



POSTAL BULLETIN

INSTRUCTIONS AND INFORMATION FOR POSTAL EMPLOYEES
PUBLISHED WEEKLY



LXXXI

Washington 25, D.C., Thursday, June 23, 1960—Eight Pages

20202

All Post Offices

Cashbooks and Statements of Account

Form 1550, *Cash Book—First-Class Post Offices*, Form 1551, *Cash Book for Second-, Third- and Fourth-Class Post Offices*, Form 1553, *Statement of Account*, Form 1555, *Statement of Account*, and Form 1558, *Daily Financial Statement* for use during postal fiscal year 1961 have been distributed to the appropriate post offices. Any office that has not received the documents to which it is entitled should immediately order the missing form or forms on Form 4750 *Special Requisition for Supplies*, from the area supply center.

The inside of the front cover and facing page of the new cashbooks now contain all the information formerly printed inside the front and back covers. In addition the inside of the back cover of Form 1551 now provides space for 4th-class offices to enter Government property records.

Forms 1553 and 1555 have both been revised to provide one consolidated entry for beginning accountability. Form 1555 has been reduced in size to facilitate preparation and filing.

Postmasters should ignore the change in the title of Account 40190 on Forms 1551, 1553, 1555, and 1558 (there was no change on Form 1550) and continue until further notice to record only **printed stamped envelope** transactions in account 40190.—*Bureau of Finance*, 6-23-60.

All Postal Installations

Wanted Circulars Still in Effect

Add name of Welch, Paul MacKenzie, to list published in *POSTAL BULLETIN* dated June 2, 1960, relating to persons for whom wanted circulars are still outstanding.—*Bureau of the Chief Postal Inspector*, 6-23-60.

All Post Offices Maintaining Philatelic Sales Windows

Airmail Stamps Removed From Sale

The following airmail stamps were removed from sale in the Philatelic Sales Agency at the close of business June 15, 1960:

- 15¢ Air Mail (1947 Issue)
- 25¢ Air Mail (1947 Issue)

Any stock remaining on hand of these items will be handled in accordance with section 145.13a, *Postal Manual*.—*Bureau of Finance*, 6-23-60.

All Post Offices

Matches Prohibited in International Mail

Mail articles and parcels containing matches are being erroneously accepted in the international mail, particularly for delivery in Canada and Great Britain.

Matches, including safety matches, are prohibited to all countries under 221.31d and 231.51a of the *Postal Manual*.

Postal employees must make every effort to see that articles or parcels containing matches are not accepted for mailing to any country.—*Bureau of Transportation*, 6-23-60.

All Postal Installations

Health Benefits

All employees, other than substitutes, should be reminded that June 30, 1960, is the deadline for the initial filing of registration forms with their employing offices. For substitutes, the deadline is either June 30, 1960, or within 31 days after the employee has established his ability to pay, whichever is later.—*Bureau of Personnel*, 6-23-60.

All Postal Installations Having Government-Owned Vehicles

Truck Display: Prevent Forest Fires

In the near future the Forest Service, Department of Agriculture, will distribute "Prevent Forest Fires" posters to postal installations operating Government-owned mail trucks. Two posters will be displayed on each mail truck from July 1 through July 31, 1960.

Additional truck posters may be ordered from Smokey Bear Headquarters, U.S. Forest Service, Washington 25, D.C.—*Bureau of Facilities*, 6-23-60.

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*All Post Offices***1¼¢ and 2½¢ Plain Precancelled Stamped Envelopes**

The U.S. Stamped Envelope Agency, Dayton 2, Ohio, will accept orders for 1¼¢ and 2½¢ plain precancelled stamped envelopes on Form 3205, *Order For Plain or Precancelled Stamped Envelopes*. No other form may be used.

Use the following chart for ordering:

Size	Denomination	Item No.	Price	
			1,000	500
6¾	1¼¢	613	\$18.90	\$9.45
6¾	2½¢	623	31.40	15.70
10*	1¼¢	113	20.10	10.05
10*	2½¢	123	32.60	16.30

* Formerly designated as size No. 8.

Effective at once no further orders shall be submitted for 1¢ or 2¢ precancelled envelopes as these can not be produced and shipped before July 1, 1960, the effective date of the new rate.

Part 422 Postal Manual and Notice 17, *Price List of Plain Embossed Stamped Envelopes*, are being revised.—*Bureau of Facilities, 6-23-60.*

*All Postal Installations***Retirement of Certain Rotary Locks Bearing Prefix Letter "D"**

All rotary locks bearing the prefix letter "D" and numbered 1 through 1999 and 5001 through 9999 are to be sent, as found, direct to the Mail Equipment Shops, 2135 5th Street NE., Washington 25, D.C., for condemnation. It is desired to get these particular "D" locks out-of-service as soon as possible.

The foregoing instructions **do not apply to and are not to be confused with the special combination Rotary "D" locks used by the Treasury Department and bearing the following numbers:**

2000 through 5000
10000 through 22999

These instructions will not be published in the Postal Manual.—*Bureau of Facilities, 6-23-60.*

*All Postal Installations Having Government-Owned Vehicles***Vehicle Group Code Numbers**

Part 612, Facilities Handbook Series S-11 (Rev.), *Vehicle Maintenance Facility*, and part 412, Facilities Handbook Series S-14, *Vehicle Management Non-Personnel Office*, provide new group code numbers to be placed on all Government-owned vehicles near the fuel tank intake. These numbers are to be shown on original documents such as work orders, fuel issuance forms, vehicle time records, purchase orders, etc. The use of these numbers is required effective June 25, 1960.

