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- 1962

# POSTAL BULLETIN

Instructions and Information For Postal Employees  
Published Weekly



LXXXIII

Washington 25, D.C., Thursday, July 5, 1962—Five Pages

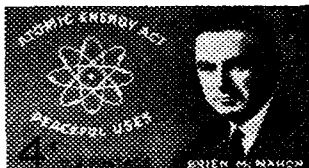
20314

All Postal Installations

## 4-Cent Brien McMahon Commemorative Postage Stamp

The Department will issue the 4-cent Brien McMahon commemorative stamp through the Norwalk, Conn., post office, on July 28, 1962. The stamp is in tribute to the late Connecticut Senator for his role in opening the way to peaceful uses of atomic energy.

**POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JULY 29, 1962**



Size: 0.84" x 1.44" (horizontal)

ISSUED IN PANES OF 50

Initial printing: 120 million  
Color: Purple

Reproduced on the stamp is a portrait of Senator McMahon, based on a photograph by Glogau of Washington, D.C., facing the artist's rendition of the atomic symbol.

To obtain first-day cancellations, collectors may submit requests to the Postmaster, Norwalk, Conn. See Postal Manual 145.3. Selected mint stamps will be available at the Philatelic Sales Agency, Post Office Department, Washington 25, D.C., on and after July 30, 1962.

All classes of post offices will receive an initial supply of this stamp under the automatic distribution schedule.

1st- and 2d-class post offices requiring additional bulk quantities may submit a separate requisition (Form 3356) to the Bureau of Engraving and Printing (Item 411) with a memorandum, POD Form 31, stating that the stamps are required in addition to those automatically furnished.

(Continued on p. 4)

Postmasters in Atlanta and Denver Regions

## Print-Punch Money Orders

The first group of the new money orders received at the Money Order Audit office shows errors in issuance requiring immediate attention.

Several orders show an improperly printed amount as for example a \$10 order is printed as

\* I \* 00  
DOLLARS CENTS

rather than

\* I 000  
DOLLARS CENTS

The asterisks should appear only to the left of the first significant digit in the printed amount—*never print an asterisk to the right of the first amount digit.*

The amount is not printed in the Dollars/Cents space on some orders indicating that the money order form is not properly positioned on the guide pins. These guide pins should be seated in the two guide holes punched in Column 16 of the forms—check this by looking at a practice card. The top guide hole is circled in red for easy identification; do not confuse with the holes representing the serial number which are punched in Columns 1 through 10. If the printed amount is not positioned in the Dollars/Cents space on the order, it has been improperly positioned. Treat it as spoiled and issue a new order.

Several of the new money orders received were issued by hand. All post offices and all units of post offices in the Atlanta and Denver Regions should issue domestic money orders by the print-punch machine unless it is not operating properly.

If the amount does not print or is not clear, check the ribbon position and feed against the picture on page 6 of the instruction pamphlet. If the amount is not being punched, tighten the knurled thumb screws (page 5, illustration 2).—Bureau of Finance, 7-5-62.

All Post Offices

## Preparation of COD Money Orders

A COD shipper has reported the receipt of a number of COD money orders which had not been properly completed in accordance with section 363.321, Postal Manual. The COD package number was either omitted entirely, or the digits had been transposed in such a manner as to prevent crediting of the remittances to the outstanding accounts.

Many COD mailers depend entirely on the COD package number on the money orders to credit remittances received. When this information is either omitted or placed on the money order in a careless fashion, the mailer is usually forced to request a correction, requiring the expenditure of additional clerical time by postal employees.

Postmasters are requested to have spot checks made from time to time to establish to their satisfaction that COD money order remittances to mailers are being properly prepared. — Bureau of Operations, 7-5-62.

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*All Post Offices***Rubber Stamps to Mark Undeliverable Mail**

The recent revision of section 355.11, Postal Manual, has created a need for additional rubber stamps with which to mark undeliverable mail. The following rubber stamps are now available as stock items in supply centers and may be requisitioned in the regular manner when needed. Follow instructions in section 651.4. Rubber stamps in good condition already in use and worded to conform to the approved markings listed in section 355.11 should be continued in use.

