



POSTAL BULLETIN

INSTRUCTIONS FOR POSTAL EMPLOYEES
PUBLISHED WEEKLY



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All Postal Installations

Back the Attack on Traffic Accidents

The National Safety Council predicts that the number of traffic deaths in the Nation will reach an all time high of 42,000.

In past years, drivers and pedestrians throughout the Nation have side-stepped their responsibilities by observing that although deaths in traffic were increasing, the number of deaths for each million miles of highway travel (i. e., the death rate) was decreasing.

This year the death rate will also show a significant increase. The crutch is broken. It's time to face up and do something about this national disgrace.

President Eisenhower acted on September 17, 1956, by calling for public support of a new year-around program with the following statement:

For 18 months American traffic fatalities have been increasing. If this trend continues through the rest of the year, we shall have the highest motor vehicle death toll in history.

It is shockingly clear that each of us must assume personal responsibility, not only for driving and walking safely, but for supporting our State and local public officials as they seek to enforce and strengthen our safety programs.

The Traffic and Transportation Conference has come forward at a critical time with its year-around program to "BACK THE ATTACK ON TRAFFIC ACCIDENTS."

I hope all our citizens will take part in this program.

Sincerely,

[Signed] DWIGHT D. EISENHOWER

Any number of accident prevention programs have been developed in the past. Most of them were successful and brought about a measurable reduction of accidents, but the success was short lived and usually was followed by another horrible increase.

Evidently the problem lies in the fact that many good safety educational programs took on an enforcement complexion—at least in the eyes of drivers, who were given little or no opportunity to participate in the program, except for the added responsibility of following more stringent traffic laws.

I am pleased to note that the community and state representatives at the President's Traffic Safety meetings recently conducted in Atlantic City, Chicago, Miami, and San Francisco, agreed that the responsibility for safety programs should be delegated back to the grass roots authorities, the drivers and the pedestrians. We are proud that a number of postal officials also participated in these conferences.

As the result of those meetings a Back to the People trend was started, and this year-around Back the Attack program, to be launched December 1, 1956, was born.

As the operator of the world's largest, and one of the Nation's safest motor vehicle fleets, it is our duty as a major department of Government to cooperate to the fullest extent possible in local programs.

In addition, every employee has an individual obligation as a part of the postal family and a good citizen to establish an absolute no accident record while driving or walking on official business as well as when he is off duty.

Postal officials in charge of local installations are encouraged to submit requests to their Regional Director for ideas which may be used in local programs. They are also requested to forward to their Regional Director a brief report of the participation of postal personnel in local programs.

I am confident that any cooperative act in the direction indicated will be reflected a hundredfold in the overall postal program.

ARTHUR E. SUMMERFIELD,
Postmaster General.

All Postal Installations

Addition to Specifications for Items of Uniform Dress to Which Allowances Are Applicable

The use of cotton (i. e., combed cotton twill in mixed blue-gray cadet shade) is permitted in the manufacture of summer jackets and caps for letter carriers and special delivery messengers. The material must meet the requirements set forth in existing specifications for summer cotton trousers.

Cotton fabric is also permitted in the manufacture of the following uniform items for elevator operators or starters (male): summer coats, trousers and caps (combed cotton twill in dark blue shade) and the following for elevator operators (female): summer dress (combed cotton twill in glass blue shade).

The Uniform Specifications Handbook which will be printed in quantity next month will contain these additions.—*Bureau of Personnel.*

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*All Postal Installations***New 3-Cent Stamp**

The Department will issue on December 15, 1956, through the Washington, D. C., post office a 3-cent stamp designed to promote friendship among the children of the world.



The Children's stamp will be 0.84 by 1.44 inches in dimension, arranged horizontally, printed by the rotary process, electric-eye perforated, and issued in sheets of 50. The color of the stamp will be blue. The printing of 120,000,000 3-cent Children's stamps has been authorized.

The central design of the stamp is composed of a group representing children of the world, assembled at the left and looking toward the right in the pleasurable prospect of attaining the radiant Key of Friendship with which to unlock the doors to peace. In a light panel at the top is the lettering *Friendship—The Key to World Peace*, in dark gothic. Beneath the panel is the lettering *Children's Stamp 1956*, arranged in two lines of white gothic. In a light panel at the bottom is the lettering *United States Postage*, in dark gothic. The denomination 3¢, also in dark gothic, appears in light squares in each lower corner of the stamp.

Stamp collectors desiring first-day cancellations of the stamp may send addressed envelopes to the Postmaster, Washington 13, D. C., with a money order to cover the cost of the stamps. 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 turned in or sealed. An outside envelope must not be sent for return of first-day covers. The envelope to the Postmaster, Washington 13, D. C., 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.