Where it is impossible to complete numbering of vehicles prior to June 25, steps must be taken to assure that all documents show the proper code numbers before transmittal to the regional controller.

In larger facilities, it is suggested that conversion tables be prepared listing both the old and new code numbers. These tables should be posted in all mechanical, lubrication and gassing areas to facilitate entry of proper code numbers. It is further suggested that actual numbering of vehicles be accomplished coincident with other maintenance activities rather than as an individual project.

It should be noted the former code was a three-digit number whereas the new code to be used is a **two-digit number**.—*Bureau of Operations, 6-23-60.*

*All Postal Installations***Form 933, Originating Mail Volume Report (RS-FI-9)**

Pending release of a revised Form 933, *Originating Mail Volume Report (RS-FI-9)*, the August 1959 edition of this form will continue to be used as instructed in Part 474, Postal Manual. Section 474.211, Postal Manual, will be amended at an early date to delete references to "Work Performance Standards" and "WPS".—*Bureau of Finance, 6-23-60.*

*All Post Offices***Fraud Order Against The Gleaner Company, Ltd. at Kingston, Jamaica**

The attention of all postmasters is directed to Order No. 56596, issued on April 18, 1958, which revoked Fraud Order No. 56570 in so far as it applies to the names The Gleaner Company, Ltd., and S. G. Fletcher, P.O. Box 40, 148-156 Harbour Street, Kingston, Jamaica. The Department has received information that the mail addressed to these names is still being returned in spite of the revocation. All postal employees handling mail for dispatch to Jamaica should be requested to dispatch this mail as addressed.—*Office of the General Counsel, 6-23-60.*

*All Postal Installations***Locks and Keys for Letter Boxes**

Requisitions being received at the Mail Equipment Shops for locks and keys for street-letter-boxes at which collections are made by postal employees from nearby offices or star route or mail messenger contractors, indicate the need for clarification of instructions contained in section 651.342 of the Postal Manual. Accordingly, instructions are hereby revised as follows:

1. METRO series padlocks bearing combinations Nos. 101 through 125 are to be used **only** on collection boxes served by star route or mail messenger contractors.

2. In the case of collections made from boxes by **postal employees** from nearby offices, the boxes shall be equipped with arrow (inside locks), or padlocks bearing combination Nos. 1 through 55. Further, the **postal employee** performing the collections shall be supplied with a key or keys of the same combination of the lock in use at the office at which the collections are made. The office performing the collection service shall request the necessary key or keys from the office or offices at which the collections are being made.

Section 651.342 of the Postal Manual will be amended accordingly.—*Bureau of Facilities, 6-23-60.*

All 1st- and 2d-Class Post Offices and Regional Officials

Increased Procurement Authority for Maintenance of Mechanization

Authority is hereby granted Regional Operations Directors to increase the limits listed below to specified offices where conveyor systems, parcel post sorting systems and/or other new mechanization have been added, and when the present limitation is inadequate to properly keep the equipment in operation.

Offices with gross annual receipts:

Over \$7,000,000	\$500
Over \$1,000,000	300
Over \$250,000	100
Over \$40,000	25
Over \$8,000	15

This added authority will be kept within the \$2,500 maximum granted Regional Operations Directors.

Section 652.211b of the Postal Manual will be amended accordingly.—*Bureau of Facilities, 6-23-60.*

All Post Offices

Unlawful Order Against "PHOTOFORM LIMITED" and "196 LANCASTER ROAD" and any box number at 196 Lancaster Road, London, England

The attention of all postmasters is directed to Unlawful Order No. 56818 issued March 12, 1959 against "PHOTOFORM LIMITED" and "196 LANCASTER ROAD" and any box number at 196 Lancaster Road 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 England should be requested to fully enforce this order.—*Office of the General Counsel, 6-23-60.*

All Postal Installations

Loss of Commission

Commission No. 2925. Dated January 1, 1958. Issued to Vance L. Jones, Regional Highway Transportation Officer.—*Bureau of the Chief Postal Inspector, 6-16-60.*

Notices

Foreign Unlawful Orders:

<i>Country and city</i>	<i>Name and address covered by order</i>
Belgium, Brussels I	Miss Maggy Hilger, Box 448.
Denmark, Copenhagen K	Larsen, N. H., P.O. Box 190; P.O. Box 190.
England, London	Ganfield House, 52 York Street; Gamfield House, 52 York Street; Sir Gay, 73, Parkway.
England, London, W. 1	Laurence, Eric, Suite 2c, 119, Oxford Street; Ramsey, Michael, 9 Warwick Street, Regent Street.
France, Cannes	Paignton, John, La Croisette.
Holland, Amstelveen	Rinsum, Van, Essenlaan 11.
Mexico, Mexico City 1	Jose Urbina G., Aptdo, Postal 12231; Aptdo, Postal 12231.
Sweden, Boras 6	Art Publishing—Service, Postbox 1620; Postbox 1620.
Gothenburg	Stan, Ejdergatan 10.
Hagersten 10	Karlsson, Gustav, Pub., Fack 9.
Sundbyberg 3	Foto Grafo, Box 326; Box 326.
The Netherlands, Amsterdam	Astorial, Sluisstraat 3; Import Bureau Privato, Rozengr 19-21; Ankasa, Lutmastraat 65.
Amsterdam-Slotermeer	Schipper, G., Henri Borelstraat 1.
Venezuela, Caracas	Apartado 10.861, Sabana Grande.