<i>Item</i>	<i>Number</i>
Hand Index	
(Return to Writer) Reason checked:	R-1300-1
Unclaimed---Refused---	
Addressee Unknown---	
Insufficient Address---	
No such street---Number---	
No such office in state---	
Do not re-mail in this envelope.	
Hand Index	R-1300-53
(Return to Writer)	
Hand Index	R-1300-54
(Return to Writer)	
Postage Due ---¢	
<input type="checkbox"/> Moved, left no address	R-1300-5
<input type="checkbox"/> No such number	
<input type="checkbox"/> Moved, Not forwardable	
<input type="checkbox"/> Addressee Unknown	
Box Closed—No Order	R-1300-77
Building Razed	R-1300-76
Fraudulent, Mail to this	R-1300-19
Address returned by Order	
of the Postmaster General	
Illegible	R-1300-61
Insufficient Address	R-1300-59
Moved, left no address	R-1300-3
No mail receptacle	R-1300-15
No such Office	R-1300-56
in State	
No such street	
number	R-1300-55
Out of Business	R-1300-52
Outside Delivery Limits	R-1300-78
Returned for Better	R-1300-18
Address	
Temporarily Away	R-1300-13
Unclaimed	R-1300-63
Vacant	R-1300-14

When it is necessary to replace these rubber stamps or obtain additional stamps for the purpose of marking undeliverable mail, requisition

stock items. Do not request combinations of endorsements not already available as a stock item and do not order special stamps for the purpose of marking mail as provided in section 355.11.

The following new rubber stamps are also now available on regular requisition from supply centers:

<i>Item</i>	<i>Number</i>
Forwarded, Delivery Not Attempted	R-1300-294
A Notice for this mail was left when Special Delivery Service was attempted	R-1300-79
Returned for Carrier Endorsement	R-1300-48
Postage Due 10¢	R-1300-7
----Form 3579	R-1300-9
----¢ Postage Due	

Notwithstanding instructions in section 355.111b, the Department continues to receive special requisitions for rubber stamps with the endorsement **Deceased**. These requests will not be approved.—*Bureau of Operations, 7-5-62.*

*All Postal Installations***Survey to Determine Kill of Migratory Waterfowl**

The Postal Service is again cooperating with the U.S. Fish and Wildlife Service, on a reimbursable basis, in a survey to measure the kill of migratory waterfowl during the next hunting season.

*Certain 1st-class offices* (the main office and/or one or more branches, named classified, and contract stations), and a number of 2d-, 3d-, and 4th-class offices have been selected to participate in the survey.

The selected offices (and ONLY these offices) are being mailed parcels of Fish and Wildlife Registration Forms 3-1823 (Hunter Address Cards) for distribution to purchasers of Migratory Waterfowl Hunting Stamps. Instructions for issuing the cards, and an acknowledgment form (M.S. No. 7) will accompany each parcel of hunter address cards. The postmaster shall inform the appropriate employees of the survey instructions, and immediately acknowledge receipt of the cards on Form M.S. No. 7.

Information cards (M.S. No. 5) have been sent to postmasters of those 1st-class offices selected to have tentatively one or more outlets (including the main office) participate in the survey. The final selection of these outlets will be made following the postmaster's return of the M.S. No. 5 card. The postmaster will then be sent individual parcels of hunter address cards for only those of his outlets finally selected to participate. *Only those of his outlets thus specifically designated will distribute hunter contact cards.*

All offices having supplies of hunter contact cards from earlier surveys shall *destroy* the cards. In nearly all instances outlets having participated during the past two surveys will NOT be selected for the coming survey.

**Instructions for Handling Registration Forms 3-1823 (Hunter Address Cards) at Selected Survey Installations**

**SINGLE STAMP SALES:** Employees at the designated survey points should first give each purchaser of a migratory bird hunting stamp a Hunter Address Card and in a courteous manner request him to *read the instructions on the card, fill out the address portion, and hand it to the clerk for mailing.* The cooperation of the patron is essential to the success of the survey. *The stamp should be given to the patron on return of the card.* These cards should be postmarked and mailed the same day as completed if practicable. The purchaser will retain the portion of the card for keeping a record of his kill, and for use in reporting at the end of the season on a questionnaire to be subsequently mailed to him direct by the Interior Department.

