



POSTAL BULLETIN

INFORMATION FOR ALL POSTAL EMPLOYEES



LXXV

Washington 25, D. C., Tuesday, December 21, 1954—Three Pages

19802

Air Parcels to Military Addresses Overseas

Some post offices are accepting air parcels addressed for delivery at military post offices overseas which exceed the prescribed size and weight limits.

Air parcel post addressed to APO's, New York, San Francisco, Seattle and New Orleans, and to Navy and Marine Corps units, including ships, addressed to Fleet Post Offices at New York and San Francisco, is limited to 2 pounds in weight and 30 inches in length and girth combined. These limitations do not apply to official air parcel post addressed to official titles, such as the "commanding officer," "officer in charge," or "supply officer" of any military or naval installation, unit, or vessel, or to Government departments or agencies served through military post offices. See section 136.3 of the Postal Manual.

Appropriate action shall be taken by postmasters to prevent the continued acceptance of parcels which exceed the authorized limits.

Form 3609 Revised

Form 3609 for recording permit imprint mailings (nonmetered mail) has been revised.

Hereafter only the following ledger entries will be made: (1) Date, (2) receipt number, (3) amount of postage, (4) or amount of deposit, and (5) balance in trust fund.

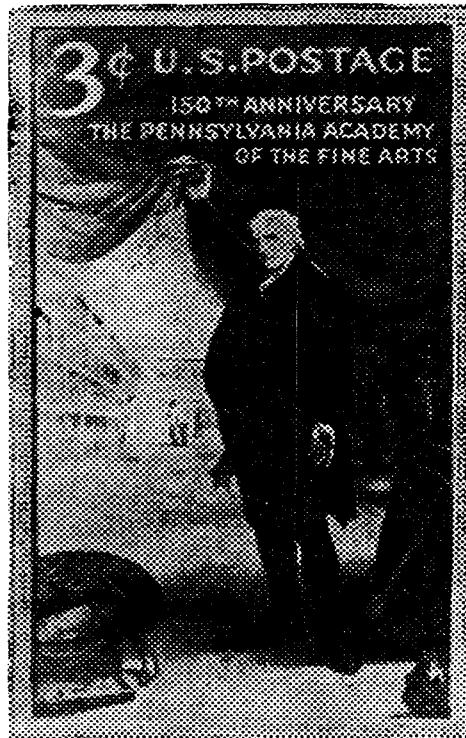
Column (2) on the revised form shall be used to record the number of the receipt (form 3603) only at second-, third-, fourth-, and non-divisional first-class offices.

Postmasters may obtain the revised POD Form 3609, August 1954, from their supply center. The old forms may continue to be used but columns (3), (4), (5), (6), and (8) should be left blank, and at two-division plan post offices column (2) will also be left blank.

310201°—54

New 3-Cent Commemorative Stamp

The Department will issue a 3-cent stamp to commemorate the 150th anniversary of The Pennsylvania Academy of the Fine Arts, through the Philadelphia, Pa., post office, on January 15, 1955. This stamp is being issued on the occasion of the opening of the special exhibition in connection with the Sesquicentennial Celebration of The Pennsylvania Academy of the Fine Arts.



The stamp will be 0.84 by 1.44 inches in dimensions, arranged vertically in a double outline shaded frame, printed by the rotary process, electric-eye perforated, and issued in sheets of 50. The color of this stamp will be brown. The printing of 115,000,000 stamps has been authorized.

The overall design of the stamp is a reproduction of the painting entitled *Peale in His Museum*, an original self-portrait by Charles Willson Peale, now in the possession of The Pennsylvania Academy of the Fine Arts. Arranged in four lines at the top of the stamp appears the lettering 3¢ U. S. Postage in modified white

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Markings on Mail

Instructions in the new Postal Manual, edition of December 1, 1954, prescribe that third-class matter mailed at bulk rates shall be marked *Bulk Rate*, or *Nonprofit Organization*, whichever applies.