Foreign Fraud Orders:

<i>Country and city</i>	<i>Name and address covered by order</i>
British West Indies:	
Allman Town P.O., Jamaica	Local & Overseas Newspaper Agency, Box 22.
Cross Roads P.O., Jamaica	Apex Transmission Inc., P.O. Box 35; Callard, Joyce, Mrs., P.O. Box 35; Lucas Tayloring Co., Box 173; Matthews, Helen, Miss, P.O. Box 96; Neff, Peter, Box 150.
Franklin Town P.O., Jamaica	Mechanical Engineering Co., P.O. Box 22.
Half Way Tree P.O., Jamaica	Dunlop Sales Corporation Ltd., P.O. Box 216; Dunlop, W. H., P.O. Box 4; Fulda, L., Miss, P.O. Box 82; Hollett, Peter, Box 146; McIver, S., Mrs., 8 Annette Cres.
Kingston, Jamaica	Architecture & Building Co., P.O. Box 38; DeMott, Karl, 8 Annette Cres.
Liguanea P.O., Jamaica	Huffine, J., P.O. Box 81; Metal Spinning Co., P.O. Box 38; Willis, Fred, P.O. Box 24.
Myers Wharf P.O., Jamaica	Dunn, Lucy, P.O. Box 32.
Spanish Town P.O., Jamaica	Duncan Iron Products, P.O. Box 33; Lily Lynn Inc., P.O. Box 33.
Windward Road P.O., Jamaica	Coat, B. A. & Co., P.O. Box 24.
Malta, Pawla	Costa, A., 10, Tarxien Road.
British West Indies:	
Cross Roads P.O., Jamaica	Fordyce, Morton J., Box 154; Lopez, G., P.O. Box 79, Kingston 5; Tuition House Ltd., P.O. Box 25.
Franklin Town P.O., Jamaica	Houghton, Granville, P.O. Box 69.
Hagley Park P.O., Jamaica	Barker, Jim & Co., Box 110; Martin, Agnes & Son, Box 118; Mitchell, Susan, Box 110.
Half Way Tree P.O., Jamaica	Chapman, C. L., Box 185, Kingston 10; Lane, Emma, Box 176; Rowlands, Arthur, Sr., Box 176; Turner, Samuel, Box 112; Weston, Amy, Box 112.
Kingston, Jamaica	Devon, Rose, P.O. Box 34, Zone 3; Warren, C. B., 112 Barry Street.
Spanish Town P.O., Jamaica	Kegan Paul Mfg., Box 33; Matthews, Cicily, Jr., Box 32.

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All Post Offices

Stolen Canadian Money Order Forms

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

A-85,903,621 to A-85,903,650 inclusive

A-85,948,388 to A-85,948,400 inclusive

A-87,476,501 to A-87,476,647 inclusive

Notice of these thefts must be added to the list of stolen Canadian money order 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, 6-23-60.*

All Post Offices

Having Rural Routes

Overburdened Rural Routes

Attention is invited to the notice appearing in POSTAL BULLETIN No. 20191, instructing postmasters to examine Form 4240, *Rural Carrier Trip Report* (RS-OP-49), for all routes, to determine whether the average daily time required to serve each route indicates relief is needed or whether heavy duty allowance should be authorized or adjusted. The Regional Operations Director must be notified promptly of all overburdened conditions which cannot be corrected locally.

All postmasters who have not done so must comply with these instructions **immediately**.—*Bureau of Operations, 6-23-60.*

INTERNATIONAL MONEY ORDER BUSINESS

CALIFORNIA:

Central Valley, Raymond (disc. 6-24-60).

Lawndale, Santa Monica (estab. 6-2-60).

ILLINOIS:

Lisle, Mount Sterling, Sparland; Versailles (disc. 6-8-60).

Warrenville (disc. 6-8-60).

IOWA: Coon Rapids (disc. 6-24-60).

MICHIGAN: Rockland, Vulcan (disc. 6-24-60).

MONTANA: Three Forks (disc. 6-24-60).

TEXAS: Alta Loma (disc. 6-24-60).

WASHINGTON: Dayton (disc. 6-24-60).

Foreign Fraud Orders—Continued

(Continued from p. 3)

Country and city	Name and address covered by order
British West Indies—Continued	
Windward Road P.O., Jamaica -----	Cooper, Rev. Amelia, Box 24; Maxwell & Moore Ltd., P.O. Box 10; Thomas, T. A. & Co., P.O. Box 34.
Canada, Hamilton, Ontario-----	Victor Szabo; Balaton Book & Record Studio; Express Centre Agency; P.O. Box 455.
Montreal -----	Bill O'Brien; Simpson Department Stores; Canadian Customs Clearance. Old Colony Securities Limited, 159 Bay Street.
Toronto 1, Ontario-----	Castera, Denise, A. Denis, Dameus.
Haiti, Petionville-----	Brierre, Georgea, Bourdon; Celestin, Fernande, Ruelle St. Cyr; Dade, Grace, Bois Verna; Honore, Mariette, Rue de la Reunion; Jeanty, Carmine MMe., Rue Marcelin; Laurent, Y. Jean, Martissant; Muzac, Marcel, Rue Marcelin; Pressoir, Marie, Impasse Lavaud.
Port-Au-Prince-----	Carbo, Vincent.
Mexico, Mexico City-----	

Domestic Fraud Orders:

State and city	Names covered by order
California, Sacramento-----	Collegiate Distributors Company; The Order of Metosophy For Solizaration; T.O.M.F.S.; T.O.M.F.S.—A.C.S.R., INC.; Director, T.O.M.F.S.—A.C.S.R., INC.; Superintendent, T.O.M.F.S.; George Henry Wilkins; George Henry Wilkins, Ms. D.; Rev. G. Wilkins; Rev. George Henry Wilkins, Administer.

