

Order No. 5507.

OFFICE OF THE POSTMASTER GENERAL, Washington, D. C., March 5, 1921.

All postmasters and railway postal clerks will be supplied monthly by this Department with the UNITED STATES OFFICIAL POSTAL GUIDE, the only official guide of the Post Office Department.

WILL H. HAYS, Postmaster General.

UNITED STATES == OFFICIAL == POSTAL GUIDE

IMPORTANT!
All Postmasters and Postal Employees should READ the JULY POSTAL GUIDE and MONTHLY SUPPLEMENTS



FOR SALE *by the* SUPERINTENDENT OF DOCUMENTS
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UNITED STATES OFFICIAL POSTAL GUIDE

FOURTH SERIES

OCTOBER, 1921

VOL. 1, No. 4

The following orders or notices were issued from the office of the Postmaster General—WILL H. HAYS, Postmaster General.

(1) CHANGES IN ORGANIZATION OF DEPARTMENT.

DIVISION OF STATISTICS.

September 2, 1921.

ORDER NO. 6417.

It is hereby directed that a division to be known as the "Division of Statistics" be established in the office of the Comptroller of the Post Office Department for the purpose of compiling statistics for cost accounting, general statistics, and special reports for the information of the Postmaster General and other officers of the Post Office Department necessary for the efficient administration of the Postal Service.

DIVISION OF VEHICLE TRANSPORTATION.

September 22, 1921.

ORDER NO. 6474.

In view of the transfer of the Motor Vehicle Service to the Bureau of the Fourth Assistant Postmaster General and its incorporation in the Division of Rural Mails, the name of that division is changed to "Division of Vehicle Transportation," effective immediately.

The divisional organization of the Bureau of the Fourth Assistant Postmaster General will hereafter be as follows:

- Division of Vehicle Transportation.
- Division of Equipment and Supplies.
- Mail Equipment Shops.

The regulations of the Post Office Department are amended in conformity with the foregoing change of designation.

(2) SERVICE.

The following editorial from the Daily Times of Union City, Ind., is published as an encouragement to the Postal Service in the handling of newspapers. The editorial says:

"The Times has been watching with much gratification the delivery of its paper through the post offices of this country. For a great number of years complaints have come to this office of nondelivery of the paper at distant points, and not one complaint has been registered within the past year. People who have made extensive trips to California and New York say they received every copy, and one citizen who just returned from Wisconsin on an outing trip at a point where the mail is delivered by stage reports he received every copy while away. This efficient service of the Post Office Department has been reported, for that is the only means the department has of finding out exactly the work which is being done."

Not all newspapers are experiencing this fine service, because we are getting some complaints of very serious delay to newspapers. I wish that every postal worker will see to it that the daily newspapers shall receive quick dispatch. The daily newspaper is preeminently a thing a man wants when he wants it, and if he can not have it when he wants it, he does not want it at all. It is up to us to see that he does get it promptly.

WILL H. HAYS, Postmaster General.

(3) MAIL EARLY SLOGANS.

Remember that while the "Mail-as-you-sign" campaign brings needed relief to the postal clerk, the main gain is in the speeded deliveries.—*Boston Herald.*

"Mail early" is a good slogan. It helps the Government and it helps the individual. Let everybody try to follow it.—*Boston Post.*

(4) APPLICATION FOR PAYMENT OF ACCUMULATED DEDUCTIONS.

Attention is called to the following letter from the Commissioner of Pensions, dated September 21, 1921, in regard to a revision made in Form 3-R 15:

"This form is for use in the case of an employee who has died without having reached the retirement age, or without having established a valid claim for annuity. It may be executed by an executor or an administrator; or, in case the amount of deductions with accrued interest does not exceed \$300, payment may be made after the expiration of three months from date of death to such person or persons as may appear in the judgment of the Commissioner of Pensions to be legally entitled to the proceeds of the estate, and such payment shall be a bar to recovery by any other person. (See section 11 of the act of May 22, 1920.)

"These forms will be supplied directly to the party in interest by the Commissioner of Pensions upon requisition therefor, and will not be available for general distribution by the executive departments and independent establishments, but as it is desired that all persons charged with duties in connection with the administration of the retirement act be advised as to the existence of this form and its uses, a limited number of sample copies will be supplied upon requisition for distribution to officials in your department or office who participate in retirement work."

Special attention of postmasters and officials of the Railway Mail Service is called to the following suggestions, in connection with the above notice:

"Upon the demise of an employee, the executor, administrator, or the person legally entitled to the proceeds of the estate be communicated with so that no case may be overlooked."

(5) ADVERTISEMENTS OF WAR DEPARTMENT PROPERTY SALES.

Postmasters are authorized to display conspicuously in the lobbies of their offices such circulars and posters as the War Department may send them for the advertising of surplus property of various kinds, including buildings, fixtures, and improvements of a number of abandoned camps and cantonments.

(6) FRAUD ORDERS.

Fraud orders have been issued against the following parties at Copenhagen, Denmark: M. Andersen, M. P. Bodin, P. Frey, M. B. Gennas, Hjorth & Co., Maahr & Co., A. Ross, C. Swift & Co., H. Willumsen.

All postmasters should treat mail addressed to these parties in accordance with the provisions of section 485, P. L. & R., 1913.

(7) AMENDMENTS TO THE POSTAL LAWS AND REGULATIONS.

The amendments are printed on one side of pages at the back of the supplements, and should be clipped therefrom regularly each month, as they are intended for pasting directly opposite the sections amended, or for posting in a blank book, the margin of each section amended being marked with the number of the insert affecting that particular section. The following subjects are treated in the amendments published this month:

Insert No.

- 692. Carriers reporting for duty on Sundays and holidays.
- 693. Backstamping of general-delivery matter.
- 694. Postmasters to give personal attention to offices.
- 695. Liquids, explosives, etc., in the mails.
- 696. Eligibility for postmastership.
- 697. Mail trains must not leave when mails are being loaded.
- 698. Bonds of letter carriers.
- 699. Bonds of assistant postmasters.
- 700. Record of special-delivery matter.

The following notices were issued from the Bureau of the First Assistant Postmaster General—**HUBERT WORK, First Assistant.**

(8) SENIORITY.

The consistent observance of the seniority principle in post offices is one of the strongest supports to morale. Fitness is preeminent and should be considered first in selecting men for assignment or promotion, but it should be closely joined with seniority as a matter of justice. Our present regulations require that clerks shall be assigned to the mailing division upon entering the service. As a matter of wise supervision it would also seem proper for *new men to take the least desirable night shifts with a regular line of promotion open to them from one crew to another, gradually advancing them to day duty and preferred assignments in the order of seniority.* By observance of some such rule and the elimination of favoritism greater contentment among workers may be promoted.

(9) NIGHT WORK.

While I am fully aware of the fact that night work is necessary, especially in large offices, and that it has shown a tendency to increase rather than lessen, still I would urge postmasters to watch the matter carefully, especially in the interests of the welfare of their employees.

The problem of handling the work differs in every office. However, the watchful supervisor may find opportunities here and there to take men from the night crews and place them on day or part-day and evening shifts. I should like a survey taken in every office with this in view, following which, postmasters, who have been enabled by careful planning to give some relief to night work, will report to me as to methods employed in their offices in order that I may pass the suggestions along for the benefit of other offices.

I should like again to call to the attention of both postmasters and employees the value of early mailing campaigns in connection with the elimination of night work. In just the proportion that the public does its mailing late in the day, will night work in post offices be necessary. If we can even partially correct that habit, we will go far to relieve the condition we all should like to see remedied. Let us make every effort consistent with efficient service to keep the number of men employed during the night at the lowest possible minimum.

(10) DIRECTS TO FIRMS OR INDIVIDUALS.

In order to expedite the handling of parcel-post mail, whenever the quantity thereof for any firm or individual is sufficient, postmasters may make up direct sacks and label them to the street and number address, as well as the city. However, great care must be exercised to avoid errors in the distribution of such mail.

(11) LOCAL MAIL.

Delay in the delivery of drop or local mail is one of the most frequent causes of complaint. To correct this condition every postmaster should arrange for a primary distribution of every collection immediately upon receipt in order that local mail may be separated, canceled, and transmitted to the city section so as to connect with the next delivery, all box matter to be promptly distributed to the boxes.

Collections and deliveries should be scheduled so that collections from all sections of the city reaching the office up to 12 noon will connect with the afternoon deliveries, thus insuring the delivery on the same day of all local matter mailed in the morning. This may necessitate a revision of motor vehicle and screen wagon schedules at the larger offices having carrier stations.

Especial attention should be given at night to circular matter announcing meetings, sales, etc. When necessary because of congestion to withhold third-class mail for morning distribution, one or more clerks, as required, should be detailed to separate matter for local delivery in order that it may be taken out on the first trip of the carrier.

The uniformly expeditious handling of local mail is a convincing indication of efficient service.

(12) CITY LETTER CARRIERS.

The Postal Laws and Regulations do not prescribe any special style or color of cape or coat for the protection of carriers in wet weather. Therefore carriers are authorized to provide themselves with any style of cape, coat, or water-proof garment they desire to protect themselves and the mail during rainy weather.

(13) SUBSTITUTE CLERKS AND CARRIERS.

It is noted that at many post offices the number of substitute clerks and letter carriers borne on the rolls is greater than appears to be necessary, thus causing the work to be distributed among a great number of persons and reducing the earnings of all below a reasonable compensation. Postmasters should, therefore, recommend the appointment of only such substitutes as may be required to perform the work of regular employees absent without pay, or any other cause, and such auxiliary service as may be required in emergencies.

It is suggested that at those offices having a surplus of substitutes such of them as may be able to secure outside employment be granted leave of absence from the post office for such limited periods as may be consistent with the demand for their service as substitutes.

Hereafter the work of substitute clerks and carriers will be apportioned equitably among all the substitutes and not allotted in the order of their seniority.

The last paragraph of section 16, page 10 of the August, 1920, supplement to the Postal Guide, is revoked.

(14) QUARTERLY STATEMENT OF EXPENDITURES FOR SUBSTITUTE AND AUXILIARY CLERICAL AND CARRIER ASSISTANCE, FORMS 1525 AND 1809.

Notwithstanding repeated instructions, both by letter and through bulletin notices, many postmasters are grossly careless in reporting on Forms 1525 and 1809, respectively, their quarterly expenditures for substitute and auxiliary clerical and carrier assistance. Such negligence is wholly inexcusable, as complete instructions appear on the reverse side of each form.

While some postmasters fail to send in any report, the most serious and common error is that of entering the different amounts under the wrong headings and in the wrong column. For instance, expenditures for auxiliary assistance on account of vacancies are entered as expenditures for substitutes in the place of clerks absent without pay instead of under the heading "Auxiliary clerk hire." Again, expenditures for auxiliary assistance in place of the postmaster on leave is frequently entered under "Vacation," instead of "Auxiliary clerk hire;" and expenditures for substitutes in place of regular employees absent on civil service or court duty are shown not only under the proper heading, but also under "Auxiliary clerk hire" or "Auxiliary carrier hire," as the case may be.

Such errors result in a vast amount of otherwise unnecessary correspondence and expense, both in this bureau and the office of the comptroller, and also greatly delay the adjustment of accounts.

In view of the instructions referred to, the only reasonable conclusion is that many postmasters either fail to read or wholly ignore departmental instructions and orders.

Such delinquencies can no longer be overlooked, and all postmasters are therefore cautioned that in the future reports on Forms 1525 and 1809 must be absolutely correct in every detail. The instructions should be carefully read and closely followed, care to be taken that the correct items and amounts are entered under the proper headings and in the proper columns, and that no item is entered in more than one column.

Furthermore, the different items reported on Forms 1525 and 1809 must agree in every particular with vouchers and abstracts submitted to the comptroller on Forms 1500, 1591, 1592, and 1593, and Forms 1500 and 1501, respectively.

(15) OUR DUTY.

