



POSTAL BULLETIN

INFORMATION FOR ALL POSTAL EMPLOYEES



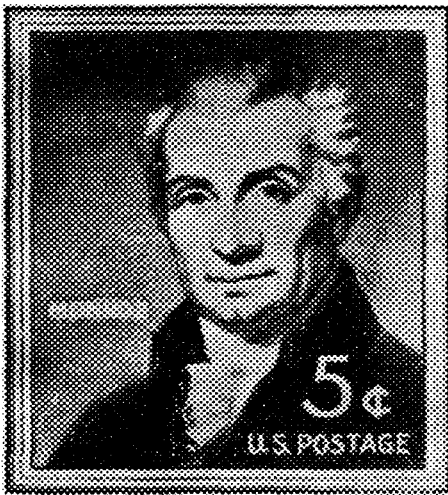
LXXV

Washington 25, D. C., Thursday, October 28, 1954—Four Pages

19789

New 5-Cent Ordinary Postage Stamp

The Department will issue a 5-cent James Monroe postage stamp, the sixth in the new ordinary series, through the Fredericksburg, Va., post office, on December 2, 1954. This date is significant because it was on December 2, 1823, that James Monroe proclaimed the Monroe Doctrine to the world in his annual message to Congress.



The stamp will be 0.75 by 0.87 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 blue.

The central subject of the 5-cent stamp is a likeness of James Monroe taken from a portrait by Rembrandt Peale, now in the James Monroe Law Office and Museum in Fredericksburg, Va. The name *Monroe* is placed on the left below the center of the portrait and in the lower right corner, arranged in two lines, is the denomination 5¢ 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, Fredericksburg, Va., with money order remittance to cover the

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310201°—54

Absence for Voting

It is the duty of every citizen to exercise his right to vote. Therefore, the following instructions are issued for the guidance of all officials of the Postal Service.

So far as practicable, without seriously interfering with the service, employees in the postal field service (including substitutes and hourly rate employees assigned to regular tours of duty) who are unable, by reason of their scheduled tour of duty, to vote during the hours the polls are open may be allowed such time as is necessary to vote either at the beginning or end of their tour of duty without charge to annual leave or absence without pay.

Excused absence, generally, shall not exceed the time actually required to register or vote (usually considered 2 hours or less) and in no event should exceed 1 working day. When an employee requests authority to be absent for registration or voting purposes for a day or longer to enable him to go to a distant legal residence, permission will be granted whenever practicable, and that part of the total period of absence which exceeds 1 day will be charged against annual leave or leave without pay. An employee will not be allowed official leave for voting or registration during a period he is absent on sick leave or leave without pay.

Excused absence will not be granted to an employee who is absent for the purpose of voting in a State where voting by means of absentee ballot is permitted (decision of the Comptroller General B-113150, dated February 9, 1953).

Amendment to PMG Order 55750

Amend paragraph (5) of Postmaster General's Order 55750 (POSTAL BULLETIN 19784, October 12, 1954) as follows:

Delete Monmouth County from District 3, Newark, N. J. *Add* Monmouth County to District 7, Camden, N. J.

—PMG Order 55759, October 26, 1954.

Safety and Public Relations

Several times recently communications have been sent to the Postmaster General calling attention to postal personnel who are creating good community public relations through local safe driving accomplishments.

In Pittsburgh, Pa., an industrial executive called attention to a postal employee who avoided a potential motor vehicle accident with his mail truck by careful and courteous driving. This employee has been participating in the motor vehicle driver improvement training program recently instituted at the Pittsburgh Post Office.

The Citizen's Traffic Commission of Dallas, Tex., has ordered that, because of the excellent driving record in Dallas of postal employees at the Dallas Post Office, an annual award is to be established and presented to the outstanding postal driver of the year.

The city manager and director of traffic of the city of Alexandria, Va., indicate that since the Alexandria Post Office has started its motor vehicle safety program, there has been a very noticeable improvement in the reduction of violations involving postal personnel. These city officials stress the contribution which the local post office motor vehicle safety program is making to the city's safety program.

At Flint, Mich., the Flint Chamber of Commerce gave special recognition to the Flint Post Office motor fleet as first-place winner in the citywide industrial fleet contest. Twenty-nine post office motor vehicle operators were also presented with awards for participation in the contest.

