



POSTAL BULLETIN

INFORMATION FOR ALL POSTAL EMPLOYEES



LXXVI

Washington 25, D. C., Tuesday, September 13, 1955—Three Pages

19877

Defective Carrier Satchels and Leather Tie-Straps

Effective immediately, postmasters shall ship defective *carrier satchels* to the Mail Equipment Shops in mail sacks. The use of cardboard cartons or wrapping paper for this purpose shall be discontinued as such packaging causes additional labor and creates a waste disposal problem at the Shops.

Postmasters shall also discontinue writing letters, memoranda, etc., incident to shipment of satchels to the Shops. If replacements are desired the equipment must be requisitioned by item number on Form 1580-R directly from the area supply center.

Quantities of carrier *tie-straps* continue to arrive at the Shops. Most of these straps are unserviceable, but some sacks contain both serviceable and unserviceable straps, neither of which are supposed to be shipped to the Shops.

The procedures for obtaining additional or replacement carrier delivery equipment or for the disposal of unserviceable and excess quantities of such items, are contained in POSTAL BULLETIN No. 19851 dated June 14, 1955.

Money Orders Spoiled By Purchasers

The new money order form described in the POSTAL BULLETIN of August 16 places upon the purchaser the responsibility for entering his name and address as well as the name of the payee. It is recognized that some orders will be spoiled by purchasers when they fill them out.

It is desired to be as lenient as possible in such cases. If the patron returns the spoiled order on the same date as purchased, the order shall be treated as *not issued* and a new one issued without charging a new fee.

Applications and Permits For Certain Services

Some postmasters are continuing to forward to the Department **applications to use business reply mail, precanceled stamps, postage meters and permit imprints.** Many postmasters are also continuing to use the obsolete application forms.

Full instructions for processing applications and issuing permits for these services are contained in sections 131.23, 142, 143, and 144, respectively, of the Postal Manual. A supply of new application and permit forms listed in those sections should be requisitioned, if not available. Obsolete forms still on hand should be destroyed.

If any postmaster requires additional information on these services he should ask his district manager for advice or assistance.

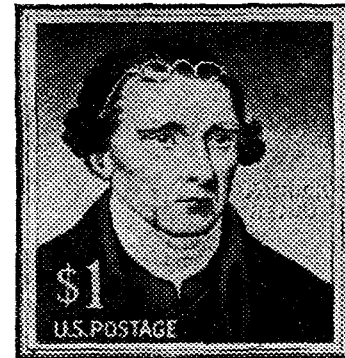
Correction: Postal Savings Interest Table

An error was made on the interest table, Form PS 100-C, for use during the month of September 1955 in computing interest payable on 1954 series postal savings certificates. The month of December 1954 was omitted from the dates shown for *Interest begins first day of.* The amount of interest accrued on a certificate with a December 1954 interest date surrendered in September 1955 is the same as that accrued on a certificate with an October 1954 or November 1954 interest date surrendered during September 1955.

Postmasters should immediately add *Dec.* in line with *1954 Oct. Nov.* on their copies of Form PS 100-C Sept. 1955 so that the table will be complete.

New \$1.00 Ordinary Postage Stamp

The Department will issue a \$1.00 Patrick Henry stamp, the 10th of the new regular series to be released, through the Joplin, Mo., Post Office, on October 7, 1955, the opening day of the Annual Convention of the 4-State Federation of Stamp Clubs.



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

The central subject, a likeness of Patrick Henry, was reproduced from an intaglio print from the original painting by Alonzo Chappel. The name *Patrick Henry* arranged in two lines, is located on the right side just below the center. The denomination *\$1* and *U. S. Postage* are arranged in two lines and located in the lower left corner of the stamp. All lettering is in white face gothic.

Stamp collectors desiring first-day cancellations of this stamp may send a reasonable number of addressed envelopes to the Postmaster, Joplin, Mo., with money order remittance to cover the 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 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, Jop-

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New \$1.00 Ordinary Postage Stamp

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lin, Mo., should be endorsed *First-Day Covers*. Collectors should refrain from requesting hand cancellations since covers will be machined 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 \$1 Patrick Henry stamp will be available at the Philatelic Agency, Post Office Department, on and after October 10, 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 first-class post offices requiring this stamp in lots of 50,000 or more will requisition it from the Department on Form 3306 in the usual manner. Those offices requiring less than 50,000 may obtain this stamp by submitting requisitions to their regional distributing office.

Postmasters ordering stamps from regional distributing offices should submit requisitions about October 7, 1955. Regional distributing office postmasters should submit requisitions to the Department promptly upon the receipt of this notice.

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 \$1 Patrick Henry stamp.