The response to the department's general letter of June 26, published as article 22 in the August supplement, urging the elimination of every item of unnecessary expense, has on the whole been highly gratifying. Many offices have not only effected great reductions in auxiliary and other expenditures, but have surrendered a great number of clerical positions no longer required. While at smaller offices such reductions in the force have amounted to only one or two, in some of the larger offices they have ranged from 10 to 40. In addition, a considerable number of offices have found it practicable to reduce their carrier forces.

The Postmaster General is greatly pleased at the earnest spirit of cooperation manifested and evident desire to reduce expenditures to absolute necessities and place the service on a thoroughly business basis.

However, if we are to effect the reduction of expenses proposed, we must be unceasing in our efforts, and therefore the attention of postmasters is called to the urgent necessity of keeping this matter constantly before their supervisory officers and employees. With the approaching holiday season, when the extensive use of auxiliary service is essential, there must necessarily be close, constant supervision to insure the most expeditious handling of the mails and at the same time avoid extravagance.

It is therefore requested that postmasters and supervisory officers, as well as all subordinate employees, read and reread the letter of June 26, entitled "Our Duty," and that every effort be made to conserve the public funds in the highest possible degree without impairment of the service.

While, as stated, the general results so far have been pleasing, it is regretted that numerous postmasters have evidently not entered into the spirit of the movement, as in many instances they have intimated their inability to effect any saving whatsoever, while in others they have failed to submit a report of any character.

Such a lack of interest is inexcusable, and it is desired that all postmasters who have not already done so immediately submit reports showing what reductions they have been able to effect.

Attention is again invited to the fact that until further notice each postmaster is to submit a monthly report showing in detail the progress made.

(16) CASE EXAMINATIONS.

In view of the misunderstanding which appears to have arisen in regard to the order published as article 25 in the August Supplement, concerning case examinations, it is desired that all persons affected by this order be given to understand that examinations of all clerks and assistant postmasters in second-class offices, and in smaller first-class offices where a superintendent of mails has not been appointed, will be conducted as heretofore, by the Chief Clerk, Railway Mail Service.

(17) SUPERVISORS.

I am gratified to learn from reports by postmasters throughout the country of the interest taken by supervisors in the conduct of their several offices.

Postmasters have submitted many valuable suggestions emanating from assistant postmasters, superintendents of mail, station superintendents, cashiers, and foremen, which I desire at this time to acknowledge.

The excellent work these men are doing testifies as to their value to the service. I am impressed with the fact that a supervisor has it in his power either to do much to build up the service and cause it to be operated effectively and economically, or to demoralize morale and nullify the beneficial effect of promulgated orders, by incapacity to handle men, or work harmoniously with his associates.

I wish to thank our splendid army of supervisors, veterans in the service, for the good work they are doing, and especially do I desire to impress upon them the necessity of dispensing an even justice to all under their supervision and to sympathetically and considerately handle every question which has to do with the employee's welfare and happiness.

Many an idea will come through that will vastly benefit the whole service if we only keep the lid off.

(18) SUPERVISORY TITLES.

In order to avoid confusion and misunderstanding it is desired that postmasters discontinue the practice followed in some offices of using local or obsolete supervisory titles. Particular reference is made to such designations as roundsman, route inspector, chief stamp clerk, dispatcher, chief mailing clerk, etc.

In official correspondence, as well as rosters and other office records, only the titles provided in the reclassification act approved June 5, 1920, should be used.

When necessary for purposes of explanation a brief description of the duties performed by a supervisory officer may be included.

(19) HOW TO MEET THE PUBLIC.

[By an Assistant Superintendent of Mails.]

"In meeting the public at the window, bear in mind that you are the pivot or turning point; while the public is at one end the postmaster or the department is on the other.

"No matter how well our business may be conducted there will always be errors of omission as well as errors of commission and these errors are prone to produce a lack of confidence in the Post Office Department and works toward the destruction of its efficiency; hence, you, as the pivot or turning point, must make it your business to hold this confidence and steady the efficiency.

"Whether the complaint is due to the fault of the office or the patron, whether it be real or imaginary, you must meet it; but how?

"Here is where your diplomacy must be brought into play. Be a good listener, do not side with him the first thing, show him how a dozen things may have happened; but should you be convinced that we are wrong, 'climb the barbed-wire fence' and tell him how much we regret it but will take the matter up and will use every effort in our power to see that it does not happen again.

"Should he grow ugly, keep cool, smile (it is worth a hundred words), let him rave, he will get over it, then in a kindly manner ask him 'Just what do you wish us to do?' This method will take him off his guard and he will cool down, but if this last method fails, tell him in a kindly voice that you regret that you are unable to satisfy him, keep your head, think before you speak, do not say anything that will continue the argument, play the gentleman, and above all, do not worry. 'The barking dog seldom bites,' and if you have done your best to handle the case you may rest assured that the postmaster and the department will back you up, but always keep in mind that you are the pivot, settle it if you can, remembering at all times that each end has its rights and it is your place to see that each end gets its just dues.

"A finished transaction is an asset, unfinished business is a liability. Finish the job."

There is no talent as effective as tact. The writer of the above has tact.

(20) BONDS OF EMPLOYEES.

Postmasters are directed to hereafter file in their respective offices all bonds approved by them for employees, except those executed for assistant postmasters, cashiers, and regular and substitute rural carriers, as provided in sections 318 and 669, Postal Laws and Regulations, as amended by the orders of the Postmaster General dated September 19 and 21, 1921.

Each postmaster will receive a letter of instructions transmitting the bonds now on file in the department for employees in his office. Such bonds should be properly filed for future reference.

(21) BULLETIN BOARDS.

For the benefit of the general public, it is requested that in all offices where bulletin boards are provided there be displayed thereon pertinent facts relative to the Postal Service which are of interest to the mailing public, including a schedule of the arrivals and departures of all mail trains, a list of local postal stations, postal savings stamps, postal

savings certificates, Treasury certificate information, including War Savings and Thrift Stamps, prices of the Postal Guide, Sunday and holiday service, schedule of collections from street letter boxes, notice of reward for the apprehension of postal thieves, etc. In addition, local items of interest may be displayed, including locations of the different departments of the Government within the city, locations of churches, fraternal orders, libraries, hospitals, public playgrounds, important buildings, and other items of interest.

Such a board should, of course, be prepared in a neat and attractive manner, and it is necessary that the information thereon be kept strictly up to date.

(22) ADVERTISEMENTS OF "CIVIL SERVICE CORRESPONDENCE SCHOOLS."

The attention of postmasters and postal employees is called to the fact that so-called "civil-service correspondence schools" have no official status and no connection with the Government.

Postmasters should not comply with the requests of such schools for the names of persons interested in securing governmental positions, as such action would constitute a violation of section 113, Postal Laws and Regulations.

Postmasters are cautioned also against furnishing these schools with testimonials or letters of indorsement. In this connection attention is directed to paragraph 6 on page 74 in the 1921 annual Postal Guide.

Postmasters are informed also that the posting of advertisements of these schools on the post-office premises would be in violation of section 281, Postal Laws and Regulations.

(23) DISPOSITION OF OLD RECORDS.

Inquiries received at the department disclose that many postmasters misunderstand the intention of section 362 Postal Laws and Regulations, as amended June 9, 1916.

Attention is directed to the fact that paragraph 3 of the amended regulation requires that postmasters' requests or authority to dispose of the old records that are listed in paragraph 5 of the same section shall be submitted to the nearest inspector in charge.

In view of this provision postmasters should not write to the department but should write to the inspector in charge concerning such listed records.

Of the old records that are not listed in paragraph 5 postmasters should submit samples with separate communications addressed to the respective bureaus or divisions of the department having jurisdiction over the work recorded.

After a postmaster has received, from an inspector in charge or from the department, authority to dispose of certain records and files as waste paper, he should be governed by paragraph 3 (a) and 3 (b) of the section cited, and also by paragraph 1, which was further amended July 28, 1916.

Careful observance of the regulation as explained herein will relieve the department of unnecessary correspondence.

(24) HOTEL MAIL.

Because of the transient character of hotel mail, it should be frequently and carefully checked by a representative of the post office. There are many opportunities for the misplacement of mail at hotels, which follows the addressee from place to place, and as a consequence the Government is paying indemnities which could be saved by a careful and frequent checkup. Cooperation of the hotel management is very necessary in this and it is suggested that postmasters confer with same with the idea of getting an arrangement that will be satisfactory to all concerned.

(25) DELAYS TO MOTION-PICTURE FILMS.

Through the investigation of delays in the transmission, handling, or delivery of films it has recently been disclosed that in a few instances proprietors or managers of moving-picture theaters have forwarded films for use of a theater in a neighboring town without permission of the film exchange before returning it to the exchange or forwarding it to an authorized theater in accordance with instructions, the label on the film being dated so as to indicate mailing to the authorized theater on the proper date.

Such irregular practice naturally results in criticism of the Postal Service on the grounds of delayed handling and slow delivery. The extent to which this practice is followed is unknown to the department, but it is requested that postmasters inform all film exchanges within their jurisdiction of the facts as developed, and that when investigating a complaint of delay to a film they ascertain if possible whether the delay was due to such cause.

(26) ILLEGIBLE POSTMARKS.

Complaint is constantly made to the department of the inability to read postmarks, both the name of the office and the date and hour of postmarking being frequently illegible.

There seems to be little excuse for such condition, and it is desired that postmasters impress upon all employees engaged in canceling mail, either by hand or by machine, the imperative necessity of keeping all postmarking stamps and canceling-machine dies in first-class order and free from dust and ink. Furthermore, care should be exercised in the use of hand stamps to see that perfectly legible impressions are obtained.

Postmasters should make frequent inspections of postmarks, hand stamps, and dies, and whenever stamps or dies become worn to such an extent as to produce an illegible impression, requisition for new stamps or dies should immediately be submitted to the Fourth Assistant, Division of Equipment and Supplies.

(27) FURS SHIPPED OUT OF ALASKA BY MAIL.

Postmasters are hereby requested to correct article 59, page 16 of the United States Official Postal Guide of July, 1921, by substituting the words, "Bureau of Biological Survey," for the words, "Commissioner of Fisheries," in the fourth, seventh, and ninth lines.

(28) MAIL FOR THE HAWAIIAN ISLANDS.

The attention of the department has been called to the fact that a great amount of mail is misdirected to Honolulu, 5,000 pieces intended for other post offices in the Territory of Hawaii having been received recently at the Honolulu post office from one steamer.

Postmasters will please give all practicable publicity to the following facts and suggestions:

To avoid delay or loss of mail for Hawaii, senders in the States must address it adequately and correctly.

Properly addressed mail for Hawaii is made up at San Francisco in direct packages for the various post offices in the Territory. Incorrectly or inadequately addressed mail can not be segregated into "directs" and therefore is delayed.

The Honolulu mails divided at San Francisco into direct packages and sacks for box sections, carrier routes, and principal firms, and therefore mail for persons or firms in Honolulu should always be addressed to post-office box or street and number.

Mail for other Hawaiian points should be addressed to the proper *post office*, not to localities. The names of Hawaiian post offices are for the most part taken from the Hawaiian language. Many of the names are similar; hence if the spelling is wrong or the writing illegible in the address, these letters may go to the wrong post office.

The addresses on mail for soldiers stationed in Hawaii should include the rank of the addressee and specify the regiment and company. There are more than 15,000 enlisted men in Hawaii and hundreds of inadequately addressed letters for them arrive by every steamer.

It is noted that even large mailers of C. O. D. and insured parcels are lax in addressing their packages for Hawaii and Honolulu.

The same rules for addressing mail apply to Hawaii as to other parts of the United States.

The following notices were issued from the Bureau of the Second Assistant Postmaster General—**EDWARD H. SHAUGHNESSY**, Second Assistant.

(29) HANDLING OF MAIL BETWEEN POST OFFICE AND RAILROAD STATION.