All Vehicle Maintenance Post Offices

Rebuilding Transmissions and Differentials at VMF's

Facilities Handbook, Series S-11 (Rev.) *Vehicle Maintenance Facility* provides that all rebuilding of vehicle parts by vehicle maintenance personnel will be made on Standing Work Order No. 5. This requirement is hereby modified to provide that transmissions and differentials will be rebuilt on unscheduled work orders chargeable to the capacity of the vehicle from which the assembly was removed. Also, all transfers of rebuilt inventory parts and assemblies will be made at no value except transmissions and differentials which will be priced at 50 percent of the new value of the assembly.

The above changes to 443 and 544.2c in Facilities Handbook, Series S-11 (Rev.) *Vehicle Maintenance Facility*, are being processed and will be circulated shortly.—*Bureau of Finance, 6-23-60.*

POST OFFICE CHANGES NO. 52

(Ind=Independent for receipt and dispatch of registered and other mail.
R=Rural. cl=Class)

ALABAMA

Mobile: No. 11 (contract Sta.), Mobile County, disc. 5-31-60.

ARKANSAS

04-61110 Mount Olive, Izard County (4th cl), disc. 6-30-60. Mail to Sylamore (4th cl).

CALIFORNIA

Arlington: Arlanza Village (contract Br.), Riverside County, disc. 7-31-60.

Riverside: Arlanza Village (contract Br.), Riverside County, estab. 8-1-60.

05-03120 Arlington, Riverside County (1st cl), disc. 7-31-60. Mail to Riverside (1st cl).

Riverside: Arlington (classified Sta.), Riverside County, estab. 8-1-60.

Mojave: California City (Ind. R. Sta.), Kern County, estab. 7-1-60.

05-11340 Calistoga, Napa County (2d cl), city delivery estab. 7-23-60.

San Diego: College Grove Center (classified Sta.), San Diego County, estab. 7-1-60.

Arlington: La Sierra (classified Br.), Riverside County, disc. 7-31-60.

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**POST OFFICE CHANGES NO. 52—
Continued**

(Continued from p. 4)

CALIFORNIA—Continued

Riverside: La Sierra (classified Br.), Riverside County, *estab.* 8-1-60.
Redwood City: Marsh Manor (contract Sta.), San Mateo County, *estab.* 7-11-60.
Bridgeville: Van Duzen (*Ind. R. Sta.*), Humboldt County, *estab.* 8-1-60.
05-86400 Yorba Linda, Orange County (2d cl), *city delivery estab.* 7-9-60.

FLORIDA

Cocoa: Clear Lake (contract Br.), Brevard County, *estab.* 9-16-59 in *POSTAL BULLETIN* 8-13-59 is **RESCINDED**.
11-42150 Indian River City, Brevard County (2d cl), *city delivery estab.* 7-23-60.
Miami: 163d Street (contract Br.), Dade County, *estab.* 7-1-60.
Tampa: No. 3 (contract Sta.), Hillsborough County, *re-estab.* 7-1-60.

GEORGIA

Valdosta: No. 2 (contract Sta.), Lowndes County, *estab.* 7-1-60.

HAWAII

Honolulu: Schofield Barracks (classified Sta.), with Money Order Units 1, 2, 3, 4, and 5 (Wheeler Air Force Base), Honolulu County, *disc.* 6-25-60.
Wahiawa: Schofield Barracks (classified Sta.), with Money Order Units 1, 2, 3, 4, and 5 (Wheeler Air Force Base), *estab.* 6-26-60.

IOWA

18-83380 Mount Zion, Van Buren County (4th cl), *disc.* 6-30-60. Mail to Keosauqua (2d cl).
Keosauqua: Mount Zion (R. Sta.), Van Buren County, *estab.* 7-1-60.

KANSAS

19-93170 WaKeeney, Trego County (2d cl), *city delivery estab.* 7-20-60.

LOUISIANA

21-36140 Good Hope, Saint Charles County (2d cl), *disc.* 7-31-60. Mail to Norco (2d cl).
Norco: Good Hope (contract Br.), Saint Charles County, *estab.* 8-1-60.

MARYLAND

Frederick: No. 1 (contract Sta.), Frederick County, *estab.* 7-1-60.

MISSISSIPPI

Raleigh: Burns (R. Sta.), Smith County, *estab.* 1-1-60 in *POSTAL BULLETIN* 12-3-59, no longer *Ind.*, 6-25-60.

MISSOURI

28-06240 Beverly, Platte County (4th cl), *disc.* 6-24-60. Mail to East Leavenworth (4th cl).

NEW JERSEY

Caldwell: Fairfield (contract Br.), Essex County, *estab.* 7-1-60.
Point Pleasant Beach: Manor Park (contract Br.), Ocean County, *disc.* 5-31-60.
Brick Town: Manor Park (contract Br.), Ocean County, *estab.* 6-1-60.
Marlboro: "A" (contract Sta.), Monmouth County, *status changed* to Money Order Unit No. 1, 7-1-60.
Point Pleasant Beach: Riviera Beach (contract Br.), Ocean County, *disc.* 5-31-60.
Brick Town: Riviera Beach (contract Br.), Ocean County, *estab.* 6-1-60.

