



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



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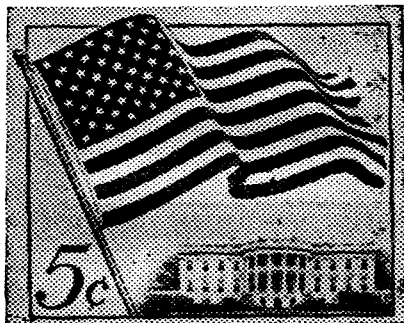
20342

All Postal Installations

5-Cent American Flag Postage Stamp

The Department will issue the 5-cent American Flag stamp through the Washington, D.C., post office, on January 9, 1963. This will be a regular stamp and will augment the 5-cent Washington issue recently released to meet the basic first-class mail needs when postal rates increase January 7.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JANUARY 10, 1963



Size: 0.75" x 0.97" (horizontal)

ISSUED IN PANES OF 100

Initial printing: 400 million

The background of the stamp will be white with the White House limned in blue. The Flag will be reproduced in true colors with the denomination in blue.

To obtain first-day cancellations, collectors may submit requests to the Postmaster, Washington 13, D.C. 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 January 9, 1963.

All classes of post offices will receive an initial supply of this stamp under the automatic distribution schedule. This stamp will be distributed as fast as manufacturing conditions permit.

1st- and 2d-class post offices requiring additional bulk quantities

All City Delivery Offices

Apartment House Mailboxes

Dura Steel Products Co., 1774 East 21st Street, Los Angeles 58, Calif., Jensen Industries, 1946 East 46th Street, Los Angeles 58, Calif., and Accessories Manufacturers, Ltd., 595 St. Remi Street, Montreal 30, Canada, are approved as manufacturers of apartment house mail receptacles under the revised design and capacity requirements effective January 1, 1963. American Device Manufacturing Co., Steeleville, Ill., is approved for the **horizontal-type** only.

The following instructions supplement the notice in POSTAL BULLETIN, 20335, November 8, 1962, concerning installation of apartment mailboxes after January 1, 1963.

Where a single, old-type receptacle is in need of replacement, it will not be necessary to replace all boxes at that location. Individual parts of boxes, or complete individual boxes, may be replaced with the old-style and size so long as they are available.

Postmasters are reminded that building renovations affecting mailboxes, begun after January 1, 1963, must include apartment boxes approved under the new requirements. (See POSTAL BULLETIN, 20335, 11-8-62.)—*Bureau of Operations, 12-27-62.*

may submit a separate requisition (Form 3356) to the Bureau of Engraving and Printing (Item 550) 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 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, 12-27-62.*

All Post Offices

Second-Class Mail Changes

Effective January 7, 1963, second-class mail may no longer be mailed free within the county of publication. Public Law 87-793, approved October 11, 1962, will require postage at 1 cent per pound with a minimum per piece charge of 1/8 cent on those copies presently accepted free of postage.

Public Law 87-793 also rescinded the second class rate for advertisers' proof sheets. Effective January 7, 1963, section 132.47, Postal Manual, is rescinded. Proof sheets will thereafter be subject to the third- or fourth-class rates, depending upon weight of the piece. No special markings will be required, but if the proof sheets are in sealed envelopes weighing less than 16 ounces they must be marked *Third Class*. Advertiser's proof sheets will no longer be declared on Form 3542. Postage must be paid on the individual piece by regular adhesive or meter stamps.—*Bureau of Operations, 12-27-62.*

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

Print-Punch Money Order Issuing Machines

This is a reminder that post offices in the Chicago, Cincinnati, Dallas, and Minneapolis Regions must issue money orders on the new yellow forms and with the print-punch machine at the beginning of the Third Postal Quarter, January 5, 1963. All of the post offices in these regions should have received their machines by this date. **IF THE MACHINES AND NEW YELLOW MONEY ORDER FORMS ARE NOT ON HAND BY DECEMBER 29, NOTIFY YOUR REGIONAL DIRECTOR IMMEDIATELY.**

General instructions on the change in money order issue procedure and the use of the print-punch machine are detailed in the *POSTAL BULLETIN*, 20338, November 29, 1962.—*Bureau of Finance, 12-27-62.*

All Post Offices

Disposition of Obsolete and Slow-Moving Stamps and Stamped Paper

Certain denominations and types of stamp stock will become obsolete or the local demand will be reduced incident to change of rates January 7, 1963.

The Department will not overprint embossed stamped envelopes or postal cards to revalue them to the new rates.

Any stock on hand for which no local demand can be foreseen may be disposed of at full value in accordance with instructions in 424.3, Postal Manual.