To Postmasters at offices of the Fourth Class:

Postmaster General's order No. 6135, dated July 12, 1921, in regard to handling mails between the post office and railroad station by postmasters, will not become effective at any post office except in special cases where, after careful investigation, instructions are issued from the department that the order is to be placed into effect and complied with.

(30) PROTECTION OF MAIL AT RAILROAD STATIONS.

Postmasters are requested to report to the district chief clerks, Railway Mail Service, any cases coming to the attention of the postmaster, in which mail is not properly protected at railroad stations while in the custody of railroad employees, so that the chief clerks may take up the matter with the railroad companies, whose employees are at fault, with a view to having the mail properly protected.

(31) DRAGGING OF MAIL BAGS CONTAINING MAIL ON PLATFORMS PROHIBITED.

Recently large quantities of new No. 2 mail pouches have been returned to the mail equipment shops with the bottoms cut out or torn in such manner as to make the pouches entirely unserviceable.

Investigation made by post-office inspectors with respect to damage of five of these pouches indicates that the bottoms of same were cut as the result of dragging these pouches, containing heavy packages, along platforms.

Postmasters and other postal employees are requested to cooperate with the department with a view to breaking up this practice of dragging mail bags across station platforms when containing mail, and particularly when heavy packages are contained therein.

Where cases of this kind are brought to the attention of postmasters, it is requested that they advise the department, giving full particulars in each case.

(32) LABELS TO BE REMOVED WHEN MAIL BAGS ARE EMPTIED.

It has come to the attention of the department that the address slips of pouches and sacks are sometimes left in the label holder when the bags are emptied instead of being removed therefrom, as directed in sections 590 and 1626 of the Postal Laws and Regulations, resulting in the misrouting of mail matter by postal employees and publishers inadvertently permitting such labels to remain in the bags when used again.

All employees of the service are cautioned to take special care to see that the labels are removed just before mail bags are emptied.

(33) DEFECTIVE EQUIPMENT, USE OF, FOR DISPATCHING MAIL, PROHIBITED.

Information has been received that defective mail sacks and pouches are being used for the dispatch of mail matter instead of returning them to the mail equipment shops, Washington, D. C., in accordance with section 1501 of the Postal Laws and Regulations.

Postmasters and other postal officials are requested to issue such instructions to their subordinates as will make it clearly understood that section 1501 of the Postal Laws and Regulations must be complied with in every detail.

(34) ARTICLES PROHIBITED IN THE REGULAR AND PARCEL-POST MAILS TO CERTAIN FOREIGN COUNTRIES.**Egypt—Cotton and Seeds of Cotton in the Regular and Parcel-Post Mails.**

REGULAR MAILS.

This department has been advised that samples of cotton are admitted only when well seeded. They must be addressed: Entomological Section, Ministry of Agriculture, Customs House of Alexandria, for Mr. —.

Each sample is liable to a fee of P. T. 10 for fumigation.

The samples of cotton will be delivered by the postal authorities to the Entomological Section at Alexandria, which will deliver them in such a case to the addressees upon payment of the above-mentioned fee.

Every sample which is not claimed by the addressee within 15 days of its arrival will be destroyed.

Samples of cotton arriving not addressed to the Entomological Section, Ministry of Agriculture, Customs House of Alexandria, for Mr. —, will be returned to origin by the first mail, and the addressees will be informed of the fact only after their return.

Samples of cotton not seeded, as well as samples containing seeds, are prohibited importation, even in small quantities. They will be returned to origin by the first mail and the addressees informed of the fact after their return.

PARCEL POST.

Only parcels containing well seeded cotton are admitted. They must be addressed to the Entomological Section, Ministry of Agriculture, Customs House, Alexandria, for Mr. —.

Each parcel is liable to a fee of P. T. 10 for fumigation. This fee is in addition to the postage and customs charges.

The parcels will be delivered by the postal authorities to the Entomological Section, Customs House of Alexandria, which will deliver them, in such a case, to the addressees upon payment of the fee above mentioned as well as the other charges on the article.

Every parcel which is not claimed by the addressee within 15 days of its arrival will be destroyed.

Parcels arriving not addressed to the Entomological Section, etc., will be returned to origin by the first mail and the addressee so informed after their return.

Parcels containing cotton not seeded or cotton seeds are prohibited importation, even in small quantities. They will be returned to origin by the first mail and the addressees informed of the fact after their return.

Finland—Articles Prohibited in the Regular and Parcel-Post Mails.

The postal administration of Finland has advised this department that the following articles are prohibited importation into that country in the regular and parcel-post mails:

Raw hides and pelts, except those fully dried and well salted.

Seed of red and hybrid clover, save Swedish, Norwegian, Danish, Esthonian, Lithuanian, and Russian clover, cultivated north of latitude 55, and of Canadian hybrid clover; field timothy seed, save Swedish and Norwegian timothy and foxtail grass seed, except the Swedish and Norwegian.

Potatoes.

GOODS SUBJECT TO CERTAIN IMPORT CONDITIONS.

The importation of firearms and apparatus is forbidden without the permission of the minister of the interior.

To import pork and pork products a license of the minister of the interior is necessary.

Almanacs and calendars, and in general publications in which the calendar is the principal thing, can not be imported without the permission of the concessionary who has the privilege.

The importation of rags is permitted on condition that the rags be accompanied by a certificate given by the sanitary authority at the place of dispatch that the shipment does not contain rags from a place where there have been cases of plague.

Venomous or poisonous substances of a dangerous kind, also tuberculine and sulphonal, can be imported only by druggists, public scientific institutions, and manufacturers and artists who need these poisons in their work of art.

The importation of margarine and of margarine cheese is permitted if the goods be accompanied by a certificate made in the country of dispatch by an authority of competent control concerning the fact that the merchandise is prepared of materials suitable for nourishment and harmless to health. Margarine should contain at least 82 per cent of fat and must not contain more than 10 per cent of milk fat nor more than 16 per cent of water. The certificate must be furnished with a visé of the Finnish Legation or of a Finnish consul in the country of dispatch concerning the fact that the person who gave the certificate is an authority with legal control.

This modifies the item "Finland" on page 163 of the annual Postal Guide for 1921.

Italy—Coffee Prohibited in the Parcel-Post Mails.

The postal administration of Italy has advised this department that coffee, except samples addressed to commercial houses, is prohibited importation into Italy through the parcel post.

This modifies item "Italy" on pages 169 and 170 of the annual Postal Guide for 1921.

Mexico—Money Prohibited in the Mails.

Currency and coins, other than gold, are prohibited transmission in letters, ordinary and registered, to Mexico, except when sent by Government agencies.

This modifies Section 56 on page 19 of the August, 1921, Postal Guide.

Sierra Leone—Paper Money Prohibited to, in the Regular and Parcel-Post Mails.

Effective at once paper money is prohibited to Sierra Leone in both the regular and parcel-post mails.

The above should be added to the item "Sierra Leone" on page 178 of the annual Postal Guide for 1921.

The item "Sierra Leone" should be added between the items "St. Vincent" and "Sweden" on page 134 of the annual Postal Guide for 1921.

Sweden—Dutiable Articles Prohibited in the Regular Mails.

The postal administration of Sweden has advised this department that dutiable articles must not be dispatched to that country in the regular mail, and if they are received in that manner they will be returned under the provisions of article 16, section 4 of the Rome Convention.

The postmasters will have careful watch kept at their offices to see that no dutiable articles are accepted in the regular mail when intended for dispatch to Sweden.

(35) CHANGES IN PARCEL-POST SERVICE TO CERTAIN FOREIGN COUNTRIES.**Changes in Transit Rates on Parcel-Post Packages Destined for Delivery in Certain Foreign Countries and Localities Sent Through England.**

Packages addressed for delivery in Belgian Kongo (Katanga Province) when sent (via Cape Town) are subject to the following transit rates:

BELGIAN KONGO.

1 pound.....	\$1.32	7 pounds.....	\$2.52
2 pounds.....	1.32	8 pounds.....	3.78
3 pounds.....	1.32	9 pounds.....	3.78
4 pounds.....	2.52	10 pounds.....	3.78
5 pounds.....	2.52	11 pounds.....	3.78
6 pounds.....	2.52		

This is in addition to the route via Beira as shown in the August Guide.

Packages addressed for delivery in Afghanistan, Santa Cruz Islands, Zanzibar, and Pemba have been increased as follows:

	1 pound.	2 pounds.	3 pounds.	4 pounds.	5 pounds.	6 pounds.	7 pounds.	8 pounds.	9 pounds.	10 pounds.	11 pounds.
Afghanistan.....	\$0.42	\$0.42	\$0.42	\$0.84	\$0.84	\$0.84	\$0.84	\$1.14	\$1.14	\$1.14	\$1.14
Santa Cruz Island.....	.32	.52	.72	.92	1.12	1.32	1.52	1.72	1.92	2.12	2.32
Zanzibar, including Pemba.....	.54	.54	.54	.90	.90	.90	.90	1.26	1.26	1.26	1.26

This modifies items "Afghanistan," "Santa Cruz Islands" and "Zanzibar and Pemba" on pages 153 and 155 of the annual Postal Guide for 1921.

Canada—Special Delivery Service in, Applicable Only to Letters or Articles Prepaid at Letter Rate.

Referring to the notice of this office dated the 23d ultimo, the postal administration of Canada has advised this department that the special delivery service in Canada applies only to letters or articles prepaid at the letter rate of postage.

Gold Coast Colony—Undeliverable Parcels Addressed to.

The senders of all parcels addressed for delivery in Gold Coast Colony must indicate by means of a label attached to the cover of the parcel, whether, in the event of nondelivery within three weeks of its arrival at the office of destination, it shall be (a) treated as abandoned or (b) returned at the sender's expense. No other alternative is permitted.

This modifies the item "Gold Coast Colony" on page 166 of the annual Postal Guide for 1921.

Territory of the Sarre (Formerly Part of Germany)—List of Post Offices in.

This department has been furnished by the postal administration of the Territory of the Sarre with the following list of post offices in the territory named:

Alsweller (Kr. St. Wendel-Circle of St. Wendel).	Bous (Saar).	Erfweiler-Ehlingen.
Altenkessel (Kr. Saarbrücken).	Brebach (Saar).	Eschringen.
Alienwald (Saar).	Breilfurt.	Fechingen (Kr. Saarbrücken).
Altheim (Saar).	Brotdorf (Kr. Merzig).	Felsberg (Kr. Saarlouis).
Assweiler.	Bubingen (Kr. Saarbrücken).	Fenne (Saar).
Augsmaacher (Kr. Saarbrücken).	Buren (Kr. Saarlouis).	Frankenholz.
Aussen (Kr. Saarlouis).	Camphausen.	Fremersdorf (Saar).
Bebelshelm.	Carlsbrunn (Kr. Saarbrücken).	Friedrichsthal (Saar).
Beckingen (Saar).	Clarenthal (Kr. Saarbrücken).	Furstenhausen (Saar).
Berns (Kr. Saarlouis).	Derlen (Kr. Saarlouis).	Furth (Saar).
Besseringen (Saar).	Dieffen (Kr. Saarlouis).	Geislautern (Saar).
Bettingen (Kr. Saarlouis).	Diferten.	Gersheim.
Bierbach.	Dillingen (Saar).	Gersweiler (Saar).
Bildstock.	Dirmingen (Saar).	Gottelborn (Saar).
Bilsdorf (Kr. Saarlouis).	Dudweiler.	Griesborn (Kr. Saarlouis).
Bischmisheim (Saar).	Deppenweiler (Kr. Merzig).	Grossrosseln (Kr. Saarbrücken).
Bliekweiler.	Eined (Saar).	Guchenbach.
Bliesen (Kr. St. Wendel).	Elversberg (Saar).	Gudingen (Saar).
Blieskastel.	Emsdorf (Saar).	Habkirchen.
Bliesmengen Bolchen.	Enselm.	Hangard.
Bliesransbach (Kr. Saarbrücken).	Eppelborn (Saar).	Hanweiler (Saar).
	Ertach-Reiskirchen.	Hassel (Saar).

