

ORDERS OF THE POSTMASTER GENERAL

MERCHANDISE IN LETTERS AND LETTER PACKAGES TO GERMANY

ORDER NO. 34536; DATED MAY 12, 1947.

Effective May 13, 1947, merchandise, restricted to gifts and samples, may be included in ordinary letters and letter packages weighing not in excess of 1 pound, for surface or air transmission to Germany.

Postage at the appropriate rate must be fully prepaid.

CHANGES—POSTAL GUIDE 1943—PART I

CHANGE NO. 188.

The first paragraph of Article 41, page 133, Part I, of the July 1943 Official Postal Guide is changed to read as follows:

"41. (a) The files and records listed on pages 133-145 with definite retention periods shall be disposed of promptly in accordance with paragraphs 12 (a) and 14 of section 100½, and section 101, Postal Laws and Regulations, 1940, as amended.

"(b) The files and records listed on pages 133-145 with indefinite retention periods and any files and records not listed shall be disposed of promptly in accordance with paragraphs 12 (b), 13, and 14 of section 100½, and section 101, Postal Laws and Regulations, 1940, as amended."

INSTRUCTIONS OF THE FIRST ASSISTANT POSTMASTER GENERAL

CREDIT FOR LEAVE AND PROMOTION OF SUBSTITUTES UNDER PUBLIC LAW 35

On April 15, 1947, Public Law 35 was approved, which act reads as follows:

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That all substitute employees in the postal service shall be promoted successively at the beginning of the quarter following one year's satisfactory service in each grade until they reach the maximum grade authorized for the respective assignment, without regard to the number of hours they are actually employed in the postal service during the year.

"Sec. 2. Each substitute employee in the postal service shall, for promotional and leave purposes, receive credit for one-twelfth of a year for each whole calendar month that the substitute employee has been on the rolls as a substitute since his last promotion as a substitute or appointment as a substitute, whichever is later: *Provided*, That when a regular employee has been reduced to a substitute position, the months of service as a regular employee shall be included with the months served as a substitute to determine the date he will be eligible for automatic promotion under section 1 of this Act; *Provided further*, That the automatic promotion of a substitute employee in the postal service shall be withheld (1) for three months when such employee is absent on leave without pay and not available for duty for ninety days during a calendar year; (2) for six months when such employee is absent on leave without pay and not available for duty for one hundred and eighty days during a calendar year; (3) for nine months when such employee is absent on leave without pay and not available for duty for two hundred and seventy days during a calendar year; and (4) for one year when such employee is absent on leave without pay and not available for duty for three hundred and sixty days during a calendar year.

"Sec. 3. Section 1 of the Act of March 6, 1946 (Public Law 317, Seventy-ninth Congress), entitled 'An Act to provide credit for past service to substitute employees of the postal service when appointed to regular positions; to extend annual and sick-leave benefits to war-service-indefinite substitute employees; to fix the rate of compensation for temporary substitute rural carriers serving in the place of regular carriers in the armed forces; and for other purposes', is amended to read as follows:

'Upon appointment to a regular position in the Postal Service, any employee who was a substitute in the Postal Service prior to July 1, 1945, shall receive credit for actual substitute service including time served as a special-delivery messenger, performed prior to July 1, 1945, computed on the basis of one year for each unit of two thousand four hundred and forty-eight hours of service, but such credit shall not exceed four years. The credit thus computed shall be added to credit for the time the employee has been on the rolls as a substitute employee in the Postal Service on and after July 1, 1945, computed on the basis of one-twelfth of a year for each whole calendar month that the employee has been on the rolls. Upon the appoint-

ment of any such employee to a regular position he shall be placed in the salary grade to which he would have progressed had his original appointment been made to a regular position of grade 1, plus four grades, and the progression shall be computed on the basis of years of substitute service as herein provided. Any fractional part of a year's substitute service accumulated since the last compensation increase as a substitute shall be included with the regular service as a regular employee in determining eligibility for promotion to the next higher grade following appointment to a regular position: *Provided*, That no substitute shall be appointed to a higher grade of a regular position than the highest grade to which employees may progress through annual promotions: *Provided further*, That upon appointment of a substitute employee to a regular position he shall not be placed in or promoted to a grade higher than the grade to which he would have progressed, including benefits authorized by section 23 of Public Law 134, approved July 6, 1945, had his original appointment been to a regular position of grade 1: *And provided further*, That employees shall not be allowed credit for service performed under temporary or war-service appointments except when such service is continuous to the date of appointment as a classified substitute or regular employee.' "