Patrons having on hand supplies of envelopes, cards, labels, or wrappers already printed with inscriptions such as *Sec. 34.66, P. L. & R.* or *Sec. 34.65(d), P. L. & R.* may continue to use them until stocks are exhausted. Mailers having printing dies for postage meters or other machines with the old section references may continue their use until further notice.

These instructions also apply to envelopes, wrappers and labels already prepared with old section references for other mailings.

Organization: Bureau of Transportation

Order of the Postmaster General No. 55773, dated November 15, 1954, is amended by changing numbered paragraph 2 to read:

2. Reporting to the Executive Director, there shall be Directors of the Divisions of Railway Transportation, Air Transportation, Highway Transportation, International Service, Distribution and Routing, Mail Equipment Transportation, and Administration.

—PMG Order 55795, December 20, 1954.

Money Orders Payable To Government Agencies

Money orders intended for governmental agencies should be made payable directly to the agency or the head thereof by official title, instead of to the Treasurer of the United States followed by the name of the agency as heretofore. The purchaser should add any account or policy number or other identifying data needed to insure proper credit for the remittance.

Remittance of Surplus Funds

The practice, formerly authorized by certain central offices or former central accounting offices, of making official remittance of surplus funds by means of checks drawn on postmasters' personal bank accounts is to be discontinued immediately. Any continuance of this practice after issuance of this notice will be considered as an irregularity during post office inspections.

This does not in any way affect postmasters' local banking arrangements. The use of official bank accounts for depositing and remitting official funds is encouraged.

Fee Entry Discontinued on Application for Money Order

Beginning this date, postmasters and clerks issuing money orders will discontinue entering the fee on the applications, Form 6001. This entry is considered unnecessary and its elimination will save time at issuing windows. When a new supply of Form 6001 is printed this item will be deleted.

Disposition of Unused Money Order Forms at Closed Offices

Unused money order forms remaining on hand when summer, winter, or discontinued post offices are closed should be sent to the regional accounting office for the region in which the post office is located, instead of to the Bureau of Finance, Division of Money Orders, as directed in XVI-182 Postal Manual.

POST OFFICE CHANGES

Discontinued—Second Class

PENNSYLVANIA

41-26480. Fair Oaks, Allegheny County. Effective Jan. 31, 1955. Mail to Ambridge.

Discontinued—Fourth Class

COLORADO

07-87120. Superior, Boulder County. Effective Jan. 31, 1955. Mail to Lafayette.

(Continued on p. 3)

Mail for the American Heart Association

Permission has been granted to the American Heart Association to use a simple form of address for their annual fund-raising campaign.

As with other national voluntary health organizations, the American Heart Association is supported entirely by public contribution of funds. The association conducts a special fund-raising campaign in February of each year.

Heart disease is the leading cause of death in the United States, causing more than one out of every two deaths. The total of more than 794,000 deaths from heart disease in 1953 was almost twice as large as the toll from the next five leading causes of death combined.

To meet this problem, with which every part of the Nation is concerned, the American Heart Association has developed a plan of action which gives highest priority to scientific research. The plan is rounded out through a nationwide program of education and community service, a great deal of which work is conducted under the direct supervision of local heart associations which are strategically located throughout the country.

During the campaign for the Heart Fund, national publicity will be conducted by way of newspapers, magazines, radio, and television, and the following uniform phrase will be used: *Send your contribution to Heart, care of your post office.*

Local postmasters shall forward letters so addressed *daily* to the central post offices of their States as designated below. When three or more are being forwarded, they should be sent under cover of a penalty envelope or label. Any short-paid or unpaid letters should be rated with deficient postage.

They will be delivered to the authorized agent of the American Heart Association in a designated city of each State, in accordance with instructions given by letter to the postmaster of that city.

