



POSTAL BULLETIN

INSTRUCTIONS AND INFORMATION FOR POSTAL EMPLOYEES

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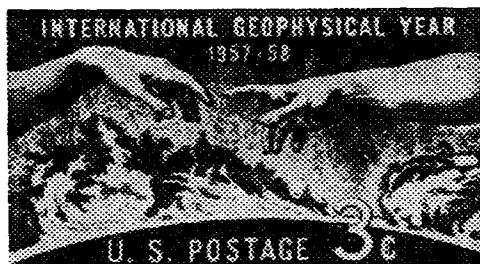
20080

All Postal Installations

International Geophysical Year Commemorative Postage Stamp

The Department will issue a 3-cent stamp honoring the International Geophysical Year through the Chicago, Ill., post office, on May 31, 1958.

**POSTMASTERS SHALL
NOT PLACE THIS
STAMP ON SALE
BEFORE JUNE 1, 1958**



This stamp will be 0.84 by 1.44 inches in dimension, arranged horizontally, and issued in sheets of 50. It will be printed on the Giori rotary sheet-fed press, in two colors, back and orange, and perforated on an L-type machine. An initial printing of 120,000,000 has been authorized.

The design of the stamp is based on a photograph of the sun and depicts an area of intense solar activity such as occurs periodically and is among the phenomena being studied during the 18-month period of the International Geophysical Year. Superimposed above the solar disc and the fiery solar prominences emanating from it is a segment of Michaelangelo's famous fresco *The Creation of Adam*. Across the top of the stamp is the wording *International Geophysical Year 1957-58*, arranged in two lines, and across the bottom is *U. S. Postage 3¢*. All lettering is in white-face Gothic.

Ervine Metz, the designer of the stamp, explained that "In the small confines of a postage stamp we have endeavored to picture a man's wonder at the unknown together with his determination to understand it and his need for spiritual inspiration to further his knowledge."

Stamp collectors desiring first-day cancellations of the 3-cent International Geophysical Year commemorative stamp may send addressed

envelopes, together with money order remittance to cover the cost of the stamps to be affixed, to the Postmaster, Chicago 7, Ill. An enclosure of medium weight should be placed in each envelope and the flap either turned in or sealed. Envelopes submitted should be of ordinary letter size and each must be properly addressed. An envelope must not be sent for return of first-day covers. The outside envelope to the Postmaster should be endorsed *First Day Covers Geophysical Year Stamp*. 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 3-cent International Geophysical Year commemorative stamp will be available at the Philatelic Sales Agency, Post Office Department, Washington 25, D. C., on and after June 2, 1958. To insure prompt shipment, mail orders to the Agency should include no other stamp issues. **The Philatelic Sales 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 Office of Industrial Services, Bureau of Engraving and Printing, Washington 25, D. C. 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 May 19, 1958. Regional distributing office postmasters should submit requisitions promptly upon receipt of this notice.

Postmasters shall post a copy of this notice on the bulletin board and give information to the press regarding the issuance of the 3-cent International Geophysical Year commemorative stamp.—*Office of the Special Assistant to the Postmaster General.*

All Postal Installations

Appointment

Clarence E. Knudson was appointed Regional Operations Director for the Minneapolis Region, effective April 5, 1958.—*Deputy Postmaster General.*

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*All Postal Installations***Bad Odors in Washrooms**

The Department has been supplying Item C-1461a (5#) and Item C-1461b (25# size) for use in malodorous washrooms.

Postal facilities that have bad odor washroom conditions that are not corrected and eliminated by routine washroom cleaning should requisition this item from post office supply centers on regularly scheduled requisition Form 1580.

Label instructions should be carefully followed to avoid waste of this material.—*Bureau of Facilities.*

*First Class Post Offices***Federal Income Tax Forms**

On or before May 15, 1958, a field official of the Internal Revenue Service will contact postmasters at principal cities throughout the nation in regard to supplying the post office with a reasonable quantity of forms for use by taxpayers in filing their Federal income tax returns. When so requested, it is desired that postmasters cooperate in the matter, without expense to the Department, to the fullest extent practicable.