It is gratifying to have public notice of the results of the Department's newly launched Motor Vehicle and Traffic Accident Prevention Program. The President's White House Conference on Highway Safety has recog-

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New 5-Cent Ordinary Postage Stamp

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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 with 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, Fredericksburg, Va., 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 5-cent Monroe ordinary stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after December 3, 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 5-cent Monroe stamp by requisition to the source of their supply. Requisitions should not be submitted to the Department for quantities of less than 50,000. To insure the receipt of the new stamp, separate requisitions 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 this Bulletin notice.**

Postmasters at fixed credit offices may obtain limited quantities of the new 5-cent ordinary stamp by requisition on their central office.

Postmasters should 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 5-cent James Monroe ordinary postage stamp.

Postmasters must not place this stamp on sale before December 3, 1954.

Safety and Public Relations

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nized the need for energetic and cooperative action at local community level to curb the mounting traffic toll. As one of the largest fleet operations in the country, the Post Office Department is dedicated to make a real contribution to improve safety in motor vehicle operations on the streets and highways of this Nation.

The Department is interested not only in safeguarding the lives of postal workers and the public through improved safe driving, but also in obtaining the highest possible measure of good will in the communities it serves. The expressions of public good will evidenced by the incidents reported are a demonstration of the fine beginning in fulfilling these objectives.

Lobby Display Authorized: Selective Service Bulletin

The Selective Service System will soon distribute to all postmasters a bulletin announcing a special test that will be given to college students throughout the country at various testing centers. The poster should be displayed in a prominent location in the public lobby in such manner as not to mar the walls or woodwork, for an indefinite length of time, so long as it presents a good appearance.

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

Motion Picture 'Pigeon Holes & Progress'

The list of branches of Modern Talking Picture Service from whom prints of *Pigeon Holes & Progress* may be ordered, as published in *POSTAL BULLETINS* of July 14, 1953, and August 31, 1954, is amended to show the Los Angeles area distributor as:

Modern Talking Picture Service,
Inc.,
2400 West Seventh Street,
Los Angeles 57, Calif.

First Flight of Scandinavian Airlines System From Los Angeles to Copenhagen

Subject to issuance of the necessary operating permit, the Scandinavian Airlines System expects to inaugurate commercial air service on or about November 15, 1954, from Los Angeles, Calif., via the Trans-Polar route to Copenhagen, Denmark.

Philatelic treatment will be provided for covers carried by the first flight. The present airmail postage rates of 15 cents per half ounce for letters, 10 cents each for air-letter sheets, and 10 cents each for post cards will apply.

A special cachet will be applied to covers bearing the required postage and accompanied by request that they be sent by the first flight to Copenhagen. Such covers and requests should be sent to the following points:

<i>For dispatch from:</i>	<i>Send covers to:</i>
Post Office, Los Angeles.	Postmaster, Los Angeles, Calif.
Airmail Field, Los Angeles.	District Superintendent, District No. 7, Postal Transportation Service, Los Angeles, Calif.

Covers may be for delivery in the United States, Canada, Denmark, Norway, Sweden, or Finland and should be addressed in the usual manner to the persons who are to receive them. The covers will be backstamped upon receipt in Copenhagen. Those addressed for delivery in the United States and Canada will be returned in the usual manner. Those addressed for delivery in the Nordic countries will be delivered through the customary postal channels.

An enclosure of medium weight should be placed in each envelope (prepaid at 15 cents a half ounce) to obtain better impression of the cachet and postmark, and to prevent damage to the cover or canceling machine. Space approximately 3 by 3 inches on the lower left of the address side of all covers is required for the cachet.

Covers for the first flight must reach the Los Angeles Post Office or the airmail field not later than November 13, 1954. Covers already postmarked at other post offices or airmail fields, or articles mailed in the usual manner, will not receive a cachet.

Additional Cachets for New Air Service

Route AM 81

In addition to the post offices named in POSTAL BULLETIN 19780, special cachets will be provided for the Airmail Fields Dallas, Fort Worth, Tex.; and Kansas City, Mo., and the usual treatment of philatelic mail will be authorized.

First-flight covers for dispatch from the Airmail fields Dallas and Fort Worth should be sent to the District Superintendent, Postal Transportation Service, District 2, Dallas, Tex. Those for dispatch from the Airmail Field Kansas City should be sent to the District Superintendent, Postal Transportation Service, District 9, Kansas City 8, Mo.

Route AM 88

In addition to the post offices named in POSTAL BULLETIN 19783, special cachets will be provided for the Airmail Fields Chicago and Indianapolis, and the usual treatment of philatelic mail will be authorized.

