



# POSTAL BULLETIN

INSTRUCTIONS AND INFORMATION FOR POSTAL EMPLOYEES

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20141

## All Postal Installations

### 4-Cent Silver Centennial Commemorative Postage Stamp

The Department will issue a 4-cent Silver Centennial commemorative postage stamp through the Virginia City, Nev., post office on June 8, 1959.

**POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JUNE 9, 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 stamp will be reproduced in shades of black and white to simulate the color of silver. An initial printing of 120,000,000 has been authorized.

The design of the stamp, based on an old print, depicts Henry Comstock at the Mount Davidson site of the rich silver deposit discovered by Patrick McLaughlin and Peter O'Riley. The central subject is framed by "Silver Centennial 1859 • 1959," at the left and top, and "United States Postage 4¢," across the bottom, in a lettering style suggested by P. T. Barnum type, a series based on lettering fashions of the 1850's.

Collectors desiring first-day cancellations of the 4-cent Silver Centennial commemorative stamp may send addressed envelopes, together with remittance to cover the cost of the stamps to be affixed, to the Postmaster, Virginia City, Nev. 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 4¢ Silver Centennial 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 Silver Centennial commemorative stamp will be available at the Philatelic Sales Agency, Post Office Department, Washington 25, D.C., on and after June 9, 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 directed 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 a minimum lot of 5,000, or the multiples outlined in Part 422.322 of the Postal Manual, will submit Form 3356, punch card requisition (using Item No. 418) *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 4-cent Silver Centennial commemorative postage stamp.—*Office of the Special Assistant to the Postmaster General, 5-14-59.*

### All Post Offices With Special "Employ the Handicapped" Die Hubs

### Special Cancellation Employ the Handicapped

Postmasters who have special canceling machine die hubs reading "ABILITY COUNTS—EMPLOY THE HANDICAPPED" shall use them during the period from June 1 through November 30, 1959. After that time they shall be withdrawn and retained for future use.

These special hubs were bought by the sponsors and furnished to post offices designated by them. Postmasters at offices that do not have the hubs shall not submit requisitions or requests for them.—*Bureau of Operations, 5-14-59.*

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*All Postal Installations Operating Government-Owned Vehicles*

### Revised Forms 4565 Repair Tag, and 4522 Vehicle Preventive Maintenance Record

Revised Forms 4565 *Repair Tag*, and 4522 *Vehicle Preventive Maintenance Record*, are now in supply centers and normal requirements should be ordered on Form 4750, *Special Requisition for Supplies*. All prior stock of these forms should be disposed of as waste. The following instructions regarding their use are effective immediately:

#### Distribution in Non-Personnel Offices

Completed copies of Forms 4565 will be given to the designated employee in charge of maintenance of vehicles for initialing at the time the vehicle is checked in. The second copy will be returned to the driver and the original attached to Form 4570, *Vehicle Report*. The third copy will be used as a basis for preparation of Form 4541, *Work Order For Vehicle Repair*, authorizing corrective repairs locally or endorsed showing vehicle transferred to Vehicle Maintenance Facility for necessary repairs.

#### Completion in Non-Personnel Offices

Normally repairs required as the result of driver complaints are minor in nature and can be performed by the local servicing contractor. If determination is made that repair cost will exceed \$25, proper clearance should be obtained from the Parent Vehicle Maintenance Facility. After completion of the repairs the third copy of Form 4565 will be attached to the copy of Form 4541 to be retained in the vehicle jacket and recorded as "other repairs" on Form 4522, *Vehicle Preventive Maintenance Record* (see 383.3 in S-11). If repairs are accomplished at a Vehicle Maintenance Facility, the Form 4522 will be endorsed *referred to the maintenance facility*. Part 425.3 of Facilities Handbook, Series S-11, Motor Vehicle Service will be amended shortly.—*Bureau of Facilities, 5-14-59.*

*All Postal Installations*

### Supply Centers' Annual Physical Inventory

To simplify conducting annual physical inventories at the four area supply centers, all offices scheduled to requisition supplies in June 1959, will prepare and forward such requisitions on Form 1580 to their designated supply centers *before June 5, 1959.*—*Bureau of Facilities, 5-14-59.*

*All Postal Installations Operating Tractor-Trailer Equipment*

### Trailer Clearance Charts

POD Label 64, *Trailer Clearance Chart*, is now stocked in area supply centers.

