

INSTRUCTIONS OF HEARING EXAMINERS

DOMESTIC "UNLAWFUL" ORDER NOTICES

"Unlawful" orders have been issued against the persons and concerns named below. All mail addressed to these persons and concerns at the addresses indicated should be returned to senders, stamped "Unlawful—Mail to this address returned by order of the Postmaster General" and no money order in favor of said persons or concerns shall be paid. These orders are to be enforced at the offices of address and delivery.

State	City	Name covered by order
California	Los Angeles	Gordan's Models, and Gordans Studio.
	San Francisco	R. E. Roberts.

DOMESTIC FRAUD ORDER NOTICES

Fraud orders have been issued against the persons and concerns named below. All mail addressed to these persons and concerns at the addresses indicated should be returned to senders, stamped "Fraudulent—Mail to this address returned by order of the Postmaster General" and no money order in favor of said persons or concerns shall be paid. These orders are to be enforced at the offices of address and delivery.

State	City	Name covered by order
Arkansas	Havana	Virgil Beckett.
	Waveland	Virgil Beckett.

FOREIGN FRAUD ORDER NOTICES

Foreign fraud orders have been issued against the following persons and concerns. Postmasters authorized to dispatch mail to the foreign countries listed should return to senders, stamped "Fraudulent—Mail to this address returned by order of Postmaster General" all mail addressed to these persons and concerns. No money order or postal notes in favor of these persons or concerns shall be issued, certified, or paid.

These orders are to be enforced at offices authorized to dispatch mail to foreign countries.

CUBA

Havana

Clipper Releases.
Perez, Clipper Releases, Circulation Manager.
Perez, Mr.

MEXICO

Mexico City

Box 10211.

INSTRUCTIONS OF THE CHIEF INSPECTOR

APPOINTMENTS

A. L. Palmer Coggins has been appointed Assistant Post Office Inspector in Charge, Atlanta, Ga., effective September 1, 1951, vice Frank H. Shumate, deceased.

Lloyd H. Stephens has been appointed Assistant Post Office Inspector in Charge, Fort Worth, Tex., effective September 1, 1951, vice Dudley C. Jernigin, promoted.

INSTRUCTIONS OF CHIEF CLERK AND DIRECTOR OF PERSONNEL

OFFICIAL POSTAL GUIDE—JULY 1951 EDITION

The distribution of the July 1951 edition of Part II of the Official Postal Guide has been completed. Postmasters who have not received their supply should notify the Chief Clerk and Director of Personnel, Post Office Department.

The 1951 edition of Part I of the Official Postal Guide is being printed and it is anticipated that copies will be available for distribution about the middle of October 1951.

Postmasters are reporting the nonreceipt of copies of the July 1951 Supplement to the Official Postal Guide. No Supplement is issued for July of the odd year inasmuch as that period is used for the revision of Part I of the Guide.

EXPEDITE THE COMPLETION AND ADJUSTMENT OF CLAIMS FOR INDEMNITY

950301*—51

INSTRUCTIONS OF ASSISTANT POSTMASTERS GENERAL BUREAU OF POST OFFICE OPERATIONS BUREAU OF FACILITIES

NEW FORM 3957—APPLICATION FOR LEAVE

Form 3956, Application for Sick Leave, has been discontinued, and Form 3957, Application for Leave of Absence, has been revised to be used by post office personnel (except postmasters) in making application for annual leave, sick leave, and leave without pay.

The new Form 3957 is approximately 3 by 5 inches in size and, unlike the previous Form 3957, does not contain a portion to be detached and returned to the employee notifying him of approval or disapproval of his application for leave. Generally, the employee will be notified only if his application is disapproved.

Supplies of Form 3957 (Rev. 5-1-51) should be requisitioned from the Division of Equipment and Supplies, Bureau of Facilities, Post Office Department, Washington 25, D. C., and when the new forms are received, the old Forms 3956 and 3957 on hand should be disposed of.

REVISED FORMS FOR EFFICIENCY APPRAISAL SYSTEM

Form 3989, Report of Case Examination; Form 3990, Unsatisfactory Efficiency Rating; Form 3990-A, Satisfactory Efficiency Rating; and Form 3991, Report of Tardiness, Errors, or Misconduct, have been revised so that they may be filed in personnel folders and to comply with other provisions of the Efficiency Appraisal System, as published in the POSTAL BULLETIN of December 21, 1950.

Postmasters should make requisition for supplies of these forms to the Division of Equipment and Supplies, Bureau of Facilities, Post Office Department, Washington 25, D. C. Inasmuch as the Efficiency Appraisal System provides that post office employees shall not be formally rated so long as their services are satisfactory, Forms 3990 and 3990-A should be ordered in comparatively small numbers.

