



POSTAL BULLETIN

INFORMATION FOR ALL POSTAL EMPLOYEES



LXXVI

Washington 25, D. C., Tuesday, August 9, 1955—Three Pages

19867

Procedures for Completion of Form POD 823

As stated in the *POSTAL BULLETIN* of July 19, 1955, the use of Form POD 823 is confined to supervisors and employees whose salaries will be determined under the Postal Field Service Schedule in Public Law 68. Form POD 823 does not apply to postmasters or to rural carriers in any office. Postmasters in fourth-class offices receiving a supply of these forms through error should destroy all copies without further action.

Postmasters in first- and second-class offices will retain all completed Forms POD 823 in their offices. Postmasters in third-class offices, except in Kansas, Nebraska, and Oklahoma, will forward Forms POD 823 completed through item 7 to the district manager unless the district manager has authorized the postmaster to act as evaluation officer. Postmasters in third-class offices in Kansas, Nebraska, and Oklahoma will forward Forms POD 823 completed through item 7 to the Assistant Postmaster General for Personnel, attention Special Assistant for Post Office Operations.

Spanish War Veterans Annual Encampment

All postal employees, who are members of the United States Spanish War Veterans and who desire to attend the 57th National Encampment to be held in Long Beach, Calif., from September 18-22, 1955, inclusive, may be excused from duty if their services can be spared without detriment to public business.

Sufficient leave may be granted for the purpose of attending the encampment, and traveling to and from Long Beach, Calif. The time taken will be deducted from annual leave. If the employee has no annual leave, such absence will be charged as leave without pay and without prejudice to the employee's record.

Truck Display: Slow Down and Live

A supply of "Slow Down and Live" posters publicizing a program sponsored by the National Conference of State Safety Coordinators and the President's Action Committee for Highway Safety will be furnished postmasters at offices operating government-owned mail trucks.

Two posters will be displayed on each government-owned mail truck from August 16 through 31, 1955. The posters, when removed from the trucks, should be retained for use at a later date.

An official news release, relative to Department-wide cooperation in this program, will be released for Sunday's newspapers August 14, 1955. Postal officials in charge of field installations are urged to initiate local publicity when the posters are placed in use. A brief report about local press, radio, and television publicity, and clippings of all stories, pictures, etc., appearing in local papers should be forwarded to the regional personnel manager for transmittal to the Safety and Health Division at Headquarters.

Facilities Supply and Services Handbook

Supplementing the notice in the *POSTAL BULLETIN* of June 30, initial distribution of Facilities Supply and Services Handbook has been completed to first-, second-, and third-class post offices; the Postal Transportation Service; the Inspection Service, district and regional offices; and vehicle service installations.

See chapter 7, the Postal Supply Catalog, before requisitions are placed with supply centers. All item numbers should be carefully checked against the new catalog, as some numbers have been changed from the previous editions of the *List of Postal Supplies*, Forms A-7 and A-8. This will prevent needless return of supplies and correspondence.

Forms A-7 and A-8 are obsolete and all copies should be destroyed.

New Instructions for Painting Collection Boxes

In connection with the recent public announcement of adoption of a new color scheme for street letter boxes, the following instructions are issued:

1. Boxes are to be painted red, white, and blue only when refinishing is needed and would be accomplished in the normal course of events.

2. Collection boxes only are to be finished in the new colors, in accordance with the illustrations appearing on page 2 of this Bulletin.

3. Relay or storage boxes are to be painted olive green as in the past.

4. Sufficient stocks of letter box paints in the new colors, as listed in the *Facilities Supply and Services Handbook* are not available at supply centers to meet immediate demands. Until available, postmasters are authorized, within the limitations set up in sections 1.12, 2.431, and 2.432 of the handbook, to make local procurement of the enamel required to paint those street letter boxes in need of immediate attention. The enamel procured for finish coats must be equal to that described below:

Red synthetic enamel, Sherwin-Williams Kem.

Transport Red, No. FIR 43355-R.
White synthetic enamel, Sherwin-Williams Kem.

Transport Fleet, White No. F-1-W 43356.

Blue synthetic enamel, Sherwin-Williams Post.

Office Blue, No. F-IL 825.

5. Painting should be done, if practicable, by regular employees. In the event you are unable to have the work done by your regular employees, you are authorized to secure bids on Standard Form 33 for the painting of this equipment. As many bids as possible should be obtained. There is no objection to substitute clerks and carriers submitting proposals provided the work is done outside of their regular tour of duty. Substitute employees are not permitted to perform this work at the

(Continued on p. 2)

New Instructions for Painting Collection Boxes

(Continued from p. 1)

regular substitute hourly rate. Bids should be submitted, through channels, for consideration and approval.

6. With reference to pending transactions, unless a contract has actually been made for refinishing collection boxes in olive green, all outstanding bids, including those transmitted to the Department for approval, will be canceled, and a re-advertisement issued for refinishing boxes in accordance with these instructions.

