



POSTAL BULLETIN

INSTRUCTIONS AND INFORMATION FOR POSTAL EMPLOYEES

PUBLISHED WEEKLY



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Washington 25, D. C., Thursday, February 26, 1959—Four Pages

20130

All Postal Installations

4-Cent NATO Commemorative Postage Stamp

The Department will issue a special stamp in the 4-cent denomination in honor of the tenth anniversary of the signing of the North Atlantic Treaty, through the Washington, D.C., post office, on April 4, 1959.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE APRIL 5, 1959



The stamp will be 0.85 by 0.98 of an inch in dimension (Famous American size), arranged vertically, printed by the rotary process, electric-eye perforated, and issued in sheets of 70. The color of the stamp will be blue. An initial printing of 120 million has been authorized.

The stamp will feature the North Atlantic Treaty Organization's emblem and motto. The four-pointed star appears to the left, superimposed on a solid dark circle. In the upper right portion of the design is "NATO" with the years "1949-1959" in smaller white Roman letters directly below. The value "4¢" in white Roman, appears in the lower right portion of the design. Across the top, against a plain background, is the motto "United For Freedom," and across the bottom is the inscription "United States Postage." Except for the denomination and the dates "1949-1959," all lettering is in dark Roman.

Collectors desiring first-day cancellations of the 4-cent NATO commemorative stamp may send addressed envelopes, together with remittance to cover the cost of the

stamps to be affixed, to the Postmaster, Washington 13, D.C. 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 NATO Stamp." Orders for covers must not include requests for uncanceled stamps.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 4-cent NATO commemorative stamp will be available at the Philatelic Sales Agency, Post Office Department, Washington 25, D.C., on and after April 4, 1959. 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 are reminded of the notice by the Postmaster General in the September 11, 1958, issue of the Postal Bulletin requiring postmasters to submit requisitions for each new stamp issue as announced in the POSTAL BULLETIN so that ample quantities will be available at all post offices on the following day after official first-day sale.

Postmasters at 1st- and 2d-class post offices requiring this issue in lots of 7,000, or the multiples outlined in part 422.322 of the Postal Manual, will submit Form 3356, punch card requisition (using Item No. 475) **immediately** to the Tabulating Machine Unit, Office of the Controller, Bureau of Engraving and Printing, Washington 25, D.C. Offices requiring less than 7,000 stamps shall submit a **separate requisition immediately** on Form 017 to their regional distributing office. Requisitions including other stamps will be delayed.

Postmasters shall post a copy of this notice on the bulletin board and give information to the press regarding the issuance of the 4-cent NATO commemorative stamp.—*Office of the Special Assistant to the Postmaster General, 2-26-59.*

All 1st- and 2d-Class Post Offices

Requisitioning Money Order Forms

First- and second-class post offices requiring 10,000 or more money-order forms shall requisition in accordance with the following table:

	Offices in region	1959	1959
1.....	Boston.....	Mar. 2	June 1
2.....	New York.....	Mar. 9	June 8
3.....	Philadelphia.....	Mar. 16	June 15
4.....	Cincinnati.....	Mar. 23	June 22
5.....	Richmond.....	Mar. 30	June 29
6.....	Atlanta.....	Apr. 6	July 6
7.....	Chicago.....	Apr. 13	July 13
8 and 10...	St. Louis and Wichita.	Apr. 20	July 20
9.....	Minneapolis.....	Apr. 27	July 27
11.....	Dallas.....	May 4	Aug. 3
12.....	San Francisco.....	May 11	Aug. 10
13.....	Memphis.....	May 18	Aug. 17
14 and 15..	Denver and Portland.	May 25	Aug. 24

Requisitions shall be in multiples of 10,000 whenever possible. Only when demand requires are broken amounts of 12,000, 14,000, 16,000, and 18,000 to be ordered. Quantities in excess of 20,000 shall always be requisitioned in multiples of 10,000.

Mail Form 6055 to reach the U.S. Postal Agent, 3070 V Street NE., Washington 25, D.C., *no sooner* than 1 week prior to date shown in schedule. Allow 3 weeks *after scheduled date* for receipt of shipment.

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*All Post Offices Having
Contract Stations and Branches*

Availability of Form 1459

Revised Form 1459, February 1959 edition, for obtaining agreements to conduct contract stations or branches under the new 3-year terms, will be available in supply centers at the end of this month.

Postmasters who have need of this form shall requisition a supply on Form 4750, *Special Requisition for Supplies*.