Form 3991-A, Tardiness, has been discontinued, since Form 3991 has been revised to include reports of tardiness. When the new Forms 3991 are received, postmasters should dispose of any Forms 3991-A on hand.

NATIONAL ARCHIVES AND RECORDS SERVICE POSTER—LOBBY DISPLAY AUTHORIZED

The National Archives and Records Service of the General Services Administration will furnish you in the near future with a poster advertising the sale of the "United States Government Organization Manual."

Upon its receipt, the poster should be displayed in a prominent location in the public lobby in such a manner as not to mar the walls or woodwork for a period of approximately 90 days.

The foregoing instructions do not apply to post office lobbies located in Government-owned buildings not operated by the Post Office Department.

INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF FINANCE

STOLEN NOTICE—NEW CARD MONEY-ORDER FORMS

Information has been received that the new card money-order forms listed below have been reported stolen.

Regional and serial numbers	Date stolen	Name of office
1-1,523,994 to 1-1,524,000	July 19, 1951	Bridgeport, Sta. 5, Conn.
1-1,537,601 to 1-1,537,750	July 19, 1951	Bridgeport, Sta. 5, Conn.
5-8,191,870 to 5-8,192,350	July 15, 1951	Temperanceville, Va.
6-7,780,951 to 6-7,781,145	June 27, 1951	Siloam, Ga.
7-2,052,486 to 7-2,052,683	July 16, 1951	Milwaukee, Sta. 1, Wis.
10-4,555,551 to 10-4,556,100	June 23, 1951	Wilsonville, Nebr.
10-4,802,066 to 10-4,802,097	Aug. 4, 1951	Freedom, Wyo.
11-358,277 to 11-358,381	July 28, 1951	Houston, Sta. 4, Tex.
11-5,658,312 to 11-5,658,370	Aug. 17, 1951	REDELLE, LA.
12-13,609,608 to 12-13,609,634	Aug. 1, 1951	Wilton, Calif.

If any of the above numbered forms are presented, payment should be refused, and the inspector in charge of your division notified immediately.

In this connection attention is called to the instructions appearing on page 401, chapter 17, paragraph 12, of the Manual of Instructions for Postal Personnel, and the provisions of Section 71.23, Postal Laws and Regulations.

SEMIDOMESTIC AND OLD-STYLE MONEY ORDERS SHOULD BE PAID LOCALLY

Semidomestic money orders, including Canadian punched card orders and old-style United States paper money orders, which are paid by banks should be turned over to the local post office for reimbursement. Accounting difficulties arise when such items are forwarded through banking channels to the Federal Reserve banks. Postmasters should contact local banks and request them to present the money orders mentioned above to the local post office for reimbursement.

INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF FACILITIES

ANNUAL ALLOWANCES FOR CONTRACT OBLIGATIONS

Postmasters are authorized to expend each quarter one-fourth of the annual amount stipulated in contracts or agreements under which they obtain post office quarters, Postal Transportation Service and air mail field space, truck storage, screen wagon service, annual rate vehicle service, telephone service, and other communications rental. Expenditures under such contracts will be reported in the manner prescribed by the Bureau of Accounts. Special reports covering the cost of operating vehicle service will be made to the Bureau of Facilities, Division of Budget and Administrative Services (on Form 4519-A and other related forms) in the usual manner. This authorization will not release postmasters from the requirement of reporting to the Bureau of Facilities all revisions of contracts and agreements.

HALF-STAFFING FLAG INCIDENT TO BURIAL RETURNED VETERANS

Postmasters at First-, Second-, and Third-Class Offices:

Postmasters are authorized to half-staff the United States flag on post offices on days when burials of returned veterans from theaters of war, including Korea, are being held locally.

The foregoing instructions do not apply to post offices located in Government-owned buildings not operated by the Post Office Department.

CHANGES—POSTAL GUIDE 1951—PART II

ADEN—OBSERVATIONS

CHANGE No. 1.

Page 75.—In the caption "Postal Union (Regular) Mails," delete the subcaption "Observations" and the information therein.

BELGIUM—INSURED PARCEL POST SERVICE

CHANGE No. 2.

Page 99.—Under the subcaption "Insurance," insert the word "Surface" before the word "Parcel" in the first paragraph.

CHINA—PARCEL POST SERVICE

CHANGE No. 3.

Pages 131 and 132.—The information in the subcaptions "Observations" and "Prohibitions" is replaced by the following:

"**Observations.**—Parcel post service is available only to Taiwan (Formosa).

