



POSTAL BULLETIN

INSTRUCTIONS AND INFORMATION FOR POSTAL EMPLOYEES

PUBLISHED WEEKLY



LXXX

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20147

All Postal Installations

7-Cent Balloon Jupiter Commemorative Air Mail Stamp

The Department will issue through the Lafayette, Ind., post office, on August 17, 1959, a 7-cent air mail stamp commemorating the carrying of mail by the Balloon Jupiter.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE AUGUST 18, 1959



This stamp, featuring the balloon in which John Wise and the mail were carried, will be 0.84 by 1.44 inches in dimension, arranged vertically, printed on the Giori press in red and blue on white paper, and issued in sheets of 50. An initial printing of 90,000,000 has been authorized.

Collectors may obtain first-day cancellations by submitting requests to the Postmaster at Lafayette, Ind., in accordance with the instructions outlined in section 145.2 of the Postal Manual.

For the benefit of collectors desiring mint stamps of selected quality for philatelic use, the 7-cent Balloon Jupiter commemorative air mail

All Postal Personnel

A 4th of July Message

On this 4th of July weekend throughout the Nation, automobiles again will crowd our highways.

How you drive may make a big difference in your holiday. Don't turn this happy carefree occasion into a nightmare of horror, pain and loss for yourself and others simply because you failed to drive with caution, forgot to check yourself as well as your car, or did not obey traffic laws.

Based upon past experience, hundreds of people lose their lives in traffic accidents on holiday weekends. Let this be a holiday to remember—not one to regret.

Have a happy and safe 4th of July holiday!

The Postmaster General

stamp will be available at the Philatelic Sales Agency, Post Office Department, Washington 25, D.C., on and after August 18, 1959.

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 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. 419) **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.—*Office of the Special Assistant to the Postmaster General, 6-25-59.*

All Postal Installations

U.S. Government Official Mail

Effective July 1, 1959, the procedure for collecting postage on official mail of the U.S. Government organizations listed in section 137.23b, Postal Manual, is extended to the following additional agencies:

- Agriculture, Department of
- Immigration and Naturalization Service
- Tennessee Valley Authority
- U.S. Court of Customs and Patent Appeals
- Bureau of Prisons

Also, effective July 1, 1959, State employment security mail (see section 137.4, Postal Manual), will be prepared and handled in the same manner as provided in section 137.23(b), Postal Manual, for official United States Government mail.

The Postal Manual will be amended.—*Bureau of Finance, 6-25-59.*

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*All Postal Installations***Time Card Entries for July 3, 1959, for Annual Rate Employees**

The following information is intended to assist timekeepers in making proper entries on time cards for all employees eligible to be excused from duty on July 3, 1959, by Executive Order (See POSTAL BULLETIN dated June 18, 1959):

1. Show 8 in the OL (Other Leave) column of time cards (for eligible employees) whether employees work or not.

2. No charge will be made for sick or annual leave on this day for eligible employees who are on approved (paid) leave.

3. For eligible employees who work, the hours worked will be preceded by the letter "C" to indicate compensatory time was earned, e.g., "C-8."

4. Employees who performed service on Saturday or Sunday, June 27 and 28, and who are due compensatory time within 5 working days, must be granted such compensatory time not later than July 6. Employees who are scheduled a regular compensatory day off on July 3 will have their Friday absence charged to compensatory time in the usual manner; another compensatory day, to be scheduled at a later date, will be credited by the entry of the letter C/8 in the OL column.

These instructions supersede those published in POSTAL BULLETIN No. 20146, dated June 18, 1959, only with respect to time reporting for these employees who are on approved leave.—*Bureau of Finance, 6-25-59.*

*All Postal Installations***Inauguration of New Airmail Service—North Central Airlines, Inc.—AM-86**

On or about July 1, 1959, North Central Airlines, Inc., will inaugurate airmail service at Rockford, Ill.

An official cachet will be furnished for the post office at Rockford.

The usual philatelic treatment, outlined in 145.3, Postal Manual, is authorized.—*Bureau of Transportation, 6-25-59.*

*All Postal Installations***Prompt Handling of Airmail**

Investigation of airmail delays reveals that frequently the Postal Manual provision, that airmail will be held out at the facing table and given prompt handling to assure connection with every dispatch of value, is not being observed. See section 333.321a.