State where mailed—	Post Office to which forwarded—
Alaska	Seattle, Wash.
Alabama	Birmingham.
Arizona	Phoenix.
Arkansas	Little Rock.
California	San Francisco.
Colorado	Denver.
Connecticut	New Haven.
Delaware	Wilmington.
District of Columbia	Washington.
Florida	Jacksonville.
Georgia	Atlanta.
Hawaii and Samoa	Honolulu, Hawaii.
Idaho	Boise.
Illinois	Chicago.
Indiana	Indianapolis.
Iowa	Des Moines.
Kansas	Topeka.
Kentucky	Louisville.
Louisiana	New Orleans.
Maine	Portland.
Maryland	Baltimore.
Massachusetts	Boston.
Michigan	Detroit.
Minnesota	Minneapolis.
Mississippi	Vicksburg.
Missouri	Saint Louis.
Montana	Helena.
Nebraska	Omaha.
Nevada	Reno.
New Hampshire	Concord.
New Jersey	Newark.
New Mexico	Albuquerque.
New York	New York.
North Carolina	Charlotte.
North Dakota	Fargo.
Ohio	Cleveland.
Oklahoma	Oklahoma City.
Oregon	Portland.
Pennsylvania	Philadelphia.
Puerto Rico and Virgin Islands	San Juan, P. R.
Rhode Island	Providence.
South Carolina	Columbia.
South Dakota	Sioux Falls.
Tennessee	Nashville.
Texas	Dallas.
Utah	Salt Lake City.
Vermont	Burlington.
Virginia	Richmond.
Washington	Seattle.
West Virginia	Charleston.
Wisconsin	Milwaukee.
Wyoming	Cheyenne.

Postmasters are requested to give this matter careful and personal attention and cooperate in every possible way in this worthy project. There will be no exceptions to the instructions contained herein relative to disposal of these letters.

Notices:

Stolen Money-Order Forms, Since Oct. 1, 1954

(See Postal Manual XVI-16)

1-79,244,804 to 1-79,245,000-----	Concord, Sta. 3, N. H., Nov. 1, 1954.
4-13,558,630 to 4-13,558,700-----	MACEDONIA, OHIO, DEC. 14, 1954.
4-14,112,287 to 4-14,113,200-----	Wooton, Ky., Oct. 11, 1954.
5-9,571,729 to 5-9,572,000-----	Leona Mines, Va., Nov. 4, 1954.
5-13,361,850 to 5-13,362,000-----	Silver Spring 3, Md., Dec. 11, 1954.
5-14,756,447 to 5-14,756,500-----	Baltimore, Essex Br., Md., Oct. 4, 1954.
5-29,069,770 to 5-29,070,000-----	Twin Branch, W. Va., Nov. 30, 1954.
5-29,177,879 to 5-29,177,899-----	Allen, Md., Dec. 10, 1954.
6-8,036,881 to 6-8,037,000-----	SAINT PETERSBURG, STA. 9, FLA., DEC. 17, 1954.
6-11,045,922 to 6-11,047,000-----	} Jacksonville, Sta. 9, Fla., Oct. 7, 1954.
6-22,497,501 to 6-22,499,500-----	
6-23,242,607 to 6-23,242,611-----	Memphis, Sta. 2, Tenn., Oct. 6, 1954.
6-31,245,077 to 6-31,245,098-----	Wellington, Ala., Dec. 5, 1954.
7-26,445,096 to 7-26,445,800-----	Chicago, Sta. 28, Ill., Nov. 4, 1954.
7-26,547,931 to 7-26,547,952-----	Chicago, Sta. 159, Ill., Dec. 9, 1954.
9-26,407,788 to 9-26,407,800-----	Northcote, Minn., Nov. 24, 1954.
10-65,262,097 to 10-65,262,101-----	Colorado Springs, Camp Carson Br., Unit 3, Colo., Oct. 5, 1954.
10-67,127,869 to 10-67,127,900-----	} Lenna, Okla., Oct. 24, 1954.
10-68,569,351 to 10-68,569,500-----	
11-79,684,914 to 11-79,685,000-----	} Fort Worth, Sta. 11, Tex., Oct. 2, 1954.
11-79,743,501 to 11-79,745,000-----	
11-84,383,910 to 11-84,384,000-----	Houston, Sta. 12, Tex., Nov. 29, 1954.
11-85,059,037 to 11-85,059,500-----	Negreet, La., Oct. 9, 1954.
12-88,043,351 to 12-88,043,700-----	South Wenatchee, Wash., Oct. 27, 1954.
12-95,896,728 to 12-95,896,815-----	Hesperia, Calif., Nov. 29, 1954.