The forms will be shipped direct to the postmaster, late in the calendar year, each year, and should be made available to the public on a table in the lobby. Information supplied by Internal Revenue Service as to release dates will be observed. It is not contemplated, ordinarily, that they will be handed out at service windows. Postal employees will not supply information or answer inquiries as to the preparation or submission of the forms. In instances where desired by the postmaster, appropriate quantities of the forms will be shipped by Internal Revenue Service direct to the Superintendent of principal stations and branches for similar handling.

In those post office buildings in which an office is maintained by a representative of the Internal Revenue Service the forms will be made available to the public by that office and not by the postmaster. In such cases there will be no objection to the postmaster authorizing for that purpose the use of a table in the lobby.—*Bureau of Operations.*

*All Post Offices***Mail for United Cerebral Palsy Associations, Inc.**

The Department has approved the use of a simple form of address **Palsy, c/o Postmaster** during the 1958 national campaign, scheduled to run during the month of May.

All letters will be handled in accordance with the instructions published in the POSTAL BULLETIN of November 13, 1957, except that the mail will be delivered to an authorized representative of the United Cerebral Palsy Associations, Inc. in each of the designated central cities, in accordance with instructions given by letter to postmasters from the headquarters office of the organization.—*Bureau of Operations.*

*All Post Offices Having Rural and Mounted City Routes***Annual Mail Box Improvement Program**

The Annual Mail Box Improvement Program will be observed this year during the week of May 19 to 24, and will include boxes on mounted city routes as well as rural mail boxes.

The Department wishes to encourage patrons of rural delivery service to provide suitable boxes, erected and maintained for easy and safe accessibility, presenting a neat appearance, and affording protection to mail. Boxes that are improperly erected or in unserviceable condition retard delivery of mail and expose it to the weather.

Names of box owners should be inscribed on the side of the box visible to the carrier as he approaches, or on the door if boxes are grouped. The box number may be inscribed on the box if desired. Boxes and supports should be kept painted.

Postmasters and rural carriers should enlist the cooperation of patrons to group boxes wherever practicable, and where adequate turnouts can be provided.

Rural mail boxes must be located on the right side of the road in the direction of travel of the carriers in all cases where traffic conditions are such that it would be dangerous for the carriers to drive to the left in order to serve the boxes, or where

*All Postal Installations***Forms Renumbered**

The following forms have been renumbered. Existing stocks of the old number should be used to depletion:

POD Form 22-C, Jan. 1956, *Forwarding Card for Permanent Removals*. (Renumbered POD Form 3577)

Form 2977, *Express Special Delivery Sticker*. (Renumbered POD Label 57)

POD Form 3222, Dec. 1954, *Form for Registered Packages*. (Renumbered POD Label 58)—*Bureau of Finance.*

*All Post Offices***Recovery of Canadian Money Order Forms**

Canadian money order forms Nos. A-44,174,746 to A-44,175,000, inclusive, reported stolen from the post office at Vancouver, Sub 18 post office, British Columbia, have been recovered.

Postmasters should amend their records accordingly.—*Bureau of Finance.*

their doing so would constitute a violation of State or local traffic laws and regulations.

Patrons should be notified on Form 4056, *Your Mail Box Needs Attention*, of conditions which need to be corrected to comply with postal regulations.

Approved rural boxes need not be provided on mounted routes, but they must be of the rural type, located at the curb line, and erected so that the bottom of the box will be 3½ to 4 feet above the roadway.

When two or more boxes are grouped at one point, or the receptacles are not directly in front of the residences, the names and addresses must be on the front of the boxes.