Postal installations operating tractor-trailer equipment should submit requisitions for the labels to their supply center in lieu of the Regional Vehicle Managers Office.

A label should be completed and affixed to the dash of each tractor showing the height of each trailer used in connection with the tractor. (See Facilities Handbook Series S-11, Part 226.)—*Bureau of Facilities, 5-14-59.*

*All Postal Installations*

### Arrest of Postal Offender

Albert C. Ramos for whom a wanted circular was issued by the Postal Inspector in Charge, New York, N.Y., has been apprehended. The circular concerning him should be destroyed.—*Bureau of the Chief Postal Inspector, 5-14-59.*

*All Postal Installations*

### Inauguration of Jet-Prop Airmail Service—Aloha Airlines, Inc.—AM-99

On or about June 15, 1959, Aloha Airlines, Inc., will inaugurate jet-prop service at all points served by route AM-99.

Official cachets will be authorized and furnished the following offices: Lihue, Honolulu, Hoolehua, Kahului, and Hilo, Hawaii.

The usual philatelic treatment, outlined in 145.3 Postal Manual, is authorized.—*Bureau of Transportation, 5-14-59.*

*All Postal Installations*

### Procurement of Surplus Property

Postmasters from time to time receive both formal and informal information regarding excess and surplus personal Government property that may be available through the GSA Federal supply service or direct from the military.

The equipment available covers hundreds of items, some of which are new, but many of which are used. Post offices generally have need for very few of these items. Further, the used condition of much of the surplus or excess property is frequently such that the cost of maintenance or repair offsets any advantage to be gained by the lower initial cost brought about by its utilization.

Regional space requirements officers have been designated as regional utilization officers for the post office field service. Commencing immediately all requests involving the transfer of surplus property, with the exception of vehicle property covered by 511.112 of Facilities Handbook Series S-11, will be submitted by postmasters or other installation heads on Form SF 147 to the regional space requirements officer for approval and any necessary further action. The Form 147 should show the item desired, location, cost or "no charge" as appropriate, and provide full justification for the item.—*Bureau of Operations 5-14-59.*

*All Postal Installations*

### Inauguration of Jet Airmail Service—American Airlines, Inc.—AM-4

On or about June 1, 1959, American Airlines, Inc., will inaugurate jet airmail service between Boston and Los Angeles.

On or about June 7, 1959, American Airlines, Inc., will inaugurate jet airmail service between Baltimore/Washington and Los Angeles.

Official cachets will be furnished for the post offices at each of these cities, and for the airport mail facilities at Boston, Los Angeles, and Washington.

The usual treatment, outlined in 145.3, Postal Manual, is authorized.—*Bureau of Transportation, 5-14-59.*

*All Postal Installations Served by the Belle Mead Supply Center*

**Changes in Submission of Requisitions for Supplies**

Effective July 1, 1959, a new requisitioning schedule for ordering supplies, as listed below will be in effect for offices served by the area Post Office Department supply center, Belle Mead Depot, Belle Mead, N.J.:

First-class post offices in the following States will submit requisitions quarterly, from the 1st to the 10th day in the months shown, except in June and December, when requisitions must be submitted by the 5th day of the month:

- Massachusetts—January, April, July, October
- Pennsylvania—February, May, August, November
- New York—March, June, September, December

First-class post offices in the following States will submit requisitions quarterly, from the 16th to the 25th day in the months shown, except in June and December when requisitions must be submitted by the 5th day of the month:

- Connecticut, Maine, New Hampshire, Rhode Island, Vermont—January, April, July, October
- Delaware, New Jersey—February, May, August, November
- (Puerto Rico, Virgin Islands—March, June, September, December)