Departmental approval for full value redemption is required in case of matter redeemed from the public.—*Bureau of Finance, 12-27-62.*

All Post Offices

Korea—Small Packets

Effective at once, small packets are acceptable to Korea. The Directory of International Mail will be amended.—*Bureau of Transportation, 12-27-62.*

All Postal Installations

Alteration or Cancellation of COD Charges

It is reported that some postmasters are complying with directions received from sources other than the postmaster at the mailing office, for altering or canceling the charges on COD articles.

Section 163.42, Postal Manual, provides that COD charges may be altered or canceled only by the sender upon his request to the postmaster at the office of mailing.

Postmasters are requested to institute necessary steps to insure that employees involved are properly instructed.—*Bureau of Operations, 12-27-62.*

All Postal Installations

Ammunition

Ammunition of any caliber which has been on hand for more than 5 years should be set aside and used only for supervised test firing and training of employees. Before using this ammunition, employees should be cautioned to suspect every explosion that seems less than normal. In such cases the weapon should be opened and the barrel examined to see that it is clear before firing again. If a firearm appears to be in good working condition and more than 10 percent misfires occur from the same lot of ammunition, the remainder of that lot should be turned over immediately to the local police for disposition.—*Bureau of Facilities, 12-27-62.*

All Postal Installations

Tear Gas Units on Vault Doors

A notice in *POSTAL BULLETIN* 20312, June 21, 1962, instructed postmasters to have direct-connected type tear gas units removed from vault doors. Some offices have been removing the indirectly connected type.

Obsolete units that should be removed are mounted on the vault door and are approximately 5 inches high and 1½ inches deep. They are fastened by screws to the door of the vault and connected by a wire to the top of the relocking bolt.

All Post Offices

Bulk Third-Class Mail

Two important changes in bulk third-class mailing requirements become effective January 1, 1963.

The annual bulk mailing fee is increased to \$30.

The minimum quantity acceptable at bulk third-class rates is changed from 20 pounds or 200 pieces of identical matter to 50 pounds or 200 pieces of identical matter.

The Postal Manual is being amended accordingly.—*Bureau of Operations, 12-27-62.*

All Postmasters and Personnel Processing Mail for Dispatch Abroad

Foreign Orders

Post these names in POD Publication 43.

CANADA

Montreal, P.Q.

Unlawful

The following at P.O. Box 400, Station 29

E. P.

E. P. Dept.

European Photo Exchange

REPUBLIC OF PANAMA

Panama

Fraud

Arosta Enterprises, Inc., at P.O. Box 4939

Bayano Tropical Plantations, at P.O. Box 4939

P.O. Box 4939

Revocation of Foreign Order

Remove the following name from POD Publication 43.

GREAT BRITAIN

Leeds

Unlawful

John Valentine, at 23 Deanswood Drive, Moortown

These are the *only* units that should be removed.

Removal should be by experienced personnel. If experienced postal personnel are not available, try competent demolition personnel from local law enforcement agencies. If this fails, obtain an estimate from a local competent technician and forward to Director, Engineering and Facilities Division, for approval.—*Bureau of Facilities, 12-27-62.*

All Post Offices

Revised Postage Rates to Canada and Mexico

Amendments to the Postal Manual and the Directory of International Mail, necessitated by the increased international postage rates effective January 7, 1963, announced in POSTAL BULLETIN 20332, October 18, 1962, are being printed and are expected to be distributed about February 1, 1963. In the meantime, appropriate note should be made of the new rates in the publications named—the following sections being affected:

Postal Manual—221.253, 222.111, 222.21, 222.242, 222.411a(1), 222.611, 222.811.

Directory of International Mail—Chart 1a; Chart 2, Table V (see below); Page Canada (1), Air rates; Page Mexico (1), Air rates.

The following should be used in place of Table V of Chart 2:

TABLE V.—For Printed Matter (except books, sheet music and publications at publishers' rates) and Samples of Merchandise to Canada and Mexico only

(SEE CHART 1a(1) FOR WEIGHT LIMITS)

(Rates: 4 cents first 2 ounces; 2 cents each additional ounce)