NEW YORK

Schenectady: East Glenville (contract Br.), Schenectady County, *estab.* 7-1-60.
35-40250 Hulberton, Orleans County, (4th cl), *disc.* 6-30-60. Mail to Holley (2d cl).
Schenectady: Mayfair (contract Br.), Schenectady County, *estab.* 7-1-60.
Newburgh: New Windsor (contract Br.), Orange County, *estab.* 7-1-60.
Perrysburg Pryor Heights (R. Sta.), Cattaraugus County, *disc.* 6-18-60.
Schenectady: Nos. 1 and 7 (contract stations), Schenectady County, *disc.* 7-1-60.
Schenectady: No. 2 (contract Sta.), Schenectady County, *disc.* 6-30-60.

NORTH CAROLINA

36-77040 Tarheel, Bladen County (3d cl), *name changed* to Tar Heel, with same post office number, 7-1-60.

OHIO

38-77840 South Point, Lawrence County (3d cl), *disc.* 6-30-60. Mail to South Point (formerly North Kenova), 3d cl.
38-60830 North Kenova, Lawrence County (3d cl), *name changed* to South Point with same post office number, 38-77840, as that of South Point *disc.* on 6-30-60. Name change effective 7-1-60.

OKLAHOMA

39-03080 Antlers, Pushmataha County (2d cl), *city delivery estab.* 7-11-60.

OREGON

40-46720 Lake Grove, Clackamas County (2d cl), *disc.* 6-30-60. Mail to Oswego (1st cl).
Oswego: Lake Grove (classified Sta.), Clackamas County, *estab.* 7-1-60.

PENNSYLVANIA

Malvern: Frazer (contract Br.), Chester County, *estab.* 7-1-60.
Pittston: No. 2 (contract Sta.), Luzerne County, *re-estab.* 7-1-60.
Reading: No. 9 (contract Sta.), Berks County, *re-estab.* 7-1-60.

TENNESSEE

Memphis: Money Order Unit No. 5, Shelby County, *disc.* 6-30-60.
Memphis: No. 7 (contract Sta.), Shelby County, *re-estab.* 7-1-60.

TEXAS

Copperas Cove, Coryell County: Izoro (R. Sta.), Lampasas County, *estab.* 7-1-60 in *POSTAL BULLETIN* 6-9-60, modified to show station *Ind.*
48-77100 Rockwall, Rockwall County (2d cl), *city delivery estab.* 7-23-60.
48-98350 Winters, Runnels County (2d cl), *city delivery estab.* 7-23-60.

VERMONT

50-61040 Poultney, Rutland County (2d cl), *city delivery estab.* 7-9-60.

VIRGINIA

Arlington: No. 3 (contract Sta.), Arlington County, *disc.* 6-30-60.
51-15420 Carterton, Russell County (4th cl), *disc.* 6-30-60. Mail to Lebanon (2d cl).
Lebanon: Carterton (R. Sta.), Russell County, *estab.* 7-1-60.
51-16500 Central Point, Caroline County (4th cl), *disc.* 6-30-60. Mail to Bowling Green (2d cl).
51-48660 Kidds Fork, Caroline County (4th cl), *disc.* 6-30-60. Mail to Bowling Green (2d cl).

WASHINGTON

54-05000 Ayer, Walla Walla County (4th cl), *disc.* 7-31-60. Mail to Ayer, *Ind. R. Sta.*, Prescott (3d cl).
Prescott: Ayer (*Ind. R. Sta.*), Walla Walla County, *estab.* 8-1-60.

**SERVICE IS OUR PRODUCT.
LET'S IMPROVE IT EVERY DAY**

*All Post Offices Having
Government-Operated Vehicles*

Changes in Vehicle Procedures

1. References in Facilities Handbook, Series S-11 (Rev.), *Vehicle Maintenance Facility* to Subchapter 670, Postal Manual, are to a revision of this subchapter which is being processed and will be issued at an early date.

2. Section 453.12 of the Postal Manual does not apply to purchases for the vehicle service. See 530 of Handbook S-11 and 310 of Facilities Handbook Series S-14, *Vehicle Management Non-Personnel Office*, for the vehicle service purchasing procedures.

3. Daily readings on Form 4574, *Daily Record of Gasoline and Motor Oil Issued*, are not necessary where oil dispensing equipment is not equipped with meters.

4. The instructions in revised S-11 does not require daily stick readings. Except in unusual circumstances, it is not contemplated that daily stick readings will be made at bulk fuel locations.

5. The average hourly rate on Form 4542, *Maintenance Facility Work Order Summary*, will not be inserted by the maintenance facility.

6. Only one Form 4570, *Government-Owned Vehicle Time Record*, should be maintained for an individual vehicle even though such vehicle is used in more than one type of service. Total vehicle utilization will be shown on Forms 4570 and 4590, *Summary of Vehicle Use*, at the dispatch point at which the vehicle is parked overnight.

7. Part 710 of S-11 will be amended to delete Form 4550, *Truck Reassignment and Disposal Report*, and to delete 1 under Regional Vehicle Services Manager's column opposite Form 4541, *Contract Work Order—Invoice for Vehicle Repair*.

8. Where it is necessary to obtain emergency vehicle hire under the provisions of Postal Manual 651.53, emergency vehicle hire will be supported only by Form 1804, *Contract Vehicle Time Record*. The form should plainly indicate **emergency service** (ES) in the space provided for contract number.