It is requested that the program be given the maximum local publicity. Rural and mounted city carriers should be instructed to lend full cooperation and to report the results to their postmasters.—*Bureau of Operations.*

All Postal Installations

Furnishing U. S. Savings Stamps to Schools

To cooperate with the Treasury Department in its School Savings Program for the sale of United States savings stamps, postmasters will furnish savings stamps without prepayment on a fixed-credit basis to selected volunteer workers who will be established as Treasury Savings Stamp Agents. These Agents will be qualified by State Directors of the United States Savings Bonds Division of the Treasury Department. The procedure to be followed is outlined below and is *effective immediately*:

1. *Qualification of Agent*—Each Agent will apply for qualification on Treasury Department Form PD 2949, *Application-Agreement*. The form will show (a) the name and signature of the Agent, (b) the school or schools where he will sell savings stamps, (c) the post office, branch or station from which he will obtain the stamps, and (d) the signature of the certifying State Director. The State Director will send a copy of each certified Form PD 2949 *Application-Agreement*, to the postmaster at the office designated on the form.

2. Supplying Stamps to Agents.

a. *Arrangements by Agent*—Each newly qualified Agent shall call and identify himself at the designated post office and make known (1) the day he will obtain the stamps, and (2) the quantity and denominations of stamps he will require for each *stamp day*. The Agent shall also give the postmaster advance notice of any changes contemplated in the *stamp day* and/or stamp requirements.

b. *Authority of Post Office to Supply Stamps to Agents*—If a copy of the Agent's duly certified Form PD 2949, is on file in the post office and the Agent is actually known or his identity is satisfactorily established as the person signing the *Application-Agreement*, the full amount of stamps requested by the Agent may be turned over to him by the Postmaster or designated supervisor, without prepayment, upon his calling in person for them and signing a receipt on Form 3367, *Fixed Credit Receipt*, for the stamps supplied. The receipt shall be held at the post

office until the Agent accounts in full for the stamps covered thereby.

c. *Conditions Under Which Stamps Will Not Be Consigned to Agents*—(1) If the school is known to be closed for regular or special vacation periods, or other reasons.

(2) If the agent has failed to account in full for a previous consignment of stamps unless the reason for such failure is known or appears to be the result of circumstances beyond his control, as, for example, he may have been held up in the course of a shipment.

(3) If the postmaster feels there are circumstances which make cancellation of an Agent's qualifications desirable, in which case he should immediately inform the State Director and not make any further consignment to the Agent unless and until so authorized by the State Director.

(4) A postmaster may supply less than the full amount of stamps requested if he considers the request excessive in the light of past experience or if the Agent has not given advance notice of a need for additional stamps and compliance with such request would prevent the office from meeting the established needs of other agents or customers.

3. Accounting for Stamps by Agents.

a. *Time*—An Agent should account in full for each consignment of stamps not later than the second business day following his *stamp day*. However, if necessary because of circumstances at the post office or an Agent's illness or other circumstances beyond his control, the postmaster may permit additional reasonable time for the Agent to make his accounting.

b. *Manner*—The Agent shall return unsold stamps and/or cash in a total amount equal to that shown in the receipt on Form 3367 retained in the post office. Postmasters may accept personal checks from Agents subject to collection when the Agent alleges it is a greater convenience or protection for him to deposit the cash in a bank near the point of sale.

c. *Disposition of Fixed Credit Receipt When Agent Accounts in Full*—When an Agent accounts in full for a consignment of stamps the postmaster shall mark the receipt covering the consignment *Canceled* as of the current date, sign the notation,

and give the canceled receipt to the Agent. The same procedure shall be followed if a personal check is accepted and a notation may be made on the canceled receipt that the cancellation is subject to collection of a check for \$ —.

d. *Disposition of Fixed Credit Receipt If Agent Does Not Account in Full*—When an Agent does not account in full for a consignment of stamps, the postmaster shall make an appropriate notation of the facts on the fixed credit receipt as of the current date, have the Agent sign such notation, and retain the receipt. A simple notation should be made, dated, and signed by the postmaster on the Agent's Form PD 2950 *Monthly Record of Shipments*. When the consignment is fully accounted for, the fixed credit receipt, appropriately canceled, shall be given to the Agent.

4. *Postmaster's Report of Agent's Failure to Account in Full*—Each failure of an Agent to render a timely accounting (see paragraph 3a.) or a full accounting for a consignment of stamps shall be reported promptly to the State Director of the United States Savings Bonds Division who certified the Agent's Form PD 2949 *Application-Agreement*. Thereafter the Agent concerned shall not be supplied stamps without prepayment until the reported case is fully accounted for, unless, as provided in paragraph 2c (2), the agent appears to be prevented from rendering a full accounting because of circumstances beyond his control.

