



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



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20338

All Postal Installations

4-Cent Winslow Homer Commemorative Postage Stamp

The 4-cent stamp honoring Winslow Homer, and featuring his well-known painting "Breezing Up," will be first placed on sale at the Gloucester, Mass., post office, on December 15, 1962.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE DECEMBER 16, 1962



Size: 0.84" x 1.44" (Horizontal)
ISSUED IN PANES OF 50

Initial printing: 120 million

The painting "Breezing Up," which hangs in the National Gallery of Art, Washington, D.C., will be reproduced in full color in a variety of shades of brown and blue.

To obtain first-day cancellations, collectors may submit requests to the Postmaster, Gloucester, Mass. See Postal Manual 145.3. Selected mint stamps will be available at the Philatelic Sales Agency, Post Office Department, Washington 25, D.C., on and after December 17, 1962.

All classes of post offices will receive an initial supply of this stamp under the automatic distribution schedule.

1st- and 2d-class post offices requiring additional bulk quantities may submit a separate requisition (Form 3356) to the Bureau of Engraving and Printing (Item 416) with a memorandum, POD Form 31, stating that the stamps are required in addition to those automatically furnished.

All post offices requiring less than bulk quantities in addition to

All Postal Employees

Post Office Department Amateur Radio Network

I wish to express my sincere appreciation to the many postal employees who are so capably serving in the Post Office Amateur Radio Network (PON).

The mission of the PON is to serve the Post Office Department as an auxiliary communication system in emergencies. Approximately 1,500 postal employees currently participate in this program which operates in 43 States.

We are now revising PON administrative procedures and updating its directory. I urge each employee who is an amateur radio operator not now participating in this program, and who can serve on a voluntary basis, to join with us in this endeavor. Those interested should complete the questionnaire in this bulletin and return it to the Communications Officer, Office of Research and Engineering, Post Office Department, Washington 25, D.C.

As a participant you will be performing a worthwhile service and the postal establishment would indeed be grateful for your effort.

Postmaster General

All Postmasters and Personnel Processing Mail for Dispatch Abroad

Foreign Orders

Post this name in POD Publication 43.

CANADA

Montreal

Fraud

Pierre De Paris Cosmetics

the automatic distribution may submit a separate requisition (Form 17) to their RDPO and endorse at top "Additional." All requisitions not so endorsed will be returned.—Office of the Special Assistant to the Postmaster General, 11-29-62.

All Postmasters

Lobby Display

The Government Printing Office will soon furnish you a poster published by the Internal Revenue Service announcing the availability of the 1963 editions of "Your Federal Income Tax" and "Tax Guide for Small Business."

Display the poster in a prominent location in the public lobby for approximately 60 days from the date of its receipt. If possible the poster should be displayed on a lobby bulletin board; however, if it must be placed on the wall, it should be arranged neatly and removed as scheduled.

Posters received by postmasters in buildings operated by the General Services Administration should be submitted to the superintendent of the building.—Bureau of Facilities, 11-29-62.

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*All Post Offices***New Denomination Stamps and Postal Cards**

Postmasters requisitioning the new denomination stamps needed for the change in postal rates on January 7, 1963, should limit initial requests to a 2-months' supply. This will afford an equitable distribution to all post offices.

In ordering bulk quantities of the 8¢ denomination airmail stamp, a maximum of 4 million stamps per requisition has now been set. The maximum quantity of 10 million on the 5¢ George Washington sheet stamp and 4,800 on the 5¢ George Washington coil of 500 will be modified to 50 million and 10,000 respectively, as of January 7, 1963.

All requisitions will be filled in the order in which received. Postmasters are requested not to write to the Bureau of Engraving and Printing relative to the nonreceipt of requisitions for new stamps until after Christmas.

In order to exhaust stocks of the 5¢ Monroe stamp, some requisitions may be filled with this stamp (Item No. 033) in lieu of the 5¢ George Washington (Item No. 035).

The new 4¢ Abraham Lincoln postal card will be issued in *pre-canceled form only*.—*Bureau of Facilities, 11-29-62.*

*All Postal Installations***Endorsement and Handling of Airmail**

Instances have been reported where airmail has been delayed because it was not promptly segregated at the facing table, principally because there was no airmail endorsement thereon or the endorsement was inconspicuous.

Complaints on delayed airmail can be reduced to a minimum if: (1) airmail is prominently endorsed by the sender; (2) postmasters will promote the use of and furnish POD Label 19, *Air Mail Sticker*; (3) other prominent endorsement methods such as large rubber stamps using red ink or the red, white, and blue bordered envelopes are recommended; and (4) employees are careful to promptly segregate and cull airmail from col-

(Continued on p. 7)

*All Postal Installations***Inauguration of New Helicopter Airmail Service****San Francisco and Oakland Helicopter Airlines, Inc.—AM-103**

On or about December 17, 1962, San Francisco and Oakland Helicopter Airlines will inaugurate airmail service over new route AM-103, between San Francisco International Airport and Oakland Downtown Heliport; and between San Francisco International Airport and Berkeley Heliport.

Official cachets will be furnished only for the post offices at Berkeley and Oakland, and for the Airport Mail Facility, San Francisco. The usual philatelic treatment outlined in section 145.5, Postal Manual, will be provided.

