

POSTAL BULLETIN

INSTRUCTIONS AND INFORMATION FOR POSTAL EMPLOYEES

PUBLISHED WEEKLY



LXXX

Washington 25, D. C., Thursday, June 25, 1959—Five Pages

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

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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!

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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 firstday sale.

Postmasters at first- and secondclass 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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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 US. 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 BUL-LETIN.—Bureau of Operations, 6-25-59.

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POSTAL BULLETIN

All Post Offices

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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	Cents	Cents	Cents	Dollars	Dollars	Dollars	Dollars
1	1	51	48	1.00	0. 95	51.00	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. 2 0
7	3 4 5 6 7 8	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. 6 0
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	7 5. 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

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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.

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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 cabi- nets, Item C-1833 and one trash bag, Item C-1858-(b).
C-1857	Case	Waterless hand cleaner for re- moving grease, paint, tar, printing and duplicating inks, etc., four i-gallon cans to case.
C-1858	Each	Trash bag, canvas: (a) For use with custodial sup-
	Each	 ply carts. (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)

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 **British West Indies:**

Cross Roads P.O., Jamaica___ Tope, Sorrel, P.O. Box 3002;

Jones Town P.O., Jamaica____

Spanish Town P.O., Jamaica__

Vineyard Town P.O., Jamaica_
India, Madras
Mexico, Mexico, D.F
The Netherlands, Amsterdam

Name and address covered by order

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; Harbin F. Jara D. Box 2011; 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. Gardener Building Services, Box 35. Kingston, Jamaica_____ Bosman, C., Mrs., P.O. Box 81; 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.

Stockton: Lincoln Village (classified Station), San Joaquin County, estab.

- effective July 1, 1959. Los Altos: No. 2 (contract Station), Santa Clara County, estab. effective July 1, 1959.
- Sacramento: Nos. 9 and 10 (contract Stations), Sacramento County, estab. ef-fective July 1, 1959.
- Montecito (contract Santa Barbara: Branch), Santa Barbara County, changed in status to a classified Branch, effective July 1, 1959.
- Seaside: No. 1 (contract Station), Monterey County, estab. effective July 1, 1959.
- Stockton: Nos. 1 and 6 (contract Stations), San Joaquin County, disc. effective June 30, 1959.

FLORIDA

- Fort Walton Beach: Okaloosa Island (contract Branch), Okaloosa County, estab. effective July 1, 1959. This branch will operate on a seasonal basis from July 1 to September 15.
- Saint Petersburg: No. 16 (contract Station), Pinellas County, estab. effective July 1, 1959.
- Stuart: No. 1 (contract Station), Martin County, estab. effective July 16, 1959.

GEORGIA

- Athens: No. 3 (contract Station), Clarke County, estab. effective July 1, 1959.
- Brunswick: Jekyll Island (contract Branch), Glynn County, estab. effective July 1, 1959.

HAWAII

Honolulu: No. 8 (contract Station), Honolulu County, estab. effective July 1, 1959. 20-23440 East Fork, Metcalfe County (4th class), disc. effective June 30, 1959. Mail to Edmonton, Ky.

KENTUCKY

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)

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POSTAL BULLETIN

Storage of No. 1 Sacks for Christmas Use

Effective immediately, postmasters at first- and second-class offices will begin the accumulation and storage of No. 1 sacks needed for the Christmas holiday season. This accumulation shall proceed at a rate that will accomplish the needed inventory by September 1, 1959.

Strict adherence to these instructions will permit the attainment of two important objectives:

1. Removal of sacks from service during the lightest mailing period of the year, with consequent reduction in transportation costs to depositories; and

2. Beginning in September, normally developing surplus will be available for distribution to meet the steadily increasing demand. This will allow more direct "to user" movements and will eliminate the necessity for many withdrawals of equipment from depositories.

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Further instructions relating to inventory reporting during November and December and for the disposal of surplus equipment during these months and the months following Christmas will be published in the annual special issue of the bulletin dealing with Christmas instructions.—Bureau of Transportation, 6-25-59.