**MULTIPLE SALES:** Purchasers of more than one migratory bird hunting stamp should be given additional Hunter Address Cards *when the stamps are sold.* The purchaser should be requested to give a card to each individual for whom a stamp was purchased and to ask him to fill out the card form, detach the address portion which will require no postage and mail it without delay.

The cooperation of all postmasters concerned with this survey is requested.—*Bureau of Operation, 7-5-62.*

*All Post Offices***Delivery of Dutiable Tourist Packages**

The 1962 tourist season has begun and soon thousands of tourist packages will be arriving in this country and will reach post offices of address assessed with customs duty. In many cases an addressee will claim he is entitled to receive a package free of duty under 261.544, Postal Manual, because the contents were declared when he returned to the United States and were within the duty exemptions provided by law for a resident at the time of his return.

When either of the following conditions is present, a tourist package may be delivered without collecting the duty assessed:

I. The addressee of a package, or someone acting on his behalf, presents a completed customs T.D. Form 3351, *Release for Unaccompanied Tourist Shipment*, covering the merchandise in the package. If the description and value shown on the T.D. Form 3351 substantially agree with the description and value on the mail entry (customs T.D. Form 3419) accompanying the package, deliver without collection of duty.

II. The addressee of a package, or other person acting for him, is unable to produce a completed T.D. Form 3351 satisfactorily describing the contents of the package but claim is made that the addressee purchased the contents abroad and is entitled to have them delivered free of duty under his exemptions. In such case, deliver without collection of duty after the addressee, or other person claiming free entry for him, completes and signs the declaration on the reverse side of the duplicate copy of customs T.D. Form 3419. If the declaration is completed by a person acting for the addressee, such person must sign for the addressee and show his relationship to the addressee.

Delivery employees must see that addressees completing either of the above mentioned forms show the name of the ship or the airline and flight number, and the date of arrival on return to the United States.

Frequently, a package containing articles purchased abroad by a tourist for his own use will be mailed by the tourist to himself in care of another person as a matter of conven-

ience pending his return to the United States. Such a package cannot be delivered without collection of duty until the addressee returns. If delivery of the package with payment of duty is refused, it must be returned to the post office and held, subject to storage charges (224.14 and 232.13 Postal Manual). When the tourist returns and complies with one or the other of the above procedures, the package may be released without collection of duty.

When a package is delivered without collection of duty, both copies of the mail entry (customs T.D. Form 3419), and the release statement on customs T.D. Form 3351 when that form has been presented, must be transmitted to the applicable port of entry as prescribed in 261.561, Postal Manual.

Copies of these instructions should be reproduced and made available to employees who are concerned with the delivery of dutiable packages.—*Bureau of Transportation, 7-5-62.*

*All Postal Installations***Excessive Use of Sick Leave**

When employees are sick or disabled and unable to work for that reason they are entitled to use sick leave. The purpose of sick leave is to provide pay continuity for employees unable to work.

The Department seeks the active support and cooperation of every postal official, supervisor, employee, and postal employee organization to assure that sick leave benefits and the use of sick leave are understood and properly observed. The value of accumulated sick leave to the employee and his family is best appreciated by one who has benefited from this cost-free (to the employee) insurance provided for him by law while he was ill or disabled.

The rate at which sick leave is used has increased and an analysis points strongly to abuse by some employees as one primary reason. The Department must safeguard against abuse of Federal funds appropriated for postal operations. Therefore, increased attention should be given in the following specific areas. Postmasters are directed, however, before taking the following recommended action, or more severe disciplinary

action, to make absolutely certain that the reasons for the low sick leave balances are not the result of prolonged illnesses or injury, particularly service-caused disabilities or other circumstances beyond the control of the employee.

1. *Regular Employees*—It is quite possible that excessive work may be injurious to persons who are troubled with chronic illness. Too much overtime work may even be the cause of illness. For that reason such persons should not be assigned to work on an overtime basis whenever it is possible to not do so and still protect the service.