Patrons desiring to receive these cachets should forward their covers to reach the postmasters at Berkeley and Oakland, and Superintendent, Airport Mail Facility, San Francisco International Airport, at least 5 days prior to the actual flight date.—*Bureau of Transportation, 11-29-62.*

*All Post Offices Maintaining Philatelic Sales Windows***Commemorative Stamps Removed From Sale**

The following commemorative stamps were removed from sale in the Philatelic Sales Agency at the close of business November 21, 1962:

- 4¢ Naval Aviation
- 4¢ Frederick Remington

Any stock remaining on hand of these items shall be placed on general sale, until exhausted, in accordance with section 145.13a, Postal Manual.—*Bureau of Finance, 11-29-62.*

*All Post Offices***Directory of International Mail—Correction**

Transmittal Letter No. 44 to the Directory of International Mail, recently distributed, erroneously shows on new page Argentina (1) that two customs declarations are needed for parcel post packages. Three declarations are required, and correction

*All 1st-, 2d-, and 3d-Class Offices; Superintendents of Vehicle Service and AMF's***Procurement of Electric Lamps**

Listed below are the contractors and contract numbers for Government procurement of electric lamps and fluorescent tubes which were negotiated by General Services Administration for the period November 1, 1962, through October 31, 1963:

<i>Contractor</i>	<i>Contract No.</i>
Amplex Corp.....	GS-00S-38541
Arc-Ray Electric Corp...	GS-00S-38542
Champion Lamp Works of the Consolidated Electric Lamp Co.....	GS-00S-38543
Dura Electric Lamp Co., Inc.....	GS-00S-38544
Electronics, Inc.....	GS-00S-38546
Englehard Hanovia, Inc..	GS-00S-38547
General Electric Co.....	GS-00S-38545
Kemlite Laboratories, Inc	GS-00S-38549
Radiant Lamp Corp....	GS-00S-38550
Signalite, Inc.....	GS-00S-38548
Sylvania Electric Products, Inc.....	GS-00S-38551
Tung-Sol Electric, Inc..	GS-00S-38552
Westinghouse Electric Corp	GS-00S-38553

Some of the above companies are not listed for all types of lamps and orders for lamps should be placed with companies having contracts for types of lamps desired. Also, during this contract period, the quantity discounts offered by all contractors are not identical as some offer a higher discount than others.

Pending revision of section 651.22 of the Postal Manual the following will apply:

Section 651.221—Change minimum orders from contracts from \$25.00 to \$50.00 after deduction of applicable discount.

Section 651.222—Requirements over \$25.00 quarterly changed to Requirements over \$50.00 quarterly. Delete last sentence in this section.

Contracting officers may purchase annual requirements instead of quarterly requirements, provided he has sufficient storage space, without regard to limitations set forth in section 652.2, Postal Manual.—*Bureau of Facilities, 11-29-62.*

will be made in a forthcoming amendment.—*Bureau of Transportation, 11-29-62.*

Notice:

Domestic Orders (enforced only by postmasters at the cities listed)

Fraud

<i>State and city</i>	<i>Names covered by order</i>
California, Los Angeles-----	Science of Life; John D. Hancock; P.O. Box 39673.
New York, Buffalo-----	Carle; Carle Health Products.

POST OFFICE CHANGES NO. 22

(*Ind*=Independent for receipt and dispatch of registered and other mail. *R*=Rural. *cl*=Class. *clfd*=Classified. *ct*=Contract)

ALABAMA

- 01-05600 Bashi, Clarke County (4th cl), *disc.* 12-7-62. Mail to Thomasville (2d cl).
- 01-49500 Linwood, Pike County (4th cl), *disc.* 11-30-62. Mail to Linwood, *Ind.* Sta. Troy (1st cl).
- Troy: Linwood (*Ind.* R. Sta.), Pike County, *estab.* 12-1-62.

CALIFORNIA

- Altadena: No. 1 (ct. Sta.), Los Angeles County, *disc.* 6-9-62, *instead of* 8-9-62 in **POSTAL BULLETIN** 11-22-62.
- Santa Ana: Diamond (clfd. Sta.), Orange County, *estab.* 11-13-62, *instead of* *disc.* 6-9-62 in **POSTAL BULLETIN** 11-22-62.
- Santa Rosa: No. 4 (ct. Sta.), Sonoma County, *estab.* 12-1-62.

FLORIDA

- Eau Gallie: Atlantic Plaza (ct. Br.), Brevard County, *estab.* 12-1-62.
- Opa-locka: Money Order Unit No. 1, Dade County, *estab.* 10-29-62.

ILLINOIS

- Glen Ellyn: Glendale Heights (ct. Br.), Du Page County, *estab.* 11-26-62.

INDIANA

- 17-38060 Herbst, Grant County (4th cl), *disc.* 11-30-62. Mail to Herbst, *Ind.* Sta. Marion (1st cl).
- Indianapolis: No. 22 (ct. Sta.), Marion County, *re-estab.* 11-26-62.
- Marion: Herbst (*Ind.* R. Sta.), Grant County, *estab.* 12-1-62.

KENTUCKY

- 20-09640 Brock, Laurel County (4th cl), *disc.* 12-7-62. Mail to London (1st cl).

LOUISIANA

- 21-95550 Zimmerman, Rapides Parish (4th cl), *disc.* 11-30-62. Mail to Boyce (3d cl).

MARYLAND

- Annapolis: West End (ct. Br.), Anne Arundel County, *estab.* 12-1-62.
- Hyattsville: Prince Georges Plaza (clfd. Br.), Prince Georges County, *estab.* 12-1-62.