Lbs.	Oz.	Rate	Lbs.	Oz.	Rate	Lbs.	Oz.	Rate	Lbs.	Oz.	Rate
0*	2	\$0.04	1	12	\$0.56	3	6	\$1.08	5	0	\$1.60
0*	3	.06	1	13	.58	3	7	1.10	5	1	1.62
0*	4	.08	1	14	.60	3	8	1.12	5	2	1.64
0*	5	.10	1	15	.62	3	9	1.14	5	3	1.66
0	6	.12	2	0	.64	3	10	1.16	5	4	1.68
0	7	.14	2	1	.66	3	11	1.18	5	5	1.70
0	8	.16	2	2	.68	3	12	1.20	5	6	1.72
0	9	.18	2	3	.70	3	13	1.22	5	7	1.74
0	10	.20	2	4	.72	3	14	1.24	5	8	1.76
0	11	.22	2	5	.74	3	15	1.26	5	9	1.78
0	12	.24	2	6	.76	4	0	1.28	5	10	1.80
0	13	.26	2	7	.78	4	1	1.30	5	11	1.82
0	14	.28	2	8	.80	4	2	1.32	5	12	1.84
0	15	.30	2	9	.82	4	3	1.34	5	13	1.86
1	0	.32	2	10	.84	4	4	1.36	5	14	1.88
1	1	.34	2	11	.86	4	5	1.38	5	15	1.90
1	2	.36	2	12	.88	4	6	1.40	6	0	1.92
1	3	.38	2	13	.90	4	7	1.42	6	1	1.94
1	4	.40	2	14	.92	4	8	1.44	6	2	1.96
1	5	.42	2	15	.94	4	9	1.46	6	3	1.98
1	6	.44	3	0	.96	4	10	1.48	6	4	2.00
1	7	.46	3	1	.98	4	11	1.50	6	5	2.02
1	8	.48	3	2	1.00	4	12	1.52	6	6	2.04
1	9	.50	3	3	1.02	4	13	1.54	6	7	2.06
1	10	.52	3	4	1.04	4	14	1.56	6	8	2.08
1	11	.54	3	5	1.06	4	15	1.58	6	9	2.10

*10 cents is the minimum postage chargeable on Samples of Merchandise.

To determine the postage for packages of printed matter over 6 pounds 9 ounces addressed to Mexico, compute the rate for the pounds alone at 32 cents per pound, and add the rate for the ounces at 2 cents per ounce.—Bureau of Transportation, 12-27-62.

All Post Offices Using the Print-Punch Money Order Machines

Requisition for Additional Carbon Ribbons

The original POSTAL BULLETIN instruction on the installation of the print-punch money order machines indicated that additional carbon ribbons, Item 0-343, could be obtained from the Friden Service Centers.

These ribbons will be available in Area Supply Centers after January 1, 1963, and, when necessary, requisitions shall be addressed to these points. However, we want to avoid unnecessary or premature requisitioning for ribbons and it should be kept in mind that each machine has a ribbon on it when packed as well as a spare, and further, that a ribbon can issue approximately 7,000 money orders.—Bureau of Finance, 12-27-62.

SUMMER POST OFFICES (Closing)

ARIZONA

03-54390 Mormon Lake, Coconino County (4th cl), 11-30-62. Mail to Flagstaff.

INTERNATIONAL MONEY ORDER BUSINESS

Service discontinued Effective date
 ARKANSAS: Subiaco..... 1-5-63
 MARYLAND: Brentwood..... 12-31-62
 MICHIGAN: Owendale..... 1-4-63

POST OFFICE CHANGES NO. 26

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

ALASKA

02-12870 Central, Fourth Judicial Division (4th cl), estab. 12-5-62, instead of 12-1-62 in POSTAL BULLETIN 11-22-62. Unit No. 14532.

CALIFORNIA

Garden Grove: No. 3 (ct Sta.), Orange County, estab. 1-15-63.

FLORIDA

11-19050 Crescent City, Putnam, County (2d cl), city delivery estab. 2-2-63.

ILLINOIS

Maywood: Westchester (ct. Sta.), Cook County, designation changed to Westchester (ct Br.), 12-17-62.

LOUISIANA

21-28730 Eva, Concordia Parish (4th cl), disc. 12-31-62. Mail to Monterey (4th cl).

NEW JERSEY

Trenton: "A" (State Hospital), ct. Br., Mercer County, name changed to State Hospital (ct Br.), 1-1-63.

PENNSYLVANIA

41-19520 Deep Valley, Greene County (4th cl), disc. 12-31-62. Mail to Deep Valley, Ind. St. New Freeport (4th cl), New Freeport: Deep Valley (Ind. R. Sta.), Greene County, estab. 1-1-63.

41-63320 Orwin, Schuylkill County (3d cl), disc. 12-31-62. Mail to Tower City (2d cl).

Tower City: Orwin (R. Sta.), Schuylkill County, estab. 1-1-63.

PUERTO RICO

Cayey: La Jagua (ct Sta.), Guayama District, disc. 9-14-62.