Postmasters are cautioned not to place the stamp herein announced on sale before October 8, 1955.

Appointments: Bureau of Facilities

Effective immediately, and until further notice, the following officials are authorized and directed to serve in the capacities indicated in the Bureau of Facilities:

Rollin D. Barnard
Acting Deputy Assistant
Postmaster General

Irving W. Thomas
Acting Director,
Division of Real Estate

Obsolete Forms

The following forms are obsolete. Any stocks of the blank forms on hand should be disposed of as waste postal material.

A-7	1805
A-8	1853-A
682-A	5002
1282-S	5002-A
1513-A	5097
1531	5164
1532	5165
1533	6034

Transfer of Retirement Records From Post Offices

Post offices which maintain their own retirement records will receive instructions to transfer the retirement records (Forms 2806) and related documents to their regional controller offices soon after the payment of salaries has been completely transferred from those offices to the regional offices.

Post offices which have had their payroll functions completely regionalized and are to have their retirement records transferred will be listed in a subsequent issue of the *POSTAL BULLETIN*. Detailed instructions will be sent by letter to those offices. A cutoff date will be announced after which no transactions affecting the retirement records will be processed by those offices. Lists will be published in succeeding *POSTAL BULLETIN* issuances thereafter of all post offices as their payroll functions are transferred to the regions. Unprocessed documents relating to subsequent actions will be forwarded to the regional offices. Retirement records of employees transferring to offices which have been relieved of maintaining retirement records will thereafter be sent to the regional offices. Correspondence with the postmaster relating to the verification of service will continue where that procedure has been prescribed.

Written instructions will also be issued to the regional offices about staffing and equipment details, and verifying the schedules of retirement records received.

Short Paid Mail Matter Mailed in Quantity

Some postmasters at offices of address are sending to the Department samples of mail matter, other than first class, apparently mailed in quantity, which does not bear sufficient postage.

In the future a sample of such matter should be sent directly to the postmaster at the accepting office. A form letter for this purpose is being prepared and will be available at your designated supply center in the near future.

The postmaster at the accepting office will endeavor to determine the number of such pieces mailed and to collect the deficient postage from the mailer. He will give the mailer postage-due stamps, affixed to a sheet or sheets of paper and canceled, for the full amount collected. No other receipt should be given.

All postal employees should be on the alert to detect and to report short-paid matter, and thus assist the Department in collecting this additional revenue. If short-paid mail matter other than first class is frequently received from certain post offices and no apparent action is taken to correct the condition, report should be made to the regional operations manager in whose area the accepting office is located.

First-class matter should continue to be rated up with the additional postage due and delivered to addressee in accordance with section 131.42 of the Manual.

These instructions will be issued as new section 335.4 of the *Postal Manual*.

POST OFFICE STATIONS

Established

CALIFORNIA

Arcata: McKinleyville (rural), Humboldt County, effective Oct. 1, 1955.

Covina: No. 2 (contract), Los Angeles County, effective Sept. 15, 1955.

MISSOURI

Kansas City: No. 16, (contract), Jackson County, effective Oct. 1, 1955.

Stanton: Meramec Caverns (rural), Franklin County, effective Sept. 1, 1955.

OKLAHOMA

Ardmore: No. 1, (contract), Carter County, effective Sept. 1, 1955.

Enid: No. 2, (contract) Garfield County, effective Oct. 1, 1955.

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Notices:

Stolen Canadian Money-Order Forms

Blank money-order Forms Nos. A 3,011,047, to A 3,011,100, inclusive, have been reported stolen from the post office at Whonock, British Columbia, Canada.

If any such forms are presented, the postmaster will refuse payment and notify the inspector in charge of his district.

Postmasters are cautioned especially that the money-order forms are not printed for a specific office and may be filled in to show any post office in Canada as the office of issue.

Recovery Notice—Canadian Money Orders

Canadian money orders Nos. A 3,060,024 to A 3,060,500, inclusive, which were reported stolen from the post office at Port Coquitlam, British Columbia, Canada, have been recovered.

Postmasters should amend their records accordingly.

Postal Manual Revisions Now Being Distributed

Issue 29, 8-8-55 (Postal Procedures Transmittal Letter 5)

Subchapter 320, *Postage, Permits, and Refunds*, revises instructions on stamps and stamped paper, bulk mailings, philately, mail permits, franked and penalty mail, and refunds. Section 324.5, *Meter Stamps*, provides a simpler method of establishing or discontinuing control records at the time a postage meter is installed, replaced, or withdrawn.

Subchapter 330, *Acceptance, Distribution, and Dispatch*, revises instructions on accepting, endorsing, canceling, and postmarking mail; distribution and dispatch of mail; and postage-due mail.