Observation of the primary and secondary operations of several post offices reveals that much airmail is not being held out until it reaches the secondary cases. This is resulting in airmail missing dispatches of value which provide next day delivery. Supervisors must see that airmail boxes at primary and secondary cases and bridges at facing tables are swept as frequently as necessary and the mail taken promptly to the airmail cases for expeditious handling.

Supervisors in charge of culling and facing tables, and distribution cases, should caution employees regarding the importance of constant attention to this matter.—*Bureau of Operations, 6-25-59.*

Thursday, July 2, 1959, Official Pay Day

Salary checks covering the pay period June 13-26, 1959, will be dated and distributed on July 2, 1959.—*Bureau of Finance, 6-25-59.*

*All Post Offices***Stolen Canadian Money Order Forms**

The following blank Canadian money order forms have been reported stolen:

A-67,542,135 to A-67,542,200, inclusive

A-69,399,801 to A-69,400,000, inclusive

Notice of this theft must be added to the list of stolen Canadian forms at all points of payment.

If any of these forms is presented, the postmaster will refuse payment and notify the postal inspector of his district.—*Bureau of Finance, 6-25-59.*

*All Post Offices***Obsolete Duplicate Registration Stubs of U.S. Savings Bonds**

Information has been received that legible duplicate registration stubs of U.S. savings bonds issued at a particular post office during the time when most post offices were issuing bonds are being circulated in the area of the office. These stubs have been obsolete for several years and when they were in use the retention period was 1 year. Evidently the stubs in question were thrown out as trash without being mutilated to destroy their informational content, or were sold as waste material without the necessary steps being taken to insure against the information thereon getting into the hands of unauthorized persons.

Dispose of all existing duplicate registration stubs of U.S. savings bonds as waste postal material immediately. Burn or macerate or, if sold, treat to destroy the informational content thereof as prescribed in Part 1.53 of Methods Handbook M-15, Records Disposition Schedule.—*Bureau of Finance, 6-25-59.*

*All Postal Installations***Service on July 3, 1959**

Referring further to the notice under the above caption in the June 18, 1959 POSTAL BULLETIN, it is emphasized that postmasters and other heads of Postal Field Service installations shall permit absence from duty, all employees who can be spared on Friday, July 3, consistent with rendering the needed service on that day.

In addition, and under the same conditions, requests for compensatory time or annual leave on Monday, July 6, shall be similarly honored.

Under the terms of the President's Executive Order of June 12, 1959, employees who can be spared on July 3, other than those who are excluded from coverage of the order, shall be excused without charge to leave for the day. Exclusions from the order are listed in the June 18 POSTAL BULLETIN.—*Bureau of Operations, 6-25-59.*

All Post Offices

Change of Premium Rate on Money Orders Issued in the United States for Payment in Canada

Effective June 29, 1959, U.S. money orders issued for payment in Canada will be sold at the rate of \$1 United States money equals 95 cents Canadian currency.

Personnel assigned to the issue of money orders will use premium table 5, which follows this notice, and guard against errors or irregularities.

It should be remembered that the correct equivalent in both currencies must appear on the face of the orders and issuing employees should be cautioned to make certain that the amount in Canadian dollars is preceded by the word "Canadian".

PREMIUM TABLE NO. 5

[Rate \$1 United States money=95 cents Canadian currency]

