



POSTAL BULLETIN

INFORMATION FOR ALL POSTAL EMPLOYEES



*February
Rec-6012*

LXXVII

Washington 25, D. C., Tuesday, March 6, 1956—Two Pages

19925

Issuance of Post Office Department Display Posters, Standard Signs, Notices and Handbills

It is important that the field service get the maximum value out of visual aid material prepared by the Department. It is also important that there be no unnecessary duplication of printing of similar items by field units.

To insure this, the following procedures must be observed:

1. Requests for design and/or printing of POD display posters, standard signs, notices, and handbills, must be forwarded from field units through regular channels to the Regional Director who will forward the item to the Department in accordance with Regional Circular 98. This applies both to reproduction of existing materials and proposed new materials.

2. Requests must be accompanied by a sample or sketch, specifications, quantity, and distribution desired, and a statement of justification. The use of more than two colors, including black, in printing posters, etc., is prohibited by regulations and will not be authorized unless justified as necessary to the accomplishment of the related program. This prohibition does not extend to the color of the paper stock.

Apply the following criteria for identification of the 3 different types of visuals:

Poster: Any piece of printing with an emphasis on brief caption to stimulate an audience to an idea, or situation. This type of display is of use only as long as the message is effective or the campaign is in progress.

Standard Sign: A statement of fact to call audience attention to a specific rule. The sign is usually of permanent value.

Notice or Handbill: A statement of fact to call audience attention to an incident or event. This type of notice is usually of temporary value.

Three new numbered series have been established to identify these items in the supply system, i. e., POD Poster, POD Sign and POD Notice, which also includes handbills. The Forms Control Section, Bureau of Finance, will assign numbers in these series prior to issuance.

Departmental authorization may be given in some cases for replenishment of approved items where local

reproduction of material is more feasible. In such instances all costs of printing or reproduction will be charged to Account 275—Field Printing (Uniform Systems of Accounts—797474). Payment will be made in accordance with regional disbursing procedures.

Repairs and Local Purchases

Authority is granted for repairs to and refinishing of office furniture and equipment and for repair to building maintenance items, such as lawn mowers, power tools, etc., which are owned by the Post Office Department, within the limitations prescribed for local procurement. Postmasters may have office equipment repaired for the Inspection Service by a qualified post office repairman, or may contract for such repairs.

This will be included in Chapter 6 of the Postal Manual which is scheduled for issuance in the near future.

POST OFFICE STATIONS

Change in Name

PENNSYLVANIA

West Chester: Normal School (contract) Chester County to: Teachers College (Contract), Chester County, effective Mar. 24, 1956.

Change in Period of Operations

NORTH CAROLINA

Black Mountain: Blue Ridge (rural), Buncombe County, which operates during the period of May 15 through Sept. 15 is changed to operate during the period of June 1 through Aug. 31.

MONEY ORDER UNITS AND APO'S

Discontinued

GEORGIA

Atlanta: Money order units Nos. 2 and 3, Fulton County, effective Mar. 14, 1956.

1st- and 2d-Class Offices:

Chapter 4, Postal Manual

Postmasters are reminded that Chapter 4, Finance, Budgeting, and Accounting transmitted on January 30, 1956, in new Postal Manual (issue 48) went into effect on March 1, 1956. Obsolete old manual material described in 1.2 of the transmittal letter should now be removed and destroyed.

As pointed out in 2.3 of the transmittal letter this chapter incorporated POSTAL BULLETIN only up through November 15, 1955. Accordingly, POSTAL BULLETINS issued since that date have in effect changed some of the provisions of the new chapter. Pending receipt of revised manual pages, follow the POSTAL BULLETINS.

Comments and suggestions for improvements received from postmasters have been very helpful and should be continued. These are now being processed and each one will be acknowledged individually.