First-flight covers for dispatch from the Airmail Field Chicago should be sent to the District Superintendent, Postal Transportation Service, District 12, Chicago 7, Ill. Those for dispatch from the Airmail Field Indianapolis should be sent to the District Superintendent, Postal Transportation Service, District 7, Indianapolis, Ind.

Instructions for Covers

Instructions for first-flight covers given in the above mentioned POSTAL BULLETIN notices will apply.

Pouches or Sacks Containing Surplus Locks

Recently, several pouches or sacks have been sent to depositories under the mistaken impression that they contained surplus locks.

All postmasters should promptly take steps to see that employees who send pouches or sacks supposedly containing surplus locks to equipment sections check them sufficiently to determine that they do in fact contain surplus locks.

Income Tax Forms

Income tax forms will be mailed this year from Kansas City, Mo. Approximately 65,500,000 forms will be released between December 27 and January 7, at the rate of from 7,000 to 8,000 sacks per day.

On the face of each form, below the return address, there will be printed the following wording: *Postmaster: This matter must be forwarded and delivered without payment of postage due. If no forwarding address, treat in accordance with section 43.46 (b), P. L. & R.* Postmasters must forward this matter without rating it *Postage Due* and also make delivery without the collection of postage due.

The income tax forms are not to be held for any particular release date but are to be delivered immediately after receipt in each post office.

POSTAL SAVINGS CHANGES

Designated

CALIFORNIA

Newport Beach: Balboa Station (classified), effective Oct. 1, 1954.

NEW MEXICO

Mesilla, effective Nov. 1, 1954.

Revoked

CALIFORNIA

Balboa, effective Sept. 30, 1954.

CONNECTICUT

Bethel, effective Oct. 31, 1954.
Stony Creek, effective Oct. 31, 1954.

IDAHO

Ketchum, effective Oct. 31, 1954.

ILLINOIS

Shipman, effective Oct. 31, 1954.

MAINE

Freeport, effective Oct. 31, 1954.

MASSACHUSETTS

Concord, effective Oct. 31, 1954.
Southboro, effective Oct. 31, 1954.

MONTANA

Twin Bridges, effective Oct. 31, 1954.

NEW HAMPSHIRE

Somersworth, effective Oct. 31, 1954.

NEW JERSEY

Oxford, effective Oct. 31, 1954.

PENNSYLVANIA

Fort Washington, effective Oct. 31, 1954.

Insurance Coverage, Acting Postmasters

The Postmaster General has strongly recommended to the Civil Service Commission that acting postmasters be covered under the Group Life Insurance Program. Commission officials have assured the Department that coverage will be forthcoming in the near future.

UTAH

Columbia, effective Oct. 31, 1954.
Salt Lake City: Murray Branch (classified), effective Oct. 31, 1954.

VIRGINIA

Arlington: Residence Halls Station (classified), effective Oct. 31, 1954.

WASHINGTON

Seattle: Magnolia Station (classified), effective Oct. 31, 1954.
Seattle: Queen Anne Station (classified), effective Oct. 31, 1954.

Name Changed

PENNSYLVANIA

North Girard to Lake City, effective Nov. 1, 1954.

POST OFFICE CHANGES

Discontinued—Fourth Class

FLORIDA

11-40050. Holopaw, Osceola County. Effective Nov. 30, 1954. Mail to Deer Park.

MISSISSIPPI

27-49270. Martinsville, Copiah County. Effective Nov. 30, 1954. Mail to Hazlehurst.

TEXAS

48-62550. Navidad, Jackson County. Effective Nov. 30, 1954. Mail to Edna.
48-99350. Yellowpine, Sabine County. Effective Nov. 30, 1954. Mail to Hemp-hill.

VIRGINIA

51-12840. Bula, Goochland County. Effective as of Oct. 22, 1954. Mail to Fife.

WASHINGTON

54-33600. Grant Orchards, Grant County. Effective as of July 31, 1954. Mail to Soap Lake.