United States money	Canadian money	United States money	Canadian money	United States money	Canadian money	United States money	Canadian money
Cents 1	Cents 1	Cents 51	Cents 48	Dollars 1.00	Dollars 0.95	Dollars 51.00	Dollars 48.45
2	2	52	49	2.00	1.90	52.00	49.40
3	3	53	50	3.00	2.85	53.00	50.35
4	4	54	51	4.00	3.80	54.00	51.30
5	5	55	52	5.00	4.75	55.00	52.25
6	6	56	53	6.00	5.70	56.00	53.20
7	7	57	54	7.00	6.65	57.00	54.15
8	8	58	55	8.00	7.60	58.00	55.10
9	9	59	56	9.00	8.55	59.00	56.05
10	10	60	57	10.00	9.50	60.00	57.00
11	10	61	58	11.00	10.45	61.00	57.95
12	11	62	59	12.00	11.40	62.00	58.90
13	12	63	60	13.00	12.35	63.00	59.85
14	13	64	61	14.00	13.30	64.00	60.80
15	14	65	62	15.00	14.25	65.00	61.75
16	15	66	63	16.00	15.20	66.00	62.70
17	16	67	64	17.00	16.15	67.00	63.65
18	17	68	65	18.00	17.10	68.00	64.60
19	18	69	66	19.00	18.05	69.00	65.55
20	19	70	67	20.00	19.00	70.00	66.50
21	20	71	67	21.00	19.95	71.00	67.45
22	21	72	68	22.00	20.90	72.00	68.40
23	22	73	69	23.00	21.85	73.00	69.35
24	23	74	70	24.00	22.80	74.00	70.30
25	24	75	71	25.00	23.75	75.00	71.25
26	25	76	72	26.00	24.70	76.00	72.20
27	26	77	73	27.00	25.65	77.00	73.15
28	27	78	74	28.00	26.60	78.00	74.10
29	28	79	75	29.00	27.55	79.00	75.05
30	29	80	76	30.00	28.50	80.00	76.00
31	29	81	77	31.00	29.45	81.00	76.95
32	30	82	78	32.00	30.40	82.00	77.90
33	31	83	79	33.00	31.35	83.00	78.85
34	32	84	80	34.00	32.30	84.00	79.80
35	33	85	81	35.00	33.25	85.00	80.75
36	34	86	82	36.00	34.20	86.00	81.70
37	35	87	83	37.00	35.15	87.00	82.65
38	36	88	84	38.00	36.10	88.00	83.60
39	37	89	85	39.00	37.05	89.00	84.55
40	38	90	86	40.00	38.00	90.00	85.50
41	39	91	86	41.00	38.95	91.00	86.45
42	40	92	87	42.00	39.90	92.00	87.40
43	41	93	88	43.00	40.85	93.00	88.35
44	42	94	89	44.00	41.80	94.00	89.30
45	43	95	90	45.00	42.75	95.00	90.25
46	44	96	91	46.00	43.70	96.00	91.20
47	45	97	92	47.00	44.65	97.00	92.15
48	46	98	93	48.00	45.60	98.00	93.10
49	47	99	94	49.00	46.55	99.00	94.05
50	48	100	95	50.00	47.50	100.00	95.00

—Bureau of Finance, 6-25-59

All Post Offices in Cities Over 25,000 Population Where Postmaster Is in Charge of Federal Building

Office Space Report

Under instructions currently in effect, postmasters in charge of Federal buildings in cities of over 25,000 population submit periodic reports to the General Services Administration on Standard Form 123 "Report of Space Use by Building," covering certain categories of office space used for post office purposes in Federal buildings that are not exclusively postal.

Pursuant to advice from GSA, postmasters are advised that the requirements for submission of SF 123, as of June 30, 1959, and December 31, 1959, is hereby modified to require preparation of only one report as of September 30, 1959.—Bureau of Facilities, 6-25-59.

All Post Offices

Improper Payment of Money Orders

Clerks have been held financially responsible in a number of cases recently because of their failure to observe the regulations in cashing money orders.

Postmasters and supervisors should review 371.21 and 371.22 of the Postal Manual and ascertain that all clerks cashing money orders are familiar with and observe these regulations. Of particular importance are the requirements that:

Listings of stolen forms, both United States and Canadian, be available at each window where money orders are cashed.

The identification data accepted is recorded on the back of the cashed order in sufficient detail to aid investigation by the Inspection Service if a wrong payment.

Form 6006, *Application for Separate Advice of Money Order*, is sent to the issuing post office for verification when there is any alteration or erasure of the amount of the money order.

—Bureau of Finance, 6-25-59.

All Post Offices

Custodial Items

The following new custodial items are now available at area supply centers and may be ordered by qualified offices on the next regularly scheduled requisition.

Item No.	Unit of issue	Description
C-1852	Each...	Dispenser, waterless hand cleaner.
C-1856	Each...	Station, waterless hand cleaner. Station consists of a stand to accommodate one dispenser, Item C-1852, two paper towel cabinets, Item C-1833 and one trash bag, Item C-1858-(b).
C-1857	Case...	Waterless hand cleaner for removing grease, paint, tar, printing and duplicating inks, etc., four 1-gallon cans to case.
C-1858	Each...	Trash bag, canvas:
	Each...	(a) For use with custodial supply carts.
	Each...	(b) For use with waterless hand cleaner station, Item C-1856.

