

## INSTRUCTIONS OF FIRST ASSISTANT POSTMASTER GENERAL

### SIMILAR POST OFFICE NAMES

Due to the similarity in names, a large amount of mail is being missent to the following offices. The attention of the Postal Service is called thereto with the request that great care be exercised in the distribution of mail for these offices in order that the missending of and resultant delay to mail may be eliminated. In this connection, attention is invited to section 759, Postal Laws and Regulations.

Morgan City, Miss.....	Morgan City, La.
Morgan City, Miss.....	Minter City, Miss.
Ravenna, Tex.....	Rowena, Tex.
Lawrenceville, Va.....	Lawrenceville, Pa.
Lawrenceville, Va.....	Lawrenceville, Ga.

## INSTRUCTIONS OF FIRST AND SECOND ASSISTANT POSTMASTERS GENERAL

### DISPATCH OF V-MAIL LETTERS WITHIN THE UNITED STATES

Incident to certain changes in the microfilming procedures of the Army and Navy Postal Service, it is necessary to rescind the instructions appearing in the POSTAL BULLETIN of February 8, 1944, relative to the dispatch of V-mail letters within the United States.

Effective immediately for the purpose of V-mail dispatch the continental United States is divided into two sections as indicated below:

#### SECTION I

New England States  
New York  
Pennsylvania  
Ohio  
New Jersey  
Delaware  
Maryland  
District of Columbia  
Virginia  
West Virginia  
North Carolina  
South Carolina  
Georgia  
Alabama  
Florida  
Minnesota  
Wisconsin  
Michigan  
Iowa  
Illinois  
Indiana  
Missouri  
Arkansas  
Louisiana  
Mississippi  
Kentucky  
Tennessee

#### SECTION II

North Dakota  
South Dakota  
Nebraska  
Kansas  
Oklahoma  
Texas  
Montana  
Wyoming  
Colorado  
New Mexico  
Idaho  
Utah  
Arizona  
Washington (State)  
Oregon  
Nevada  
California

All post offices will dispatch V-mail in accordance with the following directions:

#### TO NEW YORK:

All V-mail addressed via New York.

#### TO SAN FRANCISCO:

All V-mail addressed via San Francisco originating in section II.

#### TO CHICAGO:

All V-mail addressed via San Francisco originating in section I.

Where V-mail is received in railway post offices, railway postal clerks will make the same dispatch of such mail, insofar as is practicable, as is made from post offices in States through which their lines operate.

The attention of postmasters and railway postal clerks located or operating in States listed in section I is particularly invited to the fact that V-mail addressed via San Francisco, originating in that section should be sent to Chicago. This dispatch expedites the transmission of the mail and relieves the burden on transportation facilities west of Chicago.

Notwithstanding the dispatch scheme indicated above, postal patrons will continue to address V-mail either via New York or via San Francisco in accordance with the advice received by them from their correspondents.

At offices of address, undeliverable V-mail letters will continue to be treated in accordance with the instructions under the caption, "Undeliverable V-mail Letters," on page 11 of the December 1943 Supplement to the Official Postal Guide.

## INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

### INTERNATIONAL MAILS CHANGE—POSTAL GUIDE 1941—PART II ("Surinam" p. 42)

#### CHANGE No. 277

The item "Surinam" on page 42 is amended as follows:

Letters:	Cents
First 20 grams.....	12½
Each additional 20 grams.....	7½

## INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

### REGISTRY CHANGES

#### Camp Adair Branch, Corvallis, Oreg.

The Camp Adair Branch of the Corvallis, Oreg., post office is hereby designated as independent for the receipt and dispatch of registered mail. This branch should be added to the list of third- and fourth-class post offices, independent branches and stations, and Navy mail clerks in possession of rotary lock keys printed on pages 9 to 14, inclusive, of the October 1944 Supplement to the Postal Guide.

### SUGGESTION PROGRAM

#### REPORTS OF CENTRAL COMMITTEE

1164—Ernest J. Nielsen, clerk, Selma, Calif. Revise box rent receipt form 1538 to provide space for key deposits. This idea is favored. Final decision will be made when a new supply of the form is ordered.

1170—George E. Herron, Jr., r. p. c., Ashfork, Ariz. Instruct new railway postal clerks as to the proper manner of piling mail in cars. A good idea, and form 5056 (Instructions to Substitute Railway Postal Clerks) has been modified to include the suggested instructions.

1171—(Same). Establish and teach a uniform method of tying letter packages. Notices on this subject are published from time to time which are believed as effective as possible with printed instructions. The idea of instructing postal workers in all postal operations is excellent and is being given careful study in the Department.

1178—Charles Anderson, station superintendent, San Francisco, Calif. Suggestion of local application relative to the stamping of general delivery mail. This suggestion was adopted by the postmaster.

1179—Paul F. Schroeder, clerk, Los Angeles, Calif. Assign separate series or sequence of numbers to each station or branch furnishing lockbox service. This is a standard postal practice. While the zone delivery system will tend to correct the condition, it should receive the attention of postmasters in offices where such allotments of numbers are not made.

1183—Thomas J. Finn, clerk, San Francisco, Calif. Authorize postmasters to pay for damage to radio tubes when filaments only are damaged in cases where there is evidence showing the damage to be due to rough handling. Special instructions by the Third Assistant authorize payment of such claims without previous reference to the Department, if the condition of the parcel as received is described in detail on the claim.

1187—William V. F. Scott, carrier, Oakland, Calif. Place street mail boxes having inside schedule card holders in locations having very light mailings. Since the inside card holder does present a hindrance to the carrier in withdrawing mail from such boxes, this matter is recommended for the attention of postmasters at offices using such boxes.