MASSACHUSETTS

- Haverhill: Groveland (ct. Br.), Essex County, *disc.* 11-30-62.
- Haverhill: Groveland (clfd. Br.), Essex County, *estab.* 12-1-62.

MINNESOTA

- Clouet: No. 1 (ct. Sta.), Carlton County, *designation changed to* No. 1 (ct. Br.), 12-1-62.

MISSOURI

- Kansas City: Waldo (clfd. Sta.), Jackson County, *name changed to* Wornall (clfd. Sta.), 12-1-62.
- Kansas City: Waldo (ct. Sta.), Jackson County, *estab.* 12-1-62.
- 28-60420 Osage City, Cole County (4th cl), *disc.* 12-7-62. Mail to Jefferson City (1st cl).

NEVADA

- Las Vegas: No. 3 (ct. Sta.), Clark County, *re-estab.* 12-3-62.

NEW HAMPSHIRE

- 32-09600 Canobie Lake, Rockingham County (3d cl), *disc.* 11-30-62. Mail to Canobie Lake, *Ind.* Sta. Salem (3d cl).
- Salem: Canobie Lake (*Ind.* R. Sta.), Rockingham County, *estab.* 12-1-62.

NEW YORK

- 35-81600 Starkey, Yates County (4th cl), *disc.* 1-4-63. Mail to Dundee (2d cl).

NORTH CAROLINA

- 36-00480 Acme, Columbus County (2d cl), *name changed to* Riegelwood, 1-2-63, with new P.O. No. 36-65140.

OHIO

- Arcanum: Ithaca (*Ind.* R. Sta.), Darke County, *estab.* 12-8-62.
- 38-38430 Ithaca, Darke County (4th cl), *disc.* 12-7-62. Mail to Ithaca, *Ind.* Sta. Arcanum (2d cl).
- Cleveland: No. 19 (ct. Sta.), Cuyahoga County, *disc.* 11-7-62.

OREGON

- Clackamas: Damascus (R. Sta.), Clackamas County, *estab.* 7-16-62 in **POSTAL BULLETIN** 7-19-62 is **RESCINDED**.

PUERTO RICO

- Guaynabo: Munoz Rivera (ct. Sta.), Bayamon District, *estab.* 12-5-62.
- San Juan: Reparto Metropolitano (ct. Sta.), San Juan District, *estab.* 12-1-62.

SOUTH CAROLINA

- 45-07400 Blaney, Kershaw County (3d cl), *name changed to* Elgin, 11-21-62, with new P.O. No. 45-26700.

SOUTH DAKOTA

- Rapid City: Jolly Acres (R. Sta.), Pennington County, *disc.* 11-30-62 in **POSTAL BULLETIN** 11-15-62 is **RESCINDED**.

VIRGINIA

- Roanoke, *Independent City*: Sugar Loaf (ct. Br.), Roanoke County, *estab.* 11-17-62.

WEST VIRGINIA

- 55-82080 Uniontown, Wetzel County (4th cl.), *disc.* 11-30-62. Mail to Littleton (3d cl).

All Post Offices

Mail Addressed to Post Office Boxes

Numerous reports indicate that mail addressed to boxholders is being delayed through failure to distribute and box promptly.

The Accelerated Business Collection and Delivery program now under way, with its attendant publicity, makes this irregularity all the more serious.

Effective immediately, postmasters and supervisors are directed to see that all mail is distributed in proper sequence and that mail addressed to post office boxes is boxed promptly after distribution.—*Bureau of Operations*, 11-29-62.

All Post Offices Operating Government-Owned Vehicles

Form 2023: Visual Examination of Vehicle

Postmasters, superintendents of vehicle maintenance facilities, and station examiners are authorized to use Form 2023 as an aid in the visual examination of vehicles. Use of the form is optional.

Installations desiring to use this form should include their requirements on regular quarterly requisitions to supply centers.

There are 17 spaces on each form for listing vehicles, therefore in ordering quantities you should be governed accordingly.—*Bureau of Facilities*, 11-29-62.

All Post Offices

Additional Christmas Stamps Available

Additional production of the 4¢ Christmas Stamp has been authorized to meet the unusual demand.

Postmasters at 1st-, and 2d-class offices requiring additional bulk stock shall immediately place their requisitions with the Bureau of Engraving and Printing on Form 3356. All postmasters requiring less-than-bulk quantities shall requisition stock from their Regional Distributing Post Office on Form 17. Shipments will be made on a day-by-day basis as soon as stock is manufactured, with final shipments to be made by December 15.—*Bureau of Facilities*, 11-29-62.

All Postal Installations Handbook S-19

A number of inquiries have been received concerning the application of Handbook S-19, *Cleaning and Maintenance Management in Smaller Structures*, to buildings maintained under contract.

Form 4852, *Workload Analysis and Summary* should be completed and kept on file. It may be desirable to complete Form 4855, *Employee Work Schedule* in cooperation with the contract job cleaner to insure the accomplishment of all required cleaning with a minimum of interference with the mail handling operations; however, in cases where the form is used the word **employee** at the top and the bottom of the form should be crossed out and the first column, **Time**, should not be completed. The hours during which cleaning is to be performed may be shown in the **Work Tour** portion of the form.

