



# POSTAL BULLETIN

INFORMATION FOR ALL POSTAL EMPLOYEES



LXXV

Washington 25, D. C., Thursday, September 16, 1954—Three Pages

19777

## United States Savings Bonds

### First- and Second-Class Offices to Return Surplus Stock

Postmasters at all first- and second-class post offices that do not sell United States savings bonds to the public shall return all bonds on hand of the C (\$100), R (\$200), D (\$500), and M (\$1,000) denominations not needed for issuance under the payroll savings plan during the current fiscal year ending June 30, 1955. **No bonds of the Q (\$25) or L (\$50) denominations shall be returned at this time.** No stock of any denomination shall be returned by offices that are continuing window sales to the public. The Department wishes to encourage the voluntary payroll savings plan, and an opportunity to purchase savings bonds through the plan should be available to employees at all times.

After the close of business on September 30, 1954, the excess bond

stock shall be returned in the following manner:

1. Separate each denomination into groups of 250 bonds or less. This grouping will be a package. A few offices will return more than 250 bonds of a denomination and they should follow the instructions for separating the bonds into packages of 250 which appeared in the notice in the *POSTAL BULLETIN* of August 21, 1952, authorizing postmasters to return the old design series E bonds.

2. Invoice each package using a single sheet of standard 8 by 10½ inch paper, or more if needed, making five copies of each sheet. The number of each sheet will be the package number. If more than one page is needed for a package, letter each sheet in sequence, for example, 1a, 1b, etc.

a. Prepare the invoice form as illustrated:

Sheet No. ....

Post office.....

Serial numbers		Number of bonds	Serial numbers		Number of bonds
From—	To—		From—	To—	

.....  
(Postmaster)  
.....  
(Date)

Total number of bonds .....  
Total value at purchase price \$.....  
Carried to Recap. Sheet No. ....

b. List the bonds by the inclusive serial numbers of each broken group of the denomination and the single numbers separately.

c. State the total number of bonds listed on a sheet and their total sales value in the lower right-hand corner of the sheet.

d. When all bonds have been listed, prepare a recapitulation sheet (four copies), listing by denominational grouping the number of bonds and

sales value given on each sheet and the total number and value of all sheets. Three copies of each recapitulation sheet shall be sent under separate cover to the Bureau of Finance, Division of Postal Savings, Washington 25, D. C.

3. Prepare the shipments as follows:

a. Wrap each package securely, including therein four copies of the

(Continued on p. 2)

## International Mail Must Be Fully Addressed

Information has been received indicating that some United States post offices have accepted, for dispatch to Canadian post offices, circulars and similar advertising prints bearing simplified forms of address authorized in our domestic service.

Although Canada permits printed matter addressed to *Householder, Boxholder, etc.*, to be sent in bulk packages to post offices for distribution, such forms of address are restricted to mail posted in that country and are not permissible for prints mailed from the United States.

Articles mailed in this country for delivery in Canada or in any other country must show the names and addresses of the addressers. Postmasters shall take appropriate measures to assure that articles which do not comply with this requirement are not accepted for transmission outside the United States domestic service.

If articles bearing simplified forms of address, which do not show the names of the addressees, are received from another country at a United States exchange post office, they should be returned to origin with a bulletin of verification stating that articles so addressed are not acceptable in this service from other countries.

## Truck Display of Poster

The Government department which was granted poster space on Government-owned mail trucks for the first 2 weeks in October has canceled its request. It is, therefore, requested that Forest Fire Prevention posters, which were previously used during the summer months, be placed on the trucks from October 1 to 14, inclusive. In the event Forest Fire Prevention posters are not available, the display of Air Mail posters presently on the trucks should be continued.