As indicated above Public Law 35 provides that for promotional and leave purposes all substitute employees shall receive credit for one-twelfth of a year for each whole calendar month that the substitute employee has been on the rolls as a substitute in accordance with the provisions set out in the act. This act does not apply to substitute rural carriers.

All substitute postal employees in first-, second-, and third-class post offices who were on the rolls July 1, 1946, and have not since been given an automatic promotion shall be recommended for promotion July 1, 1947, regardless of the number of hours earned by such substitutes, provided their services have been satisfactory and they have not been on extended leave without pay, as set forth in the act.

As set out in section 3 of Public Law 35 substitutes at first- and second-class post offices who were in the postal service prior to July 1, 1945, shall in addition to credit for actual substitute service performed prior to July 1, 1945, receive credit for an additional four grades upon promotion to regular. This is similar to the wording of Public Law 317, approved March 6, 1946, instructions relative to which were published in the POSTAL BULLETIN of March 28, 1946. In the submission of recommendations for the promotion to regular of substitutes on the rolls on or before June 30, 1945, it will be necessary to certify the total number of substitute hours performed up to and including June 30, 1945. It will not be necessary to certify the number of hours served since July 1, 1945, as this will be computed on a calendar basis. The provisions of this paragraph do not apply to substitute clerks in third-class post offices or to substitute special delivery messengers in first-class offices.

In recommending the promotion to regular of any substitute appointed on and after July 1, 1945, it will not be necessary to certify the number of hours of substitute service as this will be computed on a calendar basis. This will have no effect on the present salary of the substitute. He will, upon conversion to regular, be assigned to the same grade which he occupied as a substitute. However, he will be eligible for promotion to the next grade as a regular, at the beginning of a quarter, 1 year after his last promotion as a substitute, provided he has not been on extended leave without pay and his services have been satisfactory.

ANNUAL AND SICK LEAVE AND LEAVE WITHOUT PAY

Public Law 35 provides that substitutes shall now receive credit for annual and sick leave on a calendar month basis. The law does not extend annual and sick leave rights to temporary substitutes who are not now entitled to such leave but merely changes the basis for computing leave credits for classified and war-service-indefinite substitutes. Such substitute employees will now receive credit for annual and sick leave earned since their last promotion as a substitute on a calendar month basis. For example, if a substitute was given an automatic promotion January 1, 1947, and at that time had 12 days annual leave and 10 days sick leave to his credit he will now receive credit on a calendar basis at the rate of 10 hours annual leave and 6 hours 40 minutes sick leave for the months elapsed since that time which, in the example, would amount to an additional credit of 40 hours annual leave and 26 hours 40 minutes sick leave, provided no leave had been taken during the interim. Service for less than a calendar month may not be counted for leave or promotional purposes. Obviously under this method of computing credit for leave any fractional part of a unit of 168¾ hours remaining to the substitute's credit at the time of the last automatic promotion will be canceled.

Substitutes who are in a leave-without-pay status for 15 or more calendar days in any one calendar month shall not receive credit for that month for leave purposes. Leave without pay as applied to substitutes refers to absence from duty and not being available for service if needed, provided such absence, of course, is not on paid annual or sick leave. Section 2 of the act defines the extent to which leave without pay may not be credited for promotional purposes.

Classified and war service indefinite substitutes will be credited for annual and sick leave earned at the end of each calendar month and credit for leave may not be given in advance.

The law does not provide for retroactive adjustments in pay and accordingly substitute employees who have been promoted to regular prior to the passage of this act may not now receive retroactive changes in pay by virtue of the possibility that by computing their credit on a calendar month basis they may have received credit for more time than under the method of computing on a creditable hourly basis.