2. *Substitute Employment*—For the same reasons governing the non-scheduling of overtime for regular employees, substitutes with good sick leave records and otherwise dependable attendance records shall have preference in the assignment of available emergency work in excess of 40 hours per week or 8 hours per day.

3. *Probational Employees*—Special attention shall be given to dependable attendance. Separation action is to be initiated promptly whenever it is found a probationer cannot be depended upon to work when he is needed, whether the reasons reflect his physical inability to meet work requirements, lack of interest, or other reasons personal to him. Proper allowance shall be made for a temporary illness or disability not pointing to continued unavailability.

4. *Temporary Appointees*—Give special attention to attendance, the same as for a probationer. The questionable use of sick leave by a temporary appointee should have immediate attention. Undependable attendance for any reason, is sufficient cause for termination.

5. *Promotions*—Attendance records of candidates for promotion should be reviewed with consideration given to sick leave use as one factor in promotional suitability. Service considerations require promoting employees with reliable attendance records who have demonstrated personal adherence to good sick leave practices. Note Postal Manual section 716.222f.—*Bureau of Operations; Bureau of Personnel, 7-5-62.*

## All Post Offices

## Counterfeit Currency

The U.S. Secret Service, Treasury Department, has announced discovery of the following counterfeit note:

Denomination	Federal Reserve Bank	Series	Serial No.	Check letter and face plate No.	Back plate No.
\$50----	Philadelphia-----	1950B-----	C35579940J-----	P27-----	167

This note bears facsimile signatures of Ivy Baker Priest and Robert B. Anderson. The serial number is well executed in shade approaching genuine green ink. The paper is the same approximate thickness as distinctive paper; no attempt made to simulate red and blue fibers. "SERIES 1950B" out of position to left touching leaves; small white circular blemish under first "L" in "DOLLARS." Two fine crescent-shaped and diagonal lines in upper border area below "R" in "RESERVE." The workmanship on the face of this note makes it fairly deceptive.—*Bureau of Finance, 7-5-62.*

## All Postal Installations

## Inauguration of Jet Airmail Service

## Delta Air Lines, Inc.—AM-8

On or about August 1, 1962, Delta Air Lines will inaugurate jet airmail service at Jacksonville, Fla., and Newark, N.J.

Official cachets will be furnished for the post offices and airport mail facilities at Jacksonville and Newark. First-flight covers dispatched from Jacksonville will be backstamped at Chicago; those from Newark at San Francisco.

The usual philatelic treatment, as outlined in Part 145.5 in the Postal Manual, will be provided. Patrons desiring to receive post office or AMF cachets should forward their covers as follows:

For dispatch from—	Send covers to—
AMF Jacksonville	Superintendent, Airport Mail Facility, Municipal Airport, Jacksonville, Fla.
Jacksonville Post Office	Postmaster, Jacksonville, Fla.
AMF Newark	Superintendent, Airport Mail Facility, Newark Airport, Newark, N.J.
Newark Post Office	Postmaster, Newark, N.J.

First-flight covers should reach the office applying cachet at least 5 days prior to flight date.—*Bureau of Transportation, 7-5-62.*

## POST OFFICE CHANGES NO. 1

(Supplemental to 1962 Directory of Post Offices)

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

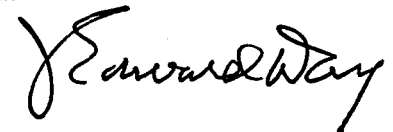
## All Postal Installations

## Delegation of Authority to the Assistant Postmaster General, Bureau of Operations

Pursuant to authority of section 1(b) of Reorganization Plan No. 3 of 1949, authority is hereby delegated to the Assistant Postmaster General, Bureau of Operations, to execute and perform in his own name and title all powers, functions, and duties conferred by law upon the Postmaster General, including authority to modify, suspend, or rescind orders, instructions, and regulations which have heretofore, or which may hereafter be issued in the name of the Postmaster General, except that I do hereby reserve exclusive authority to modify, suspend, or rescind all, or any part of, the authority delegated to the Assistant Postmaster General, Bureau of Operations, by this order.