Haustadt (Kr. Merzig).	Luisenthal (Saar).	Saarbrücken 8 (Rushütte).
Heckendallheim.	Marpingen.	Saarholzbach (Saar).
Heiligenwald (Saar).	Medelsheim.	Saarlouis.
Heinitz.	Merchweiler (Saar).	Saarwellingen (Kr. Saarlouis).
Herbitzheim (Saar).	Merzig (Saar).	St. Ingbert.
Herrensohr (Kr. Saarbrücken).	Mettlach.	St. Wendel.
Heusweiler.	Mittelbexbach.	Schaaßbrücke (Kr. Saarbrücken).
Hilbringen (Kr. Merzig).	Mondorf (Kr. Merzig).	Schaffhausen (Saar).
Hofeld (Kr. St. Wendel).	Nalbach.	Scheidt (Saar).
Holz (Kr. Saarbrücken).	Namern (Kr. St. Wendel).	Schiffweiler.
Homburg (Saar).	Neunkirchen (Saar).	Schnappach.
Hostenbach (Saar).	Niedaltdorf.	Schwalbach (Kr. Saarlouis).
Hochen.	Niederbexbach.	Schwarzenacker.
Hühnerfeld (Kr. Saarbrücken).	Niederlinxweiler.	Schwarzenholz (Kr. Saarlouis).
Hulzweiler (Saar).	Niederwurzbach.	Schwemlingen (Kr. Merzig).
Huttersdorf (Kr. Saarlouis).	Oberbexbach.	Spiesen.
Hüttigweiler (Saar).	Oberthal (Kr. St. Wendel).	Sulzbach (Saar).
Hillingen (Saar).	Oberwurzbach.	Thalexweiler.
Ittersdorf (Saar).	Ommersheim.	Tholey (Kr. Ottweiler).
Jaegersburg (Saar).	Ormesheim.	Tholey (Saar).
Kerprichhemmersdorf (Kr. Saarlouis).	Ottweiler (Saar).	Uchtelfangen.
Kirkel-Neuhausel.	Puttlingen (Saar).	Ueberherrn.
Kleinblittersdorf (Saar).	Quierschied (Kr. Saarbrücken).	Urexweiler (Kr. St. Wendel).
Koelln (Kr. Saarbrücken).	Reden (Kr. Ottweiler).	Vonderheydtgrube.
Landsweiler (Kr. Ottweiler).	Rehlingen (Kr. Saarlouis).	Völklingen.
Lauterbach (Kr. Saarbrücken).	Reimsbach (Kr. Merzig).	Wadgassen (Saar).
Lautzkirchen.	Reinheim (Saar).	Wallerfangen (Saar).
Lebach.	Reisweiler.	Walsheim (Blies).
Limbach-Altstadt.	Rohrbach bei St. Ingbert.	Walpershofen (Kr. Saarbrücken).
Limbach (Saar).	Saarbrücken 1.	Wehrden (Saar).
Lisdorf (Saar).	Saarbrücken 2 (Bhf.).	Wellesweiler.
Ludweiler (Kr. Saarbrücken).	Saarbrücken 3 (St. Johann).	Wemnetsweiler.
Ludwigsthal bei Mittelbexbach.	Saarbrücken 5 (Burbach).	Wiebelskirchen (Saar).
	Saarbrücken 7 (Jagersfreude).	Wiesbach (Saar).
		Wittersheim (Saar).

Tibet—Increase in Transit Rates on Parcels Addressed to.

The London office has advised this department that effective at once parcel-post packages addressed for delivery in Tibet are subject to the following transit rates:

1 pound.	2 pounds.	3 pounds.	4 pounds.	5 pounds.	6 pounds.	7 pounds.	8 pounds.	9 pounds.	10 pounds.	11 pounds.
\$0.42	\$0.42	\$0.42	\$0.84	\$0.84	\$0.84	\$0.84	\$1.14	\$1.14	\$1.14	\$1.14

This modifies the item "Tibet" on page 155 of the annual Postal Guide for 1921.

Russia, via England—Parcel-Post Service to.

Effective at once, postmasters are hereby authorized to accept, at the risk of the senders, unregistered parcel-post packages when destined for Russia in Europe and Russia in Asia, except the Ukraine and Turkestan, via England, when prepaid at the postagerate of 12 cents a pound or fraction of a pound, plus a transit charge as shown below:

RUSSIA IN EUROPE.		RUSSIA IN ASIA.	
1 pound.....	\$0.60	1 pound.....	\$0.96
2 pounds.....	.66	2 pounds.....	.96
3 pounds.....	.66	3 pounds.....	.96
4 pounds.....	.72	4 pounds.....	1.02
5 pounds.....	.72	5 pounds.....	1.02
6 pounds.....	.72	6 pounds.....	1.02
7 pounds.....	.72	7 pounds.....	1.02
8 pounds.....	.84	8 pounds.....	1.14
9 pounds.....	.84	9 pounds.....	1.14
10 pounds.....	.84	10 pounds.....	1.14
11 pounds.....	.84	11 pounds.....	1.14

All parcels will be dispatched via the exchange post office of New York.

This department has been advised that private persons in Russia may not receive by parcel post articles for sale, arms, or dangerous drugs, nor, without a special permit, more than two parcels a month containing articles for their personal or household use. Within the limit of two parcels a month, articles for personal or household use are admitted into Russia free of customs or other duties.

Members of professional unions may in addition import instruments and materials necessary for their profession.

(36) UNITED STATES DOMESTIC RATES AND CONDITIONS APPLICABLE TO ARTICLES FOR CERTAIN PLACES NAMED IN THE GENERAL FOREIGN SEPARATING SCHEME.

Referring to the "General Foreign Separating Scheme" on page 141 of the Postal Guide for July, 1921, it should be noted that the United States domestic postage rates and conditions apply to articles for the Canal Zone, Hawaii, Pago Pago, Guam, Midway Islands, Tutuila, and the Philippine Islands.

(37) ILLUSTRATED POST CARDS.

When packages of illustrated post cards are offered for dispatch in the regular mails to foreign country, their acceptance will be governed by the regulations applicable to the countries named hereafter, as follows:

Antigua: Admitted as prints, subject to customs duty.
Bahamas: Admitted as prints, subject to customs duty.
Bermuda: Admitted as prints, subject to customs duty.
British Guiana: Admitted as prints, subject to customs duty.
Brunei: Admitted as prints. No customs duty is levied.
Fiji: Admitted as prints, subject to customs duty.
Gambia: Admitted as prints, subject to customs duty.
Hongkong: Admitted as prints. No customs duty is levied.
Kelantan: Admitted as prints, subject to customs duty.
Kenya: Not admitted as prints.
Malay States, Federated (Negri Sembilah, Pahang, Perak, Selangor): Not admitted as prints.

Malta: Admitted as prints, subject to customs duty.
Montserrat: Not admitted as prints.
Nevis: Admitted as prints, subject to customs duty.
North Borneo: Not admitted as prints.
St. Christopher: Admitted as prints, subject to customs duty.
St. Vincent: Admitted as prints, subject to customs duty.
Sarawak: Admitted as prints. No customs duty is levied.
Somaland: Not admitted as prints.
Seychelles: Not admitted as prints.
Straits Settlements: Not admitted as prints.
Tortola: Admitted as prints, subject to customs duty.
Trinity: Admitted as prints. No customs duty is levied.
 The above should be added to those shown in item 30 on page 16 of the May and June, 1921, Guide.

(38) NAVY MAILS.

Changes occurring since the publication of the list appearing on page 17 of the September, 1921, Guide:

ADDITIONS.

Alameda.	Eagle No. 47.	Mallard.	Reuben James.
Albany.	Fish Hawk.	Monocacy.	Sea Gull.
Aroostook.	Gilmer.	Neptune.	Swan.
Chevink M. S. No. 39.	Gregory.	Nevada.	Headquarters Fourth Regiment, United States Marines, Santiago, D. R.
Cormorant.	Hamilton (141).	North Dakota.	United States Naval Hospital, Fort Lyon, Colo.
Culgoa.	Henderson.	Panther.	
Dixie.	Kittery.	Partridge.	
Dorsey.	Lark.	Pinola.	
Eagle No. 23.	McCawley.	Preble.	

DISCONTINUANCES.

Brooks.	Nero.	Receiving ship, Key West, Fla.	Submarine Base, New London, Conn. (Eagle No. 33).
Brutus.	Paducah.	Receiving ship, New Orleans, La.	United States Naval Forces in Europe, London Headquarters.
Herbert.	Pensacola.	Naval Training Station, Naval Operating Base, Hampton Roads, Va.	
Paul Jones.	Pigeon.		
Kane (235).	Porter.		
Lebanon.	Salem.		
Mahanna.	Whippoorwill.		
Monterey.	Woodcock.		

The following notices were issued from the Bureau of the Third Assistant Postmaster General—**W. IRVING GLOVER, Third Assistant.**

(39) STAMPS MUST BE CANCELED.

Postmasters and postal employees are directed to give careful attention to the cancellation of stamps on all mail dispatched. Too many reports come to the Department of failure to deface stamps properly. Losses to the revenues will be reduced by effective cancellation. Pads and rolls of canceling machines must be kept properly inked to insure good work. Failures to cancel should be reported to the Third Assistant Postmaster General, Division of Finance. See Sec. 538, P. L. & R.

(40) MONEY ORDERS FOR SYRIA AND PALESTINE.

Beginning November 1, 1921, the advice of every international money order drawn for payment in Syria and Palestine, when sent from the issuing office to the New York exchange office, must be accompanied by a supplemental statement in the remitter's own writing of the full name and exact address of the intended beneficiary.

Postmasters at all international money-order offices will, therefore, be careful to obtain from the remitters of all such orders this supplemental statement, preferably on form 6083, and after affixing to each such statement the M. O. B. stamp of their office and entering the number of the order to which it relates will attach it to the advice.

Postmasters are reminded that Great Britain serves as intermediary for money orders payable in Syria and Palestine.

(41) SUSPENSION OF MONEY-ORDER BUSINESS WITH BRAZIL.

Until otherwise ordered, postmasters in the United States should decline to issue money orders drawn as for payment in Brazil, or to pay orders drawn upon their offices by postmasters in Brazil, without first referring the matter for decision to the Third Assistant Postmaster General, Division of Money Orders.

The Postal Bulletin of August 20, 1921, contained instructions for the guidance of postmasters at international offices in the United States, advising them of extension of the money-order service to Brazil in accordance with a treaty recently concluded between the postal administrations of the two countries. The exchange of orders, however, has been temporarily suspended by request of the Government of Brazil.

(42) RESUMPTION OF MONEY ORDER SERVICE WITH THE LEEWARD ISLANDS.

By mutual agreement of the two countries the exchange of money orders between the United States and the Leeward Islands, temporarily suspended in May last, will be resumed on October 1, 1921. Instructions regarding this matter were published in the May and June supplement to the Guide (article 56, page 20). The Leeward Islands Colony embraces Antigua, Dominica, Montserrat, Nevis, St. Kitts, and Tortola (British Virgin Islands).

(43) MONEY-ORDER OFFICES MUST PREPARE FOR CHRISTMAS RUSH.

Every year during the month of December the department receives many letters and telegrams urging haste in delivery of needed money-order forms. This is especially true with regard to international orders, the public demand for which during that month is treble that of any other like period in the year. Therefore, to avoid clogging the machinery, and to prevent disappointment to patrons of the system, postmasters are urged at this time to examine their stock of money-order forms and send in early requisitions for any supplies needed.

Requisitions should be made at least 60 days before the forms are likely to be required for actual use. The Department does not acknowledge receipt of requisitions, but if the forms ordered are not received by the postmaster at the end of 30 days he should, without waiting longer, make a second requisition, marking it "Duplicate and urgent."

In this connection it is recommended that notice be posted in a conspicuous place near the money-order window in every international office advising patrons to purchase international orders intended for Christmas presents by December 1, or as soon after that time as convenient.