The use of Form 4851, *Correction Needed*, is hereby required at all offices of the first and second class and their branches and stations, whether maintained by contractors or classified employees. It is not intended for use at buildings maintained by the General Services Administration.—*Bureau of Facilities, 11-29-62.*

All Post Offices

Parcel Post Size and Weight Limits for Alaska and Hawaii

A provision of the Postal Service and Federal Employees Salary Act of 1962, restored, effective January 7, 1963, the 70-pound and the 100-inch length and girth combined weight and size limits for parcels mailed to or from 1st-class post offices in the States of Alaska and Hawaii. These limits presently apply to parcels sent to or from 2d-, 3d-, and 4th-class post offices.

Until January 7, 1963, the current limitations in section 135.3, *Postal Manual*, will apply to parcels mailed to or from post offices in Alaska and Hawaii. The Interstate Commerce Commission denied the Department's petition to make the change effective immediately.—*Office of the General Counsel, 11-29-62.*

All Post Offices in the Chicago, Cincinnati, Dallas, and Minneapolis Regions

Print-Punch Money Order Machine Installation

The issuance of domestic money orders on the print-punch machine will begin in the Chicago, Cincinnati, Dallas, and Minneapolis Regions as of the beginning of Postal Quarter III, January 5, 1963. These machines print and punch the amount on the order portion of the money order, and then on each of the two stubs; the punching is in a code which can be read by tabulating machines. The machines do not provide a listing or accumulation of the amounts of the money orders.

Machines Furnished

The machines will be supplied all post offices in sufficient quantity so that the main office, all contract, classified and rural stations and branches, as well as money order units, will issue all money orders on the domestic form by use of the machine. Initially we will supply some additional, or spare, machines to the larger offices so that issuance of money orders can continue in case of breakdown. Later we intend to send one additional machine to every first-class post office where it will be available for assignment to smaller post offices in the area in case they have need for a replacement machine. The spare machines furnished for replacement purposes may be used by the first-class post offices until there is a more urgent need as a replacement.

Our shipping schedule is based upon post offices and postal units in existence as of January 1962. There have been a number of changes because of establishment of new postal stations, opening of seasonal offices, etc., therefore, 30 machines will be shipped to each Regional Director so that any newly created stations or post offices can be supplied. If more machines are needed to supply new units, Regional Directors can obtain them from the supply at the Friden Repair Centers.

When a post office is discontinued the machine should be sent to the Regional Director, unless the office is being made a station of another office in which case the machine would be

continued in use. When a seasonal post office closes the machine should be packed and kept with other retained equipment. When any station, branch, or money order unit is closed, the machine should be held at the post office.

Machine Packs

The machines are individually boxed and the penalty label under which they are mailed to the postmaster will contain a numeral to the left of the address showing the total number of machines being shipped. If the number of machines which you receive is not in conformity with the number supplied as indicated on the address label, or if more machines are needed because of newly established units, you should request additional machines from the Regional Director.

Care should be taken in opening the carton and removing the machine from the packing as we want to preserve the carton for reshipment to the repair point if it should later become necessary. Each machine has a one-time use carbon ribbon in the mechanism ready for use; about 7,000 money orders can be issued before the ribbon runs out. One additional ribbon is packed with each machine; additional ribbons, Item 0-343, may be obtained by requisition to the Supply Center. *Do not order in excess of need.*

Each carton will also contain a quantity of practice cards (designated as 5081 cards) which may be used for purposes of testing the machine or instructing employees as to the method of issuing money orders.

The practice cards will be contained in a plastic bag. The bag should be retained for storing money order forms at the counter to protect them from absorbing moisture.

An instruction pamphlet describing how the machine is to be used in issuing money orders, and also how minor repairs and ribbon change can be made, is enclosed in each carton. One page in this manual is perforated so that it can be pulled out and posted at the service window for the information of employees.

For property accounting and management purposes, the print-punch machine has been determined to be a capital item and has been assigned Property Code No. 4237.01.

(Continued on p. 5)

Print-Punch Installation

(Continued from p. 4)

The machines in use should be left on the counter overnight; the yellow money order forms must be protected as required by 171.52, Postal Manual.

Distribution of New Money Order Forms

Post Offices will not submit requisitions at this time for the new yellow money order forms. The initial distribution will be automatic and based upon records as to usage in prior years. The initial supply should be sufficient for at least 3 months or until the next requisition cycle.

If the supply of blue money order forms on hand in a post office is sufficient to carry through January 4, 1963, no requisition should be submitted to either the postal agent or the regional distributing post office even though scheduled to do so before January 5, 1963. If a requisition is necessary to insure issuance of the blue forms through January 4, the number ordered should be geared to expected usage through that date.

The sequence of the numbering and packing of the yellow money orders has been changed—the first money order in a carton of 2,000 will have 000 as the last three digits and the last money order in that carton will have 999 as the last three digits. The post offices ordering in smaller lots, such as 50 to 100, will receive money orders with serial numbers beginning with either 00 and 50 and ending with 49 or 99.

Money Order Issue Procedure

Three specimen forms are reproduced in this BULLETIN to show proper issuance procedure. *Example A* shows the regular form of issuance by the print-punch machine; please note that there is no writing of the amount in words. *Example B* illustrates how a money order should be issued for payment in Canada. *Example C* shows how a money order will be written if it cannot be machine-issued because the print-punch machine is not operable.

Handwritten money orders should not be issued except in cases of extreme emergency. Every effort must be made to secure a replacement machine immediately.