"Import licenses must be obtained by the addressee for all parcels except (1) samples without commercial value, and (2) gifts not exceeding \$25 in value, limited to articles for the addressee's personal use or for his household.

"**Prohibitions.**—Tobacco, woolen, silk or artificial silk piece goods, cosmetics and luxury items."

DENMARK—PROHIBITIONS

CHANGE No. 4.

Page 150.—Delete the first paragraph in the subcaption "Prohibitions."

Page 152.—In the subcaption "Prohibitions," subparagraph "For the protection of animals or plants," delete the words "live animals except parasites and predators of injurious insects."

FINLAND—GIFT PARCELS

CHANGE No. 5.

Page 170.—In the second paragraph of the subcaption "Observations," change "3,000 Finnish marks" to "5,000 Finnish marks."

GERMANY—PROHIBITIONS

CHANGE No. 6.

Page 187.—The following supersedes the information under the subcaption "Prohibitions":

"**Prohibitions.**—The articles prohibited in the regular mails are also prohibited in either gift or commercial parcels.

"In addition to the aforementioned prohibitions, the following restrictions apply to gift parcels to the Western zone:

"No gift parcel may contain any tobacco or tobacco products, cigarette papers, or saccharine.

"No addressee may receive duty free more than 33 pounds of foodstuffs generally, 1 pound 1½ ounces of coffee, 2 pounds 3 ounces of powered cocoa, or 2 pounds 3 ounces of chocolate per month. No parcel is admitted duty free if it contains foodstuffs amounting to more than two-thirds of the total value of the contents.

"Exemption from duty is not granted for gift shipments of tea, luxury items, such as jewelry, new fur articles, radio equipment, photographic apparatus, perfumes, cosmetics, or any articles whose character and quantity are not in accord with the needs of the addressee and the members of his household."

GOLD COAST COLONY—INSURED PARCEL POST SERVICE

CHANGE No. 7.

Page 45.—Insert "and Gold Coast Colony" after "Germany" in article 2, subsection III, "Limits of Weight," third paragraph.

Page 51.—Add "Gold Coast Colony (insured)" in alphabetical order to the list of countries appearing in article 19.

Page 67.—Add "Gold Coast Colony" in alphabetical order to the list of countries appearing in article 20.

Page 191.—In the tabulated information immediately below the table of air parcel rates, make the following changes:

1. Change "Sealing: Optional" to "Sealing: Insured parcels must, and ordinary parcels may, be sealed.

2. Change "Insurance: No" to "Insurance: Yes (surface parcels only)."

Same page.—Change subcaption "Indemnity" to read "Indemnity.—See subcaption 'Insurance'."

Same page.—Between "Dimensions" and "Observations," add the following new subcaption and text:

"**Insurance.**—Surface parcels may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable, in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)	Limit of indemnity:	Fee (cents)
Not over \$10.....	20	From \$25.01 to \$50.....	35
From \$10.01 to \$25.....	25	From \$50.01 to \$80.....	55

"*Insurance return receipt:* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See ch. IV, art. 26.)

"The insurance of parcels containing coin, platinum, gold, or silver, whether manufactured or unmanufactured, precious stones, jewels, or other precious articles is obligatory. If a parcel containing such articles is sent uninsured through error, it shall be placed under insurance by the office which first observes the fact of its having been mailed uninsured, and treated accordingly.

"Every parcel containing precious stones, jewelry, or any article of gold, silver, or platinum exceeding \$400 in value shall be packed in a box measuring not less than 3 feet 6 inches in length and girth combined.

"Each insured parcel and its customs declaration must have shown thereon (both in arabic figures and in roman letters spelled out in full), in United States currency and in gold francs, the amount for which the parcel is insured. No alteration or erasure of the indication on the customs declaration is allowed; if an error is made, a fresh customs declaration must be prepared. (See ch. IV, art. 22.)

"For further information concerning insurance service, see chapter IV."

U. S. A. GIFT PARCELS FOR GREECE DISCONTINUED

CHANGE No. 8.

Page 47.—Delete "Greece" from the second line of paragraph "X. U. S. A. Gift Parcels," in article 2.

Page 202.—Delete the caption "U. S. A. Gift Parcels" and the information thereunder.

INDIA—PARCEL POST

CHANGE No. 9.

Page 218.—Add the following to the third paragraph of the subcaption "Observations":

"If the addressees do not possess these licenses when required, the parcels may be treated as undeliverable. The customs treatment of commercial shipments in India will be facilitated if senders will enclose a copy of the relative invoice in each parcel."

ITALY—INSURED PARCEL POST SERVICE

CHANGE No. 10.