POST OFFICE CHANGES NO. 52

(Continued from p. 4) NEBRASKA

30-73650 Princeton, Lancaster County (4th class), *disc.* effective June 30, 1959. Mail to Princeton, Independent Rural Station of Lincoln, Nebr. Lincoln: Princeton (rural Station), Lancaster County, estab. effective July 1, 1959. (Station will be *independent* for receipt and dispatch of registered and other mail).

NEW HAMPSHIRE

32-24000 East Weare, Hillsboro County (4th class), *disc.* effective June 26, 1959. Mail to North Weare, N.H.

NEW JERSEY

Garfield: No. 2 (contract Station), Bergen County, disc. effective June 30, 1959.

Rutherford: Moonachie (contract Branch), Bergen County, estab. effective July 1, 1959.

NEW MEXICO

Alamogordo: Boles (rural Station), Otero County, estab. effective July 16, 1959.

NEW YORK

Massapequa: No. 1 (contract Station), Nassau County, estab. effective July 1, 1959.

NORTH CAROLINA

36-08080 Black Mountain, Buncombe County (1st class): Notice authorizing establishment of City delivery service which appeared in the POSTAL BULLETIN of June 18, 1959, is amended to show the effective date as June 27, 1959, instead of July 11, 1959.

NORTH DAKOTA

Grand Forks: Notice authorizing establishment of Grand Forks Air Base (classified Branch), effective June 22, 1959, which appeared in the Postal BULLETIN of June 18, 1959, is *amended* to show the name of the Branch as Grand Forks Air Force Base.

PENNSYLVANIA

- 41-42480 Kis-Lyn, Luzerne County (4th class), disc. effective June 30, 1959. Mail to Hazleton, Pa.
- Hazleton: Kis-Lyn (rural Station), Luzerne County, estab. effective July 1, 1959.

TENNESSEE

47-57960 Milton, Rutherford County: Notice authorizing discontinuance of this 4th class post office, effective June 30, 1959, which appeared in the Postat. BULLETIN of May 21, 1959, is rescinded.

TEXAS

- San Marcos, Hays County: Camp Gary (contract Branch), Caldwell County, disc. effective June 30, 1959.
- Ira: Murphy (rural Station), Scurry County, estab. effective July 16, 1959. estab. effective July 16, 1959.
- Odessa: No. 4 (contract Station), Ector County, reestab. effective July 1, 1959.

VIRGINIA

- Chincoteague: Naval Air Station (classified Branch), Accomack County, changed in name to Wallops Island (classified Branch), effective July 1, 1959. This branch is designated as independent for the receipt and dispatch of registered and other mail.
- Colonial Beach: Oak Grove (rural Station), Westmoreland County, estab. effective July 1, 1959.
- 51-58920 Mila, Northumberland County (4th class), *disc.* effective June 12, 1959. Mail to Heathsville, Va.
- Yorktown: Money Order Unit No. 1, York County, estab. effective June 27, 1959.

WISCONSIN

Racine: No. 3 (contract Station), Racine County, reestab. effective July 1, 1959.

WYOMING

- 57-44080 Hells Half Acre, Natrona County (4th class), *disc*. effective June 30, 1959. Mail to Casper, Wyoming.
- Casper: Hells Half Acre (rural Station), Natrona County, estab. effective July 1, 1959. Station will be *independent* for the receipt and dispatch of registered and other mail.
- 57-93100 Valley, Park County (4th class), disc. effective June 30, 1959. Mail to Cody, Wyoming.

Cody: Valley (rural Station), Park County, estab. effective July 1, 1959.

INTERNATIONAL MONEY ORDER BUSINESS

ARKANSAS: Monette (*Disc.* effective June 26, 1959).

MINNESOTA:

Dilworth (Disc. effective June 19, 1959). Plummer (Dist. effective June 16, 1959).

NEW YORK: Bohemia, Holbrook, Mattituck (Disc. effective June 30, 1959).

TEXAS: Dodson, Newton (Disc. effective June 26, 1959).

You Cannot Learn Safe Driving By Accident