ANNUAL AND SICK LEAVE FOR RURAL CARRIERS

On April 30, 1947, Public Law 44 was approved which reads as follows:

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section 6 of Public Law 134, Seventy-ninth Congress, chapter 274, first session, is hereby amended by adding the following paragraph to section 6 under the title 'Annual Leave':

"The authorized absence of a rural carrier on Saturdays which occur within or at the beginning or end of a period of sick or annual leave of five or more days' duration (or four days' duration if a holiday falls within or at the beginning or end of the period of sick or annual leave) shall be without charge to such leave or loss of compensation: Provided, That Saturdays occurring in a period of annual or sick leave, taken in a smaller number of days may, at the option of the carrier, be charged to his accrued leave and when so charged he shall be paid for such absence."

"SEC. 2. The amendment made by this Act shall take effect as of February 1, 1947."

As this act is retroactive to February 1, 1947, Rural Disbursing Postmasters should, where necessary, adjust their records in those instances where rural carriers have been previously charged for Saturday absences. Where necessary retroactive payments should be made.

Article 1, page 105 of the July 1943 Official Postal Guide, as amended, will be further amended to conform with Public Law 44 at the earliest practicable date.

AUTOMATIC PROMOTIONS—JULY 1, 1947

Clerks, City Carriers, and Mail Handlers at First- and Second-Class Offices

The Department and the General Accounting Office have entered into an agreement whereby the Department will not be required to certify by name to the automatic promotions of those REGULAR CLERKS, REGULAR CITY CARRIERS, AND REGULAR MAIL HANDLERS AT FIRST- AND SECOND-CLASS POST OFFICES who are entitled to automatic promotion of one grade July 1, 1947, and who have completed one year's service in the same position and grade. It will not be necessary for postmasters at first- and second-class post offices to submit Forms 1530 for these promotions except as outlined in the following instructions.

It will be necessary to submit Form 1533-A in duplicate for assistant postmasters and other supervisors who are entitled to promotion July 1, 1947, incident to an increase in gross receipts for the calendar year ended December 31, 1946. It will also be necessary, of course, to submit this form to show reduction in salary of such employees because of a decrease in gross receipts for the same period.

Forms 1530 in duplicate are required for employees who are entitled to promotion in less than 1 year from the effective date of return to duty based on time credit for substitute and military service.

In instances where an employee has transferred from clerk to city carrier or from city carrier to clerk since July 1, 1946, and is entitled to promotion based upon service rendered in the former position, Form 1530 in duplicate must be submitted.

It should be understood that credit toward automatic promotion as a clerk cannot be given for time served as a supervisor. A supervisor reduced to clerk since July 1, 1946, cannot be promoted July 1, 1947. He will not be eligible for promotion until the beginning of the quarter following one year's satisfactory service as a clerk. In other words, a supervisor reduced to clerk on September 15, 1946, cannot be granted an automatic promotion before October 1, 1947.

Forms 1530 in duplicate are required for those employees made regular since July 1, 1946, who are entitled to salary increase July 1, 1947.

Form 1530 in duplicate should be submitted in cases of recommended promotion after reduction and restoration. (See arts. 62 and 63, p. 93, July 1943 Official Postal Guide.)

Forms 1530 in duplicate are required for all substitutes entitled to increase in substitute rate.

The Department must certify to the General Accounting Office the names of those regular employees who normally would be entitled to an automatic promotion July 1, 1947, but because of excessive leave without pay, excessive demerits or unsatisfactory service are not eligible for promotion July 1, 1947. Accordingly, it is important to submit Form 1534 in duplicate in the case of employees who fail to qualify for promotion July 1, 1947, on account of leave of absence without pay for 90 days or more or whose low efficiency rating or excessive demerits make them ineligible for promotion.

Postmasters should keep a record of the number of promotions by classes of employees and salary grades in cases where Forms 1530 are not furnished as the Department will require these data at a later date for budgetary purposes.