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Notices:

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

1-72,087,581 to 1-72,088,000	-----	Boston, Sta. 3, Mass., Sept. 30, 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.
4-14,112,287 to 4-14,113,200	-----	Wootton, Ky., Oct. 11, 1954.
4-19,752,019 to 4-19,752,500	-----	Mansfield, Sta. 1, Ohio, Sept. 26, 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.
5-14,756,447 to 5-14,756,500	-----	Baltimore, Essex Br., Md., Oct. 4, 1954.
6-11,045,992 to 6-11,047,000	-----	Jacksonville, Sta. 9, Fla., Oct. 7, 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.
6-22,497,501 to 6-22,499,500	-----	Jacksonville, Sta. 9, Fla., Oct. 7, 1954.
6-23,242,607 to 6-23,242,611	-----	Memphis, Sta. 2, Tenn., Oct. 6, 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.
10-65,262,097 to 10-65,262,101	-----	Colorado Springs, Camp Carson Br., Unit 3, Colo., Oct. 5, 1954.
10-66,018,010 to 10-66,018,300	-----	Omaha, Sta. 11, Nebr., Oct. 8, 1954.
10-67,517,901 to 10-67,518,000	-----	Arrington, Kans., Aug. 28, 1954.
10-67,127,869 to 10-67,127,900	-----	} LENNA, OKLA., OCT. 24, 1954.
10-68,569,351 to 10-68,569,500	-----	
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.
11-79,684,914 to 11-79,685,000	-----	} Fort Worth, Sta. 11, Tex., Oct. 2, 1954.
11-79,743,501 to 11-79,745,000	-----	
11-85,059,037 to 11-85,059,500	-----	Negreet, La., Oct. 9, 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.
12-75,081,051 to 12-75,081,100	-----	Bly, Oreg., Sept. 25, 1954.
12-79,163,515 to 12-79,164,700	-----	Van Nuys, Sta. 2, Calif., Sept. 10, 1954.
12-88,118,001 to 12-88,119,500	-----	Bly, Oreg., Sept. 25, 1954.

List of Wanted Circulars Issued Prior to October 15 and Still in Effect

Wanted circulars on display should be checked for the purpose of removing obsolete printed ones issued by Post Office Inspectors in Charge. Of those issued prior to October 15, 1954, postmasters will see that only those relating to the following persons remain posted:

Anderson, Charles W.
 Blake, Howard G.
 Burton, Ronald A.
 Dennison, Stanley Lee.
 Dimick, Grant B.
 Doherty, James Joseph.
 Evans, Meredith.
 Fisher, Alvin Frederick.
 Graves, William Kinsey.
 Gray, Thomas F.
 Jacobs, Harry.
 Johnson, Wallace J.
 Justus, William Branch.
 Lambert, Laurence A.
 McCue, Charles.

Marsh, Stanley.
 Moses, Frank Charles, Jr.
 Moton, L. J.
 Murray, Lee Walter.
 Nickel, Lawrence Raymond.
 Oliver, Howard Lyne.
 Payne, George Edward.
 Peterson, Herbert C.
 Rask, Theodore.
 Riddell, Chester M.
 Smitley, Robert M.
 Soucy, Joseph Edward.
 Thomas, Jimmie.
 Whalen, Harold Thomas.

NOTE.—Not all offices were furnished with copies of each of the above circulars.

POST OFFICE CHANGES

(Continued from p. 3)

Correction—Discontinued—Fourth Class**OREGON**

40-19840. Crater Lake, Klamath County. The order discontinuing this office is hereby corrected to show Third Class Summer Office Closed as of Sept. 30, 1954, instead of discontinuance.

Rescinded—Discontinued—Fourth Class**OKLAHOMA**

39-12430. Bushyhead, Rogers County. The order discontinuing this office Nov. 15, 1954, is hereby rescinded.

POST OFFICE BRANCHES**Established****CALIFORNIA**

San Diego: Fletcher Hills (contract), San Diego County, effective Nov. 1, 1954.

POST OFFICE STATIONS**Established****CALIFORNIA**

Inglewood: No. 9 (contract), Los Angeles County, effective Nov. 16, 1954.

NORTH CAROLINA

Wilson: South Wilson (classified), Wilson County, effective Nov. 1, 1954.

WASHINGTON

Longview: No. 5 (contract), Cowlitz County, effective Nov. 1, 1954.

Reestablishment**CALIFORNIA**

Los Angeles: Nos. 4, 6, 7, 12, 16 (contract), Los Angeles County, effective Oct. 16, 1954.

Discontinuance**CALIFORNIA**

Culver City: No. 1 (contract), Los Angeles County, effective Oct. 15, 1954.
 Venice: Nos. 1, 4, 5, and 6 (contract), Los Angeles County, effective Oct. 15, 1954.

Change in Name**CALIFORNIA**

Oakland: Peralta (classified), Alameda County, to: Laurel (classified), Alameda County, effective Nov. 16, 1954.

MAINE

Limestone: Limestone Air Base (classified), Aroostook County to: Loring Air Base (classified), Aroostook County, effective Nov. 1, 1954.