



POSTAL BULLETIN

INSTRUCTIONS AND INFORMATION FOR POSTAL EMPLOYEES

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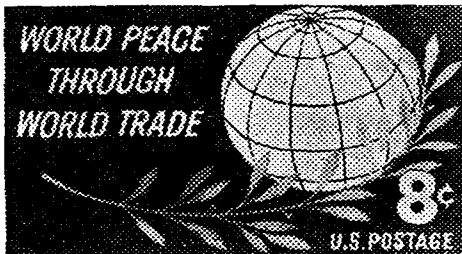
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All Postal Installations

8-Cent World Peace Through World Trade Commemorative Postage Stamp

The Department will issue an 8-cent World Peace Through World Trade commemorative stamp through the Washington, D.C., post office on April 20, 1959.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE APRIL 21, 1959



The 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 maroon. An initial printing of 40,000,000 has been authorized.

A global symbol and a laurel spray dominate the design. The globe, located in the upper right of the design, and showing latitudes and longitudes, will be otherwise uncolored, except where the laurel spray overlaps. The inscription "World Peace Through World Trade" appears in the upper left, in sans serif italic gothic, while the value "8c" and "U.S. Postage" are in the lower right, in regular white gothic.

Collectors desiring first-day cancellations of the 8-cent World Peace Through World Trade 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. A close-fitting enclosure of postal card thickness 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 World Peace Through World Trade 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 8-cent World Peace Through World Trade stamp will be available at the Philatelic Sales Agency, Post Office Department, Washington 25, D.C., on and after April 20, 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 first- and second-class post offices requiring this issue in lots of 5,000, or the multiples outlined in section 422.322 of the Postal Manual, will submit Form 3356, punch card requisition (using item No. 414) **immediately** to the Tabulating Machine Unit, Office of the Controller, Bureau of Engraving and Printing, Washington 25, D.C. Offices requiring less than 5,000 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 8-cent World Peace Through World Trade commemorative stamp.—*Office of the Special Assistant to the Postmaster General, 3-19-59.*

All Postal Installations

Correction to 352.343, Postal Manual

The title of Form 3986 in the second sentence of section 352.343 of the Postal Manual, Transmittal Letter 67, 2-25-59, is incorrect. This sentence in the Postal Manual is being reprinted to read "Use Form 3986, *Orders to Box Section or Other Special Orders*, for entering orders to box section."—*Bureau of Finance, 3-19-59.*

All Postal Installations

Inauguration of Airmail Service, Bonanza Air Lines, Inc.—AM-105

Effective on or about April 10, 1959, airmail service will be inaugurated by Bonanza Air Lines at Kanab, Utah; Page, Flagstaff, and Grand Canyon, Ariz.

Official cachets will be furnished for each of these points. The usual treatment outlined in 145.3, Postal Manual, is authorized.—*Bureau of Transportation, 3-19-59.*

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*All City Delivery Offices***Route Inspections and Adjustments**

The prompt and efficient inspection and adjustment of carrier routes is an important part of the supervision of the city delivery service. Mail count records and route inspection reports provide all information necessary for an equitable division of the workload among routes. City delivery routes must be adjusted promptly after mail counts and inspections are completed. Failure to do so will render the information tabulated on the report forms obsolete and valueless.

Inspections must be planned so that all routes inspected are covered by a count of mail in the same week. Inspections should be completed at one carrier unit at a time.

Suggestions are to be solicited from the carrier before making adjustments to the route. Adjust routes to as near 8 hours as possible, but do not split blocks or otherwise attempt minor changes that will unnecessarily disrupt the city scheme. Wherever practicable, make route boundary changes in such a manner to preserve all, or major parts, of routes served by senior carriers.—*Bureau of Operations, 3-19-59.*

*All City Delivery Offices***Collections From Street Letter Boxes**

The task forces implementing the metropolitan area service improvement programs have found that in many smaller cities with city delivery service the only collection in residential areas is made by the letter carriers while serving their routes.

Generally, a collection should also be made from all street letter boxes in the late afternoon, in time for the mail to be processed for evening dispatches, if the volume of mail warrants.

If the collection box is located in an outlying residential area and the volume of mail does not warrant a late afternoon collection, the schedule card on such box should have a note showing the location of the nearest collection box from which a later collection is made.—*Bureau of Operations, 3-19-59.*

*All Post Offices***Louisiana Terminal Inspection for Plants and Plant Products**

The State of Louisiana, with approval of the U.S. Department of Agriculture, has made arrangements under the Terminal Inspection Act for inspection at the post office at Monroe, La., of seed sweetpotatoes and sweetpotato plants. Postmasters are requested to observe the following requirements in regard to such plants and plant products when presented for mailing to Louisiana and also to invite the attention of mailers thereto:

(1) All seed sweetpotatoes and sweetpotato plants from *any place* in the States of *Alabama* or *Georgia* whether certified or not should be sent to Monroe, La., for terminal inspection. Movement to Louisiana of such plants and plant products from the following described areas in those States is prohibited, because of the sweetpotato mosaic:

Alabama: County of Cullman.