(44) EXTENSION OF QUARANTINE ON ACCOUNT OF THE PINK BOLLWORM.

Quarantine Order No. 52, issued by the Secretary of Agriculture, under authority of the plant quarantine act, quarantining the States of Texas, Louisiana, and New Mexico, on account of an injurious insect, the pink bollworm (*Pectinophora gossypiella* Saunders), absolutely prohibits the interstate movement from the quarantined States of seed cotton and the stalk and other parts of the cotton plant.

The order also prohibits the interstate movement from the quarantined areas of cotton lint, hulls, cake, meal, and seed, and bagging and other containers of the articles enumerated which have been used in conveying cotton and cotton products, hay and other farm products, farm household goods and farm equipment, except when allowed under permit issued by the Secretary of Agriculture, and in such case each shipment must be inspected and certified by the Department of Agriculture and marked to indicate such fact.

Under the provisions of paragraph 1, section 478, Postal Laws and Regulations, parcels containing any of the articles mentioned above may not be accepted for mailing from any of the areas quarantined in the order unless the articles have been inspected, certified, and marked as required.

(45) BODIES OF GAME ANIMALS AND BIRDS NOT TO BE ACCEPTED FOR MAILING IN VIOLATION OF LAW.

The hunting season is again here, and postmasters are therefore reminded of the necessity of exercising the greatest possible care to prevent the acceptance for mailing of any parcels containing the bodies of game animals or birds, or parts thereof, including furs and plumage, which have been killed or offered for shipment in violation of the laws of a State, Territory, or District.

When parcels containing the bodies of game animals or birds, or parts thereof, which may lawfully be shipped are presented for mailing, care must be taken to see that the parcels are properly marked on the outside to show the exact nature and quantity of contents and that the shipments otherwise conform to the laws of the particular State from which shipped. Some States require that shipments be indorsed to show the sender's hunting or trapping license, and postmasters in such States must see that this requirement is met. See section 477½, P. L. and R. Special instructions on this subject have heretofore been sent to postmasters in certain States, and their attention is renewed to such instructions.

Reports of violations of the foregoing and requests for additional information in regard thereto should be addressed to the Third Assistant Postmaster General, Division of Classification.

(46) DOMESTIC RATES AND CONDITIONS APPLICABLE TO HAWAIIAN ISLANDS.

Some postmasters apparently have the impression that the classification, rates of postage, and other conditions applicable to domestic mail matter do not apply to the Hawaiian Islands. Such understanding is erroneous, as will be seen by reference to section 395, P. L. and R., and article 2, page 7, of the July, 1921, Postal Guide. Hawaii is included in the term "United States" and for postal purposes has the same status as any of the States.

Reports coming to the department show that parcels of fourth-class matter addressed for delivery in Hawaii, on which the postage amounts to 25 cents or more, are being accepted for mailing without having the war stamp tax paid on them by means of internal-revenue stamps. All postmasters concerned are therefore enjoined to exercise great care and see that the required tax is paid and the necessary amount of internal-revenue stamps affixed to all parcels subject to the tax, as provided by paragraphs 7 and 8, section 456, P. L. and R., and the instructions in article 45, page 14, of the July, 1921, Postal Guide.

It has also come to attention that many postmasters are erroneously requiring customs declaration tags to be attached to parcels of fourth-class matter addressed for delivery in Hawaii. Such parcels are not required to be accompanied with a customs declaration.

Postmasters will inform their patrons of the foregoing and be governed accordingly.

(47) POSTAGE STAMP SUPPLIES FOR THE HOLIDAY SEASON.

1. The cooperation of all direct and central accounting post offices is desired in making a careful survey of their stock of postage stamped paper on hand, with a view of making requisition for a sufficient supply that will be available for the purpose of handling expeditiously the holiday mailings.

2. Postmasters should, therefore, make careful estimates and draw requisition on Form 3201 for such quantity of postage stamps as they may need for the holiday business. However, careful consideration should be given to see that the amount ordered is not in excess of facilities for protection.

3. Postmasters should also bear in mind the necessity for keeping a sufficient supply of internal-revenue documentary stamps, especially of the 1, 2, and 3 cent denominations, for which there is heavy demand during the holiday season for affixing to parcel post mail.

4. Postmasters should draw requisitions as soon as possible in order that the department may arrange for the production and distribution of the stamps, thus obviating delay in shipments and the necessity of expediting requisitions.

5. Central accounting postmasters are requested to make a careful survey of their fixed credits with district officers, with a view of increasing their fixed credits to such an extent that district offices will be well supplied with sufficient stock of postage stamps for the month of December. However, care should be exercised to see that no district office is sent stamps in excess of their protection facilities. Central accounting postmasters by increasing fixed credits can relieve the burden of making emergency shipments of requisitions during that period and thereby render the services of their employees available in other needed directions.

(48) SURPLUS 3-CENT POSTAGE STAMPS TO BE USED ON HOLIDAY MAILINGS.

a. The personal attention of all postmasters is directed to the fact that the department is holding in stock a surplus of approximately 125,000,000 3-cent postage stamps which were manufactured when the 3-cent letter postage rate was in effect. There are also outstanding in post-offices larger quantities than needed of stamps of this denomination. To recall them would be expensive. *It is therefore requested that postmasters use every endeavor to stimulate the sale of these stamps and have them used on parcels to the fullest extent. Cooperation in this matter will be greatly appreciated.*

b. Postmasters at all direct and central accounting post offices, not having excess quantities of 3-cent stamps on hand are requested to estimate carefully their needs for such stamps and submit requisitions to the department promptly for the necessary quantities desired.

c. District postmasters are requested to submit requisitions on Form 3338 to their central accounting postmasters for any additional stock needed of 3-cent stamps, which can be furnished through temporary increase of fixed credits if necessary, such increase in fixed credits to be withdrawn December 1.

(49) POSTMASTERS TO USE PROPER REQUISITION FORMS FOR PRINTED STAMPED ENVELOPES.

1. A number of postmasters have failed to comply with the instructions in notice No. 74 of the May-June Postal Guide and are still submitting requisitions on the old forms for special-request and office-request stamped envelopes.

2. District postmasters are directed to obtain a stock of the new requisition forms, 3202-D, printed on pink card, if a supply has not already been received, and to use them hereafter when submitting requisitions for printed envelopes to their central accounting postmasters.

3. Direct and central accounting postmasters are requested to submit printers' copies on revised card form S-20 in lieu of obsolete forms of various sizes when submitting two or more requisitions on Form 3202-C for low-back special-request envelopes to the department.

(50) REDEMPTION OF STAMPED PAPER.

1. Under order No. 6259 of August 30, 1921, amending section 344, Postal Laws and Regulations, the department will resume the sending of credit notices on Form 3372 to cover the value of stamped paper returned for redemption, beginning with the quarter ending September 30, 1921.

2. Accounting postmasters shall not claim credit for stamped paper returned to the department until authority is granted on Form 3372. The value of returned stock in the absence of the credit notice should be included in stock on hand.

3. The department is desirous of issuing credit notices effective in the quarter during which the stock is received for credit, and it is therefore earnestly requested that postmasters refrain from making shipment after the 15th day of the last month in each quarter.

4. Postmasters are reminded that they should obtain the authority of the department before forwarding stamped paper for credit.

5. Stamped paper returned for credit after reaching the department is subjected to different treatment according to its character. It is therefore requested that postmasters prepare separate shipments with separate letters of transmittal as follows: (a) Adhesive postage stamps (including United States international reply coupons; (b) foreign international reply coupons; (c) stamped envelopes, postal cards, and newspaper wrappers; (d) war savings and thrift stamps; and (e) revenue stamps. The character of the contents of each package should be plainly marked on the outside, for example: "Adhesive postage stamps," "revenue stamps," etc.

(51) DIRECT ACCOUNTING POSTMASTERS TO REPORT NUMBER OF 2-CENT POSTAL CARDS AND 3-CENT STAMPED ENVELOPES HELD FOR REDEMPTION.

1. In order that the remaining stocks of damaged and unsalable 2-cent postal cards and 3-cent stamped envelopes may be recalled from post offices as soon as possible, postmasters at direct accounting post offices are requested to submit a report to the department promptly, giving the total number of such cards and envelopes held in stock.
2. Authorizations for shipments will be given as rapidly as the stock can be received and disposed of.

(52) POSTMASTERS TO REPORT NUMBER OF 2-CENT POSTAL CARDS AND 3-CENT STAMPED ENVELOPES REVALUED FOR OTHER POSTMASTERS.

In order to facilitate the adjustment of postmasters' stamp accounts for the quarter ending September 30, 1921 it is requested that postmasters who revalued 2-cent postal cards and 3-cent stamped envelopes for other postmasters submit a report promptly to the Third Assistant Postmaster General, Division of Stamps, showing the name of the post office and the total number of cards and envelopes revalued and returned to each post office during the quarter.

(53) SPECIAL-REQUEST ENVELOPES.

1. The stamped-envelope contractor is now current in filling orders for special-request stamped envelopes, and postmasters are directed to notify all purchasers at the time orders are taken that requisitions will not be unnecessarily delayed, and that delivery may be expected within two weeks from the date the requisition is received by the department, except that window envelopes require a few days longer time.

2. In view of the anticipated promptness in the delivery of special-request envelopes postmasters will please refrain from requesting delivery at a date earlier than could be expected in the regular course of business, except in extreme emergency, when they should submit an explanation of the facts. It should be remembered that every expedited order for envelopes seriously interferes with the routine of keeping the regular orders current.

3. Requisitions for low-back, high-back, window, and extra-quality envelopes should be drawn separately on Form 3202 and Form 3202-D. Postmasters who use Form 3202-C in drawing requisitions for two or more orders should adopt the same policy. When a district postmaster fails to comply with these instructions the central accounting postmaster will return his requisition for revision.

Postmasters will better appreciate the need for this separation when it is understood that the department's orders on the contractor are prepared to cover a single variety only. The cooperation of postmasters in this respect will facilitate prompt delivery on their requisitions.

(54) POSTAGE STAMPS NOT TO BE COVERED WITH MUCILAGE OR PASTE.

It has come to attention that when affixing stamps to mail matter, particularly of the fourth class (parcel post), in payment of postage thereon, it is the practice of some persons and concerns to cover the face of the stamps with the mucilage or other paste used in attaching stamps and labels to the matter. This is not permissible, as the stamps can not be properly defaced and loss of revenue may result through the possible reuse of the stamps. Postmasters shall, therefore, advise patrons who follow the objectionable practice that it should be discontinued.

(55) SHOES IN THE MAILS.

It appears the statement in "Public Notice," Form 3841, that shoes are not acceptable for mailing in ordinary shoe boxes and that double-faced corrugated boxes are recommended, has been misconstrued by some postmasters to mean that it is compulsory to use double-faced corrugated boxes when mailing parcels containing shoes.

Shoes may be accepted for mailing when properly packed in double-faced corrugated boxes or other containers of equally strong material. The ordinary shoe box is not strong enough. If preferred, shoes may be wrapped in tough wrapping paper without being placed in containers.

(56) CORRECTION IN SCHEME FOR DISPATCH OF REGISTERED MAIL TO MEXICO.

The scheme for dispatch of registered mail to Mexico as printed on page 99 of the July, 1921, Postal Guide is modified as follows, the proper exchange office to be selected from the standpoint of mailing of the registered matter:

Opposite "Chiapas" addition should be made indicating that El Paso, Tex., Laredo, Tex., and St. Louis, Mo., are also proper United States exchange offices for registered matter intended for delivery in Chiapas.

After the word "Durango" at the top of page 99 addition should be made to show that El Paso and Eagle Pass are also proper exchange offices for the Mexican State of Durango.

After the word "Guanajuato" addition should be made to indicate that El Paso, Tex., is also a proper exchange office for the State of Guanajuato.

After the word "Jalisco," Eagle Pass, Tex., should be added as also being a proper exchange office for Jalisco.