A few corrections from POSTAL BULLETINS and comments which can be made now ahead of receipt of revised manual pages are as follows:

- 427.32—Second-class offices should prepare Form 017-FC monthly.
- 427.42—Change Form 3267-C to read 3367-C.
- 473.143—Change reference to SF 44c, in A/C 265, 266, and 274 to read SF 44a. (P. B. 1-31-56.)
- 473.146—Change Form 1590-SC to read 1590-SB.
- 473.221(a)—Change 10¢ postage stamp to read 20¢.
- 476.11—Change frequency of reporting PS 704 from quarterly to monthly.

Wanted Circular Canceled

Lawrence Raymond Nickel, for whom a wanted circular was issued by the Postal Inspector in Charge, Atlanta, Ga., is deceased and the circular concerning him should be destroyed.

Notices:

Stolen Money-Order Forms, Since Jan. 1, 1956

(See Postal Manual 361.2)

1-98,843,728 to 1-98,844,000	-----	Springfield, Mass., Main Office, Feb. 6, 1956.
1-98 802,818 to 1-98,804,000	-----	Brightwood Station.
1-98 835,324 to 1-98,836,000	-----	COD Station.
1-98,805,735 to 1-98,806,000	-----	Forest Park Station.
1-98,812,705 to 1-98,814,000	-----	Highland Station.
1-98,818,572 to 1-98 820,000	-----	Station "A".
1-98,831,515 to 1-98,831,700	-----	Longmeadow Station.
1-98,824,048 to 1-98,824,500	-----	Station No. 1.
1-98 824,785 to 1-98,824,800	-----	Station No. 2.
1-98,826,526 to 1-98,827,000	-----	Station No. 4.
1-98,827,423 to 1-98,828,000	-----	Station No. 5.
1-98,829,064 to 1-98,829,500	-----	Station No. 8.
1-91,361,096 to 1-91,361,100	-----	Station No. 15.
1-98,830,001 to 1-98,830,100	-----	Station No. 15.
1-98,829,720 to 1-98,830,000	-----	Station No. 18.
1-98,830,414 to 1-98,830,700	-----	Station No. 19.
1-98 830,970 to 1-98,831,300	-----	Station No. 20.
1-98,832,658 to 1-98,832,800	-----	Station No. 23.
1-91,353,010 to 1-91,353,200	-----	Station No. 26.
1-98,832,901 to 1-98,833,100	-----	Station No. 26.
1-98,833,198 to 1-98 833,250	-----	Station No. 27.
1-98,832,852 to 1-98,832,900	-----	Station No. 29.
1-98,831,791 to 1-98,832,000	-----	Station No. 30.
1-98 833,743 to 1-98,834,000	-----	Station No. 31.
1-98,825,853 to 1-98,826,000	-----	Station No. 32.
3-85,353,337 to 3-85,353,400	-----	Hoboken, Wash. St. Sta., N. J., Jan. 29, 1956.
3-88,400,037 to 3-88,400,200	-----	Orange, Sta. 1, N. J., Feb. 7, 1956.
4-51,515,630 to 4-51,516,000	-----	Sibert, Ky., Jan. 28, 1956.
4-62,648,704 to 4-62,648 800	-----	Louisville, Sta. 7, Ky., Feb. 6, 1956.
5-56,970,329 to 5-56,970,500	-----	ASHTON, MD., MAR. 1, 1956.
5-62,338,178 to 5-62,338,300	-----	Widewater, Va., Jan. 3, 1956.
5-58,978,501 to 5-58,978,700	-----	} Scotts, N. C., Feb. 4, 1956.
5-63,273,970 to 5-63,274,000	-----	
5-76,541,232 to 5-76,541,250	-----	MANASSAS, YORKSHIRE STA., VA., FEB. 28, 1956.
5-77,856,173 to 5-77,857,000	-----	Baltimore, Sta. 3, Md., Feb. 20, 1956.
6-51,838,832 to 6-51,838,900	-----	Gotha, Fla., Feb. 1, 1956.
6-55,668,296 to 6-55,668,343	-----	Mandarin, Fla., Feb. 19, 1956.
6-58,438,251 to 6-58,438,500	-----	Dukedom, Tenn., Jan. 15, 1956.
6-60,663,852 to 6-60,663,884	-----	Gadsden, Sta. 3, Ala., Jan. 11, 1956.
6-74,032,501 to 6-74,033,000	-----	Miami, Key Biscayne Br., Fla., Feb. 4, 1956.
7-75,058,209 to 7-75,058,225	-----	Farina, Ill., Jan. 28, 1956.
10-86,073,204 to 10-86,073,207	-----	Salina, Okla., Jan. 26, 1956.
11-2,769,739 to 11-2,770,000	-----	Orla, Tex., Jan. 27, 1956.
12-22,416,801 to 12-22,417,100	-----	Smith, Nev., Jan. 20, 1956.
12-27,846,316 to 12-27,846,388	-----	LIBERTY FARMS, CALIF., FEB. 27, 1956.