Postmasters are reminded that the September 1957 edition of Form 1459 is to be used for obtaining agreements for the unexpired portions of the present 2-year contract terms, and the February 1959 edition is to be used for obtaining agreements for the new 3-year contract terms. See the notice appearing in the *POSTAL BULLETIN* of February 12, 1959.—*Bureau of Operations, 2-26-59.*

Requisitioning Money Order Forms

(Continued from p. 1)

In cases of emergency, requisition may be submitted to the U.S. Postal Agent at any time for bulk amount necessary to last until the next scheduled requisitioning date. In such cases, requisition shall be marked "Emergency." If less than bulk quantity is required, requisition should be directed to your regional distributing office.

The Postal Agent does not furnish Form 6055 with shipments. Therefore, postmasters should obtain sufficient quantities for future requisitioning from their supply centers, on POD Form 4750, or on the next regularly scheduled requisition.

To permit the Postal Agent to utilize the benefits of bulk shipments via truck, Postmasters are urged to adjust their inventories of money order forms so that they may be able to requisition in accordance with the dates shown in the above schedule. Requisitions not submitted in accordance with the scheduled dates will be held until the *regular* scheduled date unless the requisition is marked, "Emergency."

Section 426.2 of the Postal Manual will be amended accordingly.—*Bureau of Facilities, 2-26-59.*

Notices:

Domestic Unlawful Order:

State and city
Nevada, Reno-----

Name covered by order

Richou;
M. G. Richou;
Arts Service.

All Post Offices

Inquiry Forms Relating to International Insured Parcels

Inquiry forms concerning insured parcels addressed to other countries are frequently submitted improperly to the Department by offices of mailing, checked to show that the complaint is based on correspondence from the addressee of the parcel.

As provided in 388.321b of the Postal Manual, the completed claim in prima facie cases of loss, rifling, damage, or wrong delivery of insured mail should be forwarded to the postmaster at the appropriate adjusting exchange office shown in 388.62 of the Postal Manual. Form 2855, duly filled out by the sender and the postmaster where the claim is instituted, together with any correspondence from the addressee on which the complaint is based, should be included.

Postmasters are requested to take appropriate measures to assure full compliance with the procedure outlined.—*Bureau of Transportation, 2-26-59.*

All Post Offices

Unlawful Order Against New Publications at London, England

The attention of all postmasters is directed to Unlawful Order No. 56531 issued January 10, 1958, against "New Publications" at London, England. The Department has received information that despite the provisions of this order mail is being dispatched to the concern named. All postal personnel handling mail for dispatch to London, England, should be requested to fully enforce this order.—*Office of the General Counsel, 2-26-59.*

POST OFFICE CHANGES NO. 35

ALASKA

02-05250 Artic Village, Fourth Judicial Division (4th class). Notice establishing this office effective Apr. 1, 1959, which appeared in the *POSTAL BULLETIN* of Feb. 19, 1959, is amended to show that it is established with money order service.

CALIFORNIA

Manhattan Beach: Downtown (classified station), Los Angeles County, *estab.* effective Mar. 16, 1959.

Maywood: No. 1 (contract station), Los Angeles County, *reestab.* effective Mar. 16, 1959.

COLORADO

Denver: Glendale (contract station), Denver County. Notice appearing in the *POSTAL BULLETIN* of Feb. 19, 1959, is amended to show Glendale established as a *contract branch* instead of a *contract station*, effective Mar. 1, 1959, and that it is located in Arapahoe County instead of Denver County.

FLORIDA

Bradenton: Cortez Plaza (contract branch), Manatee County, *estab.* effective Mar. 1, 1959.

Saint Petersburg: 49th Street (contract branch), Pinellas County, *estab.* effective Mar. 16, 1959.

GEORGIA

Roswell: North Roswell (rural station), Fulton County, *disc.* effective Feb. 28, 1959.

HAWAII

Kailua: Kaneohe MCAS (classified branch), Honolulu County, *estab.* effective Mar. 7, 1959.

ILLINOIS

16-40620 Keithsburg, Mercer County (3d class): *International money order* business *disc.* effective Mar. 6, 1959.

Peoria: West Glen (contract branch), Peoria County, *estab.* effective Mar. 1, 1959.

INDIANA

17-41470 Jonesboro (2d class). Notice appearing in the *POSTAL BULLETIN* of Jan. 22, 1959, discontinuing this office effective Feb. 28, 1959, is *rescinded*.

Marion: Jonesboro (classified branch), Grant County. Notice appearing in the *POSTAL BULLETIN* of Jan. 22, 1959, establishing this branch effective Mar. 1, 1959, is *rescinded*.