SOUTH DAKOTA

46-38880 Hidden Timber, Todd County (4th cl), disc. 12-31-62. Mail to Hidden Timber, Ind. Sta. Mission (2d cl). Mission: Hidden Timber (Ind. R. Sta.), Todd County, estab. 1-1-63.

TEXAS

San Antonio: Airport (ct. Sta.), Bexar County, estab. 1-2-63.

48-47200 Kings Mill, Gray County (4th cl), disc. 1-4-63. Mail to Pampa (1st cl).

VIRGINIA

51-17500 Chesapeake, Independent City (2d cl), city delivery estab. 1-1-63.

51-47820 Justisville, Accomack County (4th cl), disc. 1-18-63. Mail to Parkley (2d cl).

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	6-45,969,320 to 6-45,970,000	10- 2,031,475 to 10- 2,031,500
1- 7,015,537 to 1- 7,015,549	6-53,964,669 to 6-53,964,800	10- 3,474,116 to 10- 3,474,250
1- 9,228,198 to 1- 9,228,299	6-60,990,867 to 6-60,990,950	10- 3,890,001 to 10- 3,890,100
1-10,686,363 to 1-10,686,400	6-82,660,001 to 6-82,662,000	10-40,969,248 to 10-40,969,485
1-12,577,548 to 1-12,577,600	6-97,236,030 to 6-97,236,131	10-40,994,010 to 10-40,994,086
2-15,017,802 to 2-15,018,000	6-97,607,545 to 6-97,607,700	10-44,866,680 to 10-44,866,900
2-19,818,191 to 2-19,819,000	*6,382,171,325 to 6,382,171,384	10-45,255,318 to 10-45,255,500
2-21,243,904 to 2-21,243,915	*6,388,284,380 to 6,388,284,499	10-45,302,578 to 10-45,302,900
2-21,452,188 to 2-21,454,000	*6,388,474,274 to 6,388,474,497	10-45,953,354 to 10-45,953,650
2-23,547,168 to 2-23,547,200	*6,390,640,951 to 6,390,640,999	10-46,823,933 to 10-46,823,950
2-24,105,566 to 2-24,105,650	7- 601,912 to 7- 602,000	10-47,065,603 to 10-47,065,614
2-33,070,001 to 2-33,070,200	7- 2,691,244 to 7- 2,691,286	10-51,518,200 to 10-51,520,000
2-44,976,541 to 2-44,976,579	7- 2,691,307 to 7- 2,691,394	10-52,168,353 to 10-52,169,000
2-97,060,476 to 2-97,060,500	7- 6,550,302 to 7- 6,550,400	10-58,976,662 to 10-58,978,000
3-58,403,082 to 3-58,404,000	7- 7,364,680 to 7- 7,366,000	10-59,419,194 to 10-59,419,300
3-70,961,554 to 3-70,961,638	7-74,312,501 to 7-74,313,000	10-63,946,803 to 10-63,946,839
3-95,988,671 to 3-95,988,700	7-75,211,904 to 7-75,212,500	10-86,365,606 to 10-86,366,000
3-95,989,001 to 3-95,990,000	7-75,652,496 to 7-75,652,500	10-86,493,087 to 10-86,493,400
*3,923,128,481 to 3,923,128,999	7-75,806,901 to 7-75,807,100	10-86,900,030 to 10-86,900,500
*3,923,220,298 to 3,923,220,399	7-80,650,241 to 7-80,650,265	10-87,307,030 to 10-87,307,047
*3,923,707,391 to 3,923,707,999	7-96,451,156 to 7-96,451,199	10-87,488,880 to 10-87,489,000
4- 7,426,846 to 4- 7,472,000	*7,381,934,101 to 7,381,934,199	10-88,571,355 to 10-88,571,400
4-10,824,622 to 4-10,824,787	*7,383,457,678 to 7,383,457,999	10-88,684,658 to 10-88,684,699
4-11,339,025 to 4-11,339,500	*7,383,463,855 to 7,383,463,999	10-88,879,052 to 10-88,880,000
4-11,955,971 to 4-11,956,000	*7,384,582,458 to 7,384,583,999	10-97,330,055 to 10-97,330,200
4-16,663,058 to 4-16,663,100	8- 3,851,194 to 8- 3,851,300	10-97,508,817 to 10-97,509,000
4-19,260,180 to 4-19,262,000	8- 6,993,758 to 8- 6,993,800	10-97,923,384 to 10-97,923,400