Issue 30, 8-10-55 (Postal Procedures Transmittal Letter 6)

Subchapter 310, *Inquiries and Complaints*, contains instructions on providing information; correcting mailing lists; and handling inquiries and complaints on registered, insured, COD, ordinary, and military mail.

Issue 31, 8-22-55 (Postal Procedures Transmittal Letter 7)

Part 351 of Subchapter 350, *Special Mail Services*, contains current instructions on registered mail.

POST OFFICE STATIONS

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Established

PUERTO RICO

Manati: Barrio Cantito (contract), Arecibo County, effective Oct. 1, 1955.

Manati: Barrio Cortes (contract), Arecibo County, effective Oct. 1, 1955.

Manati: Barrio Laguna (contract), Arecibo County, effective Oct. 1, 1955.

Discontinued

IOWA

Council Bluffs: No. 4 (contract), effective Aug. 1, 1955.

Rescinded

MISSOURI

Sullivan: The order appearing in the POSTAL BULLETIN of Aug. 2, 1955, establishing Meramec Caverns, rural station, of Sullivan, Mo., is hereby rescinded.

CITY DELIVERY SERVICE

Established

MICHIGAN

Grosse Isle: Effective, Sept. 16, 1955.
Walled Lake: Effective, Sept. 16, 1955.

MISSOURI

Fort Leonard Wood: Effective, Oct. 17, 1955.

OHIO

Solon: Effective, Oct. 1, 1955.

POST OFFICE BRANCHES

Established

CALIFORNIA

Menlo Park: Portola Valley (contract), San Mateo County, effective Sept. 16, 1955.

SAMOA

Pago Pago: Manu'a (contract), Ta'u Island County, effective Nov. 1, 1955.

Pago Pago: Eastern District (contract), Tutuila Island County, effective Nov. 1, 1955.

Pago Pago: Western District (contract), Tutuila Island County, effective Nov. 1, 1955.

POST OFFICE CHANGES

Discontinued—Fourth Class

ARKANSAS

04-01980. Aly, Yell County. Effective Sept. 15, 1955. Mail to Plainview.

FLORIDA

11-93300. Waukeenah, Jefferson County. Effective Sept. 30, 1955. Mail to Lloyd.

KANSAS

19-60610. Monmouth, Crawford County. Effective Sept. 30, 1955. Mail to McCune.

KENTUCKY

20-23680. Ebon, Morgan County. Effective Sept. 30, 1955. Mail to Dan.

20-34280. Guy, Warren County. Effective Sept. 30, 1955. Mail to Bowling Green.

20-34920. Hamm, Rowan County. Effective Sept. 30, 1955. Mail to Elliottsville.

20-49040. McGlone, Carter County. Effective Sept. 30, 1955. Mail to Grahn.

20-59200. Panama, Morgan County. Effective Sept. 30, 1955. Mail to Greear.

20-66160. Rock Lick, Breathitt County. Effective Sept. 30, 1955. Mail to Taulbee.

20-67960. Salmons, Simpson County. Effective Sept. 30, 1955. Mail to Franklin.

MAINE

22-31950. Gilead, Oxford County. Effective Sept. 30, 1955. Mail to Bethel.

22-67650. Pleasant Island, Oxford County. Effective Sept. 30, 1955. Mail to Oquosoc.

Rescinded—Discontinued—Fourth Class

LOUISIANA

21-77430. Saint Benedict, Saint Tammany County. The order discontinuing this office effective Sept. 30, 1955, is hereby rescinded.

NORTH DAKOTA

37-40160. Hallson, Pembina County. The order discontinuing this office effective Aug. 31, 1955, is hereby rescinded.

Correction—Discontinued—Fourth Class

NORTH DAKOTA

36-36860. Holden Beach, Brunswick County. The order concerning this office, appearing in the POSTAL BULLETIN of Aug. 25, 1955, is hereby corrected to show North Carolina as the location instead of North Dakota.

Summer Post Offices—Closed

CALIFORNIA

05-01320. Almanor, Plumas County. Effective Sept. 30, 1955. Mail to Chester.

05-14760. Chambers Lodge, Placer County. Effective Sept. 15, 1955. Mail to Tahoma.

05-47400. Manzanita Lake, Shasta County. Effective Sept. 24, 1955. Mail to Shingletown.

05-49740. Mineral King, Tulare County. Effective Sept. 8, 1955. Mail to Lemoncove.

UTAH

49-98600. Zion National Park, Washington County. Effective Sept. 15, 1955. Mail to Springdale.

WYOMING

57-44080. Hells Half Acre, Natrona County. Effective Sept. 15, 1955. Mail to Casper.