KANSAS

19-57310 Marletta (4th class), Marshall County, *disc.* effective Feb. 28, 1959. Mail to Oketo, Kans.

KENTUCKY

20-09000 Bowlington (4th class), Perry County, *disc.* effective Feb. 28, 1959. Mail to Saul, Ky.

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POST OFFICE CHANGES NO. 35

(Continued from p. 2)

KENTUCKY—Continued

Fulton, Fulton County: South Fulton, Tennessee, Obion County (contract station), *estab.* effective Apr. 1, 1959.

MASSACHUSETTS

Southbridge: Glove Village (contract station), Worcester County, *disc.* effective May 31, 1958.

Springfield: No. 4 (contract station), Hampden County, *reestab.* effective Mar. 2, 1959.

MICHIGAN

Detroit: No. 30 (contract station) Wayne County, *disc.* effective Nov. 11, 1958.

NEVADA

31-96000 Whitney, Clark County (3d class) *name changed* to East Las Vegas with new office No. 31-24200, effective Mar. 1, 1959.

NEW JERSEY

Plainfield: Watchung (classified branch), Somerset County, *estab.* effective Apr. 1, 1959.

33-82800 Succasunna, Morris County (2d class): *City Delivery Service* *estab.* effective Apr. 4, 1959.

NORTH CAROLINA

Charlotte: Amity Gardens (contract branch), Mecklenburg County, *estab.* effective Mar. 16, 1959.

Relief: Poplar (rural station), Mitchell County, *estab.* effective Mar. 1, 1959.

NORTH DAKOTA

Minot: No. 2 (contract station), Ward County, *estab.* effective Mar. 2, 1959.

OKLAHOMA

Cordell: Clinton-Sherman Air Force Base (contract branch), Washita County, *estab.* effective Mar. 1, 1959.

RHODE ISLAND

Wakefield: East Matunuck (rural station), Washington County, *disc.* effective Mar. 1, 1959.

TENNESSEE

Knoxville: Halls Crossroads (rural station), Knox County, *estab.* effective Mar. 1, 1959.

VIRGINIA

51-02460 Annandale, Fairfax County (1st class): *City delivery service* *estab.* effective Apr. 4, 1959.

51-05460 Bastian, Bland County (2d class): *International money order* business *disc.* effective Mar. 6, 1959.

51-54600 McGaheysville, Rockingham County (3d class): *International money order* business *disc.* effective Mar. 6, 1959.

51-70800 Perkinsville, Goochland County (4th class), *disc.* effective Feb. 28, 1959. Mail to Dabneys, Va.

WEST VIRGINIA

Charleston: Mount Tyler (rural station), Kanawha County, *name changed* to Tyler Heights, effective Feb. 13, 1959.

All Post Offices

Unlawful Order Against Climaximum at London, England

The attention of all postmasters is directed to Unlawful Order No. 56738 issued November 5, 1958, against "Climaximum" at London, England. The Department has received information that despite the provisions of this order mail is being dispatched to the concern named. All postal personnel handling mail for dispatch to London, England, should be requested to fully enforce this order.—*Office of the General Counsel, 2-26-59.*

All 1st-, 2d-, and 3d-Class Post Offices

Replacement Keys for Lock Boxes

The instructions relating to procurement of replacement keys for lock boxes having standard type locks are set forth in section 654.335 of the Postal Manual. These instructions provide, among other things, that post office mechanical forces shall not tamper with the lock cylinders or pins of key type lock boxes or attempt to fit troublesome keys by filing. Further, if General Services Administration mechanics insist upon performing any of the functions named, a report of that fact shall be made to the Mail Equipment Shops by postmasters.

The Mail Equipment Shops report increasing incidents of failure to conform with the foregoing instructions, thereby causing unnecessary delays in supplying lock box keys to patrons.

Postmasters shall see that the Postal Manual instructions referred to are observed.—*Bureau of Facilities, 2-26-59.*

WISCONSIN

Madison: Contract Station Nos. 6, 12, and 23, Dane County, *disc.* effective Jan. 31, 1959.

Milwaukee: Contract Station Nos. 24 and 56, Milwaukee County, *disc.* effective Jan. 31, 1959.

All Postal Installations

Highway Post Office Service

A new highway post office route is being established between Chicago, Ill., and Clinton, Iowa. Trip 1 is scheduled to depart from Chicago on March 16, 1959, and Trip 2 from Clinton on the same date. The route will be designated the Chicago and Omaha HPO, but service between Clinton and Omaha will continue to be by rail.