In training employees in the new issue procedure prior to the begin-

ning date, emphasis should be placed on avoiding the sort of error illustrated below: A \$10.00 order is erroneously printed as:

*** I * 00**
DOLLARS CENTS

rather than

*** I 00 00**
DOLLARS CENTS

The asterisks should appear only to the left of the first significant digit in the printed amount—*never print an asterisk to the right of the first amount digit.*

If the amount is not correctly printed in the Dollars/Cents space, it is likely that the form was not properly positioned on the guide pins and it will be off-punched as well. *In any case of doubt that a money order was properly issued treat it as spoiled and issue a new order.*

Reporting

The same forms will be used for reporting accountability for money orders issued under the new system. Second-, third- and fourth-class offices will continue to submit Forms 6125 and 6125-A; 6126; or 1846 (as revised), 1846-A (as revised) and 1846-B at the close of each postal quarter. First-class post offices, however, will report money order accountability *each accounting period* by submitting Forms 6125 and 6125-A or 6126 to the Regional Controller with each Statement of Account, Form 1555.

The procedure used for auditing the yellow money orders issued on the print-punch machines provides for controls at the end of each 2,000 group—at money orders ending with the serial numbers 1999, 3999, 5999, 7999, and 9999. It will therefore be necessary for postmasters to break the sequence of money orders issued at these points.

Forms 1846, and 1846-A, have been revised to conform with the new sequence arrangement of money orders so that the first serial number of the columns begins with 00 or 50 and ends with 49 or 99. These forms are now available in Supply Centers and should be requisitioned on Form 4750, *Special Requisition for Supplies* by all third- and fourth-class

post offices in the regions issuing yellow money orders.

Postmasters in the Regions concerned will destroy by burning all unused blue-tint money orders on hand after January 4, 1963, and will attach a certification to the Forms 6125, 6126, or 1846-B submitted for the Postal Quarter ending January 4, 1963, reading as follows:

“This certifies that I have destroyed by burning the blue-tint money orders on hand at this office after the close of business January 4, 1963 bearing consecutive serial numbers—

(First Serial #) to (Last Serial #)

Postmaster
-----”
City State

Inquiries

Money orders issued on yellow forms are audited at Washington, D.C., rather than the Money Order Center at Kansas City, Mo., and any inquiries or correspondence on the yellow money orders must be sent to:

Money Order Audit Division
General Accounting Office
Building
Washington 25, D.C.

Form 6401, *Inquiry as to Payment of Money Order*, and Form 6405, *Request for Information—Money Order Stub Lost*, have been revised as to format and address for use by post offices issuing money orders on the print-punch machine. These new forms should be requisitioned immediately by Form 4750, *Special Requisition for Supplies*, from designated supply centers by all post offices in the regions concerned and used in connection with inquiries on the yellow money orders. The new forms are addressed to the Money Order Audit Division, Washington, D.C. The previous issue of these forms which carry the address of the Money Order Center, Kansas City, Mo., will continue to be used for inquiries about the blue money orders.

IF THE MACHINES AND THE NEW YELLOW MONEY ORDER FORMS ARE NOT RECEIVED BY DECEMBER 29, 1962, NOTIFY YOUR REGIONAL DIRECTOR IMMEDIATELY.—Bureau of Finance, 11-29-62.

If money order is hand issued for less than \$1.00, show “=52” in the amount blocks and then stamp with the lowest dollar control stamp.

EXAMPLE A

**I47
**I47
**I47
DOLLARS CENTS

U. S. Postal Money Order PAY THIS AMOUNT 15-119 000 **WARNING** PURCHASER'S RECEIPT POST OFFICE RECORD
 MAXIMUM VALUE ONE HUNDRED DOLLARS U. S. Postal Money Order
 NOT VALID FOR MORE THAN **TWO DOLLARS** DO NOT CASH IF ALTERED

PURCHASER-FILL IN INFORMATION BELOW

PAY TO _____

FROM _____
PURCHASER'S NAME

IF C.O.D. ENTER NO. HERE: _____
PURCHASER'S STREET ADDRESS

_____ PURCHASER'S CITY AND STATE

DO NOT FOLD, STAPLE, SPINDLE OR MUTILATE INITIAL OF ISSUING EMPLOYER *AA*

PURCHASER ASSUMES RESPONSIBILITY FOR FILLING IN HIS NAME AND ADDRESS AND NAME OF PLACE IN SPACES PROVIDED ON THIS ORDER

EXAMPLE B

**2000
**2000
**2000
DOLLARS CENTS

U. S. Postal Money Order PAY THIS AMOUNT 15-119 000 **WARNING** PURCHASER'S RECEIPT POST OFFICE RECORD
 MAXIMUM VALUE ONE HUNDRED DOLLARS U. S. Postal Money Order
 NOT VALID FOR MORE THAN **TWENTY DOLLARS** *Canadian 21.40* DO NOT CASH IF ALTERED

PURCHASER-FILL IN INFORMATION BELOW

PAY TO _____

FROM _____
PURCHASER'S NAME

IF C.O.D. ENTER NO. HERE: _____
PURCHASER'S STREET ADDRESS

_____ PURCHASER'S CITY AND STATE

DO NOT FOLD, STAPLE, SPINDLE OR MUTILATE INITIAL OF ISSUING EMPLOYER *AA*

PURCHASER ASSUMES RESPONSIBILITY FOR FILLING IN HIS NAME AND ADDRESS AND NAME OF PLACE IN SPACES PROVIDED ON THIS ORDER

EXAMPLE C

35 47
35 47
35 47
DOLLARS CENTS

U. S. Postal Money Order PAY THIS AMOUNT 15-119 000 **WARNING** PURCHASER'S RECEIPT POST OFFICE RECORD
 MAXIMUM VALUE ONE HUNDRED DOLLARS U. S. Postal Money Order
 NOT VALID FOR MORE THAN **FORTY DOLLARS** DO NOT CASH IF ALTERED