*All Post Offices and PTS Installations***Preparation of Labels**

Many post offices are not printing a *from* line showing the name of their office as the dispatching unit on labels used to dispatch parcel post, papers, and circulars. Also a great many postal units are not stamping the date of dispatch on the back of the labels.

This is important information in connection with the routing of mail, as well as the delayed mail program. Postal transportation officials must know where a sack is from and when it was dispatched so that they can check to see if mail is being given the proper routing and is being handled without delay en route.

All supervisors of postal units should take necessary steps to have labels prepared in accordance with section 334.131 of the Postal Manual.—*Bureau of Transportation*.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 3-cent Children's commemorative stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after December 15, 1956. 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 issue in lots of 25,000, or multiples thereof, will requisition it from the Department in the usual manner. Those offices requiring less than 25,000 may obtain this stamp by submitting requisitions to their regional distributing office.

Postmasters ordering stamps from regional distributing offices should submit requisitions about December 15, 1956. Regional distributing office postmasters should submit requisitions to the Department promptly upon the receipt of this notice.

Postmasters shall 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 3-cent Children's commemorative stamp.

Postmasters shall not place this stamp on sale before December 16, 1956.—*Bureau of Finance*.

*All Postal Installations***Change in Transfer of Records**

Effective January 2, 1957, individual earnings records and/or service and pay records which have been on file for a period of three years shall be retired to the Federal Records Center, St. Louis, Mo. Each year thereafter these records shall be shipped to the Federal Records Center upon completion of the three-year retention period. Form 1280, *Annual Report of Retirement Deductions*, is obsolete; however, records accumulated prior to obsolescence should also be shipped to the Federal Records Center, St. Louis, Mo., upon completion of the three-year retention period. **This supersedes any previous instructions which conflict with this instruction.**

Records retained for three years but required to adjust back pay for postal clerks, see POSTAL BULLETIN 19993, October 30, 1956, may be retained for this purpose but shall be transferred not later than July 30, 1957.

In retiring records to the FRC, a brief transmittal letter should be prepared describing the records and identifying the office of origin.

The St. Louis FRC **does not** acknowledge receipt of records transferred to its custody.

The address of the Federal Records Center is 1724 Locust Street, St. Louis 3, Mo.—*Bureau of Finance*.

*1st-, 2d-, and 3d-Class Post Offices***Requisitions for Adding Machines and Related Equipment**

All future requisitions, POD Form 73, for adding machines and related equipment, should include the following information:

1. State whether the machine requested is an additional requirement or replacement.
2. If a replacement is involved, state make and serial number of Government-owned machine to be replaced.
3. State features desired (for example, adding machines, full or 10-key keyboard, wide or regular carriage, and other special requirements).
4. Full justification for need of machine.

These additional requirements will be incorporated in Part 651.352 of the Postal Manual.—*Bureau of Facilities*.

All Postal Installations

March of Dimes

The following communication has been received from the White House:

"The National Foundation for Infantile Paralysis has requested that all members of the Armed Forces and Federal employees be advised that the March of Dimes, for policy reasons, is not participating in the approved policy and program for fund-raising in the Federal establishment. The Foundation's policy requires it to decline or to return any contributions collected under the Federal program. Therefore, the March of Dimes should not be listed among the agencies participating in the Federal plan. In this connection, it should also be noted that the listing of 'causes' such as 'Polio' is prohibited by the Federal plan.

"The fact that up to this time the March of Dimes has decided not to avail itself of the opportunity to participate in the world-wide Federal fund-raising program should in no way deter Federal employees and members of the Armed Forces from making their contributions for carrying out the Foundation's worthy objectives through methods of solicitation outside of Federal establishments.

"In order to avoid any confusion or misunderstanding concerning the March of Dimes, the foregoing should be immediately called to the attention of all Federal employees and members of the Armed Forces."—*Bureau of Personnel.*

All Post Offices

Stolen Canadian Money-Order Forms

Blank money-order forms Nos. A-20,149,725 to A-20,149,730, inclusive, and A-23,104,501 to A-23,105,000, inclusive, have been reported stolen from the post office at Coaldale, Alberta, 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.—*Bureau of Finance.*

All 1st-Class Post Offices

Domestic Indemnity Claims Procedure

Effective immediately the following instructions concerning administrative certification of insurance claims for payment by post offices of the first class shall be observed instead of those in paragraph 3 of the instructions published in POSTAL BULLETIN 19984, September 27, 1956, on this subject.