Page 67.—Add "Italy" in alphabetical order to the list of countries appearing in article 20.

Page 235.—In the tabulated information following the air parcel rates, change "Insurance: No" to read "Insurance: Yes."

Page 236.—Change subcaption "Indemnity" to read: "Indemnity.—See subcaption 'insurance.'"

Between "Storage Charges" and "Observations," add the following new subcaption and text:

"Insurance.—Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)	Limit of indemnity:	Fee (cents)
Not over \$10.....	20	From \$25.01 to \$50.....	35
From \$10.01 to \$25.....	25	From \$50.01 to \$100.....	55

"Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See ch. IV, art. 26.)

"Parcels containing coin, bullion, jewelry, or any other precious article must be insured. If a parcel containing such articles is mailed uninsured it shall be placed under insurance by the office which first observes the fact of its having been mailed uninsured and treated accordingly.

"Each insured parcel must have shown thereon (both in arabic figures and in roman letters spelled out in full), in United States currency and in gold francs, the amount for which the parcel is insured. (See ch. IV, art. 22.)

"For further information concerning insurance service, see chapter IV."

U. S. A. GIFT PARCELS FOR JAPAN DISCONTINUED

CHANGE No. 11.

Page 47.—Delete "Japan" from the second line of paragraph "X. U. S. A. Gift Parcels" in article 2.

Page 242.—Delete the caption "U. S. A. Gift Parcels" and the information thereunder.

RUMANIA—PARCEL POST

CHANGE No. 12.

Page 327.—Add the following at the beginning of the subcaption "Observations":

"The following restrictions are imposed by the Rumanian authorities with respect to gift parcels addressed to persons in that country:

"Only one gift parcel may be received by one addressee per month.

"No gift parcel may contain any articles in hand-soldered tin cans.

"Gift parcels to be admitted free of duty may contain only clothing, food, and medicines not exceeding \$20 in value, and the quantities of certain items in these categories are restricted. If the limits are exceeded, the addressees may be required to pay customs duty at penalty rates or to obtain import permits in order to take delivery, or the parcels may be treated as undeliverable. Patrons desiring information as to the permitted quantities of various items should be advised to communicate with the European Division, Office of International Trade, Department of Commerce, Washington 25, D. C., or with any field office of that Department."

GROUP SHIPMENTS

CHANGE No. 13.

Page 54.—After the names of the following countries shown in the list in chapter III, article 24, add "(limited to 3 ordinary parcels)":

Chile.	Paraguay.
Dominican Republic.	Salvador (El).
Ecuador.	Uruguay.
Mexico.	

In the case of the information in parentheses following the names of Colombia and Venezuela, add the word "ordinary" between "3" and "parcels," and in the case of Guatemala change the information in parentheses to read "limited to 3 ordinary parcels."

In the tabulated information following the tables of parcel post rates under the country headings listed below, change the item "Group shipments" to read "Group shipments: Limited to 3 ordinary parcels. (See ch. III, art. 24.)"

Chile, page 128.	Mexico, page 268.
Colombia, page 135.	Paraguay, page 303.
Dominican Republic, page 154.	Salvador (El), page 334.
Ecuador, page 157.	Uruguay, page 388.
Guatemala, page 205.	Venezuela, page 394.