These items shall not be requisitioned by small offices and shall not be placed in washrooms as a substitute for other types of hand soaps. Requisitions for these items (except Item C-1858-A), are restricted to the following:

1. Vehicle maintenance facilities.
2. Printing and label units.
3. Other shops or locations, such as tabulating machine installations, where waterless hand cleaner is regularly required for cleaning hands.
4. On workroom floors in larger buildings in the vicinity of canceling machines and/or for convenience of personnel where washrooms are located at least 75 feet from the work area.

Those installations already having waterless hand cleaner dispensers are required to requisition Item C-1857, Waterless Hand Cleaner for their future needs.

These items will be included in the next revision of the Supply Catalog, POD Publication 24.—*Bureau of Facilities, 6-25-59.*

POST OFFICE CHANGES NO. 52

(Concludes information for the 1959 edition of the Directory of Post Offices)

ARIZONA

03-13320 Castle Hot Springs, Yavapai County (4th class), *winter post office closes effective July 1, 1959. Mail to Morristown, Ariz.*

CALIFORNIA

San Fernando: Kagel Canyon (rural Station), Los Angeles County, *reestab. effective July 1, 1959.*

NOTICES

Foreign Fraud Orders:

Country and city

Name and address covered by order

British West Indies:

Cross Roads P.O., Jamaica----

Tope, Sorrel, P.O. Box 3002;
St. Paul's Hospital, P.O. Box 129;
Ace Weaving Co. Inc., P.O. Box 154;
Smith, Charles, P.O. Box 112;
Canary Bird Food, P.O. Box 154.

Half Way Tree P.O., Jamaica--

Fuller, H., Mrs., P.O. Box 193;
Tomkin, F., Esq., P.O. Box 3021;
Lee, Jenny, 31 Windsor Ave.;
Bromlyn, J., Mr., P.O. Box 3022;
Holt, R. S. & Sons, Ltd., Box 73;
Polished Woodwork, Box 176.

Jones Town P.O., Jamaica----

Gardener Building Services, Box 35.
Bosman, C., Mrs., P.O. Box 81;

Kingston, Jamaica-----

Tipps, J., Miss, Box 179;
Manus, J., Mrs., P.O. Box 113;
Vigus, W., Miss, Box 174;
Gloria's Dress Shop, P.O. Box 146;
Gregson, G. R., P.O. Box 79;
Scott, Ruth, P.O. Box 166;
Bonnis, G., Miss, P.O. Box 67;
Clyde, Andrew, P.O. Box 100, Hagley Park.
General Repairs-Corp., P.O. Box 33;
Reliable Cab Service, P.O. Box 32;
Optical Lenses, P.O. Box 32.
Baker, Howard, P.O. Box 2.
Hygienic Corporation.
Dallas D. Moore, P.P., P.O. Box 25399.
Hacam, Rozengracht 21;
Metropole, Lutmastraat 65;
Postbox 636;
Drukwerk.

Spanish Town P.O., Jamaica--

Vineyard Town P.O., Jamaica--

India, Madras-----

Mexico, Mexico, D.F.-----

The Netherlands, Amsterdam-----

KENTUCKY

20-23440 East Fork, Metcalfe County (4th class), *disc. effective June 30, 1959. Mail to Edmonton, Ky.*

20-82840 Wheelersburg, Magoffin County, is located in Unit 1623 instead of Unit 1673.

LOUISIANA

New Iberia: Notice authorizing discontinuance of No. 1 (contract Station), Iberia County, effective June 30, 1959, which appeared in the POSTAL BULLETIN of June 4, 1959, is *rescinded.*

MICHIGAN

Jackson: No. 1 (contract Station), Jackson County, *reestab. effective July 1, 1959.*

Pontiac: Miracle Mile (contract Branch), Oakland County, *estab. effective July 1, 1959.*

Prescott: Skidway Lake (rural Station), Ogemaw County, *estab. effective July 1, 1959. Station will operate on a seasonal basis from June 1 to September 15 annually.*

MINNESOTA

Montevideo: Wegdahl (rural Station), Chippewa County, *disc. effective July 10, 1959.*

MISSOURI

28-83760 Wentzville, Saint Charles County (2d class): *City delivery service estab. effective July 25, 1959.*

(Continued on p. 5)