Appointment, Bureau of Facilities

Mr. William H. Townsend was appointed to the position of Director, Division of Supplies, by promotion from Chief of the Warehousing and Distribution Section, effective December 5, 1954.

POST OFFICE CHANGES

Discontinued—Fourth Class

(Continued from p. 2)

FLORIDA

11-88500. Switzerland, Saint Johns County. Effective Jan. 31, 1955. Mail to Green Cove Springs.

KENTUCKY

20-18040. Crawford, Laurel County. Effective Jan. 15, 1955. Mail to London.
20-50360. Maplesville, Laurel County. Effective Jan. 15, 1955. Mail to London.

MISSOURI

28-53340. Mincy, Taney County. Effective Dec. 31, 1954. Mail to Kirbyville.

MONTANA

29-35460. Gold Stone, Hill County. Effective as of Dec. 3, 1954. Mail to Rudyard.

VIRGINIA

51-83220. Slant, Scott County. Jan. 31, 1955. Mail to Fort Blackmore.

Summer Post Offices—Closed

MICHIGAN

25-81000. Rock Harbor, Keweenaw County. Effective as of Sept. 15, 1954. Mail to Duluth, Minn.

WISCONSIN

56-87400. Webb Lake, Burnett County. Effective Dec. 31, 1954. Mail to Danbury.

POST OFFICE STATIONS

Established

KANSAS

Edwardsville: Lake of the Forest (rural), Wyandotte County, effective Jan. 16, 1955.

LOUISIANA

Metairie: No. 1 (contract), Jefferson County, effective Jan. 1, 1955.

NORTH CAROLINA

Warrenton: Arcola (rural), Warren County, effective Jan. 1, 1955.

VIRGINIA

Virginia Beach: Money Order Unit No. 2, Princess Anne County, effective Jan. 1, 1955.

Discontinued

KANSAS

Bonner Springs: Lake of the Forest (rural), Wyandotte County, effective Jan. 15, 1955.

LOUISIANA

New Orleans: No. 5 (contract), Jefferson County, effective Dec. 31, 1954.

TEXAS

Dallas: No. 2 (contract), Dallas County, effective Nov. 10, 1954.

POST OFFICE BRANCHES

Discontinued

LOUISIANA

New Orleans: Metairie (classified), Jefferson County, effective Dec. 31, 1954.

New 3-Cent Stamp

(Continued from p. 1)

face Gothic and 150th Anniversary The Pennsylvania Academy of the Fine Arts 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, Philadelphia, Pa., with money-order remittance to cover the cost of the stamps to be affixed. **Postage stamps and personal checks will not be accepted.**

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, Philadelphia, Pa., 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 quantity for philatelic use, this stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after January 17, 1955. 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 central and first-class post offices ordinarily receiving 25,000, or multiples thereof, should submit their requisitions to the Department for the 3-cent Pennsylvania Academy of the Fine Arts commemorative stamp. Postmasters ordering less than this quantity may obtain this stamp by submitting requisitions to 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 this stamp.

Postmasters are cautioned not to place this stamp on sale before January 16, 1955.

CITY DELIVERY SERVICE

Established

IOWA

West Burlington: Effective Jan. 16, 1954.