Second- and third-class post offices in the following States will submit requisitions semiannually, from the 1st to the 10th day in the months shown:

- Massachusetts—January, July
- Pennsylvania—February, August
- New York—March, September

Second- and third-class post offices in the following States will submit requisitions semiannually, from the 16th to the 25th day in the months shown, except in June and December when requisitions must be submitted by the 5th day of the month:

- Connecticut—January, July
- Maine, New Hampshire, Rhode Island, Vermont—April, October
- Delaware, New Jersey—May, November

*All Post Offices*

**Fraud Order Against SPORT-TOTO—G.M.B.H., Koblenz (Rhein) Postfach, Germany**

The attention of all postmasters is directed to Fraud Order No. 56808 issued February 11, 1959 against SPORT-TOTO—G.M.B.H., Koblenz (Rhein) Postfach, Germany. 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 Germany should be requested to fully enforce this order.—*Office of the General Counsel, 5-14-59.*

(Puerto Rico, Virgin Islands—June, December)

(Second-class post offices in Puerto Rico and Virgin Islands requisition to Belle Mead; Third-class post offices, requisition to Postmaster, San Juan, Puerto Rico.)

Fourth-class post offices in the following States will submit requisitions annually, from the 1st to the 10th day in the month shown, except June, when requisitions must be submitted by the 5th day of the month:

- Pennsylvania—May
- New York—June
- Massachusetts—October

Fourth-class post offices in the following States will submit requisitions annually, from the 16th to the 25th day in the month shown:

- Maine—January
- New Hampshire—April
- Connecticut, Rhode Island, Vermont—July
- Delaware, New Jersey—November

(Fourth-class post offices in Puerto Rico and Virgin Islands requisition from Postmaster, San Juan, Puerto Rico as directed by that office.)

Regional, Inspection Service, and Internal Audit offices will requisition *quarterly* in the cycle designated for first-class offices in the State where they are located.

Postal Manual section 651.4, will be amended accordingly.—*Bureau of Facilities, 5-14-59.*

*All Postmasters*

**International Airmail Label**

Some post offices and post office stations do not have a stock of "Par Avion—By Airmail" label 55.

These labels are available at supply centers and may be ordered on the next regularly scheduled requisition in sufficient quantity to last one requisitioning period.

Postmasters are requested to requisition this label, and see that stocks are kept on hand by window clerks for the use of mailers. **DO NOT OVERORDER.**—*Bureau of Transportation, 5-14-59.*

*All Post Offices*

**Federal Japanese Beetle Quarantine**

The U.S. Department of Agriculture is extending the area regulated under the Japanese beetle quarantine to include newly infested sections in certain States, effective May 15, 1959. Agriculture Department inspectors will soon visit post offices in the newly regulated areas to explain the quarantine regulations.

A new special map showing the total regulated area is being mailed to all post offices in:

- Connecticut
- Delaware
- Maryland
- Massachusetts
- New Hampshire
- New Jersey
- New York
- North Carolina
- Pennsylvania
- Rhode Island
- Vermont
- Virginia
- West Virginia

Postmasters in nonregulated areas of any of these States will utilize the maps as informational material only. In Maine and Ohio, the Department of Agriculture will handle distribution because of the small regulated areas involved. This new map will replace the one dated May 1958, which is now being used at post offices in the old quarantined area.—*Bureau of Operations, 5-14-59.*

*All Postal Installations  
Other Than 4th Class*

### Improper Local Procurement Practices

Local purchases in excess of the limitations of 652.211b, Postal Manual, are being revealed in an increasing number of cases, so that Regional Operations Directors have found it necessary to issue supplemental instructions and controls. The unauthorized procurements are objectionable as regional controller offices cannot pay bills for the purchases when presented. This impairs good relations with vendors, and often results in loss of time discounts.