Georgia: Counties of Appling, Atkinson, Bacon, Baker, Ben Hill, Berrien, Brantley, Brooks, Bryan, Bulloch, Calhoun, Camden, Candler, Chatham, Charlton, Clinch, Coffee, Colquitt, Cook, Crisp, Clay, Decatur, Dougherty, Early, Echols, Evans, Effingham, Glynn, Grady, Irwin, Jeff Davis, Lanier, Lee, Liberty, Long, Lowndes, McIntosh, Miller, Mitchell, Pierce, Pulaski, Randolph, Seminole, Sumter, Tattnall, Telfair, Terrell, Thomas, Tift, Turner, Ware, Wayne and Worth.

(2) Each lot of seed sweetpotatoes and sweetpotato plants consigned to Louisiana from any other State should be sent to Monroe, La., for terminal inspection if not accompanied by a certificate issued by an appropriate agricultural official of the State of origin declaring the true quality of the seed or plants contained in the shipment and showing the variety, lot number and the year the sweetpotatoes were grown. Certification by the State of origin shall be based upon specific requirements of inspection standards as specified in the appropriate Louisiana certified seed regulation. Shippers should tie sweetpotato plants in bundles of ap-

*All Postal Installations***Wanted Circular Canceled**

Robert John Widger, for whom a wanted circular was issued by the Postal Inspector in Charge, Denver, Colo., is no longer wanted by this service and the circular concerning him should be destroyed.—*Bureau of the Chief Postal Inspector, 3-19-59.*

*All Postal Installations Having Government-Owned Vehicles***Truck Display**

In the near future The American Cancer Society will distribute cancer posters for display on all Government-owned mail trucks. Two posters will be displayed on each mail truck from April 1 through April 15, 1959.—*Bureau of Facilities, 3-19-59.*

*All Post Offices***Indemnity Claims for Insured and COD Mail**

Some postmasters are forwarding to regional controllers improperly prepared Forms 3812, *Request for Payment of Postal Insurance (Domestic)*, and frequently these forms are mailed to the wrong regional controller office.

Sections 365.2 and 365.3 of the Postal Manual contain detail instructions on the completion and certification of indemnity claims. Section 365.4 provides that a postmaster, after certifying claim for payment, shall forward it to the *regional controller for the region in which the post office of mailing is located*. Postmasters will insure that all employees engaged in indemnity claims work are thoroughly familiar with the instructions contained in these sections of the Postal Manual in order to eliminate the excessive correspondence presently attending the settlement of claims for insured and COD mail.—*Bureau of Operations, 3-19-59.*

proximately 100 with official tape issued by the official certification agency of the State of origin.

Section 125.45, Postal Manual, will be appropriately amended.—*Bureau of Operations, 3-19-59.*

Notices:

Domestic Fraud Orders:

| | |
|-------------------------|----------------------------------------------|
| <i>State and city</i> | <i>Name covered by order</i> |
| New York, New York----- | Tucker Pharmacal Co.; L. B. Tucker, M. D. |

Foreign Unlawful Orders:

| | |
|-------------------------|--------------------------------------------------------------------------------------------------------|
| <i>Country and city</i> | <i>Name and address covered by order</i> |
| England, London----- | Photoform Limited, 196 Lancaster Road; 196 Lancaster Road; Any box number at 196 Lancaster Road. |

All Postal Installations

Clean-Up Week

The Post Office Department Clean-Up Week is set for the week beginning with May 18, 1959. Postmasters should cooperate in Clean-Up Week programs sponsored by communities throughout the Nation to make the post office premises as attractive and clean as possible with existing custodial staffs and within authorized manpower allotments. Attention should be given to grounds; lawns should be cared for and shrubbery should be trimmed.

The post office building is often the only symbol of the United States Government in your community, and its appearance should reflect credit on your Government.

Lessors, or Public Building Service, Area Manager, should be contacted where their cooperation is required for necessary repairs.

During this week, dispose of all trash and accumulated waste materials. Employees should be directed to clean out their lockers and desks. Dispose of obsolete forms, waste materials, and unserviceable equipment. Excess items should be surplused. Any fire and safety hazards should be eliminated.