**Notices:****Golden Money-Order Forms, Since July 1, 1954**

(See Postal Manual XVI-16):

2-20,759,598 to 3-20,759,631	WICONISCO, PA., SEPT. 10, 1954.
3-20,801,508 to 3-20,801,535	Port Monmouth, N. J., July 27, 1954.
4-13,760,601 to 4-13,760,800	Tallega, Ky., July 23, 1954.
5-4,691,848 to 5-4,691,882	Branchville, Va., July 19, 1954.
5-9,783,417 to 5-9,783,447	Lego, W. Va., Aug. 12, 1954.
5-10,762,862 to 5-10,762,865	Hyattsville, Tuxedo Br., Md., July 8, 1954.
6-11,052,544 to 6-11,055,000	Jacksonville, Sta. 10, Fla., July 31, 1954.
6-11,761,428 to 6-11,761,500	Fort Lauderdale, Sta. 4, Fla., Aug. 15, 1954.
6-11,954,301 to 6-11,954,400	Nashville, Sta. 10, Tenn., Sept. 1, 1954.
7-17,263,410 to 7-17,263,500	Urbana, University Sta., Ill., Aug. 19, 1954.
7-20,698,981 to 7-20,700,000	Chicago, Sta. 190, Ill., Aug. 11, 1954.
8-47,373,859 to 8-47,374,000	Carbon, Iowa, Aug. 22, 1954.
10-56,796,646 to 10-56,796,706	Denver, Sta. 7, Colo., Aug. 7, 1954.
10-59,415,893 to 10-59,415,899	Arrington, Kans., Aug. 28, 1954.
10-67,517,901 to 10-67,518,000	Arrington, Kans., Aug. 28, 1954.
11-79,026,272 to 11-79,027,000	Lubbock, Sta. 2, Tex., Aug. 4, 1954.
12-34,719,848 to 12-34,720,000	Monrovia, Sta. 2, Calif., Sept. 6, 1954.
12-70,424,087 to 12-70,424,200	Spokane, Sta. 3, Wash., July 28, 1954.
12-72,548,478 to 12-72,550,000	Tacoma, Sta. 3, Wash., Aug. 12, 1954.
12-79,163,515 to 12-79,164,700	VAN NUYS, STA. 2 CALIF., SEPT. 10, 1954.

**Foreign Fraud Orders:**

<i>Country &amp; city</i>	<i>Name &amp; address covered by order</i>
British West Indies, Kingston, Jamaica.	Tingling, M., 13 Tower Street; Newman, J., P. O. Box 7; Tomlinson, Ralph, 112 Charles St.; Powell, P. E., Miss, 21 James Street.
Ireland, Dublin	Lawler, S., 89 Greenlands.
Mexico, Mexico City	Anderson, Gonzalo, Mr., Admon. 31 Box 13335; Cabral, I. S., Mrs., Suc 28, Box 12815; Casa, Alfred, Mr., P. O. Box 22760; De Barrios, Delfina, Sra., Apdo. Post 17409; del Villar, Jorge, Sr., Suc 64, Box 17712; Zimbron, Delfina, Sra., Admon. 2, Apartado 17409. Oteo, Rafael, Sr., A. Postal 25992; Otero, L. Diaz, Sr., Apartado Postal 25610; Zavala, Enriqueta, Mrs., Admon. 29, Apartado 12170.

**Additions to Foreign Fraud Order List:**

<i>Country &amp; city</i>	<i>Name &amp; address</i>
England, Hull, Yorkshire	Green, A. H.; Alfred H. Green, and Alfred Henry Green, 16 Alfred Street.

**Appointment, Postal Transportation Service**

Joseph E. Flory has been appointed Assistant General Superintendent, Thirteenth Division, Postal Transportation Service, Seattle, Wash., effective September 1, 1954.

**Savings Bonds***(Continued from p. 1)*

package invoice, with heavy kraft paper or place it in a carton in such manner that the bonds will not be damaged in transit. Number the package to agree with the invoice number.

b. Assemble all packages, if small, into 1 or 2 larger packages of a size convenient for handling and wrap securely. If the packages are sufficiently large, use a pouch or pouches,

locking each pouch with an L/A lock.

c. Send the packaged or pouched bonds to the Division of Postal Savings, c/o W. A. White, Manager, Securities Section, Division of Loans and Currency, Bureau of the Public Debt, Treasury Department, Washington 25, D. C., by official mail. **Do not register.**

4. The total amount of bond stock returned shall be accounted for by quantity and value by a credit entry in the savings-bond stock account of

**Uniform Allowances**

On September 1, 1954, the President signed H. R. 2263, the Government Employees Fringe Benefits Act of 1954, provisions of which extend many benefits to employees of the Federal Government, including certain allowances for those employees required to wear uniforms. The POSTAL BULLETIN of August 24, 1954, identified those categories of employees in the Post Office Department affected by this provision of the act.