This notice is the postmaster's authority to pay the employees specified in paragraph one at the rate to which they will be increased by the automatic promotion July 1, 1947. These instructions apply to only those employees in the automatic grades through the \$3,000 grade. Employees in the \$3,100 grade are not eligible for promotion until they have served 3 years in that grade.

THE FOREGOING INSTRUCTIONS APPLY ONLY IN THE CASE OF PROMOTIONS DUE JULY 1, 1947. Promotions due October 1, 1947, and for all subsequent quarters will be handled in the regular manner.

The foregoing instructions do not apply to motor vehicle or custodial employees.

INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

INTERNATIONAL MAILS FIRST-FLIGHT COVERS TO HELSINKI, FINLAND

Philatelic service will be provided at the New York post office and air-mail field for covers carried by the first flight of American Overseas Airlines on Route F. A. M. 24 to Helsinki, Finland, expected to take place on or about June 15, 1947. A special cachet will be applied to covers which comply with the following conditions:

All covers must bear air-mail postage of 15 cents per half-ounce or fraction. Covers for dispatch to the post office must be sent to the Postmaster, New York 1, N. Y., and those for dispatch from the air-mail field must be sent to the Regional Superintendent, Air Postal Transport, New York 1, N. Y. In either case, they should be accompanied by a request that they be held for dispatch by the first flight.

Covers may be for delivery in the United States or in Finland, and should be addressed in the usual manner to the persons who are to receive them. The Finnish postal authorities have promised to backstamp the covers on receipt at Helsinki, and to return those addressed for delivery in the United States.

Covers for the flight must reach the postmaster or the regional superintendent by June 13. Those already postmarked at other post offices or air-mail fields, and articles mailed in the usual manner, will not receive the cachet. Philatelic articles received from Finland by the first return flight will be backstamped at New York, but no provision is made for covers originating in the United States to receive dispatch by the west-bound flight.

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

WRONG OFFICE NUMBER ON MONEY ORDER FORMS

FAYETTEVILLE, C. O. D. STATION, TENN. Serial numbers 5001 to 10000, inclusive. Office number printed as 58797. Correct number is 57897. Some of the forms may show a correction in number with pen and ink.

Postmasters who have paid such orders should make record thereof so that error will be avoided in certifying to applications for duplicates and settlement checks, and in answering inquiries regarding payment.

STOLEN MONEY ORDER FORMS

Since April 1, 1947, blank domestic money order forms printed for use at the offices named below have been reported stolen.

Berwyn, Sta. 1, Ill., 52276 to 52400; April 10, 1947.

Campton, Ga., 53401 to 53800; April 4, 1947.

CHICAGO, STA. 36, ILL., 160448 to 160600; May 9, 1947.

Chilton, Ky., 8001 to 8200; January 6, 1947.

Cleveland, Sta. 52, Ohio, 159803 to 160000; April 13, 1947.

New York, APO 147, N. Y., 92395 to 92400; May 6, 1947.

WORCESTER, STA. 16, MASS., 18630 to 18800; May 9, 1947.

In this connection the attention of postmasters is directed to the instructions outlined in paragraph 23, page 158 of the United States Official Postal Guide 1943, and the provisions of paragraph 2, section 1426, Postal Laws and Regulations.

NOTICE OF COUNTERFEIT CURRENCY

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$1 Silver Certificate in circulation. It bears check letter "B", an indistinct face plate number, back plate number 1351, and series 1935A. A crude halftone production, resembling a newspaper photo. No attempt has been made to color the seal or serial numbers. The indistinct face plate number may be 162, 167, or 62 or 67. The back, also a halftone, is dull, faded light green. Serial number of specimen at hand is Y91074854A.

INSTRUCTIONS OF THE SOLICITOR

FRAUD ORDER NOTICE

GARCIA, ENRIQUE
GONZALEZ, MR. J.

On May 9, 1947, a fraud order was issued against the following parties:

Garcia, Enrique,
Oficios 256,
Habana, Cuba; and

Gonzalez, Mr. J.,
P. O. Box 1462,
Habana, Cuba.