5. *Adjustment by Treasury of an Agent's Failure to Account in Full*—The State Director will endeavor to cause a full accounting to the post office within a reasonable time. If he cannot effect a full adjustment, he will refer the matter to the Treasury Department. The Treasury Department will advise the Post Office Department to take credit for the amount involved and the postmaster concerned will then be advised to make the necessary adjustment in his records. No postmaster will be held responsible for an Agent's failure to account in full for stamps furnished him provided there is no fault or negligence on the postmaster's part. If the Treasury Department finds it necessary in studying the Agent's failure to account, the postmaster

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Furnishing U. S. Savings Stamps to Schools

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concerned may be requested to submit the Agent's signed fixed credit receipt for the stamps and a statement of the facts pertinent to the case as they are known to him.

6. *Cancellation of Agent's Qualification*—The Treasury Department, State Director, or Agent may cancel the Agent's qualification at any time. The postmaster concerned will be advised by the Treasury or State Director (ordinarily by the State Director who certified the Agent's Application-Agreement) of such cancellation and no postmaster shall furnish stamps to an agent whose qualification has been canceled. The Agent's qualification will not be canceled because of vacation periods of the school, but postmasters shall not furnish stamps to Agents during such periods.

7. *Disposition of Stamps and Cash Returned by Agent*—The stamps returned by the Agent shall be returned to unissued stock in the post office, the cash treated as other cash derived from the sale of savings stamps, and the stamps sold accounted for as other savings stamp sales.—*Bureau of Finance.*

All Post Offices

Revised Form 3547— Notice to Mailer

Forms 3547 (single card) and 3547-S (5 cards per sheet), *Notice to Mailer* of addressee's new address, have been revised to (1) show the current 5-cent fee which is chargeable, (2) allow more space for completion, and (3) make specific provision for including postal delivery zone numbers in all such notices involving zoned cities.

A sufficient supply of the revised forms to last for one requisitioning period should be ordered from your area supply center on your next regularly scheduled requisition. Do not submit a special requisition Form 1580.

Dispose of as waste paper all stocks of Forms 3547 and 3547-S issued prior to November 1957 after a supply of the revised forms has been received.—*Bureau of Operations.*

All Postal Installations

Claims for Injury to Private Persons or Damage to Private Property

Effective May 1, 1958, the authority of Regional Controller Offices to adjudicate and pay tort claims is raised to include claims under \$100, in accordance with procedures contained in section 852.4 of the Postal Manual.

All required reports and forms previously submitted to the Office of the General Counsel covering claims under \$100 will be submitted to Regional Controller Offices on and after May 1.

The Postal Manual will be amended accordingly.—*Office of the General Counsel.*

All Post Offices

Maintenance of Records of Checks Included in Remittances or Deposits

Some postmasters are not keeping adequate records of checks included in remittances to designated depositories or deposits to banks as required by 442.13 Postal Manual.

It is the responsibility of postmasters to maintain a record of checks included in remittances or deposits in their local banks to enable identification of each item with related deposit slip or remittance letter. If proper records are not maintained and the postmaster is unable to identify a lost check, it may be necessary to hold him financially responsible for the amount of the check.

This also applies to stations and branches making remittances to the main office or deposits under the direct to bank deposit plan.

The following identification records are considered necessary to obtain a replacement for a lost check:

Commercial Checks: Name of drawer, serial number (if any), name or symbol number of drawee bank, and amount.

Treasury Checks: Disbursing symbol (lower right-hand corner), serial number (upper right-hand corner), and amount.

If drawn over symbol 0001, keep a record of office of issue.—*Bureau of Finance.*

All Post Offices

Mail for National Multiple Sclerosis Society

The Department has approved the use of a simple form of address **M. S., c/o Postmaster** during the 1958 national campaign, scheduled to run from May 11 to June 15, 1958.