9. At post offices having five or less Government-owned vehicles as-

*All Post Offices Using
Government-Owned Vehicles*

Special Reporting Instructions for Period June 25—June 30, 1960

In order to include in Appropriation Fiscal Year 1960 all vehicle costs incurred for the period June 25 through June 30, 1960, it will be necessary to make two separate submissions of documents in Accounting Period No. 1, PFY 1961:

1. Those applicable to the period June 25-30, 1960, should reach the

signed, it is not required that Form 4567, *Commercial Service Station Procurement Record*, be closed out weekly. This form will be used for the entire accounting period. The provisions of 334 in Facilities Handbook, Series S-14, *Vehicle Management Non-Personnel Office*, requiring the Form 4567 be closed out weekly will be modified.

10. Section 223.52 of S-14 is not applicable at nonpersonnel offices and should be ignored.

11. Maintenance reserve vehicles will be shown on Forms 4570 and 4590 in the respective capacities for the installation to which assigned. Do not classify reserve vehicles as maintenance service vehicles.

12. Two separate Forms 4590 will be prepared by the regional vehicle services manager each accounting period covering vehicles (1) in regional storage and (2) in departmental storage. Vehicles assigned to regional storage will be included in computing the average number of vehicles for determination of regional vehicle utilization ratios. Departmental storage vehicles being held pending sale or other disposition will not be included in any regional utilization statistics.

13. Part 514 in S-14 will also be incorporated in part 675, Postal Manual.

14. At nonpersonnel offices having four or more vehicles, preventive maintenance schedules may be prepared on a cycle basis as described in parts 324 and 325 of S-11.

15. Revisions to the above-mentioned publications will be made at an early date.—*Bureau of Operations, 6-23-60.*

regional controller's office not later than July 5, 1960;

2. Those for the period July 1-22, 1960, are to reach the regional controller's office not later than Tuesday, July 26, 1960.

A. *Forms required of both vehicle maintenance facilities and non-personnel post offices*

1. *SF 147 Purchase Order-Invoice-Voucher*

All blanket purchase orders should be closed as of June 30 and new purchase orders issued for the period July 1 through July 22. For both blanket and regular purchase orders issued during the period June 25 through June 30, on which materials and services have been received, the receiving reports and fiscal copies should be submitted to the regional controller's office for payment. For those purchase orders issued during the period June 25 through June 30, for which the materials or services have not been received, the No. 4 fiscal copies will be forwarded to the regional controller's office for establishing the obligation. (When the goods or services are received, the remaining copies will be forwarded in accordance with established procedures.) The procedures outlined in Facilities Handbooks Series S-11 (Rev.), *Vehicle Maintenance Facility*, and Series S-14, *Vehicle Management Non-Personnel Office*, will be followed for all standard Forms 147 issued during the period July 1-22.

2. *Form 4541—Contract Work Order—Invoice for Vehicle Repair*

All Forms 4541 completed through June 30 should be forwarded to the regional controller's office. All copies of Form 4541 which are not completed and ready for payment on June 30 will be retained at the post office. (They will be forwarded to the regional controller upon completion.) See Handbooks S-11 and S-14 for procedures governing Forms 4541 completed subsequent to July 1.

3. *Form 4547, Summary of Purchases from Commercial Service Stations (RS-FI-98)*

Records of purchases of gasoline, oil, and minor repairs, from commercial service stations, for the period June 25-30, will be closed and submitted to the regional controller's office with Form 4547 and supporting documents. A separate Form 4547

(Continued on p. 7)

Special Reporting Instructions for Period June 25-June 30, 1960

(Continued from p. 6)

with supporting documents will be submitted for the period July 1-22, 1960.

B. Forms required of vehicle maintenance facilities only

Separate submissions of the following "non fund" forms will be made for the period June 25-30 (to reach the RCO by July 5), and period July 1-22, 1960 (to reach the RCO by July 26) :

Periods		
June 25-30	July 1-22	
4506	4580	Issues of Gasoline and Oil at Vehicle Repair Unit.
4520	4520	Transfer Order and Voucher.
4527	4527	Register of Receipts, Issuances, Inventory Balance.
4545	4542	Work Orders.
4570	4590	Vehicle Report.

Data appearing in these forms for the period June 25-30, 1960, will be included in the FY 1960 report. They will also be included in the vehicle reports for Accounting Period No. 1, PFY 1961, covering the full accounting period June 25-July 22, 1960.—*Bureau of Finance, 6-23-60.*

All Postal Installations

Special Instructions for Closing Fiscal Year 1960 Accounts

Uniform Allowance Reimbursements

At the close of business June 30, 1960, all postal units handling uniform clothing allowances shall process all uniform allowance claims received from employees since the previous transmittal, and immediately submit to the regional controller Form 1463, *Transmittal of Forms 1498 (RS-FI-63)*, with Forms 1498, *Uniform Allowance Payment Record*, for all approved claims.

Postmasters will not submit uniform allowance claims for July 1, 1960. The next uniform allowance claim submission after June 30, 1960,

will be the July 15, 1960, payday, and will include all uniform allowance claims received subsequent to the June 30 submission. Thereafter, postmasters will submit requests for uniform allowance reimbursements to their regional controllers every payday, the day salary checks are distributed to employees at the post office.

Travel Accounts to June 30, 1960

At all postal installations, all travel vouchers for Accounting Period No. 13, ending June 24, 1960, shall be extended to include travel expenses incurred for June 25, 26, 27, 28, 29, and 30, 1960.