Collectors wishing to obtain special first-trip cancellations should send covers prepared as required in section 145.3, Postal Manual, to the postmaster at the initial terminal of each trip. Chicago is the initial terminal for Trip 1 and Clinton for Trip 2. Covers should be mailed in time to reach the postmasters by March 14, 1959.

No cachets or backstamps will be provided.—*Bureau of Transportation, 2-26-59.*

All 1st-Class Post Offices

Disposition of Redeemed Stamped Paper

Indications are that some uniformity is lacking in the procedural controls over the destruction of damaged or unserviceable stock and stock redeemed from the public under the provisions of 141.5, Postal Manual.

Postmasters should be governed by 424.31, Postal Manual, in disposing of the stock and claiming credit therefor. Particular attention should be given to the appointment and use of the full destruction committee to verify and dispose of stock. Credits must not be claimed by postmasters until the stock is actually destroyed in the presence of the three members of the destruction committee and evidence of the verification and disposal has been substantiated by the signatures of the committee members on Form 3238, *Non-Salable Accountable Paper Destruction Certificate*.—*Bureau of Finance, 2-26-59.*

All Post Offices

Warning Notice—Stolen Money Order Forms

The following is a current list of stolen money order forms that have not been recovered. Post this notice at windows for information of clerks. Destroy all previous notices.