Keeping the place clean is the responsibility of all the employees, not merely that of the custodial force. Trash receptacles should be provided and employees directed to use these receptacles to avoid littering of floors in the workrooms, swing rooms, and locker rooms. In larger facilities, the informal housekeeping committees should assist in making this Clean-Up Week the BEST ever. Keeping clean is a year-round business. The suggestions above should be continuously adhered to so that the building will be clean throughout the year.—*Bureau of Operations, 3-19-59.*

All Post Offices Having Contract Stations and Branches

Bonds of Clerks-in-Charge

The minimum amount of the bond to be furnished by clerks-in-charge at contract stations and branches has been increased from \$1,000 to \$3,000.

It is not necessary to change the amount of the bond on existing contracts. All new agreements negotiated for the remainder of the present contract terms or for new contract terms shall require a bond in the minimum amount of \$3,000 per year. Postmasters shall, of course, require a larger bond where they deem it warranted.—*Bureau of Operations, 3-19-59.*

All Postmasters

POD Form 1107

POD Card Form 1107, *Request for Post Office Data*, has been mailed to postmasters at offices of all classes. The data on the form should be furnished as of April 3, 1959. The instructions on the address portion of Form 1107 should be carefully read and followed. Particular attention should be given item 1, since the information requested does not apply to offices that are located on a rural route emanating from another office.

Do not staple or otherwise mutilate card. **Be sure to return it in an envelope** to prevent damage. Use a window envelope if available.

All forms should be completed and returned to the Department not later than April 10. The data requested is used to compile the Directory of Post Offices. Failure to return the card promptly or to give accurate information will seriously delay this work.—*Bureau of Operations, 3-19-59.*

All Postal Installations

Highway Post Office Service

A new highway post office route is being established between Bucksport and Portland, Maine. Trip 2 is scheduled to depart from Bucksport on April 4, 1959, and trip 1 from Portland on April 6, 1959.

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. Bucksport is the initial terminal for trip 2 and Portland for trip 1. Covers should be mailed in time to reach the postmasters by April 2, 1959.

No cachets or backstamps will be provided.—*Bureau of Transportation, 3-19-59.*

POST OFFICE CHANGES NO. 38

ALABAMA

01-17500 Claiborne, Monroe County (4th class), *disc. effective Mar. 31, 1959.* Mail to Frisco City, Ala.

ARIZONA

03-37000 Happy Jack, Coconino County (4th class), *summer post office opens Apr. 1, 1959.*

ARKANSAS

04-71190 Point Cedar, Hot Spring County (4th class), *disc. effective Mar. 31, 1959.* Mail to Amity, Ark.

04-81900 Spring Valley, Washington County (4th class), *disc. effective Mar. 31, 1959.* Mail to Springdale, Ark.

CALIFORNIA

Belvedere-Tiburon: No. 1 (contract Station), Marin County, *estab. effective Apr. 4, 1959.*

Manhattan Beach: Notice authorizing establishment of Downtown (classified Station), Los Angeles County, *effective Mar. 16, 1959, which appeared in the POSTAL BULLETIN of Feb. 26, 1959, is amended to show the effective date as Mar. 30, 1959.*

Mill Valley: No. 2 (contract Station), Marin County, *disc. effective Apr. 3, 1959.*

San Pedro: Western Plaza (contract Branch), Los Angeles County, *changed in name to Miraleste (contract Branch), effective Apr. 1, 1959.*

05-59160 Pedro Valley, San Mateo County (2d class), *disc. effective Mar. 31, 1959.* Mail to Pacifica, Calif.

Pacifica: Pedro Valley (classified Station), San Mateo County, *estab. effective Apr. 1, 1959.*

05-65760 Rockaway Beach, San Mateo County (3d class), *disc. effective Mar. 31, 1959.* Mail to Pacifica, Calif.

Pacifica: Rockaway Beach (contract Station), San Mateo County, *estab. effective Apr. 1, 1959.*

(Continued on p. 4)

POST OFFICE CHANGES NO. 38

(Continued from p. 3)

CONNECTICUT

08-23120 East River, New Haven County (3d class), *disc.* effective Mar. 20, 1959. Mail to Madison, Conn.

FLORIDA

11-18600 Cottondale, Jackson County (3d class): *International money order business disc.* effective Mar. 13, 1959.

Saint Augustine: No. 1 (contract Station), Saint Johns County, *disc.* effective Mar. 15, 1959.

Tallahassee: No. 1 (contract Station), Leon County, *estab.* effective Apr. 1, 1959.

GEORGIA

12-16170 Chattahoochee, Fulton County (2d class), *disc.* effective Apr. 30, 1959. Mail to Atlanta, Ga.