Administrative certification for payment.—Complete the following numbered items on Form 3812 as follows:

Item 31.—Show the name of your post office and the State.

Item 32.—Show the name and complete address of the payee.

Item 33.—Show the 9-digit claim number prescribed in paragraph 9, POSTAL BULLETIN 19984, September 27. Note to 15 Claims Adjustment Centers: Continue to follow the special instructions sent you by TWX on October 15.

Item 34.—If Form 3812 shows that a damaged article is in possession of a postmaster, issue instructions as to disposition of the article and check appropriate block on Form 3812.

Item 35.—Leave blank.

Item 36.—Authorized official responsible for administratively certifying claims shall sign his full name.

Item 37.—Enter the date of administrative certification.

Item 38.—Enter the amount to be paid for the lost, missing, or damaged goods from Item 10 of Form 3812.—NOTE: This amount must not exceed the maximum amount of liability prescribed for the insurance fee paid.

Item 39.—Show in cases involving payment for total damage of all of the contents of the insured package, or loss of the package itself, the amount of postage to be refunded.

Item 40.—Show the total amount to be paid—insurance (Item 38) plus postage (Item 39).

Item 41.—Reserved for use by the regional controller only.—*Bureau of Post Office Operations.*

International Money Order Offices

Money Orders Payable In Syria

Effective immediately, international money orders for payment in Syria will be drawn in United States currency only. Therefore Syria should be deleted from the schedule of conversion tables and rates published in POSTAL BULLETIN 19861, dated July 19, 1955.—*Bureau of Finance.*

All 1st- and 2d-Class Post Offices

Adjustable Platform Stools

There is presently available a limited quantity of adjustable platform stools which may be requisitioned to effect replacement of the old type rest bar. This equipment is ordinarily supplied only to those offices where there are sufficient hours of continuous distribution to make it advisable to afford distributors relief from fatigue.

Postmasters in need of this equipment should submit their requisitions on POD Form 73 in the regular manner.

Unserviceable old type rest bars should be disposed of in accordance with section 666.37 and 666.4 of the Postal Manual. Serviceable rest bars replaced by the adjustable platform stools should be reported to district and regional property officers in accordance with section 666.17 for possible use at smaller offices not having sufficient distribution to justify the furnishing of the modern stool. Serviceable old type rest bars which are in excess of regional needs may be disposed of in accordance with sections 666.37 and 666.4 of the Postal Manual as obsolete unserviceable personal property.—*Bureau of Post Office Operations.*

All Post Offices

Indemnity Claims for Ordinary Parcel Post From Abroad

In some instances addressees of ordinary parcels received damaged from abroad are permitted to have repairs made and to institute claims for indemnity under the erroneous belief that the parcels are insured.

This misapprehension may be avoided by consulting section 377.21 (a) of the Postal Manual concerning endorsements and other indications to be considered in determining whether a parcel of foreign origin is insured.

Postmasters are requested to take the necessary action to assure that clerks assigned to the acceptance of indemnity claims from the public are adequately informed of the means of distinguishing between insured and ordinary parcels received from other countries.—*Bureau of Transportation.*

*All Post Offices and PTS Installations***Missent Mail**

Large quantities of mail which bear initials as a part of the address are being missent.

Distributors should examine the *entire address* of mail bearing initials as a part of the address.

Some instances reported recently which resulted in serious delay are:

Rhode Island, R. I.—Route 1, R. 1.
Philippine Islands, P. I.—Rhode Island, R. I.
Philippine Islands, P. I.—Prince Edward Island, P. E. I.
North Carolina, N. C.—Nova Scotia, N. S.

Bureau of Transportation.

Notice—Stolen Money-Order Forms Since July 1, 1956

(See Postal Manual 361.2)

1-17,092,968 to 1-17,093,000
3-4,115,701 to 3-4,117,981
4-71,482,432 to 4-71,482,600*
4-78,760,051 to 4-78,760,500
5-5,235,628 to 5-5,235,700*
5-6,361,573 to 5-6,361,687
5-6,361,881
5-6,372,004 to 5-6,374,000
5-84,988,297 to 5-84,988,300
5-88,208,601 to 5-88,208,700
5-92,604,613 to 5-92,605,000
6-80,351,823 to 6-80,351,900*
6-85,359,198 to 6-85,359,500
6-88,746,800 to 6-88,747,000
6-89,016,235 to 6-89,017,000
6-89,776,126 to 6-89,776,500
7-96,828,600 to 7-96,830,000
7-92,855,197 to 7-92,855,299
9-44,890,283 to 9-44,890,350
9-50,759,162 to 9-50,759,200
10-4,991,512 to 10-4,992,000
10-6,569,929 to 10-6,570,700
11-7,640,249 to 11-7,640,400
11-36,160,851 to 11-36,161,000*
12-32,992,266 to 12-32,992,300
12-35,004,647 to 12-35,004,650
12-35,587,776 to 12-35,587,850
12-36,242,038 to 12-36,242,200
12-37,178,501 to 12-37,178,650
12-77,749,651 to 12-77,749,750
12-82,560,928 to 12-82,561,000
12-83,620,246 to 12-83,620,300
13-4,181,784 to 13-4,182,000
15-649,488 to 15-649,541
15-4,336,801 to 15-4,336,900*