All mail addressed to the said parties should be returned to senders, stamped "Fraudulent—Mail to this address returned by order of Postmaster General," and no money orders payable to the said parties should be issued, certified, or paid.

AMENDMENT TO THE POSTAL LAWS AND REGULATIONS

GOVERNMENT RECORDS—DISPOSAL

INSERT No. 593.

ORDER No. 34541; DATED, MAY 14, 1947.

Paragraphs 12 and 14, section 100½, Postal Laws and Regulations of 1940, are amended to read as follows:

"12. Whenever there shall be in any post office, field office of the Railway Mail Service, Air Mail Service, or Post Office Inspection Service an accumulation of records which are not needed in the transaction of current business and are without preservation value as prescribed in paragraph 1 of this section, the following action shall be taken:

"(a) Records which are listed in the Official Postal Guide with specific retention periods shall be disposed of promptly upon a determination (1) that the specified retention period has expired, and (2) that further retention is not required under paragraphs 6 and 15 of this section. These determinations shall be made by the respective postmasters, division general superintendents of the Railway Mail Service, regional superintendents of the Air Mail Service, and inspectors in charge; in case of doubt, inspectors in charge shall be consulted by the others mentioned.

"(b) Records which are listed in the Official Postal Guide with indefinite retention periods or which are not listed in the Guide shall not be disposed of until the following steps have been taken: (1) a letter is secured from the proper bureau or office of the Department specially authorizing the reporting of such records accumulated within specified periods, and (2) this letter is submitted to the inspector in charge and his authorization for disposal of such records is received.

"14. Disposition of records authorized for disposal shall be made, subject to the provisions of paragraphs 6 and 15 of this section, by:

"(a) Sale as waste paper: Provided that, unless the said records shall have been treated in such a manner as to destroy their record content, any contract for sale of them shall contain a provision prohibiting their resale as records or documents. (See sec. 101 as to obtaining of competitive bids, etc.)

"(b) Destruction if profitable sale cannot be effected or if necessary to prevent disclosure of information that might be prejudicial to the interests of the Government or of individuals.

"(c) Transfer, without cost to the United States Government, to any person or organization whose request, made through the Postal Establishment or directly to the National Archives, has been approved by the Archivist of the United States."

Paragraph 15 is rescinded and paragraph 16 is renumbered as paragraph 15.

POST OFFICE CHANGES

Established—Fourth Class

CALIFORNIA

80634. Citrus Heights (*5471), Sacramento County. Supply route 76232. Effective June 16, 1947. a Rural route No. 1, Box 279, Roseville.

*Unit number.

a Postmaster's address.

Discontinued—Fourth Class

MICHIGAN

08023. Alicia, Saginaw County, rural route No. 2. Effective May 31, 1947. Mail to Saint Charles.

NEW YORK

23788. Mount Arab, Saint Lawrence County, routes 102788 and 207195. Effective May 15, 1947. Mail to Conifer.

WEST VIRGINIA

86083. Assurance, Monroe County, route 16597. Effective May 31, 1947. Mail to Greenville.

Change of Name—Presidential

WISCONSIN

36434. Grandmarsh, Adams County. Changed to Grand Marsh. Effective June 1, 1947.

Change of Name—Fourth Class

ALASKA

05738. Mekoryok. Changed to Mekoryuk. Effective June 1, 1947.

Summer Post Offices—Opened

CALIFORNIA

80790. Emerald Bay, Eldorado County. Effective May 28, 1947.

81370. Manzanita Lake, Shasta County. Effective May 15, 1947.

MICHIGAN

08826. Copper Harbor, Keweenaw County. Effective May 15, 1947.

UTAH

48025 Bryce Canyon, Garfield County. Effective June 1, 1947.

48454. Zion National Park, Washington County. Effective June 1, 1947.

NORTH CAROLINA

Modification

77377. Blue Ridge, Buncombe County. Order opening this summer office effective May 15, 1947, is modified to show effective June 1, 1947.