The dollar limitations of 652.211b must be observed by installation heads and by those employees charged with control of supplies and contract services. Sound management judgment should be the basis for applying the limitation to local procurements authorized by the Supply Catalog POD Publication 24 or other sources; or to purchases from General Services Administration.

Other irregular purchase procedures observed include:

a. Failure to use or fully complete the Standard Forms 44 *Purchase order—invoice—voucher*, and 147 *Order—invoice—voucher*.

b. Purchase of items locally, such as rubber stamps, which may be requisitioned from the supply centers.

c. Issuance of split purchase orders to avoid open market purchase limitations.

d. Use of purchase authority for items or purposes requiring advance regional approval.

e. Failure to observe restrictions or special instructions on specific items; and as to replacement and repair of others.

f. Purchase of building supplies which are the responsibility of GSA to furnish.

Portions of subchapter 650 of the Postal Manual relating to purchase requirements will be revised and clarified. However, subchapters 640 and 650, as well as the instructions in POD publication 24, shall be reviewed and followed in procurement actions.—*Bureau of Facilities, 5-14-59.*

*All Post Offices*

### Insured Parcels to Canada

Frequent instances have been noted where postmasters have submitted Form 1510 instead of Form 2855, *Claim for Indemnity—International Insured Mail, to Canada*, in connection with inquiries as to disposition and complaints of loss, rifling, damage, delay, or wrong delivery of insured parcels addressed for delivery in that country.

Section 388.221(a) of the Postal Manual requires that on inquiries as to disposition of insured parcels addressed to Canada, Form 2855 shall be completed and sent to the postmaster at the office of address in Canada.

Section 388.221(b) requires that on complaints of prima facie loss, rifling, damage, delay, or wrong delivery of insured parcels addressed to Canada, Form 2855 shall be completed and sent to the Canadian District Director of Postal Service in the province in which the office of address is located. If the complaint is one of loss or rifling, Form 1510 shall also be completed and sent to the Inspector in Charge.

Postmasters are requested to take the necessary action to assure strict observance of these regulations.—*Bureau of Transportation, 5-14-59.*

### INTERNATIONAL MONEY ORDER BUSINESS

CALIFORNIA: Cedarville, Crows Landing, Keene (*disc. effective May 11, 1959*).

CALIFORNIA: Adin, Belden, Bijou, Blairsden, Bridgeport, Floriston, Greenville, Loyalton, Meeks Bay, Portola, Storrie (*disc. effective May 15, 1959*).

FLORIDA: Eglin Air Force Base, Jacksonville Beach, Melbourne, Ocala, Palatka, Winter Haven (*estab. effective May 8, 1959*).

GEORGIA: Ty Ty (*disc. effective May 8, 1959*).

HAWAII: Spreckelsville (*disc. effective May 11, 1959*).

IDAHO: Paul (*disc. effective May 11, 1959*).

MINNESOTA: Hokah (*disc. effective May 7, 1959*).

NEVADA: Austin, Contact, Deeth, Eureka, Gabbs, Jarbidge, Luning, McDermitt, Mason, Minden, Wells, Yerington (*disc. effective May 15, 1959*).

NORTH CAROLINA: Gastonia, Havelock (*estab. effective May 8, 1959*).

TEXAS: Pittsburg (*disc. effective June 26, 1959*).

*All Postal Installations*

### Cachet Authorized for Washington, D.C., on Inauguration of Jet Airmail Service TWA, AM-2

Reference is made to POSTAL BULLETIN 20139, dated April 30, 1959, regarding inauguration of jet airmail service by Trans World Airlines, Inc., between Baltimore and Los Angeles and San Francisco.

That notice is amended to include authorization for official cachets at Washington, D.C., post office and the airport mail facility at Washington, D.C.—*Bureau of Transportation, 5-14-59.*

*All Postal Installations*

### Inauguration of Airmail Service—Trans-Texas Airways—AM-82

On or about June 7, 1959, airmail service will be inaugurated by Trans-Texas Airways at New Orleans and DeRidder, La.

Official cachets will be furnished for the post offices at each of these cities and also for the airport mail facility at New Orleans.