PURCHASER-FILL IN INFORMATION BELOW

PAY TO _____

FROM _____
PURCHASER'S NAME

IF C.O.D. ENTER NO. HERE: _____
PURCHASER'S STREET ADDRESS

_____ PURCHASER'S CITY AND STATE

DO NOT FOLD, STAPLE, SPINDLE OR MUTILATE INITIAL OF ISSUING EMPLOYER *AB*

PURCHASER ASSUMES RESPONSIBILITY FOR FILLING IN HIS NAME AND ADDRESS AND NAME OF PLACE IN SPACES PROVIDED ON THIS ORDER

AMATEUR RADIO OPERATOR MEMBERSHIP QUESTIONNAIRE
UNITED STATES POST OFFICE DEPARTMENT NETWORK—(PON)

NAME: _____ CALL: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ CLASS OF LICENSE: _____

POSTAL (or other) EMPLOYMENT: _____

NAME OF OFFICE: _____

Are you now, or have you ever, participated in AMATEUR TRAFFIC NETS? _____

AREC: _____ CD: _____ MARS: _____ OTHER: _____

Check bands you are *NOW* capable of operating, indicate fixed or mobile operation, mode of transmission and power input:

	16	80	40	20	15	10	6	2
FIXED STATION _____	_____	_____	_____	_____	_____	_____	_____	_____
MOBILE STATION _____	_____	_____	_____	_____	_____	_____	_____	_____
CW _____	_____	_____	_____	_____	_____	_____	_____	_____
AM _____	_____	_____	_____	_____	_____	_____	_____	_____
SSB _____	_____	_____	_____	_____	_____	_____	_____	_____
WATTAGE _____	_____	_____	_____	_____	_____	_____	_____	_____

IS EMERGENCY POWER AVAILABLE? _____ CODE PROFICIENCY: _____ WPM

PRESENT OPERATING HOURS AVAILABLE: _____

WOULD YOU CONSIDER NET MANAGER POSITION? _____ NCS? _____ OTHER? _____

OPERATING EXPERIENCE NOT OTHERWISE INDICATED: _____

To what extent would you be interested in participating in an emergency program as sponsored by the U.S. POST OFFICE DEPARTMENT: _____

DATE: _____ SIGNATURE: _____

APPROVED: _____

POD Form 1858
Sep. 1962

Endorsement of Airmail

(Continued from p. 2)

lections for priority handling in accordance with existing instructions.

Postmasters should remind all employees, particularly those involved in the culling and facing operations, of the importance of properly segregating airmail and the seriousness of complaints when delay results. Section 333.321(b) Postal Manual, requires that airmail be segregated at the facing table and that airmail be given priority in handling to assure connection with every dispatch of value. If mechanization prevents compliance with these instructions,

withdraw airmail at the first handling distribution cases within 15 minute intervals, or as frequently as necessary to connect dispatches of value.

In addition, promotional activities of postmasters in conjunction with the NIMS Program and Christmas mailing suggestions should include the suggested use of prominent airmail endorsements; use of POD Label 19, the airmail sticker which is furnished free of charge to patrons; and the recommended use of red, white and blue bordered envelopes to prominently identify airmail, particularly flats.—*Bureau of Operations, 11-29-62.*

All Installations Having Employees Eligible for Window Clerk Uniform Allowance

Uniforms for Window Clerks: Correction

Section 2 of the notice appearing in the POSTAL BULLETIN of November 15, 1962, on page 4, column 3 should read:

2. *Emblems on Shirts.* Long sleeve business type shirts require no emblem when worn with the jacket.—*Bureau of Personnel, 11-29-62.*

All Post Offices

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

This current list is to be posted and used by window clerks. Destroy all previous notices. Interim notices of individual series received from the Inspection Service should be inserted in proper sequence pending publication of a new consolidated listing.

THE CANADIAN POSTAL ADMINISTRATION HAS DECLARED THE FOLLOWING ORDERS VOID: ORDERS WITHOUT LETTER PREFIX AND ORDERS WITH PREFIX "A". ORDERS WITH PREFIX "B" WHICH ARE IN A SERIES BELOW NINE MILLION. THESE ORDERS SHOULD NOT BE CASHED; HOLDERS THEREOF SHOULD BE ADVISED TO SEND THEM TO THE POST OFFICE DEPARTMENT AT OTTAWA, CANADA, FOR RE-VALIDATION.