Travel vouchers for Accounting Period No. 1 (June 25 to July 22) of FY 1961 will cover only expenses incurred from July 1 through July 22, 1960, inclusive. Subsequent travel vouchers will be submitted on the usual accounting period basis.

Travel vouchers for the period May 28 through June 30, 1960, inclusive, must be submitted to the regional controller offices through the proper administrative channels promptly but in no case later than July 7, 1960, so that the amounts claimed may be included as obligations in the appropriation FY ended June 30, 1960.

Vouchers covering movement of household goods, and related expenses incident to permanent change of station which actually begin on or before June 30, 1960, should be charged to appropriation FY 1960, and these vouchers should reach regional controller offices not later than July 7, 1960.

Postmasters' Reports for June 1960

It is important for the year-end closing of expenses that postmasters at all classes of offices promptly certify and transmit to the regional controller offices those bills and receiving reports for goods and services received through June 24, 1960, that are to be paid by the regional controller office. These bills should be submitted no later than the date of submission of the Forms 1553 or 1555 (*Statement of Account*) for the postal quarter or accounting period ending June 24, 1960.

Postmasters at all classes of offices are urged to pay promptly all ap-

proved bills for goods and services received through June 24, normally payable by the postmasters, and to include all such disbursements through June 24 in their Forms 1553 and 1555 for postal quarter IV or accounting period No. 13 ending June 24, 1960.

All bills and receiving reports for goods and services received on June 25, 26, 27, 28, 29, and 30, 1960, that are to be paid by the regional controller office should be submitted not later than July 7, 1960, so that they may be included as obligations in the appropriation fiscal year ended June 30, 1960.

Special Report by Postmaster at 1st-Class Post Offices

This year postmasters of all 1st-class post offices will submit an interim statement of account using Form 1555, *Statement of Account—First-Class Post Office (RS-FI-12)*, covering the period June 25 through June 30, 1960, showing the actual cumulative amounts in their cash books for all accounts as of the close of business June 30, 1960. These statements of accounts will be submitted **without the usual documentary support**. Offices that took a stamp stock inventory at the end of the 13th Accounting Period, PFY 1960, may determine the total of the stamp stock by running totals of Forms 3295 and 3367 instead of actually counting the main stock. Postmasters will complete the front of the statement of account and sign the certification on the reverse.

A regular full accounting period statement of account, *June 25 through July 22, 1960*, with the required documentary support will be submitted as usual.

The interim statement of account will be used by regional controllers to prepare necessary reports required for the government fiscal year. It is emphasized that this report covers only the period between June 25 and the close of business June 30 and does not replace the report for Accounting Period No. 1, PFY 1961, which should be submitted for the entire 28 day period.—*Bureau of Finance, 6-23-60.*

All Post Offices

Warning Notice—Unrecovered Stolen Money Order Forms

This current list is to be posted and used by window clerks. Destroy all previous notices.