7. The following specifications will be used in advertising:

SPECIFICATIONS

Painting Mail Box Equipment

a. In order to obtain a clean, smooth surface, all boxes and metal posts must be thoroughly cleaned before painting by scraping, or other means, to remove all dirt, rust or scale.

b. Letter boxes, package or large collection boxes; combination letter and package boxes; storage boxes and iron or steel posts, must be given one coat of **Enamel Which Will Be Furnished by The Department Without Cost to The Contractor**. See attached sketches for color scheme for collection boxes.

c. In painting boxes, all outside surfaces must be covered. This includes the **Outside of Bottoms of All Boxes, and Inner Surfaces of Legs of Package or Large Collection, Combination and Storage Boxes**.

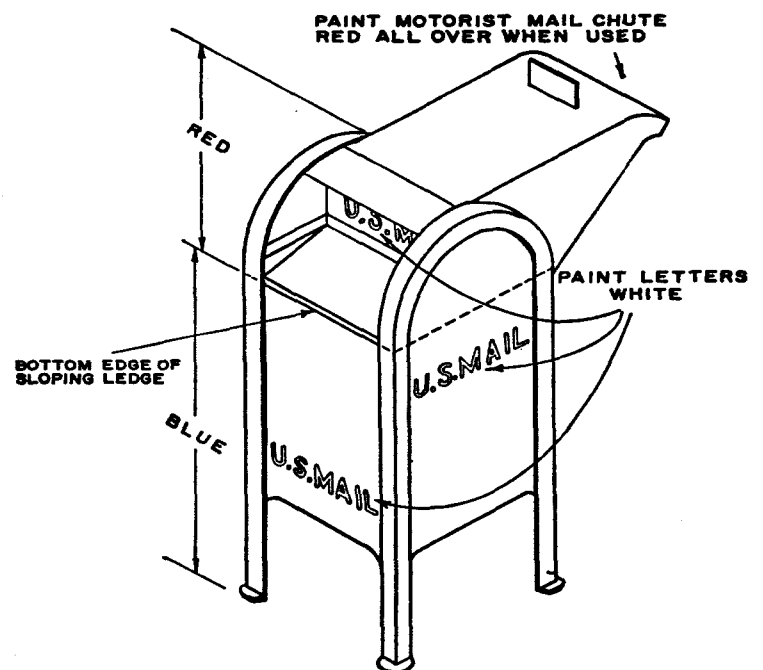
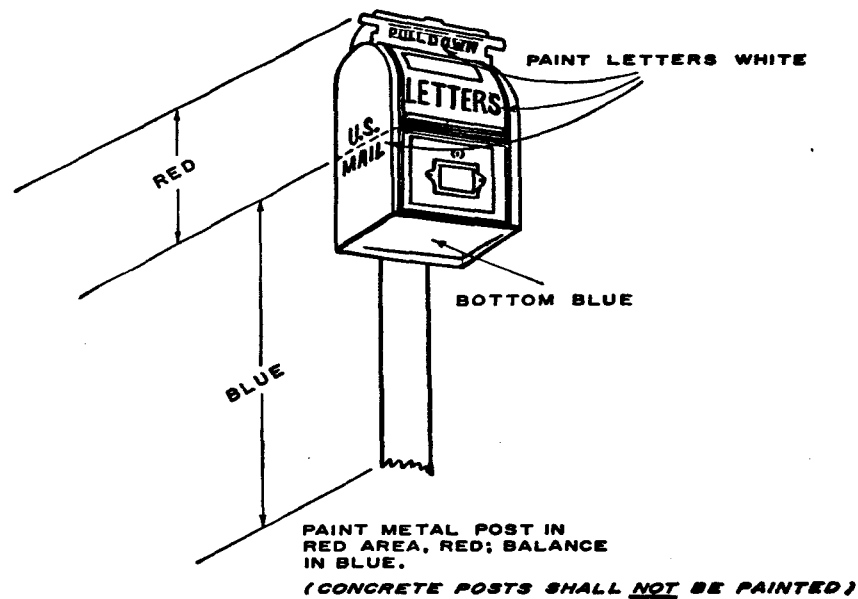
d. **Time cards Must Be Removed** before boxes are painted. All parts of the frame that can be reached with a brush or spraying outfit must be thoroughly coated. After the boxes are painted the time cards must be put back on the boxes.

e. Concrete letter box posts are not to be painted.

f. The contractor must furnish all brushes, scrapers, and other necessary tools and implements.

g. The painting must be done in a workmanlike manner, subject to the approval of the postmaster, and within a reasonable time after the awarding of the contract and the furnishing of the enamel.

h. Bids must show the number of letter boxes, package or large col-



lection boxes, combination letter and package boxes, storage boxes, and posts to be painted, the price for painting each box or post, and the total amount for painting the entire equipment.

i. Standard Form 33 must be used in submitting proposals for this work.

j. The type of boxes and posts, also the number of each will be shown on Standard Form No. 33 by the postmaster. The bidder will fill in the unit price and the total amount of his bid, then complete the bottom portion of the form.

k. Payment will not be effected until the work has been satisfactorily

done and inspection made by the postmaster.

8. In those instances where the total cost of refinishing boxes at large post offices will exceed \$300, it is directed that not more than one-third of the equipment be finished in the new colors under the initial procurement. The remaining boxes should be refinished in the new colors in succeeding years.