The Assistant Postmaster General, Bureau of Operations, is hereby authorized to redelegate to any officer, employee, or agency of the Post Office Department such of the powers, functions, and duties delegated to him by this order.

All prior delegations made by me or by the Deputy Postmaster General are to remain in full force and effect until changed by the order of the Postmaster General or the Assistant Postmaster General, Bureau of Operations.



J. EDWARD DAY,  
Postmaster General.

## 4-Cent Brien McMahon Commemorative Postage Stamp

(Continued from p. 1)

All post offices requiring less than bulk quantities in addition to the automatic distribution may submit a separate requisition (Form 17) to their RDPO and endorse at top "Additional." All requisitions not so endorsed will be returned.—*Office of the Special Assistant to the Postmaster General, 7-5-62.*

## ALABAMA

Anniston: No. 3 (ct. Sta.), Calhoun County, *estab.* 7-2-62.

## CALIFORNIA

Sausalito: Marin City (clfd. Br.), Marin County, status changed to Marin City (ct. Br.), 6-20-62, *instead of* 6-1-62 in POSTAL BULLETIN 5-24-62.

Monterey: Naval School (clfd. Sta.), Monterey County, *name changed to* U.S. Naval Postgraduate School (Ind. clfd. Sta.), 8-1-62.

Port Hueneme: Naval (clfd. Br.), Ventura County, *designation changed to* Naval (clfd. Sta.), 7-2-62.

Los Angeles: Rancho (clfd. Sta.), Los Angeles County, *name changed to* Rancho Park (clfd. Sta.), 8-1-62.

Los Alamitos: Rossmoor (ct. Br.), Orange County, *estab.* 8-1-62.

San Rafael: "A" (ct. Sta.), Marin County, *estab.* 8-1-62.

## COLORADO

07-04950 Aurora, Adams County (1st cl), *estab.* 7-2-62. Unit No. 3819. Postmaster's address: not presently known. Supply: MVS from Denver.

07-04950 Aurora, Adams County (1st cl), *city delivery estab.* 7-2-62.

Denver, Denver County: Aurora (clfd. Br.), Adams County, *disc.* 7-1-62.

Golden: No. 1 (ct. Br.), Jefferson County, *estab.* 7-1-62.

Littleton: Centennial (ct. Br.), Arapahoe County, *disc.* 6-30-62.

Englewood: Centennial (ct. Sta.), Arapahoe County, *estab.* 7-1-62.

Grand Junction: No. 3 (ct. Sta.), Mesa County, *re-estab.* 7-1-62.

## DELAWARE

Wilmington: Talleyville (clfd. Br.), New Castle County, *estab.* 8-1-62.

## FLORIDA

Jacksonville: No. 17 (ct. Sta.), Duval County, *disc.* 6-30-62.

Miami: No. 14 (ct. Br.), Dade County, *designation changed to* No. 14 (ct. Sta.), 6-1-62.

Miami: Motel Row (ct. Br.), Dade County, *estab.* 6-1-62.

(Continued on p. 5)

**POST OFFICE CHANGES NO. 1**

(Continued from p. 4)

**GEORGIA**

12-39380 Hahira, Lowndes County (2d cl), city delivery estab. 7-21-62.

**INDIANA**

Indianapolis: "A" (clfd. Sta.), Marion County, disc. 7-14-62.

Indianapolis: North Indianapolis (clfd. Sta.), Marion County, disc. 7-14-62.

Indianapolis: Mapleton (clfd. Sta.), Marion County, estab. 7-15-62.

**IOWA**

Des Moines: No. 17 (ct. Sta.), Polk County, disc. 6-30-62.

**KANSAS**

19-88880 Thrall, Greenwood County (4th cl), disc. 6-30-62. Mail to Eureka (1st cl).

**KENTUCKY**

20-62200 Palsgrove, Franklin County (4th cl), disc. 6-30-62. Mail to Frankfort (1st cl).

Fulton, Fulton County: South Fulton, Obion County, TENNESSEE (ct. Sta.), estab. 4-1-59 (POSTAL BULLETIN 2-26-59), is corrected to show South Fulton (ct. Br.), 4-1-59.