#### Reports on the following suggestions have been made by letter

Ashby, Kenneth H., P. E. Terminal RPO, Los Angeles, Calif. No. 1184. Labeling military mails.

Armour, Paul T., money-order cashier, and J. Ernie Sohn, assistant cashier, Long Beach, Calif. No. 1193. Device for the calculation of postal savings interest.

Bohach, John L., r. p. c., San Francisco, Calif. No. 1162. Prepare Form 3811 at office of address.

Delahanty, James, station superintendent, San Francisco, Calif. No. 1192. Include name of station as part of address.

Dunbar, Archie, clerk, San Francisco, Calif. No. 1181. Substitute method replacing use of Form 3579.

Evans, George R., clerk, Los Angeles, Calif. No. 1177. Revision of second-class rates.

Farrell, C. W., clerk, Bakersfield, Calif. No. 1163. Postage stamp combining postage and special delivery service.

Fields, W. W., postmaster, Antioch, Calif. No. 1161. Supply form similar to 6013-N to second-class post offices.

Fullerton, G. W., clerk, Salinas, Calif.  
1147—Discontinue "Not At" endorsement.  
1148—Revise Form A-7 and provide additional requisition forms.  
1155—Discontinue sale of extra quality envelopes.  
1156—Supply glass tube sponge sealers.  
1157—Method of zoning parcel post by states.  
1158—Establish rules for post office filing.  
1159—Combination rubber stamp and pencil for "Nixie" clerks.

Hopkins, Willett, Petaluma, Calif. No. 1151. Uniforms for all post office employees.

King, W. T., postmaster, Weed, Calif. No. 1180. Card index system for handling all inquiries.

Kinsey, Charles L., postmaster, Chloride, Ariz. No. 1149. Revise Form 3814-A to provide space for date demurrage begins.

McNaughton, J. J., assistant superintendent of mails, San Francisco, Calif. No. 1194. Use of carrier route numbers in the zone delivery system.

Nielson, Ernest J., clerk, Selma, Calif.  
1150—Revise Forms 3812 and 3841-P for recording Form 561.  
1152—Combination lock and label holder for sacks and pouches.

Power, R. G., postmaster, Colusa, Calif.  
1153—Distribution schemes in loose-leaf form.  
1154—Mail route schedules in loose-leaf form.

Robertson, Ward, postmaster, Delano, Calif. No. 1182. Automatic insurance of all parcel post articles.

Rolfes, A. H., postmaster, El Nido, Calif.  
1173—Past sales as basis for credits of motor-vehicle-use tax stamps.  
1174—Smaller cash book (1550 C/F) for fourth-class post offices.  
1175—Reduce size of posters for fourth-class post offices.  
1176—Committees of employees for assistance in handling suggestions.

Scott, William V. F., carrier, Oakland, Calif.  
1185—Method of labeling carrier's routing case.  
1186—Method of attaching locks on apartment mail receptacles.  
1188-89-90—Matters of local application.  
1191—Accident forms for use in Motor Vehicle Service.

Subscription price of the POSTAL BULLETIN is \$1.50 per annum. Remittance should be made to the Superintendent of Documents, Government Printing Office, Washington 25, D. C.

#### POST OFFICE CHANGES

##### Discontinued—Fourth Class

###### ALABAMA

38229. Bishop, Colbert County, route 24129. Effective July 15, 1945. Mail to Aillsboro.

###### IDAHO

03203. Golden, Idaho County, route 70144. Effective Sept. 30, 1945. Mail to Grangeville.

###### MONTANA

49786. Dryhead, Carbon County, route 64155. Effective Aug. 31, 1945. Mail to Kane.

###### OREGON

50663. Minam, Wallowa County, routes 273022 and 113801. Effective Aug. 31, 1945. Mail to Wallowa.

###### WYOMING

89063. Careyhurst, Converse County, route 114722. Effective Aug. 15, 1945. Mail to Glenrock.

##### Rescind—Fourth Class

###### MISSISSIPPI

96072. Barr, Tate County. Order discontinuing this office effective July 31, 1945, is hereby rescinded.

##### Summer Post Office—Opened

###### COLORADO

30970. Troutville, Eagle County. Effective as of June 1, 1945.

#### POST OFFICE CHANGES

##### Year-Round Office Made Summer Office

###### NORTH CAROLINA

77377. Blue Ridge, Buncombe County. Year-round office made summer office effective Aug. 1, 1945. Mail to Black Mountain.

#### POST OFFICE BRANCHES

##### Established

###### CALIFORNIA

San Francisco: The following U. S. Army Postal Service A. P. O.'s were established effective as of June 15, 1945:  
A. P. O. 59, 13604.  
A. P. O. 226, 13605.  
A. P. O. 547, 13606.

San Francisco: The following U. S. Army Postal Service A. P. O.'s were established effective as of June 26, 1945:  
A. P. O. 106, 13608.  
A. P. O. 317, 13609.  
A. P. O. 328, 13610.

San Francisco: The following U. S. Army Postal Service A. P. O. was established effective as of June 30, 1945:  
A. P. O. 16, 13611.

###### MISSISSIPPI

Greenville: The following money-order unit of Army Air Base (contract) will be established effective Sept. 1, 1945:  
Unit 1, 96706.

##### Designation Changed

###### ALABAMA

Mobile: 39502. Toulminville Branch (contract) designation changed to Toulminville Station (contract) effective Sept. 1, 1945.

#### POST OFFICE STATIONS

##### Modification

###### NORTH CAROLINA

Dunn: 75911. C. O. D. established effective Aug. 1, 1945, modify to show effective Aug. 16, 1945.

# HELP REDUCE THE AIR-MAIL LOAD

## URGE THE USE OF

# LIGHTWEIGHT STATIONERY