POST OFFICE BRANCHES

Established

PENNSYLVANIA

Wilkes-Barre: Mountaintop (classified), Luzerne County, effective Apr. 1, 1956.

POST OFFICE CHANGES

Discontinued—Second Class

PENNSYLVANIA

41-56480. Mountaintop, Luzerne County. Effective Mar. 31, 1956. Mail to Wilkes-Barre.

Discontinued—Third Class

NEW YORK

35-85450. Trudeau, Essex County. Effective Mar. 31, 1956. Mail to Saranac Lake.

Discontinued—Fourth Class

ALABAMA

01-49100. Lim Rock, Jackson County. Effective Mar. 31, 1956. Mail to Woodville.

FLORIDA

11-53850. Lovett, Madison County. Effective Mar. 31, 1956. Mail to Greenville.

11-63150. National Gardens Volusia County. Effective Mar. 31, 1956. Mail to Ormond Beach.

MINNESOTA

26-04100. Atkinson, Carlton County. Effective Mar. 31, 1956. Mail to Carlton.

MISSISSIPPI

27-03250. Baltzer, Sunflower County. Effective Mar. 31, 1956. Mail to Tutwiler.
27-86840. Vernal, Greene County. Effective Mar. 31, 1956. Mail to Bexley.

Misuse of SF 147
For Partial Deliveries

A great many instances have been noted by the Department in the last two months where numerous Standard Forms 147 have been issued for purchases by postmasters and superintendents of vehicle service repair units to the same vendor within a short time period. **This practice must be discontinued.** The purchase of individual items from a single supplier within a short time period can be blanketed on a single Standard Form 147. In this way, one order will cover a number of purchases and the supplier can render a single invoice with a minimum number of attachments.

Revised procedures for vehicle service purchases were described in detail in POSTAL BULLETIN 19894, dated November 10, 1955. This stated in part, *Purchase Order, Standard Form 147, will be prepared for all purchases except for utility and telephone service, gasoline and oil obtained from commercial filling stations, and orders on POD Forms 4541 for outside repairs.* A section of the notice was devoted to instructions for processing receiving reports and delivery tickets and partial delivery orders.

It was not intended by these instructions to permit the issuance of separate Standard Forms 147 for individual items which should be included on a single confirming order for an office's monthly or weekly needs. Postmasters and superintendents of vehicle service repair units are cautioned to prepare only the absolute minimum number of purchase orders for a single vendor during any one month.

MONTANA

29-85500. Tuscior, Sanders County. Effective Mar. 31, 1956. Mail to Trout Creek.

NORTH DAKOTA

37-12320. Brisbane, Grant County. Effective Mar. 31, 1956. Mail to Carson.

Modification—Established—Fourth Class

MICHIGAN

25-52950. Lathrup Village, Oakland County. The notice establishing this office which appeared in the POSTAL BULLETIN of Mar. 1, 1956, is hereby modified to show the source of supply temporarily to be by Government-owned truck from Birmingham.