1-55,174,898 to 1-55,175,000	6- 2,041,698 to 6- 2,042,000	8- 43,120,001 to 8- 43,120,300
1-62,646,546 to 1-62,646,600	6- 6,731,454 to 6- 6,731,500	8- 43,737,320 to 8- 43,737,450
1-72,272,394 to 1-72,272,500	6-43,599,985 to 6-43,600,000	8- 90,336,575 to 8- 90,336,800
1-72,274,157 to 1-72,274,500	6-46,096,793 to 6-46,097,000	9- 26,024,045 to 9- 26,024,300
1-85,848,756 to 1-85,848,800	6-50,691,515 to 6-50,692,000	9- 27,991,679 to 9- 27,991,692
1-86,256,184 to 1-86,256,212	6-56,161,641 to 6-56,161,700	9- 27,993,371 to 9- 27,993,394
1-88,435,800 to 1-88,435,917	6-56,395,957 to 6-56,396,000	9- 40,130,108 to 9- 40,130,500
2-39,862,273 to 2-39,862,500	6-63,790,864 to 6-63,791,000	9- 45,273,801 to 9- 45,274,000
2-40,244,413 to 2-40,244,500	6-63,826,501 to 6-63,827,000	9- 52,658,671 to 9- 52,659,000
2-58,970,519 to 2-58,970,549	6-71,875,655 to 6-71,875,700	9- 75,444,064 to 9- 75,444,250
2-58,970,672 to 2-58,971,000	6-76,825,338 to 6-76,825,500	9- 75,924,935 to 9- 75,925,000
2-68,043,357 to 2-68,044,000	6-81,734,983 to 6-81,735,000	9- 76,110,986 to 9- 76,111,000
2-71,692,868 to 2-71,700,000	6-82,916,303 to 6-82,916,366	9- 82,407,523 to 9- 82,408,000
2-83,792,001 to 2-83,792,200	6-82,967,687 to 6-82,968,000	9- 83,240,451 to 9- 83,240,500
2-86,242,903 to 2-86,242,975	6-84,235,483 to 6-84,235,550	9- 84,125,201 to 9- 84,125,600
3- 3,763,360 to 3- 3,763,376	6-84,756,850 to 6-84,757,200	9- 90,657,594 to 9- 90,657,611*
3- 7,500,807 to 3- 7,501,000	6-86,132,397 to 6-86,133,000	10-42,063,401 to 10-42,064,000
3- 7,500,807 to 3- 7,501,000	6-90,128,338 to 6-90,128,346	10-42,068,001 to 10-42,068,300
3-27,670,091 to 3-27,670,300	6-90,128,367 to 6-90,128,406	10-42,703,388 to 10-42,703,400
3-68,908,901 to 3-68,909,200	6-90,128,411 to 6-90,128,740	10-42,745,567 to 10-42,745,572
3-70,355,884 to 3-70,355,900	6-91,266,956 to 6-91,267,000	10-43,465,801 to 10-43,466,000
3-71,677,339 to 3-71,677,352	6-91,499,083 to 6-91,499,300	10-71,180,125 to 10-71,180,500
3-87,114,633 to 3-87,114,700	6-92,627,601 to 6-92,627,900	10-86,936,101 to 10-86,936,500
3-87,510,761 to 3-87,511,200	7-26,000,499 to 7-26,000,700	10-88,348,647 to 10-88,348,800
3-90,898,822 to 3-90,898,854	7-31,109,881 to 7-31,110,000	10-88,457,001 to 10-88,457,300
3-90,956,890 to 3-90,957,000	7-32,868,555 to 7-32,868,569	10-88,976,018 to 10-88,976,500
3-92,399,801 to 3-92,399,950	7-33,955,352 to 7-33,955,600	10-89,717,483 to 10-89,717,499
4-29,713,945 to 4-29,714,000	7-35,123,917 to 7-35,124,000	10-89,849,324 to 10-89,850,000
4-35,270,001 to 4-35,274,000	7-43,399,101 to 7-43,400,000	10-91,606,129 to 10-91,606,500
4-41,718,801 to 4-41,719,000	7-45,468,426 to 7-45,468,441	10-91,913,370 to 10-91,913,500
4-44,427,287 to 4-44,428,000	7-45,491,813 to 7-45,492,000	10-92,874,553 to 10-92,874,600
4-53,925,001 to 4-53,925,047	7-45,959,726 to 7-45,960,000	10-92,976,037 to 10-92,976,200
4-57,039,600 to 4-57,039,625	7-50,272,592 to 7-50,273,000	10-93,752,270 to 10-93,754,000
4-57,792,089 to 4-57,792,100	7-50,290,001 to 7-50,290,800	11-13,270,807 to 11-13,271,000
4-66,116,586 to 4-66,116,683	7-51,531,913 to 7-51,532,000	11-81,181,782 to 11-81,182,000
4-82,722,161 to 4-82,722,300	7-51,787,001 to 7-51,788,000	11-81,932,188 to 11-81,932,500
4-83,504,212 to 4-83,504,400	7-54,546,137 to 7-54,546,500	11-82,496,198 to 11-82,496,200
4-83,864,750 to 4-83,864,800	7-54,686,433 to 7-54,686,450	11-82,724,382 to 11-82,725,000
4-86,447,314 to 4-86,447,400	7-59,597,750 to 7-59,598,000	11-83,284,001 to 11-83,284,200
4-87,274,801 to 4-87,275,000	7-59,680,667 to 7-59,680,700	11-84,843,055 to 11-84,843,400
4-90,701,489 to 4-90,702,000*	7-59,683,980 to 7-59,684,000	11-85,715,958 to 11-85,716,000*
5-34,917,870 to 5-34,917,900	7-87,356,570 to 7-87,356,605	11-87,177,543 to 11-87,178,000
5-42,300,777 to 5-42,300,800	7-88,287,830 to 7-88,287,851	12- 244,493 to 12- 244,578
5-73,965,631 to 5-73,965,650	7-90,026,757 to 7-90,027,000	12- 4,510,001 to 12- 4,510,041
5-74,030,082 to 5-74,030,200	7-90,797,344 to 7-90,798,000	12- 4,565,279 to 12- 4,565,400
5-74,971,207 to 5-74,971,344	7-90,821,032 to 7-90,821,200	12-11,952,444 to 12-11,952,499
5-75,693,033 to 5-75,693,067	7-91,060,582 to 7-91,060,800	12-13,242,148 to 12-13,242,500
5-75,406,301 to 5-75,406,600	7-91,249,493 to 7-91,249,700	12-13,481,100 to 12-13,481,300
5-76,095,112 to 5-76,095,150	7-91,272,319 to 7-91,274,000	12-15,670,038 to 12-15,670,500
5-76,965,742 to 5-76,965,850	7-91,510,301 to 7-91,510,500	12-20,446,014 to 12-20,446,500
5-77,657,318 to 5-77,657,407	7-91,776,601 to 7-91,776,700	12-24,983,586 to 12-24,983,593
5-78,173,801 to 5-78,174,050	8- 6,589,683 to 8- 6,590,000	12-64,371,988 to 12-64,372,000
5-78,406,375 to 5-78,406,500	8-12,995,186 to 8-12,995,190	12-75,275,539 to 12-75,276,000
5-79,298,576 to 5-79,298,586	8-24,310,998 to 8-24,311,500	12-75,286,401 to 12-75,288,000
5-79,691,307 to 5-79,691,400	8-27,810,206 to 8-27,811,000	12-80,699,340 to 12-80,699,399*
5-81,962,196 to 5-81,962,500	8-38,940,744 to 8-38,941,000	12-85,569,046 to 12-85,569,300
5-97,851,229 to 5-97,852,000	8-39,523,801 to 8-39,524,000	13-11,078,467 to 13-11,078,500
6- 528,865 to 6- 528,999	8-40,353,101 to 8-40,353,200	13-19,364,001 to 13-19,364,500
6- 1,350,112 to 6- 1,350,500	8-40,672,046 to 8-40,672,061	14- 4,581,379 to 14- 4,581,400
	8-42,158,272 to 8-42,158,300	
	8-42,646,047 to 8-42,646,100	

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