All letters will be handled in accordance with the instructions published in the POSTAL BULLETIN of November 13, 1957, except that the mail will be delivered to an authorized representative of the National Multiple Sclerosis Society in each of the designated central cities, in accordance with instructions given by letter to postmasters from the headquarters office of the organization.—*Bureau of Operations.*

All Postal Installations Employing Custodial and Vehicle Personnel

Noncompetitive Qualification Standards

The initial distribution of Personnel Handbook, Series P-10, *Noncompetitive Qualification Standards for Postal Field Service Positions*, is now being made. This Handbook contains qualification standards for custodial and vehicle service positions in the postal field service.

It will no longer be necessary for postal officials to submit requests for noncompetitive written examinations to the Civil Service Commission for promotion or reassignment to any position covered by a qualification standard in this Handbook. Postal field officials with delegated authority to approve promotions and reassignments to positions covered by these specifications shall be responsible for assuring that employees considered for such assignment meet these standards. Requests for exceptions to any of these standards shall be submitted to the Regional Operations Director (Regional Personnel Manager) with full supporting information.—*Bureau of Personnel.*

All Offices Having Street Letter Box Equipment

Anchoring of Street Letter Box Equipment

The alarming rate at which injuries and claims, resulting from the upsetting of street letter boxes, have been experienced since March 1956, indicates that a more rigid policy and enforcement is necessary with respect to the anchoring of this equipment.

All boxes with motorist mail chutes and all standard collection and storage boxes must be securely fastened down, **on concrete**, in such a manner that they cannot be moved or tipped over.

All four legs of the motorist mail chute boxes must be secured and the boxes so located that, when anchored, the end of the mail chute extension is not less than twelve inches back from the curb line. Mail chute boxes, which have been anchored with the end of the chute extension not less than **four** inches from the curb line, in accordance with previous instruc-

tions, need not be adjusted to the twelve inch distance until such time as it is necessary to repair or replace the box.

On all standard collection and storage boxes, two legs on diagonal corners, must be fastened down.

Drawing No. 14-261, revised March 19, 1958, showing approved methods of anchoring boxes, is reproduced below.

Postmasters shall take immediate steps to determine the number and location of the boxes required to be anchored. As the basic regulations governing the anchoring of all street letter boxes have been in force since February 1956, the greater portion of this equipment should already be anchored.

Prior to anchoring boxes, postmasters shall confer with appropriate local city officials to determine that boxes are properly located so as not to present a traffic hazard. In business districts, boxes should not be placed at busy intersections, but rather at points which will allow momentary standing at curbside spaces

not normally used for public parking. These include fire hydrant, bus loading, and other similar no parking zones. Similar changes should be made in the location of boxes in residential districts where it is found that such action is advisable from a safety or service standpoint.

If there are local laws or ordinances prohibiting the anchoring of collection, storage or mail chute boxes and the postmaster is unable to arrange with the city officials to waive the requirements, communicate immediately with the local postal inspector or your postal inspector in charge, who will request the assistance of the Office of United States Attorney in obtaining a waiver of such law or ordinance.

The anchoring of all motorist mail chute boxes shall be completed by July 1, 1958. All other street letter box equipment shall be anchored by not later than December 31, 1958. The work shall be done, if practicable, by regular employees. If the use of regular employees will not permit accomplishment of the work within the time specified, authority is granted to contract for the anchoring of this equipment, subject to the limitations specified in Section 652.2 of the Postal Manual. For this purpose, the \$300 limit applicable to the Regional Operations Director for approving local procurement is raised to \$500. Bids in excess of that amount must be forwarded through channels to the Bureau of Facilities, Division of Supplies, for approval. Costs for material and/or labor shall be charged to A/C 55427.

Postmasters will be held responsible for completion of this project in accordance with the requirements above. A one-time report on the anchoring of the mail chute boxes, showing the total cost, shall be submitted to the Regional Operations Director not later than July 15, 1958, and a similar report on the collection and storage boxes not later than January 15, 1959. Each region shall then submit a consolidated report to the Bureau of Operations and Facilities.

Section 652.58 of the Postal Manual will be amended accordingly.—*Bureau of Operations.*