The usual philatelic treatment, outlined in 145.3 Postal Manual, is authorized.—*Bureau of Transportation, 5-14-59.*

### POST OFFICE CHANGES NO. 46

#### ALABAMA

01-75200 Shortleaf, Marengo County (4th class), *disc. effective May 31, 1959*. Mail to Demopolis, Ala.

Demopolis: Shortleaf (rural Station), Marengo County, *estab. effective June 1, 1959*. (Station will be *independent* for the receipt and dispatch of registered and other mail.)

#### CALIFORNIA

05-20100 Dardanelle, Tuolumne County (4th class), *summer post office opens June 1, 1959*.

05-25980 Fallen Leaf, El Dorado County (4th class), *summer post office opens June 10, 1959*.

05-34920 Hollydale, Los Angeles County (1st class), *disc. effective May 31, 1959*. Mail to South Gate, Calif.

05-35880 Hume, Fresno County (4th class), *summer post office opens June 1, 1959*.

05-46860 Madrone, Santa Clara County (3d class), *disc. effective June 30, 1959*. Mail to Morgan Hill, Calif.

05-73740 Sorrento, San Diego County (4th class), *disc. effective May 31, 1959*. Mail to Del Mar, Calif.

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**POST OFFICE CHANGES NO. 46**

(Continued from p. 4)

**CALIFORNIA—Continued**

05-76920 Tahoe Pines, Placer County (4th class), *disc. effective May 31, 1959. Mail to Homewood, Calif.*

**COLORADO**

07-04500 Association Camp, Larimer County (3d class), *summer post office opens May 15, 1959.*

07-78840 Royal Gorge, Fremont County (3d class), *summer post office opens June 1, 1959.*

**CONNECTICUT**

08-28900 Glenville, Fairfield County (1st class), *disc. effective May 31, 1959. Mail to Greenwich, Conn.*

**FLORIDA**

Saint Petersburg: No. 15 (contract Station), Pinellas County, *estab. effective June 1, 1959.*

Venice: Money Order Unit No. 1, Sarasota County, *disc. effective May 15, 1959.*

**ILLINOIS**

16-43140 Lanesville, Sangamon County (4th class), *disc. effective May 31, 1959. Mail to Buffalo, Ill.*

**KENTUCKY**

20-41760 Justell, Floyd County (4th class), *disc. effective May 31, 1959. Mail to Justell, Rural Station of Betsy Layne, Ky.*

Betsy Layne: Justell (rural Station), Floyd County, *estab. effective June 1, 1959. (Station will be independent for the receipt and dispatch of registered and other mail).*

20-65680 Road Fork, Pike County (4th class), *changed in name to Forest Hills with new P.O. No. 20-28760, effective June 1, 1959.*

**MAINE**

22-03150 Bald Mountain, Franklin County (4th class), *summer post office opens May 4, 1959.*

22-04350 Bayville, Lincoln County (4th class), *summer post office opens June 16, 1959.*

22-11400 Bustins Island, Cumberland County (4th class), *summer post office opens June 25, 1959.*

22-12900 Capitol Island, Lincoln County (4th class), *summer post office opens June 1, 1959.*

22-15600 Christmas Cove, Lincoln County, (4th class), *summer post office opens June 1, 1959.*

22-39150 Isle of Springs, Lincoln County (4th class), *summer post office opens July 1, 1959.*

22-41250 Kennebunk Beach, York County (3d class), *summer post office opens June 1, 1959.*

22-42900 Lakewood, Somerset County (4th class), *summer post office opens June 13, 1959.*

22-47250 Lookout, Knox County (4th class), *summer post office opens June 15, 1959.*

22-48300 MacMahan, Sagadahoc County (4th class), *summer post office opens June 16, 1959.*

22-61950 Ocean o'Pint, Lincoln County (4th class), *summer post office opens June 16, 1959.*

22-91500 Webhannet, York County (3d class), *summer post office opens June 1, 1959.*