(57) INSURANCE OF ORDINARY PARCELS FOR RETURN TO SENDERS OR FORWARDING TO ADDRESSEES.

Ordinary domestic fourth-class parcel-post mail which is undeliverable or refused by the addressee may be insured for return to sender or forwarding to addressee, upon request of the sender or addressee, when the necessary postage and fee are furnished. The usual precautions must be exercised to see that such parcels are properly packed and insured.

Such parcels should be insured for the amount stated by the sender or addressee. If insufficient postage and fee are furnished, the parcel should be retained, and request made for the additional amount necessary.

Postmasters insuring such parcels should make a careful notation of the contents of each parcel, its condition, and at least an approximate appraisement of its value before returning or forwarding in order to enable the Department to assume liability on account of possible loss or damage.

When claims for indemnity are filed covering any such parcels, postmasters concerned should execute the "Declaration of Mailing Postmaster" and in addition, the "Declaration of Sender," showing the exact contents of each parcel, the approximate value as estimated, and the value originally stated by the sender or addressee, and separately the amount of postage and insurance fee paid. The original sender of the parcel should submit a sworn statement showing the actual value of each article contained in the parcel, and the original sender to whom the insured parcel was returned, or the original addressee to whom the parcel was forwarded should execute the "Declaration of Addressee" on page 2 of Form 3812.

The Department does not encourage the practice of insuring ordinary parcels after they reach the offices of address, and habitual requests for insurance of this character should be reported to the Third Assistant Postmaster General, Division of Registered Mails.

(58) PROPER ATTENTION TO BE GIVEN SENDERS' RETURN RECEIPTS, FORM 3814.

Many complaints are still received of failure of senders to obtain return receipts for insured and registered mail in those instances where receipts have been requested. Complaints have been made that the return receipts, even when received, are not properly completed in every respect, sometimes being returned unsigned, incorrectly signed, or without indorsement showing date of delivery, and the postmark of the delivering office.

It is expected that all postal employees concerned will individually see that proper attention is given requests for return receipts. When such receipts are requested for registered mail, the card should be prepared at the mailing office and securely attached to the article before its dispatch, and if any employee handling the article in transit has occasion to remove the receipt, he will see that it is securely reattached. The office of address should carefully note whether the article bears a request for a return receipt, and if so, and one does not accompany the article, the card will be supplied at office of address.

When a return receipt is requested for an insured parcel, particular care must be exercised by the accepting employee to see that the words "Return Receipt Desired" appear conspicuously and legibly above the name of the addressee of the parcel. Return receipts for insured mail are prepared at offices of delivery. The postal employee who is to deliver the parcel will observe whether a return receipt has been requested, and if so, will see that one is attached to the parcel, and have it properly signed and dated on delivery.

Care should be exercised to see that the signed return receipts are promptly mailed to the senders of the articles and are promptly delivered when received back at the offices of origin.

The cooperation of all postmasters and postal employees to reduce the number of complaints of failure to receive requested return receipts for registered and insured mail will be appreciated.

The following notices were issued from the bureau of the Fourth Assistant Postmaster General—H. H. BILLANY, Fourth Assistant.

(59) MOTOR VEHICLE SERVICE.

Vacation.—In order that employees of the Motor Vehicle Service may be granted leave of absence for less than one day, the notice in the Postal Bulletin No. 12633, dated August 12, 1921, relative to vacations, Motor Vehicle Service, is modified as follows:

Annual leave with pay at the rate of 15 days during each fiscal year, beginning July 1 and ending June 30, exclusive of Sundays, shall be granted employees. The entire 15 days may be taken at one time (if satisfactory to the postmaster or garage superintendent responsible and a suitable substitute employee, if necessary, is available), provided the employee has performed one year's continuous service prior to the preceding July 1. Employees not having performed one year's continuous service prior to the preceding July 1 shall be entitled to leave at the rate of one and one-quarter days a month only.

Personnel.—Postmasters at offices having employees under their jurisdiction assigned to the Motor Vehicle Service are instructed to show their exact status, whether regular, temporary, temporary substitute, regular substitute, etc., when submitting forms 1356, recommending their appointments; forms 1358, recommending promotions and changes of designation; and forms 1357, recommending separations.

(60) EXAMINATION TO BE MADE OF ALL SACKS AND POUCHES TO SEE THAT NO MAIL IS LEFT THEREIN.

Mail sacks and pouches containing undelivered mail matter are being received at the Mail Equipment Shops, Washington, D. C., which indicates that sacks and pouches are not being properly examined in accordance with the provisions of section 569 of the Postal Laws and Regulations, to see that no mail is left therein.

All postal employees are hereby cautioned to exercise the utmost care to see that mail containers are emptied of all mail matter immediately upon being opened, and as a further precaution an additional examination should be made of all sacks and pouches prior to their use in making up mail for dispatch or, if surplus equipment, before forwarding to another office, depository, or the Mail Equipment Shops.

(61) LETTER SCALES.

A large number of 8 and 9 ounce letter scales, item 852, are being received for repairs, showing that nails have been used as pivots, and as scales so repaired will not perform accurate service, postmasters should refrain from using nails for the purpose stated.

Letter scales will be furnished to replace defective and inaccurate equipment upon request to the Division of Equipment and Supplies.

(62) CONSERVATION OF TWINE.

The attention of all postal employees is again called to the necessity for economy in the use of twine. Jute twine which is being supplied by the Department costs the Government exactly \$0.182 a pound, or \$0.091 a ball. The greater part of the twine consumed is used in tying out mail by post office and railway mail clerks. In order to reduce to a minimum the amount consumed and in order at the same time to establish certain fixed rules for tying out the mail the following instructions are issued:

(1) Use only two wraps of twine lengthwise and two wraps crosswise on one full box of letters (approximately 4½ inches wide and 4½ inches high).

(2) Use one wrap the long way and two wraps the short way on a box one-half full but not completely filled.

(3) Use one wrap each way on a box less than one-half full.

(4) Reuse twine wherever possible. Where it is possible, only one strand should be cut on incoming packages so that pieces of the greatest length may be obtained.

These instructions have been observed generally in the Railway Mail Service for a short time past and have resulted in a material reduction in the amount of twine consumed; therefore the Department insists that the instructions be observed generally, not only by railway mail clerks but by all postal employees. Instances have come to the attention of this office where five and ten times the necessary amount of twine has been used. I desire that all employees appreciate their responsibility to the end that further savings in this particular item may be noted.

Attention is also called to the fact that postmasters at first and second class offices (where the reuse of twine is absolutely impracticable) include jute twine with waste paper for sale. In such cases postmasters will see that waste paper and waste twine are placed in separate containers; invariably better prices are received for waste twine than for waste paper. Bids should be secured for the disposal of both waste paper and waste twine from as many sources as possible so that the most advantageous disposition may be made.

POSTAL SAVINGS CHANGES.

JUNE 1 TO SEPTEMBER 30, 1921.

This list, taken in connection with the post offices designated as postal savings depositories in the State List of the Postal Guide for July, 1921, shows the offices, branches, and stations at which postal savings business may be transacted. Former monthly lists should be disregarded. The radical (†) before the name of an office indicates information not previously published.

<p>ARIZONA. <i>Established.</i> † Parker.</p>	<p>GEORGIA. <i>Established.</i> Camp Benning.</p>	<p>NEW YORK. <i>Established.</i> Station, New York.</p>
<p>CALIFORNIA. <i>Established.</i> Buena Park.</p>	<p>ILLINOIS. <i>Established.</i> Station, Chicago.</p>	<p>Inwood. West Forty-third Street. <i>Discontinued.</i> Richmond.</p>
<p>COLORADO. <i>Established.</i> Springfield.</p>	<p>Quincy. <i>Discontinued.</i> Station, Chicago.</p>	<p>NORTH DAKOTA. <i>Established.</i> † Streeter.</p>
<p>DISTRICT OF COLUMBIA. <i>Discontinued.</i> Station, Washington.</p>	<p>Canal.</p>	<p>PENNSYLVANIA. <i>Established.</i> Fernwood.</p>
<p>FLORIDA. <i>Established.</i> Station, Saint Petersburg.</p>	<p>MICHIGAN. <i>Established.</i> Branch, Detroit. † Royal Oak. Station, Detroit.</p>	<p>TEXAS. <i>Established.</i> † Eastland. † League City.</p>
<p>A.</p>	<p>† Fox Creek.</p>	<p>VIRGIN ISLANDS. <i>Name changed.</i> Charlotte Amalie, to Saint Thomas.</p>

MONEY ORDER CHANGES.

DOMESTIC LIST.

September 30, 1921.

Money order offices established, names changed, corrections made, etc., since issue of the Register of Money Order Post Offices in operation July 1, 1921, are given below.

NOTE.—The last named office under head of "Discontinued" in each case is the office at which the records of the discontinued office are kept. Example: Dupont, Florida, having been discontinued, the Money Order Records, etc., will be found at Bunnell.

Names in the following list preceded by the radical sign (√) are printed therein for the first time and have not previously appeared under the same heading in any list of "Money Order Changes."

International offices appear in full-face type.

ALABAMA.	FLORIDA.	Names changed.
<i>Discontinued.</i>	<i>Established.</i>	Fravel to Hopewell.
LascaNicholsville.	Oak Knoll.	New Ulysses to Ulysses.
	<i>Discontinued.</i>	
ARKANSAS.	BottsMilton.	<i>Discontinued.</i>
<i>Established.</i>	DupontBunnell	√ DruryCaldwell
Bentonville:		√ UnedaHeads
Bella Vista Rural Station.		VintonSuverdas
<i>Discontinued.</i>	GEORGIA.	Wichita:
√ Band MillCook	<i>Established.</i>	Station B.
Blytheville:	Atlanta:	KENTUCKY.
√ Station No. 1.	C. O. D. Station.	<i>Established.</i>
GlenvilleMcNeil.	<i>Discontinued.</i>	Elva (<i>late Fristoe</i>).
√ HobartBlaine.	√ RooseveltElljay.	Hardbury.
MoundsEdmondson.	√ TomlinsonHomerville.	Newport:
√ Tar KilnMarble.		√ Station No. 2.
YorktownTarry.		√ Station No. 7.
	IDAHO.	Twila.
CALIFORNIA.	<i>Discontinued.</i>	<i>Name changed.</i>
<i>Established.</i>	√ FarnumAshton	Fristoe to Elva.
Camp Kearney.		<i>Discontinued.</i>
Eureka:	ILLINOIS.	√ Gilberts CreekLancaster.
Station No. 1.	<i>Established.</i>	
Pasadena:	East Moline:	LOUISIANA.
√ Station No. 8.	√ Station No. 1.	<i>Established.</i>
<i>Discontinued.</i>	Peoria:	Hymel (<i>late Saint Amelia</i>).
√ AuldWinchester.	√ Station No. 22.	<i>Name changed.</i>
√ CloudLemoore.	<i>Discontinued.</i>	Saint Amelia to Hymel.
San Diego:	Chicago:	<i>Discontinued.</i>
Kearney Branch.	Canal Station.	√ FultonRagley.
	√ ProctorFoosland.	√ VictoriaProvencal.
COLORADO.	INDIANA.	
<i>Discontinued.</i>	<i>Established.</i>	MAINE.
√ GraycreekTrinidad.	Canaan.	<i>Discontinued.</i>
√ WallstreetSalina.	<i>Discontinued.</i>	East NorthportBallast.
CONNECTICUT.	Madison:	MARYLAND.
<i>Established.</i>	Canaan Rural Station.	<i>Established.</i>
New Britain:	IOWA.	Baltimore:
√ Station No. 8.	<i>Established.</i>	C. O. D. Station
Torrington:	Fort Dodge:	MASSACHUSETTS.
√ Station No. 4.	√ Station No. 4.	<i>Established.</i>
	√ Station No. 5.	Pittsfield:
DISTRICT OF COLUMBIA.	KANSAS.	Plunkett Station.
<i>Established.</i>	<i>Established.</i>	Plymouth:
Washington:	Hopewell (<i>late Fravel</i>).	√ Station No. 4.
√ H Street Station.	Ulysses (<i>late New Ulysses</i>).	<i>Discontinued.</i>
<i>Discontinued.</i>	Wichita:	Boston:
Washington:	Hillside Station.	√ Mount Auburn Branch.
Center Market Station.		
Eleventh Street Station.		