In order to provide uniform allowances, further congressional action is required in the form of authorized appropriations. The Bureau of the Budget is expected to recommend to Congress in the next session beginning January 1955 a general authorization for appropriations, and the Postmaster General will move promptly to justify the allowance for eligible postal employees. Favorable action is anticipated with an effective date about April 1, 1955. Therefore, uniform requirements for the 1954-55 winter season are not affected.

Another provision of the law authorizes and directs the Bureau of the Budget to issue general rules and regulations for the administration of uniform allowances. It will then be necessary for the Post Office Department to prepare regulations in accordance with those issued by the Bureau of the Budget.

Before making any decisions relative to regulations or other aspects of the program the Post Office Department plans to obtain the views and advice of postal employees and their association. Regulations, rules, or instructions presently in effect will continue until further notice.

Instructions and information pertaining to other provisions of the Fringe Benefits Act affecting the Postal Field Service will be reported in subsequent POSTAL BULLETINS.

the office records for September 30, 1954, and the September 1954 savings-bond report on Form 904 identified as *Returned to Department*. It will not be necessary to enclose copies of the invoice with the Form 904.

# Standardized Office Memorandum, POD Form 31

The following instructions from the Office of the Deputy Postmaster General are now being distributed to bureaus and offices and all field offices of the Postal Establishment:

**SUBJECT:** POD Form 31, Office Memorandum—Post Office Department

1. *Purpose.*—These instructions prescribe a form of office memorandum to be used instead of letterheads for all internal correspondence throughout the Postal Establishment. Use of the new form will result in a substantial reduction in time of stenographers, savings in cost of formal letterheads, and reduction in reading time; will promote simplicity, clarity, and brevity in correspondence.

2. *Applicability.*—These instructions apply to all correspondence within and between the department and the bureaus; regional; division, and district offices and individual post offices. POD Form 31, shall not be used for external correspondence with patrons of the Postal Establishment, with other Government agencies, nor for congressional correspondence.

3. *Use.*

a. The form is designed for use in a standard size 7 window envelope. Do not use larger size window envelopes, which might cover part of the address. No envelope will be used with POD Form 31 for internal unclassified correspondence between and within organizational units and offices in the same building.

b. In cases where the message continues on a second sheet, plain white sulphite paper should be used.

c. Copies of all correspondence on POD Form 31 shall be restricted to the absolute minimum necessary to the conduct of business. All copies should be made on plain white tissue paper.

d. Avoid the use of detailed breakdowns of organizational units unless necessary for identification and routing purposes. Simplify file references. Exhibits A through F, attached, illustrate use of the form and serve as guidelines in attaining simplicity and brevity.

4. *Overprinting.*—Special printing of organizational names, titles, etc., on POD Form 31 is unnecessary, contrary to Bureau of the Budget regulations, and prohibited.

5. *Availability.*—POD Form 31 will be available immediately on white paper stock in all supply units in sizes 8 by 10½ and 8 by 7 inches. The standard size 7 window envelope will also be available from such supply units.

6. *Use of new and old forms.*—POD Form 31 replaces standard Form 64, Office Memorandum—United States Government. The present supply of Standard Form 64 will be used until exhausted for messages within immediate organizational units.

Bureaus and offices may obtain POD Form 31 at the Departmental Forms Supply Unit, room 6330.

In addition to the stocks in the regular supply centers, a limited initial supply of POD Form 31 is now being distributed direct to all regional offices and to the 212 largest first-class post offices.

25-28200. Wequetonsing, Emmet County. Effective Sept. 25, 1954. Mail to Harbor Springs.

MONTANA

29-47160. Lake McDonald, Flathead County. Effective Sept. 15, 1954. Mail to West Glacier.

NEW HAMPSHIRE

32-17700. Dixville Notch, Coos County. Effective Sept. 15, 1954. Mail to Colebrook.

NEW JERSEY

33-12150. Byram Cove, Sussex County. Effective Sept. 15, 1954. Mail to Hopatcong.

33-18750. Cranberry Lake, Sussex County. Effective Sept. 15, 1954. Mail to Andover.

33-36260. Highland Lakes, Sussex County. Effective Sept. 15, 1954. Mail to Vernon.