4-22,065,690 to 4-22,066,000	8-11,324,676 to 8-11,325,000	10-98,063,400 to 10-98,063,500
4-26,729,964 to 4-26,730,000	8-38,107,801 to 8-38,107,904	10-98,615,708 to 10-98,615,900
4-32,071,001 to 4-32,071,500	8-38,378,603 to 8-38,379,500	10-98,858,701 to 10-98,859,000
4-34,775,336 to 4-34,775,352	8-39,399,601 to 8-39,400,000	11-36,283,595 to 11-36,284,000
4-81,301,028 to 4-81,301,300	8-46,962,620 to 8-46,962,700	11-39,223,048 to 11-39,223,068
4-84,251,917 to 4-84,252,000	8-47,069,301 to 8-47,069,334	11-52,080,891 to 11-52,080,917
4-95,209,516 to 4-95,209,550	8-47,537,649 to 8-47,537,700	11-54,752,451 to 11-54,754,000
4-95,256,024 to 4-95,256,044	8-47,846,301 to 8-47,846,400	11-60,036,090 to 11-60,036,200
4-96,138,756 to 4-96,138,800	8-48,661,330 to 8-48,661,600	11-60,108,334 to 11-60,108,588
4-96,459,636 to 4-96,460,000	8-48,698,820 to 8-48,699,000	11-60,108,668 to 11-60,109,000
4-96,598,448 to 4-96,598,457	8-49,137,788 to 8-49,137,800	11-92,587,888 to 11-92,588,000
4-97,067,867 to 4-97,068,000	8-74,223,441 to 8-74,223,500	11-92,800,526 to 11-92,801,500
4-97,262,701 to 4-97,263,000	8-75,721,464 to 8-75,721,500	11-93,405,254 to 11-93,406,000
4-97,333,906 to 4-97,334,000	8-75,724,101 to 8-75,724,500	11-94,314,477 to 11-94,314,500
4-97,897,117 to 4-97,897,400	8-94,393,242 to 8-94,393,275	11-95,120,001 to 11-95,120,500
4-98,941,384 to 4-98,941,400	8-94,554,351 to 8-94,554,500	11-95,908,163 to 11-95,908,250
5- 6,296,677 to 5- 6,296,688	8-95,395,657 to 8-95,395,680	11-96,665,639 to 11-96,666,000
5-12,113,944 to 5-12,114,000	8-95,893,467 to 8-95,893,500	11-97,090,651 to 11-97,091,000
5-12,588,383 to 5-12,588,500	8-96,238,039 to 8-96,240,000	12-44,688,187 to 12-44,688,200
5-13,167,401 to 5-13,167,500	9- 6,763,761 to 9- 6,763,835	12-46,918,551 to 12-46,919,000
5-13,167,801 to 5-13,167,900	9- 8,446,651 to 9- 8,446,700	12-47,632,001 to 12-47,636,000
5-14,902,962 to 5-14,903,000	9- 8,865,996 to 9- 8,866,000	12-54,009,908 to 12-54,010,000
5-17,585,750 to 5-17,585,800	9- 8,888,001 to 9- 8,888,500	12-57,979,257 to 12-57,979,800
5-19,109,309 to 5-19,109,600	9-11,465,451 to 9-11,466,000	12-60,305,046 to 12-60,305,500
5-19,282,001 to 5-19,282,500	9-15,128,114 to 9-15,129,000	12-71,099,032 to 12-71,100,000
5-85,764,036 to 5-85,764,500	9-15,330,182 to 9-15,330,300	12-72,160,434 to 12-72,160,500
5-92,225,001 to 5-92,225,200	9-16,615,003 to 9-16,615,024	12-75,275,539 to 12-75,276,000
6-19,805,626 to 6-19,806,000	9-46,461,406 to 9-46,462,000	12-76,735,627 to 12-76,736,000
6-33,721,823 to 6-33,722,000	9-48,488,126 to 9-48,488,500	12-77,524,484 to 12-77,524,700
6-40,668,197 to 6-40,668,500	9-48,573,017 to 9-48,573,300	12-81,317,880 to 12-81,317,930
6-42,266,608 to 6-42,266,941	9-69,671,698 to 9-69,672,000	12-84,943,051 to 12-84,943,100
6-44,773,001 to 6-44,774,000	9-77,451,165 to 9-77,451,500	12-85,050,241 to 12-85,050,500
Yellow Test Forms	9-79,580,581 to 9-79,580,596	12-85,064,656 to 12-85,064,750
6-45,965,110 to 6-45,965,998	9-80,092,379 to 9-80,092,500	12-85,068,501 to 12-85,069,000

*New yellow print-punch money order forms.