*Published for the first time.

*All Post Offices***POD Poster 40—Christmas Greeting Cards**

A copy of POD Poster 40 is enclosed with this issue of the POSTAL BULLETIN.

This poster is designed to encourage patrons to mail their Christmas greeting cards at the first-class rate of postage. It should be displayed at your office in a prominent location.

This is a **one-time** poster. Additional copies are not available.—*Bureau of Post Office Operations.*

*All Postal Installations***Defective Mail Bags**

In view of the critical shortage of certain types and sizes of mail bags, and in order to keep available for use as much equipment as possible, all postal installations should temporarily relax the standards relating to defective bags. Until December 25, 1956, retain and use all equipment except that requiring major repairs which might cause possible loss or damage to mails. Mail Bag Depositories and Repair Centers have been similarly instructed.—*Bureau of Facilities.*

POSTAL SAVINGS CHANGES**Revoked Depositories****NEW HAMPSHIRE**

Hillsboro: Effective Nov. 16, 1956.
Wolfeboro: Effective Nov. 16, 1956.

WEST VIRGINIA

Spencer: Effective Nov. 16, 1956.

WISCONSIN

Cambria: Effective Nov. 16, 1956.

CITY DELIVERY SERVICE**Established****MASSACHUSETTS**

Seekonk: Effective Dec. 1, 1956.

WISCONSIN

Nekoosa: Effective Mar. 9, 1956.

MONEY-ORDER UNITS**Established****NEW YORK**

New York: The following money-order units of APO 223 are established effective Nov. 20, 1956: Nos. 5 and 6.

Reestablished**OHIO**

Dayton: The following money-order unit of Wright-Patterson Air Force Base Branch, effective Dec. 1, 1956: No. 2.

POST OFFICE CHANGES**County Change****SOUTH CAROLINA**

Hardeeville, post office, is located in Jasper County instead of Beaufort County.

Discontinued—Fourth Class**ALASKA**

02-09360. Bettles, 4th Judicial Division, effective Dec. 31, 1956. Mail to Bettles Field, Alaska.

COLORADO

07-50040. Kendrick, Lincoln County, effective Nov. 30, 1956. Mail to Rush, Colo.

Change in Name—Third Class**MONTANA**

29-19080. Cooke, Park County. Changed to Cooke City, with no change in post office number, effective Jan. 1, 1957.

Established—Fourth Class**UTAH**

49-28320. Fry Canyon, San Juan County. Unit No. 4373. Effective Jan. 12, 1957. Supply: Star Route No. 49104, Cortez, Colo. to White Canyon, Utah.

VIRGINIA

51-87300. Susan, Mathews County. Unit No. 974. Effective Dec. 15, 1956. Supply: Star Route No. 51326, Mathews to Motorun, Va.

POST OFFICE BRANCHES**Established****CONNECTICUT**

Waterbury: Wolcott (contract), New Haven County, effective Dec. 1, 1956.

FLORIDA

Orlando: Pine Castle (classified), Orange County, effective June 1, 1955.

NORTH CAROLINA

Goldsboro: Seymour Johnson Air Force Base (contract), Wayne County, effective Dec. 1, 1956.

POST OFFICE STATIONS**Established****KANSAS**

Newton: No. 2 (contract), Harvey County, effective Dec. 1, 1956.

MISSOURI

Kansas City: South Troost (classified), Jackson County, effective Dec. 1, 1956.

NEW YORK

Wanatah: "A" (classified), Nassau County, effective Dec. 1, 1956.

Reestablished**NEW YORK**

Brooklyn: No. 39 (contract), Kings County, effective Dec. 1, 1956.

WISCONSIN

Green Bay: No. 3 (contract), Brown County, effective Dec. 1, 1956.

Discontinued**LOUISIANA**

New Orleans: Dryades Street (classified), Orleans County, effective Dec. 31, 1956.