MICHIGAN.
Established.
Detroit:
| C. O. D. Station.
| Fox Creek Station.
Lansing:
| C. O. D. Station.
Saginaw:
| C. O. D. Station.

Discontinued.
Fairfield.....Adrian.
Lorley.....Houghton Lake.
Missaukee.....Lake City.
| Pavilion (M. O. B. only).....Scotts.
Tawas Beach.....East Tawas

Correction.
| Sand River—
| Draw orders on Marquette, in-
| stead of Onoto.

MINNESOTA.
Established.
Minneapolis:
| C. O. D. Station.
| University Station.

MISSOURI.
Established.
Southard.

Discontinued.
French Village..(M. O. B. only)
| Valles Mines.
Saint Louis:
| Old Orchard Station.

MONTANA.
Established.
Hay Coulee.

Discontinued.
Chance.....Belfry.
| Christensen.....Roy.
Kachla.....Roy.
| Lytle.....Brady.
| Whitney.....Mildred.

Correction.
| Flint—
| Draw orders on White Sulphur
| Springs instead of Fort
| Logan.

NEBRASKA.
Established.
Powell (late Powell).

Name Changed.
Powell to Powell.

Discontinued.
Unit.....Harrison.

NEVADA.
Discontinued.
| Omco.....Mina.
| Tesoma.....Montello.

NEW JERSEY.
Established.
L. e road:
| Station No. 3
| Ridgefield Park.

Discontinued.
| Folsom.....Newtonville.
Hackensack:
| Ridgefield Park Branch.
Long Branch:
| Station No. 1.
| Station No. 2.
| Station No. 4.

NEW MEXICO.
Established.
Frio.

Discontinued.
Lanark.....Aden.
Langton.....Flowd.
| New Hope.....Elida.
| Santa Cruz.....Espanola.

NEW YORK.
Established.
New York:
| Inwood Station.
| Varick Street Station.
| U. S. S. Vulcan Branch.
Staten Island:
| Tompkinsville Station.
| Station No. 12.

Discontinued.
Alexandria Bay:
| Saint Lawrence Park Station.
Glen Valley.....Jay.
New York:
| U. S. S. Chattanooga Branch.
| U. S. S. Chester Branch.
| U. S. S. Relief Branch.
| U. S. S. Solace Branch.
| U. S. S. Vulcan Branch.
Staten Island:
| New Brighton Station.
| West Milton.....Ballston Spa.

NORTH CAROLINA.
Established.
Asheville:
| West Asheville Station (late
| West Asheville Branch).
| Camp Bragg.

Name changed.
Asheville:
| West Asheville Branch to
| West Asheville Station.

Discontinued.
| Beech (M. O. B. only). Weaverville.
Fayetteville:
| Bragg Branch.
| Fort Barnwell.....Dover.

Correction.
| Manns Harbor—
| Draw orders on Eastlake in-
| stead of Buffalo City.

OHIO.
Established.
Canton:
| North Canton Branch.
Cleveland:
| Lakewood Branch (late Sta-
| tion G).
Dayton:
| Station No. 10.

Name changed.
Cleveland:
| Station G to Lakewood
| Branch.

Discontinued.
Glenroy.....Coalton.
Harris Station.....Spargursville.
North Canton.....Canton.
Orchard Island (M. O. B. only).....
| Lakeview.

OKLAHOMA.
Established.
Sapulpa:
| Station No. 2.

Discontinued.
| Legate.....Horbar.

OREGON.
Discontinued.
Salem:
| Hospital Station.

PENNSYLVANIA.
Established.
Allentown:
| Station No. 6.
| Station No. 8.
| Station No. 11.
Carbondale:
| Simpson Branch.
Dean.
Philadelphia:
| Lester Branch (late South Phila-
| delphia Branch).
| Reynolds Dale (late Reynoldsdale).
Scranton:
| Throop Branch.
| Station No. 36.

Names changed.

Philadelphia:
| South Philadelphia Branch
| changed back to Lester
| Branch.
| Reynoldsdale to Reynolds Dale.

Discontinued.
| East Brook.....New Castle.
Erie:
| Liberty Club Rural Station.
Olyphant:
| Throop Branch.
Saucona.....Bingen.
| Simpson.....Carbondale.
Vandergrift:
| Station No. 1.

SOUTH CAROLINA.
Established.
Easley:
| Station No. 1.

Discontinued.
| Schofield.....Olar.

<p>TENNESSEE.</p>	<p>VIRGIN ISLANDS, U. S.</p>	<p>Fisher Branch Man. Gleichen Alta. Hillbank B. C. Imperoyal N. S. Lac Saguay (late Chemin Gouin) P. Q. Lac Vert Sask. Lake Hill B. C. Lenora Lake Sask. Little River, East P. Q. Magna Bay B. C. Meteghan Station N. S. Millicent Alta. Montreal: Suboffices. ; No. 107. ; No. 109. Oliver B. C. Quebec: Suboffice. Lairat. Rife Alta. Rosedale Station Alta. Ste. Anne de Chicoutimi (late Tremblay) P. Q. St. Boniface de Shawinigan, P. Q. (late Shawinigan.) St. Leolla N. B. Sault au Mouton P. Q. Toronto: Suboffices. (Postal Terminal) "A." No. 7. ; No. 110. (Reopened.) Vera Sask.</p>
<p><i>Discontinued.</i> ; Chestoa.....Unaka Springs. Mineral Park.....McDonald.</p>	<p><i>Established.</i> Saint Thomas (late Charlotte Amalie.)</p>	<p>Names changed. Chemin Gouin, P. Q., to Lac Saguay. Shawinigan, P. Q., to St. Boniface de Shawinigan. Tremblay, P. Q., to Ste. Anne de Chicoutimi.</p>
<p>TEXAS. <i>Established.</i> Duke. ; Ray Lee (late Leeray). <i>Name changed.</i> ; Leeray to Ray Les. <i>Discontinued.</i></p>	<p><i>Name changed.</i> Charlotte Amalie to Saint Thomas. WASHINGTON. <i>Discontinued.</i> ; Bunker.....Adna. ; Lowgap.....Burke. Reeveton.....Sequim.</p>	<p><i>Rescinded.</i> ; The establishment of Fords Prairie Rural Station of Centralia has been rescinded.</p>
<p>Big Paint.....Hunt. ; Calhoun.....Eagle Lake. ; Davisville.....Lufkin. Hasima.....Sweeny. Nona.....Kountze. Ricardo.....Kingsville. ; Sandy Point.....Angleton. Stockard.....Eustace. Wagram.....Fredonia. <i>Correction.</i> ; San Antonio, C. O. D. station instead of branch.</p>	<p><i>Discontinued.</i> Birch Run (M. O. B. only) .. Odessa. Deer Creek Cass. Dobbin Willson. Glen Falls Clarkeburg. ; Hardy Ingleside. Parkersburg: South Parkersburg Rural Station.</p>	<p>WEST VIRGINIA. <i>Discontinued.</i> Barnet B. C. Bliby Alta. Calgary: Suboffice. ; No. 8. Corufeld Sask. ; De Winton Alta. Hilda Alta. Hunker Yukon. ; Indian Loretta P. Q. Lucky Lake Sask. McIntyre Ont. ; Masse P. Q. Millicent Alta. Peers Alta. Regina: Suboffices. Regina Junction. Rivers Inlet B. C. ; Tiny Sask. Tomleo Ont. Toronto: Suboffices. Pape Avenue. ; Postal Station "B." No. 30. No. 67. No. 68. <i>Rescinded.</i> ; The establishment of Concession, N. S., is hereby canceled.</p>
<p>UTAH. <i>Established.</i> Antimony (late Coyoto). <i>Name changed.</i> Coyoto to Antimony. <i>Discontinued.</i> Bingham Canyon: Station No. 1. Wasatch.....Evanston, Wyo.</p>	<p>WISCONSIN. <i>Established.</i> Madison: Station A. Milwaukee: Station No. 97. ; Station No. 98. Tipler. Wausau: ; Station No. 3. <i>Discontinued.</i> ; Loyd Cassnovia.</p>	<p>Discontinued. Barnet B. C. Bliby Alta. Calgary: Suboffice. ; No. 8. Corufeld Sask. ; De Winton Alta. Hilda Alta. Hunker Yukon. ; Indian Loretta P. Q. Lucky Lake Sask. McIntyre Ont. ; Masse P. Q. Millicent Alta. Peers Alta. Regina: Suboffices. Regina Junction. Rivers Inlet B. C. ; Tiny Sask. Tomleo Ont. Toronto: Suboffices. Pape Avenue. ; Postal Station "B." No. 30. No. 67. No. 68. <i>Rescinded.</i> ; The establishment of Concession, N. S., is hereby canceled.</p>
<p>VERMONT. <i>Discontinued.</i> Orange.....East Barr.</p>	<p>WYOMING. <i>Established.</i> Recluse.</p>	<p>Discontinued. Barnet B. C. Bliby Alta. Calgary: Suboffice. ; No. 8. Corufeld Sask. ; De Winton Alta. Hilda Alta. Hunker Yukon. ; Indian Loretta P. Q. Lucky Lake Sask. McIntyre Ont. ; Masse P. Q. Millicent Alta. Peers Alta. Regina: Suboffices. Regina Junction. Rivers Inlet B. C. ; Tiny Sask. Tomleo Ont. Toronto: Suboffices. Pape Avenue. ; Postal Station "B." No. 30. No. 67. No. 68. <i>Rescinded.</i> ; The establishment of Concession, N. S., is hereby canceled.</p>
<p>VIRGINIA. <i>Established.</i> Richmond: ; Central Station (late Station C). ; East End Station (late Station B). ; West End Station (late Station A). <i>Names changed.</i></p>	<p><i>Discontinued.</i> Milo (M. O. B. only) Elk Mountain. Springhill Esterbrook. ; Springvalley.....Piedmont.</p>	<p>Discontinued. Barnet B. C. Bliby Alta. Calgary: Suboffice. ; No. 8. Corufeld Sask. ; De Winton Alta. Hilda Alta. Hunker Yukon. ; Indian Loretta P. Q. Lucky Lake Sask. McIntyre Ont. ; Masse P. Q. Millicent Alta. Peers Alta. Regina: Suboffices. Regina Junction. Rivers Inlet B. C. ; Tiny Sask. Tomleo Ont. Toronto: Suboffices. Pape Avenue. ; Postal Station "B." No. 30. No. 67. No. 68. <i>Rescinded.</i> ; The establishment of Concession, N. S., is hereby canceled.</p>
<p>Richmond: ; Station A to West End Station. ; Station B to East End Station. ; Station C to Central Station. <i>Discontinued.</i> Bennett Creek.....Suffolk. Oakdale (M. O. B. only) .. Murat. Stony Cross.....Baskerville.</p>	<p>CANADA. <i>Established.</i> Bissett Creek Ont. Calgary: Suboffices. No. 8 ; Cassils Alta. Clivale Alta. Dewar Lake Sask. Downeyville.....Ont.</p>	<p>Discontinued. Barnet B. C. Bliby Alta. Calgary: Suboffice. ; No. 8. Corufeld Sask. ; De Winton Alta. Hilda Alta. Hunker Yukon. ; Indian Loretta P. Q. Lucky Lake Sask. McIntyre Ont. ; Masse P. Q. Millicent Alta. Peers Alta. Regina: Suboffices. Regina Junction. Rivers Inlet B. C. ; Tiny Sask. Tomleo Ont. Toronto: Suboffices. Pape Avenue. ; Postal Station "B." No. 30. No. 67. No. 68. <i>Rescinded.</i> ; The establishment of Concession, N. S., is hereby canceled.</p>
<p></p>	<p>CUBA. <i>Established.</i> ; Mir Orienta. San Vicente.....Pinar del Rio. Potrerillo.....Santa Clara</p>	<p>Discontinued. Barnet B. C. Bliby Alta. Calgary: Suboffice. ; No. 8. Corufeld Sask. ; De Winton Alta. Hilda Alta. Hunker Yukon. ; Indian Loretta P. Q. Lucky Lake Sask. McIntyre Ont. ; Masse P. Q. Millicent Alta. Peers Alta. Regina: Suboffices. Regina Junction. Rivers Inlet B. C. ; Tiny Sask. Tomleo Ont. Toronto: Suboffices. Pape Avenue. ; Postal Station "B." No. 30. No. 67. No. 68. <i>Rescinded.</i> ; The establishment of Concession, N. S., is hereby canceled.</p>

MONEY ORDER CHANGES.**INTERNATIONAL LIST.**

SEPTEMBER 30, 1921.