1-44,141,472 to 1-44,141,700	5-97,851,229 to 5-97,852,000	10-86,542,821 to 10-86,546,000
1-46,553,723 to 1-46,553,739	5-98,835,997 to 5-98,836,000	10-86,566,471 to 10-86,566,600
1-55,174,898 to 1-55,175,000	6-13,629,820 to 6-13,629,900	10-86,936,101 to 10-86,936,500
1-85,848,756 to 1-85,848,800	6-25,049,914 to 6-25,050,000	10-87,418,344 to 10-87,418,400
1-86,256,184 to 1-86,256,212	6-31,718,090 to 6-31,718,500	10-88,348,647 to 10-88,348,800
2-34,741,803 to 2-34,741,815	6-34,171,976 to 6-34,172,000	10-88,457,001 to 10-88,457,300
2-39,862,273 to 2-39,862,500	6-37,570,301 to 6-37,570,400	10-88,976,018 to 10-88,976,500
2-40,244,413 to 2-40,244,500	6-39,344,407 to 6-39,345,000	10-97,741,943 to 10-97,742,000
2-42,065,412 to 2-42,066,000	6-40,948,563 to 6-40,948,700	11-51,349,593 to 11-51,350,000
2-58,970,519 to 2-58,970,549	6-43,599,985 to 6-43,600,000	11-54,185,656 to 11-54,186,000
2-58,970,672 to 2-58,971,000	6-45,010,322 to 6-45,011,000	11-58,185,872 to 11-58,186,000
2-83,739,292 to 2-83,739,333	6-46,096,793 to 6-46,097,000	11-58,651,387 to 11-58,651,500
2-83,792,001 to 2-83,792,200	6-50,691,515 to 6-50,692,000	11-58,940,279 to 11-58,940,305
2-83,993,657 to 2-83,994,000	6-55,875,923 to 6-55,876,000	11-59,018,727 to 11-59,018,799
2-94,483,181 to 2-94,483,300	6-56,161,641 to 6-56,161,700	11-59,538,097 to 11-59,538,300
3-58,600,923 to 3-58,601,000	6-56,895,057 to 6-56,896,000	11-60,411,237 to 11-60,411,251
3-59,849,318 to 3-59,849,500	6-82,916,303 to 6-82,916,366	11-61,695,736 to 11-61,696,000
3-68,908,901 to 3-68,909,200	6-82,967,687 to 6-82,968,000	11-63,813,813 to 11-63,813,818
3-70,355,884 to 3-70,355,900	6-84,235,483 to 6-84,235,550	11-64,475,734 to 11-64,476,000
3-71,677,339 to 3-71,677,352	6-84,580,335 to 6-84,580,400	11-66,129,362 to 11-66,129,500
3-86,463,001 to 3-86,464,000	6-84,756,850 to 6-84,757,200	11-66,130,021 to 11-66,130,029
3-86,931,011 to 3-86,931,500	7-5,858,431 to 7-5,858,468	11-66,130,067 to 11-66,130,072
3-87,114,633 to 3-87,114,700	7-9,035,905 to 7-9,036,000	11-66,402,428 to 11-66,402,500
3-87,510,761 to 3-87,511,200	7-14,062,682 to 7-14,063,000	11-72,019,399 to 11-72,019,479
4-4,594,629 to 4-4,594,800	7-19,240,548 to 7-19,240,600	11-81,181,782 to 11-81,182,000
4-5,783,481 to 4-5,783,500	7-21,838,129 to 7-21,838,166	11-81,932,188 to 11-81,932,500
4-15,916,561 to 4-15,916,599	7-24,312,079 to 7-24,312,500	11-82,036,223 to 11-82,036,400
4-18,795,667 to 4-18,795,700	7-25,626,285 to 7-25,626,464	11-82,496,198 to 11-82,496,200
4-18,817,675 to 4-18,818,000	7-26,000,499 to 7-26,000,700	11-82,724,382 to 11-82,725,000
4-18,847,836 to 4-18,850,000	7-30,316,302 to 7-30,316,311	11-83,284,001 to 11-83,284,200
4-20,141,820 to 4-20,142,000	7-31,109,881 to 7-31,110,000	12-17,879,004 to 12-17,879,021
4-20,188,082 to 4-20,188,500	7-32,868,555 to 7-32,868,569	12-24,983,586 to 12-24,983,593
4-22,271,198 to 4-22,272,000	7-35,123,917 to 7-35,124,000	12-26,172,950 to 12-26,173,000
4-23,243,751 to 4-23,244,000	7-39,078,001 to 7-39,080,000	12-30,682,501 to 12-30,683,000
4-23,611,868 to 4-23,612,000	7-87,356,570 to 7-87,356,605	12-31,589,109 to 12-31,589,150
4-26,340,001 to 4-26,341,000	8-4,407,001 to 8-4,407,200	12-38,391,712 to 12-38,391,800
4-27,980,401 to 4-27,980,800	8-6,589,683 to 8-6,590,000	12-39,697,373 to 12-39,698,000
4-29,713,945 to 4-29,714,000	8-12,995,186 to 8-12,995,190	12-40,224,301 to 12-40,224,400
4-35,270,001 to 4-35,274,000	8-38,940,744 to 8-38,941,000	12-40,709,677 to 12-40,709,700
4-41,718,801 to 4-41,719,000	8-39,523,801 to 8-39,524,000	12-42,860,314 to 12-42,860,400
4-44,427,287 to 4-44,428,000	8-40,353,101 to 8-40,353,200	13-19,102,921 to 13-19,103,000
4-78,760,051 to 4-78,760,500	8-40,423,315 to 8-40,423,600	13-19,615,892 to 13-19,616,000
4-81,622,351 to 4-81,622,400	8-50,442,100 to 8-50,442,683	13-19,711,551 to 13-19,711,575
4-82,722,161 to 4-82,722,300	8-90,336,575 to 8-90,336,800	13-20,566,208 to 13-20,566,400
4-83,504,212 to 4-83,504,400	9-26,024,045 to 9-26,024,300	13-20,612,264 to 13-20,612,270
4-84,563,209 to 4-84,563,221	9-27,991,679 to 9-27,991,692	14-4,581,379 to 14-4,581,400
5-28,970,590 to 5-28,971,000	9-27,993,371 to 9-27,993,394	14-9,101,030 to 14-9,101,100
5-31,919,336 to 5-31,919,400	9-64,280,170 to 9-64,280,200	14-9,101,236 to 14-9,101,338
5-32,783,101 to 5-32,783,500	9-66,687,166 to 9-66,687,175	14-9,101,356 to 14-9,101,369
5-34,917,870 to 5-34,917,900	9-75,444,064 to 9-75,444,250	14-14,111,026 to 14-14,111,200
5-73,941,902 to 5-73,942,000	9-75,924,935 to 9-75,925,000	14-14,133,742 to 14-14,133,750
5-73,965,631 to 5-73,965,650	9-76,110,986 to 9-76,111,000	14-14,572,218 to 14-14,572,277
5-74,030,082 to 5-74,030,200	9-82,407,523 to 9-82,408,000	14-14,572,406 to 14-14,572,499
5-74,533,528 to 5-74,533,600	10-4,273,306 to 10-4,273,310	15-4,676,754 to 15-4,676,800
5-74,971,207 to 5-74,971,344	10-22,755,253 to 10-22,755,500	15-16,468,616 to 15-16,468,800
5-75,693,033 to 5-75,693,067*	10-23,331,264 to 10-23,331,500	15-18,149,790 to 15-18,149,900
5-75,406,301 to 5-75,406,600	10-41,138,258 to 10-41,138,500	15-20,339,901 to 15-20,340,000

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