**MASSACHUSETTS**

Millbury: Sutton (R. Sta.), Worcester County, estab. 7-16-62.

**MICHIGAN**

25-75950 Pleasant Lake, Jackson County, advanced from 4th cl to 3d cl 1-6-62 due to exceptional conditions.

Belleville: Sumpter (ct. Br.), Wayne County, designation changed to Sumpter (R. Sta.), 7-1-62.

**MISSISSIPPI**

Jackson: Livingston (ct. Sta.), Hinds County, estab. 7-1-62.

**MONTANA**

29-88740 Waltham, Chouteau County (4th cl), disc. 6-30-62. Mail to Highwood (3d cl).

**NEW YORK**

35-37800 Higgins Bay, Hamilton County (summer 4th cl), disc. 7-20-62. Mail Higgins Bay, Ind. Sta. Lake Pleasant (3d cl).

Lake Pleasant: Higgins Bay (summer R. Sta.), Hamilton County, estab. 7-21-62. (Station will be Ind. and open from June 1 through November 30 each year).

35-71450 Rockroyal, Delaware County (4th cl), disc. 6-30-62 in POSTAL BULLETIN 6-21-62 is amended to show mail to Walton (1st cl), instead of Deposit (2d cl).

Greenvale: C. W. Post College (ct. Sta.), Nassau County, estab. 9-1-62.

Newburgh: No. 6 (ct. Sta.), Orange County, disc. 3-27-62.

**NORTH CAROLINA**

Charlotte: Hickory Grove (ct. Br.), Mecklenburg County, estab. 7-16-62.

High Point: No. 2 (ct. Sta.), Guilford County, disc. 6-30-62.

**OHIO**

Toledo: "G" (clfd. Sta.), Lucas County, name changed to Point Place (clfd. Sta.), 8-1-62.

**PENNSYLVANIA**

Lititz: Brunnerville (R. Sta.), Lancaster County, estab. 8-1-62.

41-42360 Kinzua, Warren County (3d cl), disc. 6-30-62. Mail to Warren (1st cl).

**PUERTO RICO**

Caguas: No. 1 (ct. Sta.), Guayama District, disc. 3-3-61.

San Juan: No. 8 (ct. Sta.), San Juan District, disc. 12-31-61.

Ponce: Tibes Abajo (ct. Br.), Ponce District, disc. 11-30-60.

**TENNESSEE**

Kingsport: Bloomingdale (ct. Br.), Sullivan County, estab. 7-1-62.

**TEXAS**

Corpus Christi: Morgan Street (clfd. Sta.), Nueces County, name changed to Roy Miller (clfd. Sta.), 7-1-62.

**VIRGINIA**

51-51000 Leesburg, Loudoun County (1st cl), city delivery estab. 6-30-62.

Richmond: No. 36 (ct. Sta.), Independent City, disc. 6-30-62.

51-90360 Tookland, Buchanan County (3d cl), disc. 7-20-62. Mail to Grundy (1st cl).

Newport News: No. 11 (ct. Sta.), Independent City, estab. 7-1-62.

51-94380 Wallace, Washington County (4th cl), disc. 7-31-62. Mail to Wallace, Ind. Sta. Bristol (1st cl).

Bristol, Independent City: Wallace (Ind. R. Sta.), Washington County, estab. 8-1-62.

**WASHINGTON**

Kirkland: Houghton (clfd. Br.), King County, disc. 6-30-62.

**WEST VIRGINIA**

55-81780 Uffington, Monongalia County (3d cl), disc. 7-6-62. Mail to Morgantown (1st cl).

**WISCONSIN**

Waukesha: New Berlin (ct. Br.), Waukesha County, disc. 7-31-62.

Waukesha: Prospect (ct. Br.), Waukesha County, disc. 7-31-62.

Waukesha: Sunnyslope (ct. Br.), Waukesha County, disc. 7-31-62.

**STORE YOUR RECORDS ACCORDING TO THE  
NEED TO REFER TO THEM**

Outdated and seldom used records may be taking up valuable space and filing equipment that could be used more efficiently for other purposes.