POST OFFICE BRANCHES

Established

CALIFORNIA

San Francisco: The following money-order units of A. P. O. 24 will be established effective May 19, 1947:

Unit 5, 13692.
Unit 6, 13693.

Discontinued

KANSAS

Salina: 92605. Air Base (classified) effective June 30, 1947.

NEW YORK

New York: X6627. 10635 (naval post office) with money-order facilities effective Mar. 15, 1945.

New York: X8958. 13972 (naval post office) with money-order facilities effective Dec. 6, 1946.

New York: X4761. 15240 (naval post office) without money-order facilities effective May 31, 1946.

New York: X1205. 15278 (naval post office) without money-order facilities effective Jan. 23, 1947.

New York: X7209. 15291 (naval post office) with money-order facilities effective Jan. 17, 1947.

New York: X1274. 15345 (naval post office) without money-order facilities effective July 23, 1946.

New York: X1312. 15368 (naval post office) with money-order facilities effective Jan. 27, 1947.

New York: X1522. 15503 (naval post office) without money-order facilities effective Jan. 11, 1947.

New York: X1513. 15504 (naval post office) with money-order facilities effective Jan. 9, 1947.

New York: X1528. 15513 (naval post office) without money-order facilities effective July 23, 1946.

POST OFFICE BRANCHES

Discontinued

NEW YORK

New York: X1559. 15546 (naval post office) without money-order facilities effective Jan. 8, 1947.

New York: X1802. 15731 (naval post office) without money-order facilities effective Jan. 31, 1947.

New York: X1843. 15761 (naval post office) with money-order facilities effective Feb. 15, 1947.

New York: X1971. 15909 (naval post office) without money-order facilities effective Jan. 22, 1947.

New York: X7296. 16027 (naval post office) without money-order facilities effective June 5, 1946.

Designation Changed

NEW YORK

New York: 20394. 15645 (naval post office) without money-order facilities redesignated U. S. S. Duncan (DD 874) without money-order facilities effective May 4, 1947.

New York: X3067. 15947 (naval post office) with money-order facilities redesignated U. S. S. Hooper Island (ARG 17) with money-order facilities effective June 2, 1947.

New York: X3155. 16007 (naval post office) without money-order facilities redesignated U. S. S. McCaffery (DD 860) without money-order facilities effective June 2, 1947.

New York: X3206. 16079 (naval post office) with money-order facilities redesignated U. S. S. Gordius (ARL 36) with money-order facilities effective June 2, 1947.

Cancellation

NORTH CAROLINA

Fontana Dam: 76046. Order establishing Fontana Dam Camp (contract) effective Apr. 16, 1947, is hereby canceled.

POST OFFICE STATIONS

Established

CONNECTICUT

New Canaan: 32575. C. o. d. effective June 1, 1947.

NORTH CAROLINA

Charlotte: 75223. Downtown Finance (classified) effective June 1, 1947.

SOUTH CAROLINA

Conway: 59233. C. o. d. effective June 1, 1947.

TEXAS

Brownfield: 52621. C. o. d. effective June 1, 1947.

San Marcos: 54397. C. o. d. effective June 1, 1947.

WEST VIRGINIA

Fairmont: 86309. Bellview (contract) effective June 1, 1947.

Change of Name

NEW YORK

Brooklyn: 21115. Station "E" (classified) name changed to Sinnott (classified) effective July 1, 1947.

Brooklyn: 21120. Station "S" (classified) name changed to Bushwick (classified) effective July 1, 1947.

MONEY ORDER SERVICE

Establishment of International Money-Order Business

CALIFORNIA

Five Points, July 1, 1947.

Moraga, July 1, 1947.

COLORADO

Rangely, July 1, 1947.

NEW MEXICO

Los Alamos, July 1, 1947.

NEW YORK

Stormville, July 1, 1947.

PENNSYLVANIA

Fort Loudon, July 1, 1947.

WISCONSIN

Benet Lake, July 1, 1947.

Willard, July 1, 1947.

Establishment of Money-Order Business

ALASKA

Tok Junction, June 1, 1947.