12-62590 Nacoochee, White County (4th class), *disc.* effective Apr. 30, 1959. Mail to Sautee, Ga.

12-89150 Twin City, Emanuel County (2d class): *International money order business disc.* effective Mar. 13, 1959.

IDAHO

15-19250 Colburn, Bonner County (4th class), *disc.* effective Apr. 30, 1959. Mail to Colburn, Independent Rural Station, Sandpoint, Idaho.

Sandpoint: Colburn (Rural Station), Bonner County, *estab.* effective May 1, 1959. (Station will be independent for receipt and dispatch of registered and other mail.)

ILLINOIS

16-16260 Clayton, Adams County (3d class): *International money order business disc.* effective Mar. 6, 1959.

16-41160 Kernan, La Salle County (4th class), *disc.* effective Mar. 31, 1959. Mail to Streator, Ill.

16-69720 Saint Francisville, Lawrence County (3d class): *International money order business disc.* effective Apr. 3, 1959.

16-78300 Toulon, Stark County (2d class): *International money order business disc.* effective Mar. 6, 1959.

KENTUCKY

20-40520 Jackson, Breathitt County (2d class): *City delivery service estab.* effective Mar. 23, 1959.

20-52960 Mining City, Butler County (4th class), *disc.* effective Apr. 30, 1959. Mail to Morgantown, Ky.

LOUISIANA

21-44200 Hutton, Vernon County (4th class), *disc.* effective Mar. 31, 1959. Mail to Alco, La.

21-48620 Kolin, Rapides County (4th class), *disc.* effective Mar. 31, 1959. Mail to Alexandria, La.

Alexandria: Kolin (rural Station), Rapides County, *estab.* effective Apr. 1, 1959. Church Point, Acadia County: Lewisburg (rural Station), Saint Landry County, *estab.* effective Apr. 1, 1959.

MASSACHUSETTS

Boston: No. 7 (contract Station), Suffolk County, *reestab.* effective Apr. 1, 1959.

MICHIGAN

25-31400 Fargo, Saint Clair County (4th class), *disc.* effective Mar. 31, 1959. Mail to Avoca, Mich.

Flint: No. 2 (contract Station), Genesee County, *estab.* effective Apr. 1, 1959.

NEVADA

31-34400 Glenbrook, Douglas County (3d class), *summer post office* opens Apr. 15, 1959.

NEW YORK

Mount McGregor: Wilton (rural Station), Saratoga County, designated as *independent* for the receipt and dispatch of registered and other mail, effective Mar. 10, 1959.

NORTH DAKOTA

37-91680 West Fargo, Cass County (2d class): Notice authorizing establishment of city delivery service, effective Apr. 4, 1959, which appeared in the POSTAL BULLETIN of Mar. 12, 1959, is amended to show the effective date as June 27, 1959.

OHIO

38-62790 Olmsted Falls, Cuyahoga County (1st class), *disc.* effective Mar. 31, 1959. Mail to Cleveland, Ohio.

Cleveland: Olmsted Falls (classified Branch), Cuyahoga County, *estab.* effective Apr. 1, 1959.

Helena: Millersville (rural Station), Sandusky County, *estab.* effective May 1, 1959.

OREGON

40-03040 Applegate, Jackson County (4th class), *disc.* effective Apr. 30, 1959. Mail to Applegate, Independent Rural Station, Jacksonville.

Jacksonville: Applegate (rural Station), Jackson County, *estab.* effective May 1, 1959. (Station will be independent for receipt and dispatch of registered and other mail.)

40-52960 Marquam, Clackamas County (4th class), *disc.* effective Jan. 31, 1959. Mail to Marquam, Rural Station, Mount Angel, Ore.

Mount Angel, Marion County: Marquam (rural Station), Clackamas County, *estab.* effective Feb. 1, 1959.

40-93120 Willowcreek, Malheur County (4th class), *disc.* effective Mar. 31, 1959. Mail to Willowcreek, Independent Rural Station, Vale, Ore.

Vale: Willowcreek (rural Station), Malheur County, *estab.* effective Apr. 1, 1959. (Station will be independent for receipt and dispatch of registered and other mail.)

PUERTO RICO

San Juan: Hyde Park (contract station), San Juan District, *disc.* effective Mar. 15, 1959.

San Juan: No. 5 (contract Station), San Juan District, *disc.* effective Mar. 15, 1959.

San Juan: Vista Alegre (contract Station), San Juan District, *disc.* effective Mar. 15, 1959.

WASHINGTON

Darrington, Silvana: *International money order business disc.* effective Apr. 3, 1959.

Accident Is More Than Just a Word
Ask the Man Who's Had One