**MARYLAND**

23-84420 Sherwood Forest, Anne Arundel County (4th class), *summer post office opens June 1, 1959.*

**MASSACHUSETTS**

24-16150 Craigville, Barnstable County (3d class), *summer post office opens June 1, 1959.*

24-25840 Falmouth Heights, Barnstable County (3d class), *summer post office opens June 1, 1959.*

24-51340 Nonquitt, Bristol County (4th class), *summer post office opens June 1, 1959.*

24-70550 Silver Beach, Barnstable County (4th class), *summer post office opens June 1, 1959.*

24-94180 Wianno, Barnstable County (3d class), *summer post office opens June 1, 1959.*

**MICHIGAN**

25-27000 Eagle Harbor, Keweenaw County (4th class), *summer post office opens May 1, 1959.*

25-68400 Northport Point, Leelanau County (4th class), *summer post office opens June 1, 1959.*

**MINNESOTA**

Saint Paul: No. 16 (contract Station), Ramsey County, *reestab. effective May 15, 1959.*

**MONTANA**

29-47160 Lake McDonald, Flathead County (3d class), *summer post office opens June 15, 1959.*

**NEBRASKA**

30-19200 Clinton, Sheridan County (4th class), *disc. effective May 31, 1959. Mail to Gordon, Nebr.*

30-38250 Gross, Boyd County (4th class), *disc. effective May 31, 1959. Mail to Bristow, Nebr.*

Omaha: No. 5 (contract Station), Douglas County, *disc. effective Jan. 23, 1959.*

30-75000 Redbird, Holt County (4th class), *disc. effective May 31, 1959. Mail to Lynch, Nebr.*

**NEW HAMPSHIRE**

32-07200 Bretton Woods, Coos County (3d class), *summer post office opens June 1, 1959.*

**NEW YORK**

35-21070 Davis Park, Suffolk County (4th class), *summer post office opens June 1, 1959.*

35-66550 Point O'Woods, Suffolk County (3d class), *summer post office opens June 1, 1959.*

35-77200 Shinnecock Hills, Suffolk County (4th class), *summer post office opens May 16, 1959.*

Webster: West Webster (classified Branch), Monroe County, *independent for the receipt and dispatch of registered and other mail, effective Apr. 1, 1958. (This is an amendment to the original order establishing the branch, which appeared in the BULLETIN of Mar. 20, 1958.)*

**OHIO**

38-19670 Cridersville, Auglaize County (3d class), *disc. effective June 30, 1959. Mail to Lima, Ohio.*

38-25060 Elida, Allen County (2d class), *disc. effective June 30, 1959. Mail to Lima, Ohio.*

Fairborn: "A" (classified Station), Greene County, *disc. effective June 30, 1959.*

38-29890 Geneva-on-the-Lake, Ashtabula County (3d class), *summer post office opens June 10, 1959.*

Painesville: No. 2 (contract Station), Lake County, *estab. effective June 27, 1959.*

**TEXAS**

Wimberley: Pioneer Town (rural Station), Hays County, *estab. effective May 15, 1959.*

**UTAH**

49-09860 Bryce Canyon, Garfield County (3d class), *summer post office opens June 1, 1959.*

**VIRGINIA**

51-21660 Coulwood, Russell County (4th class), *disc. effective May 31, 1959. Mail to Honaker, Va.*

Honaker: Coulwood (rural Station), Russell County, *estab. effective June 1, 1959.*

Mineral: Pendletons (rural Station), Louisa County, *estab. effective June 1, 1959.*

**WASHINGTON**

54-41580 Kitsap, Kitsap County (3d class), *changed in name to Indianola with new P.O. No. 54-38400, effective June 1, 1959.*

**WEST VIRGINIA**

55-53520 Meriden, Barbour County (4th class), *disc. effective May 31, 1959. Mail to Philippl, W. Va.*

**WYOMING**

57-79420 Saddlestring, Johnson County (4th class), *summer post office opens June 1, 1959.*

Let's make our motoring manners as refined  
as our gasoline