B- 9,572,267 to B- 9,572,400	B-17,288,709 to B-17,288,856	B-27,903,228 to B-27,903,244
B-10,428,417 to B-10,428,500	B-17,289,709 to B-17,289,856	B-28,032,359 to B-28,032,500
B-10,600,302 to B-10,600,350	B-17,710,660 to B-17,710,700	B-28,623,083 to B-28,623,200
B-10,645,328 to B-10,645,500	B-17,737,201 to B-17,737,500	B-28,642,360 to B-28,642,400
B-10,846,224 to B-10,846,300	B-18,454,501 to B-18,455,000	B-28,746,767 to B-28,747,000
B-11,602,697 to B-11,603,000	B-19,072,452 to B-19,072,600	B-28,876,651 to B-28,876,681
B-11,661,066 to B-11,661,100	B-19,524,501 to B-19,526,000	B-28,876,683 to B-28,876,700
B-12,674,498 to B-12,674,500	B-19,624,302 to B-19,624,400	B-29,111,977 to B-29,112,000
B-12,718,535 to B-12,718,900	B-19,679,501 to B-19,679,800	B-29,627,501 to B-29,627,800
B-13,048,253 to B-13,048,400	B-20,825,101 to B-20,825,300	B-29,654,751 to B-29,654,900
B-13,174,207 to B-13,174,210	B-20,873,605 to B-20,873,700	B-29,864,949 to B-29,865,100
B-13,263,195 to B-13,263,500	B-21,430,169 to B-21,430,202	B-29,990,436 to B-29,990,500
B-13,817,445 to B-13,817,500	B-21,481,803 to B-21,481,900	B-30,669,801 to B-30,669,900
B-13,878,460 to B-13,878,500	B-21,740,880 to B-21,740,900	B-30,684,642 to B-30,684,750
B-14,698,448 to B-14,698,500	B-22,017,232 to B-22,017,250	B-30,895,701 to B-30,896,000
B-14,728,358 to B-14,728,500	B-22,429,167 to B-22,429,500	B-30,983,216 to B-30,983,300
B-14,886,759 to B-14,886,800	B-23,895,778 to B-23,895,900	B-31,285,594 to B-31,285,700
B-16,561,882 to B-16,562,000	B-24,677,493 to B-24,677,500	B-32,453,501 to B-32,454,000
B-16,877,793 to B-16,878,000	B-24,876,989 to B-24,877,000	B-32,501,149 to B-32,501,200
B-17,008,724 to B-17,008,800	B-25,749,341 to B-25,749,480	B-32,779,999 to B-32,780,100
B-17,040,248 to B-17,040,289	B-26,260,052 to B-26,260,100	B-33,061,002 to B-33,061,050
B-17,101,415 to B-17,101,450	B-26,364,232 to B-26,364,500	B-34,172,603 to B-34,172,650
B-17,165,559 to B-17,165,700	B-27,727,258 to B-27,727,300	B-34,280,301 to B-34,280,600
B-17,278,501 to B-17,278,800	B-27,900,639 to B-27,900,720	B-36,936,241 to B-36,936,249

All Post Offices

Warning Notice—Unrecovered Stolen Money Order Forms

This current list is to be posted and used by window clerks. Destroy all previous notices.

