo County. Effective Sept. 30, 1954.
- 22-76950. Sebec Lake, Piscataquis County. Effective Sept. 30, 1954. Mail to Guilford, Maine.
- 22-84000. Squirrel Island, Lincoln County. Effective Sept. 30, 1954. Mail to Boothbay Harbor.

#### MASSACHUSETTS

- 24-01700. Antassawamock Neck, Plymouth County. Effective Sept. 30, 1954. Mail to Mattapoisett.
- 24-16150. Craigville, Barnstable County. Effective Sept. 30, 1954. Mail to Centerville.