33-80250. Serry Springs, Sussex County. Effective Sept. 16, 1954. Mail to Hopatcong.

NEW YORK

35-19800. Craterclub, Essex County. Effective Sept. 15, 1954. Mail to Essex.

35-48400. Loon Lake, Franklin County. Effective Sept. 30, 1954. Mail to Lake Kushaqua.

35-66550. Point O'Woods, Suffolk County. Effective Sept. 25, 1954. Mail to Bay Shore.

35-73300. Sacandaga, Fulton County. Effective Sept. 18, 1954. Mail to Northville.

35-87200. Van Buren Point, Chautauqua County. Effective Sept. 15, 1954. Mail to Dunkirk.

NORTH CAROLINA

36-03520. Atlantic Beach, Carteret County. Effective Sept. 30, 1954. Mail to Morehead City.

36-08480. Blue Ridge, Buncombe County. Effective Sept. 16, 1954. Mail to Black Mountain.

36-36860. Holden Beach, Brunswick County. Effective Sept. 15, 1954. Mail to Supply.

OHIO

38-27790. Fort Scott Camps, Hamilton County. Effective as of Sept. 1, 1954. Mail to Ross, Ohio.

PENNSYLVANIA

41-16040. Conneaut Lake Park, Crawford County. Effective Sept. 15, 1954. Mail to Conneaut Lake.

41-22080. Eagles Mere Park, Sullivan County. Effective Sept. 15, 1954. Mail to Eagles Mere.

41-28360. Forest Park, Pike County. Effective Sept. 15, 1954. Mail to Bushkill.

41-66800. Pocono Lake Preserve, Monroe County. Effective Sept. 15, 1954. Mail to Pocono Lake.

41-83480. Tamiment, Pike County. Effective September 15, 1954. Mail to Bushkill.

UTAH

49-09860. Bryce Canyon, Garfield County. Effective Sept. 15, 1954. Mail to Rubys Inn.

49-98600. Zion National Park, Washington County. Effective Sept. 15, 1954. Mail to Springdale.

VERMONT

50-08120. Bread Loaf, Addison County. Effective as of Sept. 2, 1954. Mail to Middlebury.

50-12600. Cedar Beach, Chittenden County. Effective Sept. 4, 1954. Mail to Charlotte.

## POST OFFICE BRANCHES

Established

CALIFORNIA

Los Gatos: Cambrian Park (classified) Santa Clara County, effective Sept. 16, 1954.

Change in Designation

FLORIDA

Miami: Miami Shores (contract) Dade County to Miami Shores (classified) Dade County, effective Aug. 3, 1954.

## POST OFFICE STATIONS

Established

CALIFORNIA

Palo Alto: No. 4 (contract) Santa Clara County, effective Sept. 16, 1954.

GEORGIA

Augusta: No. 4 (contract) Richmond County, effective July 1, 1954.

OKLAHOMA

Oklahoma City: No. 6 (contract) Oklahoma County effective Sept. 16, 1954.

Tulsa: No. 11 (contract) Tulsa County effective June 1, 1954.

TENNESSEE

Memphis: Old Hometown (Rural) Shelby County effective Oct. 1, 1954.

## POST OFFICE CHANGES

Discontinued—Fourth Class

KENTUCKY

20-62800. Press, Breathitt County. Effective Oct. 15, 1954. Mail to Portsmouth.

20-64600. Rella, Bell County. Effective Oct. 15, 1954. Mail to Arjay.

LOUISIANA

21-69420. Pecan Island, Vermillion Parish. Effective Oct. 16, 1954. Mail to Kaplan.

MISSISSIPPI

27-44720. Love, De Soto County. Effective Sept. 30, 1954. Mail to Hernando.

Summer Post Offices—Closed

MICHIGAN

25-22000. Corvett Islands, Mackinac County. Effective Sept. 15, 1954. Mail to Cedarville.

25-53900. Les Cheneaux Club, Mackinac County. Effective Sept. 15, 1954. Mail to Cedarville.

25-72100. Owasispe, Muskegon County. Effective as of Aug. 28, 1954. Mail to Whitehall.

25-75500. Pilgrim, Benzie County. Effective Sept. 10, 1954. Mail to Frankfort.

25-76100. Pointe Aux Barques, Huron County. Effective as of Sept. 4, 1954. Mail to Port Austin.