1- 3,676,478 to 1- 3,676,500	{ 6-44,773,001 to 6-44,774,000 }	9-69,671,698 to 9-69,672,000
1- 7,015,537 to 1- 7,015,549	{ Yellow Test Forms }	9-79,580,581 to 9-79,580,596
1- 9,228,198 to 1- 9,228,299	6-45,965,110 to 6-45,965,998	9-80,092,379 to 9-80,092,500
1-10,686,363 to 1-10,686,400	6-45,969,320 to 6-45,970,000	10- 2,031,475 to 10- 2,031,500
1-12,577,548 to 1-12,577,600	6-53,964,669 to 6-53,964,800	10- 3,474,116 to 10- 3,474,250
2- 15,017,802 to 2- 15,018,000	6-60,990,867 to 6-60,990,950	10- 3,890,001 to 10- 3,890,100
2-19,818,191 to 2-19,819,000	6-82,660,001 to 6-82,662,000	10-40,969,248 to 10-40,969,485
2-21,243,904 to 2-21,243,915	6-97,236,030 to 6-97,236,131	10-40,994,010 to 10-40,994,086
2-21,452,188 to 2-21,454,000	6-97,607,545 to 6-97,607,700	10-44,866,680 to 10-44,866,900
2-23,547,168 to 2-23,547,200	*6,382,171,325 to 6,382,171,384	10-45,255,318 to 10-45,255,500
2-24,105,566 to 2-24,105,650	*6,388,284,380 to 6,388,284,499	10-45,302,578 to 10-45,302,900
2-33,070,001 to 2-33,070,200	*6,388,474,274 to 6,388,474,497	10-45,953,354 to 10-45,953,650
2-44,976,541 to 2-44,976,579	*6,390,640,951 to 6,390,640,999	10-47,065,603 to 10-47,065,614
2-97,060,476 to 2-97,060,500	7- 601,912 to 7- 602,000	10-51,518,200 to 10-51,520,000
3- 52,499,381 to 3- 52,499,500	7- 2,691,244 to 7- 2,691,286	10-52,168,353 to 10-52,169,000
3-58,403,082 to 3-58,404,000	7- 2,691,307 to 7- 2,691,394	10-58,976,662 to 10-58,978,000
3-70,961,554 to 3-70,961,638	7- 6,550,302 to 7- 6,550,400	10-59,419,194 to 10-59,419,300
3-95,988,671 to 3-95,988,700	7- 7,364,680 to 7- 7,366,000	10-63,946,803 to 10-63,946,839
3-95,989,301 to 3-95,990,000	7-74,312,501 to 7-74,313,000	10-86,365,606 to 10-86,366,000
4- 2,850,218 to 4- 2,850,500	7-75,211,904 to 7-75,212,500	10-86,493,087 to 10-86,493,400
4- 7,426,846 to 4- 7,427,000	7-75,652,496 to 7-75,652,500	10-86,900,030 to 10-86,900,500
4-10,824,622 to 4-10,824,787	7-75,806,901 to 7-75,807,100	10-87,307,030 to 10-87,307,047
4-11,339,025 to 4-11,339,500	7-80,650,241 to 7-80,650,265	10-87,488,880 to 10-87,489,000
4-11,955,971 to 4-11,956,000	7-96,451,156 to 7-96,451,199	10-88,571,355 to 10-88,571,400
4-16,663,058 to 4-16,663,100	*7,381,334,657 to 7,381,334,999	10-88,684,658 to 10-88,684,699
4-19,260,180 to 4-19,262,000	*7,381,934,101 to 7,381,934,199	10-88,879,052 to 10-88,880,000
4-22,065,690 to 4-22,066,000	*7,383,457,678 to 7,383,457,999	10-96,978,858 to 10-96,979,000
4-26,729,964 to 4-26,730,000	*7,383,463,855 to 7,383,463,999	10-97,330,055 to 10-97,330,200
4-32,071,001 to 4-32,071,500	*7,384,582,458 to 7,384,583,999	10-97,508,817 to 10-97,509,000
4-34,775,336 to 4-34,775,352	8- 3,851,194 to 8- 3,851,300	10-97,923,384 to 10-97,923,400
4-81,301,028 to 4-81,301,300	8- 6,993,758 to 8- 6,993,800	10-98,063,400 to 10-98,063,500
4-84,251,917 to 4-84,252,000	8-11,324,676 to 8-11,325,000	10-98,615,708 to 10-98,615,900
4-94,068,677 to 4-94,068,700	8-38,107,801 to 8-38,107,904	10-98,858,701 to 10-98,859,000
4-95,209,516 to 4-95,209,550	8-38,378,603 to 8-38,379,500	11- 36,283,595 to 11- 36,284,000
4-95,255,051 to 4-95,255,300	8-46,962,620 to 8-46,962,700	11-39,223,048 to 11-39,223,068
4-95,256,024 to 4-95,256,044	8-47,069,301 to 8-47,069,334	11-52,080,891 to 11-52,080,917
4-96,138,756 to 4-96,138,800	8-47,537,649 to 8-47,537,700	11-54,752,451 to 11-54,754,000
4-96,459,636 to 4-96,460,000	8-47,846,301 to 8-47,846,400	11-60,036,090 to 11-60,036,200
4-96,598,448 to 4-96,598,457	8-48,661,330 to 8-48,661,600	11-60,108,334 to 11-60,108,588
4-97,067,867 to 4-97,068,000	8-48,698,820 to 8-48,699,000	11-60,108,668 to 11-60,109,000
4-97,262,701 to 4-97,263,000	8-49,137,788 to 8-49,137,800	11-92,587,888 to 11-92,588,000
4-97,333,906 to 4-97,334,000	8-69,692,032 to 8-69,692,050	11-92,800,526 to 11-92,801,500
4-97,897,117 to 4-97,897,400	8-74,223,441 to 8-74,223,500	11-93,405,254 to 11-93,406,000
4-98,941,384 to 4-98,941,400	8-75,721,464 to 8-75,721,500	11-94,314,477 to 11-94,314,500
5- 6,296,677 to 5- 6,296,688	8-75,724,101 to 8-75,724,500	11-95,120,001 to 11-95,120,500
5-12,113,944 to 5-12,114,000	8-94,393,242 to 8-94,393,275	11-95,908,163 to 11-95,908,250
5-12,588,383 to 5-12,588,500	8-94,554,351 to 8-94,554,500	12- 44,688,187 to 12- 44,688,200
5-13,167,401 to 5-13,167,500	8-95,395,657 to 8-95,395,680	12-46,918,551 to 12-46,919,000
5-13,167,801 to 5-13,167,900	8-95,893,467 to 8-95,893,500	12-47,632,001 to 12-47,636,000
5-14,902,962 to 5-14,903,000	8-96,238,039 to 8-96,240,000	12-54,009,908 to 12-54,010,000
5-17,585,750 to 5-17,585,800	9- 6,763,761 to 9- 6,763,835	12-57,979,257 to 12-57,979,800
5-18,031,887 to 5-18,031,999	9- 8,446,651 to 9- 8,446,700	12-60,305,046 to 12-60,305,500
5-19,109,309 to 5-19,109,600	9- 8,865,996 to 9- 8,866,000	12-71,099,032 to 12-71,100,000
5-19,282,001 to 5-19,282,500	9- 8,888,001 to 9- 8,888,500	12-72,160,434 to 12-72,160,500
5-85,764,036 to 5-85,764,500	9-11,465,451 to 9-11,466,000	12-75,275,539 to 12-75,276,000
5-85,867,401 to 5-85,867,568	9-15,128,114 to 9-15,129,000	12-76,735,627 to 12-76,736,000
5-92,225,001 to 5-92,225,200	9-15,330,182 to 9-15,330,300	12-77,524,484 to 12-77,524,700
6- 19,805,626 to 6- 19,806,000	9-16,615,003 to 9-16,615,024	12-84,943,051 to 12-84,943,100
6-33,721,823 to 6-33,722,000	9-46,461,406 to 9-46,462,000	12-85,064,656 to 12-85,064,750
6-40,668,197 to 6-40,668,500	9-48,488,126 to 9-48,488,500	12-85,068,501 to 12-85,069,000
6-42,266,608 to 6-42,266,941	9-48,573,017 to 9-48,573,300	12-89,486,452 to 12-89,486,500

*New yellow print-punch money order forms.