9. Priority in the painting program should be given courtesy boxes and those boxes in congested areas which are now finished in colors conforming to neither the old or new standard color scheme.

Notices:

Stolen Money-Order Forms, Since July 1, 1955 (See Postal Manual XVI-16)

2-45,583,463 to 2-45,584,000-----	Buffalo, Sta. 45, N. Y., July 16, 1955.
6-47,738,974 to 6-47,739,100-----	Anderson, Tenn., July 8, 1955.
9-40,258,957 to 9-40,258,959-----	Sioux Falls, Sta. 1, S. Dak., July 15, 1955.
11-6,369,501 to 11-6,370,000-----	Axtell, Tex., July 29, 1955.
11-97,044,881 to 11-97,045,000-----	
12-13,907,194 to 12-13,907,200-----	CARP, NEV., JULY 31, 1955.
12-25,097,401 to 12-25,097,440-----	Phoenix, Sta. 7, Ariz., July 12, 1955.
12-32,746,435 to 12-32,746,464-----	Artesia, Hawaiian Gardens Sta., Calif., July 6, 1955.
12-36,280,951 to 12-36,281,100-----	CARP, NEV., JULY 31, 1955.

Domestic Fraud Orders:

State and city	Name covered by order
New York, Lynbrook-----	Lucky Clover; Lucky Clover Co.
Texas, Mount Enterprise-----	Metabolic Research Company; Metabolic Research Institute; Dr. J. A. Miller; J. A. Miller; Mrs. Clarice R. Miller; Lucille Sims.

POST OFFICE CHANGES

Discontinued—Second Class

TEXAS

48-89200. Terrell Wells, Bexar County. Effective Aug. 31, 1955. Mail to San Antonio.

Discontinued—Fourth Class

MASSACHUSETTS

24-26010. Farley, Franklin County. Effective Aug. 31, 1955. Mail to Erving.

MISSISSIPPI

27-13520. Center, Attala County. Effective Aug. 31, 1955. Mail to Kosciusko.

MISSOURI

28-23280. Edgewood, Pike County. Effective Aug. 31, 1955. Mail to Cyrene.

Modification—Discontinued—Fourth Class

FLORIDA

11-14850. Charlotte Harbor, Charlotte County. The order discontinuing this office is modified to show the effective date Aug. 31, 1955.

Rescinded—Discontinued—Fourth Class

PENNSYLVANIA

41-33000. Greason, Cumberland County. The order discontinuing this office, effective as of July 31, 1955, is hereby rescinded.

POST OFFICE BRANCHES

Established

PENNSYLVANIA

Reading: Laureldale (classified), Berks County, effective Sept. 1, 1955.

POST OFFICE STATIONS

Established

CALIFORNIA

Lancaster: No. 1 (contract), Los Angeles County, effective Sept. 1, 1955.

Palm Springs: No. 1 (contract), Riverside County, effective Sept. 1, 1955.

Ventura: "A" (contract), Ventura County, effective July 1, 1955.

IOWA

Council Bluffs: No. 4 (contract), Pottawattamie County, effective Aug. 1, 1955.

NEW MEXICO

Farmington: No. 1 (contract), San Juan County, effective Sept. 1, 1955.

TEXAS

San Antonio: Terrell Wells (classified), Bexar County, effective Sept. 1, 1955.

Reestablished

CALIFORNIA

Pomona: No. 2 (contract), Los Angeles County, effective Aug. 1, 1955.

Discontinued

NEW JERSEY

Montclair: The following contract stations were discontinued, effective July 28, 1955: Nos. 1, 2, 3, 4, 5, and 7.

CITY DELIVERY SERVICE

Established

CALIFORNIA

Broderick: Effective Sept. 1, 1955.

FLORIDA

Starke: Effective Aug. 16, 1955.

PENNSYLVANIA

Southampton: Effective Aug. 16, 1955.

**Form 4519-A
Is Discontinued**

Use of Form 4519-A, *Monthly Statement of Expenditures and Outstanding Obligations, Government-Owned Vehicle Service*, is discontinued effective July 1, 1955. Information obtained previously from this report will be available from the Motor Vehicle Accounting System.

All stocks of Form 4519-A in supply points and using offices should be disposed of immediately as waste postal material.

**Short-paid Airmail
to Other Countries**

Exchange offices continue to report large quantities of short-paid airmail received for dispatch to other countries, indicating that many post offices are not following instructions with respect to the treatment of short-paid international airmail.

Postmasters are requested to see that the instructions in section 372.122a, Postal Manual, are strictly followed.

**Insurance Not Available
To Certain Countries**

Parcel post packages are being erroneously accepted at some post offices for insurance apparently without verification as to whether insurance service is available to the country of destination. In these cases the insurance fee and postage are invariably collected at domestic rates.

Information as to whether parcels addressed for delivery abroad may be accepted for insurance is shown under the table of parcel post rates of each country item in the Directory of International Mail.

Postmasters are requested to instruct all clerks assigned to the acceptance of parcels for insurance to other countries that the Directory only should be resorted to in determining whether insurance service is available and, if so, the international rates applicable.