POST OFFICE CHANGES

Discontinued—Second Class
OREGON

50356. Freewater, Umatilla County, route 73121. Effective Aug. 31, 1951. Mail to Milton-Freewater.

Discontinued—Fourth Class
ALASKA

05706. Barge. Supply route A. A. M. 236. Effective as of June 7, 1951. Mail to Angoon.

ILLINOIS

12121. Hazelhurst, Ogle County, routes 110736 and 235751. Effective Sept. 30, 1951. Mail to Polo.

KENTUCKY

67807. Incline, Harlan County, route 30012. Effective Aug. 31, 1951. Mail to Bledsoe.

LOUISIANA

46310. Wallace Ridge, Catahoula Parish, rural routes 1 and 2, Jonesville. Effective Aug. 31, 1951. Mail to Jonesville.

MINNESOTA

28807. Genola, Morrison County, route 41220. Effective Sept. 15, 1951. Mail to Pierz.

WEST VIRGINIA

87196. Grassy, Wayne County, route 16533. Effective Aug. 31, 1951. Mail to Radnor.

Change of Name—Second Class

OREGON

50661. Milton, Umatilla County. Changed to Milton-Freewater, under No. 40-56160. Effective Sept. 1, 1951.

Summer Post Offices—Opened

CALIFORNIA

82473. Spanish Creek, Plumas County. Effective as of June 21, 1951.

MICHIGAN

08387. Huron Mountain, Marquette County. Effective as of June 1, 1951.

08285. Rock Harbor, Keweenaw County. Effective as of June 1, 1951.

PENNSYLVANIA

41911. Forest Park, Pike County. Effective as of June 15, 1951.

Summer Post Offices—Closed

CALIFORNIA

82214. Lake Mary, Mono County. Effective Sept. 6, 1951. Mail to Bishop.

82473. Spanish Creek, Plumas County. Effective Aug. 27, 1951. Mail to Quincy.

CONNECTICUT

32035. Black Point Beach Club, New London County. Effective Sept. 15, 1951. Mail to Niantic.

32081. Crescent Beach, New London County. Effective Sept. 15, 1951. Mail to Niantic.

MICHIGAN

08387. Huron Mountain, Marquette County. Effective Sept. 30, 1951. Mail to Marquette.

09618. Pilgrim, Benzie County. Effective Sept. 10, 1951. Mail to Frankfort.

MINNESOTA

27705. Douglas Lodge, Hubbard County. Effective Sept. 15, 1951. Mail to Arago.

NEW JERSEY

90292. Glasser, Sussex County. Effective Sept. 15, 1951. Mail to Wharton.

NEW YORK

22461. Craterclub, Essex County. Effective Sept. 15, 1951. Mail to Essex.

22823. Glenburnie, Washington County. Effective Sept. 11, 1951. Mail to Putnam Station.

23058. Hunter Lake, Sullivan County. Effective Sept. 6, 1951. Mail to Parksville.

24293. Ten Mile River, Sullivan County. Effective Sept. 3, 1951. Mail to Narrowsburg.

NORTH CAROLINA

77377. Blue Ridge, Buncombe County. Effective Sept. 15, 1951. Mail to Black Mountain.

77247. White Lake, Bladen County. Effective Aug. 31, 1951. Mail to Elizabethtown.

OHIO

18113. Chautauqua, Montgomery County. Effective Sept. 3, 1951. Mail to Franklin.

POST OFFICE CHANGES

Summer Post Offices—Closed

PENNSYLVANIA

41911. Forest Park, Pike County. Effective Sept. 15, 1951. Mail to Bushkill.

43239. Paradise Falls, Monroe County. Effective Sept. 8, 1951. Mail to Cresco.

VERMONT

02052. Cedar Beach, Chittenden County. Effective Sept. 3, 1951. Mail to Charlotte.

02628. Mount Mansfield, Lamoille County. Effective Sept. 9, 1951. Mail to Stowe.

POST OFFICE BRANCHES

Established

MISSOURI

Saint Louis: Robert E. Hannegan (classified), effective Sept. 1, 1951.

OHIO

Cleveland: Parma (classified) Cuyahoga County, effective Sept. 1, 1951. Reorganized and changed to a classified carrier station, with different complement, in different quarters and at a different location.

PUERTO RICO

Juana Diaz: The following contract branches, Ponce County, will be established effective Sept. 1, 1951. The only facilities provided by these units will be the sale of stamps and delivery of mail:
Collares.
Pastillo.

Discontinued

OHIO

Cleveland: Parma (classified), effective Aug. 31, 1951.

POST OFFICE STATIONS

Established

ALASKA

Anchorage: No. 1 (contract), effective as of Aug. 1, 1951.

CALIFORNIA

Sacramento: Colonial (classified), Sacramento County, effective Sept. 1, 1951.

NEW JERSEY

Seaside Heights: No. 1 (contract), effective as of Aug. 16, 1951.

NEW YORK

New York: Soundview (classified) Bronx County, effective Aug. 27, 1951. This action taken in connection with the reorganization of the Soundview station from a finance to a carrier station.

OHIO

Canton: No. 2 (contract), effective Sept. 1, 1951.
Cleveland: No. 21 (contract) effective Sept. 1, 1951.

OREGON

Milton-Freewater: Freewater (classified) Umatilla County, effective Sept. 1, 1951.

PENNSYLVANIA

Sharon: Buhl (classified), Mercer County, effective Sept. 1, 1951.

Discontinued

MICHIGAN

Milford: 09424. Commerce, rural, effective as of June 27, 1951.

NEW YORK

New York: Soundview (classified), effective Aug. 26, 1951.

Reestablished

MISSOURI

Saint Louis: No. 12 (contract), effective Sept. 1, 1951.

NEW JERSEY

Newark: No. 33 (contract), effective as of July 2, 1951.

Promote the Use of

ZONE NUMBERS

On Mail for Delivery in the Larger Cities . . . They Help To Speed the Mails