New Offices to be Added to the List.**ENGLAND AND WALES.**

Chiswick High Road, W. 4.....	London.
Chiswick, Mawson Lane, W. 4.....	London.
Roman Road.....	Middlesbrough.
West Benwell.....	Newcastle-on-Tyne.

Change in Name.**ENGLAND AND WALES.**

	Changed to—
Backworth, Newcastle-on-Tyne.....	Backworth, Shiremoor, Northd.
Bebside, Newcastle-on-Tyne.....	Bebside, Northd.
Bill Quay, Newcastle-on-Tyne.....	Bill Quay, Pelaw, co. Durham.
Earsdon, Newcastle-on-Tyne.....	Earsdon, Shiremoor, Northd.
Eldon, Otterburn, Northd.....	Eldon, Otterburn, Newcastle-on-Tyne.
Ferndown, Wimborne.....	Ferndown, Dorset.
Forest Hall, Newcastle-on-Tyne.....	Forest Hall, Northd.
Great Holland, Essex.....	Great Holland, Clacton-on-Sea.
Greenhaugh, Bellingham, Northd.....	Greenhaugh, Bellingham, Newcastle-on-Tyne.
High Spen, Newcastle-on-Tyne.....	High Spen, Rowlands Gill, co. Durham.
Kirby Cross, Essex.....	Kirby Cross, Clacton-on-Sea.
Little Clacton, Weeley, Essex.....	Little Clacton, Clacton-on-Sea.
Long Benton, Newcastle-on-Tyne.....	Long Benton, Forest Hall, Northd.
Newfield, Newcastle-on-Tyne.....	Newfield, co. Durham.
Newsham, Newcastle-on-Tyne.....	Newsham, Northd.
Pelaw, Newcastle-on-Tyne.....	Pelaw, co. Durham.
Rowlands Gill, Newcastle-on-Tyne.....	Rowlands Gill, co. Durham.
St. Osyth, Colchester.....	St. Osyth, Clacton-on-Sea.
Seaton Delaval, Newcastle-on-Tyne.....	Seaton Delaval, Northd.
Shiremoor, Newcastle-on-Tyne.....	Shiremoor, Northd.
Tendring, Weeley, Essex.....	Tendring, Clacton-on-Sea.
Thorpe-le-Soken, Essex.....	Thorpe-le-Soken, Clacton-on-Sea.
Verwood, Wimborne.....	Verwood, Dorset.
Victoria Garesfield, Newcastle-on-Tyne.....	Victoria Garesfield, Rowlands Gill, co. Durham.
Weeley, Essex.....	Weeley, Clacton-on-Sea.
West Moor Colliery, Newcastle-on-Tyne.....	West Moor Colliery, Forest Hall, Northd.
West Moors, Wimborne.....	West Moors, Dorset.
Whittlesea, Peterborough.....	Whittlesey, Peterborough.

SCOTLAND.

New City Road, Glasgow.....	Maryhill Road, Glasgow.
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Offices to be erased from the list.**ENGLAND AND WALES.**

Caversham Road.....	Reading.
Chyngton Camp.....	Seaford, Sussex.
Downes Road.....	Enfield, Middx.
Lee, High Road, 177, S. E. 13.....	London.
Midhopstones.....	Sheffield.
St. Peter's Hill.....	Grantham.
Waterhouses.....	Durham.

IRELAND.

Mountcharles.....	Strabane.
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REGISTRY CHANGES.

Dispatches of Registered Mail Closed with Rotary Locks.

The following should be added to the list of third and fourth class offices, branches, and stations, and Navy mail clerks in possession of rotary lock keys, printed on pages 103 to 105 of the July, 1919, page 39 of the June, 1920, and page 42 of the combined May and June, 1921, Postal Guides:

Post offices, branches, and stations:

- Burgettstown, Pa.
- Callicoon, N. Y.
- Camp Curry, Ind. Br. Yosemite, Calif.
- Cumberland, Wyo.
- Elkader, Iowa.
- Falfurrias, Tex.
- Graham, Tex.
- Haynesville, La.
- South Bend, Tex.
- Suffield, Conn.
- University Sta., Syracuse, N. Y.
- Watsonstown, Pa.
- West Columbia, Tex.
- Wilmington, Calif.
- Yosemite Lodge, Ind. Br. Yosemite, Calif.

INDEPENDENT BRANCH POST OFFICES AND STATIONS.

Designated since the publication of or omitted from the July, 1921, Postal Guide up to September 30, 1921. See Sections 250 and 982 of the P. L. & R.

State.	Branch or station.	Post office to which attached.
California.....	Watts.....Branch..	Los Angeles.
Massachusetts.....	Devens.....Branch..	Ayer.
New Jersey.....	Leonia.....Branch..	Hackensack.
North Dakota.....	University.....Station..	Grand Forks.
West Virginia.....	East Side.....Station..	Fairmont.

The following Independent Branch Post Offices or Stations Should be Removed from the List Published in the July, 1921, or Subsequent Postal Guides.

State.	Branch or station.	Post office to which attached.
California.....	Kearney.....Branch..	San Diego (now Camp Kearney P. O.).

Corrections.

✓ Bonanza, supplied from Villagrove, omit page 902.
Bonita, omit A. list.
Yachita, supplied from Branson, page 903.

CONNECTICUT.

Established.

Branch Office, Bridgeport.

32342 **Pleasure Beach.**

Station New Britain.

32759 ✓ **No. 8.**

Station Torrington.

32670 ✓ **No. 4.**

DELAWARE.

Discontinued. Mail to

33699 ✓ **State Road,* New Castle...**
New Castle

DISTRICT OF COLUMBIA.

Established.

33225 ✓ **H Street.**

Discontinued.

Stations, Washington.

33210 ***Center Market.†**

33200 ***Eleventh Street.†**

FLORIDA.

Established.

79268 **Buchanan***...1544...**Hardee**

78456 **Dennett**...1737...**Madison**

76727 **Kelsey City**...1395...**Palm Beach**

78742 **Kynesville**...1887...**Jackson**

79037 **Oak Knoll***...1593...**Manatee**

New Counties.

SARASOTA. S.

Formerly in Manatee County.

- Bee Ridge.
- Englewood.
- Evaland.
- Laurel.
- Longboat.
- Manasota.
- Miakka.
- Nokomis.
- Osprey.
- Sarasota (ch.).
- Venice.

✓ **UNION. N.**

Formerly in Bradford County.

- ✓ **Dukes.**
- ✓ **Johnstown.**
- ✓ **Lake Butler (ch.).-2.**
- ✓ **Raiford.**
- ✓ **Worthington.**

Number Changed.

Millcreek, unit 1539 not 1489.

Discontinued. Mail to

79311 **Bellisle***, Bay...**Auburn**

78302 **Botts***, Santa Rosa...**Milton**

78482 **Dupont***, Flagler...**Bunnell**

78631 **Gulf City, Hillsborough**...**Ruskin**

79338 ✓ **Liberty***, Liberty...**Telogia.**
78862 **Lybeck, Duval**...**Jacksonville**
79231 **White City***, Saint Lucie...**Fort Pierce**

Corrections.

Jew Fish (C) Key Largo, insert page 903.

Riviera, supplied from West Palm Beach omit page 903.

✓ **Robinson Point** supplied from Bagdad, page 903.

GEORGIA.

Established.

06907 **Herndon***...1583...**Jenkins**

Station, Atlanta.

06150 **C. O. D.**

Discontinued. Mail to

07372 **Ripley**...**Twiggs**...**Jeffersonville**

07391 ✓ **Roosevelt***, Gilmer...**Ellijay.**

07571 ✓ **Tomlinson***, Clinch...**Homerville.**

HAWAII.

Established.

X1057 ✓ **Maunawai**...365...**Honolulu**

IDAHO.

Established.

03376 **Orchard**...4962...**Ada**

03675 **Quigley**...4683...**Power**

Discontinued. Mail to

03164 ✓ **Farnum***, Fremont...**Ashton**

03472 **Snow, Nez Percs**...**Webb**

03760 **Tralliton**...**Bingham**...**Firth**

Correction.

✓ **Clyde** supplied from Goldburg page 904.

ILLINOIS.

Established.

12825 **Rend***...2222...**Franklin**

Station, East Moline.

11843 ✓ **No. 1.**

Station, Peoria.

11128 ✓ **No. 22.**

Discontinued. Mail to

12788 **Proctor***, Ford...**Foosland**

Station, Chicago.

10429 ***Canal.†**

Correction.

11635 **Chicago Heights** not 11335, S. list.

INDIANA.

Established.

35804 **Canaan†**...1871...**Jefferson**

34888 **Foraker**...1915...**Elkhart**

35471 **Ragsdale**...2071...**Knox**

35704 **Vicksburg***...2070...**Greene**

Discontinued.

Station, Madison.

35804 **Canaan (Rural).**

Corrections.

✓ **Hanna** not **Hannah**, A. list.

Odon not **Odin**, S. list.

IOWA.

Established and Name Changed.

64946 **Grant Center**, 2914. **Monona**

65860 **Williamson* (N)**...2686...**Lucas**

Stations, Fort Dodge.

65209, **No. 4.**

65208, **No. 5.**

Name Changed.

65860 **Gunwald*** to **Williamson.**

Discontinued. Mail to

64533 ✓ **Bidwell***, Wapello...**Ottumwa**

65452 ✓ **Plessis***, O'Brien...**Hartley**

KANSAS.

Established and Names Changed.

93673 **Hopewell* (N)**...3223...**Pratt**

93014 **Ladder**...3521...**Wallace**

93859 ✓ **Quindaro**...2520...**Wyandotte**

93479 **Susank**...3221...**Barton**

93208 **Ulysses* (N)**...3473...**Grant**

Station, Wichita.

92211 **Hillside.**

Names Changed.

93673 **Fravel*** to **Hopewell.**

93208 **New Ulysses*** to **Ulysses.**

Site Changed.

Peck, Sumner, into **Sedgwick County.**

Discontinued. Mail to

92538 **Bosna, Trego**...**Wakeeney**

92712 ✓ **Drury***, Sumner...**Caldwell**

93520 **Uneda***, Meade...**Meade**

93543 **Vinton***, Cowley...**Silverdale**

Station, Wichita.

92201 ✓ **B.**

KENTUCKY.

Established and Names Changed.

66011 ✓ **Access**...1672...**Elliott**

66617 **Betsmann**...1673...**Breathitt**

66922 **Claywell**...1875...**Cumberland**

67462 **Elva* (N)**...2175...**Marshall**

67363 **Fairfarm**...1973...**Hardin**

67405 ✓ **Flat Rock**...1775...**McCreary**

67589 **Grethel**...1623...**Floyd**

67742 ✓ **Highplains**...1973...**Breckinridge**

67933 **Kernie**...1673...**Magoffin**

67738 **Hode**...1573...**Martin**

68139 **McDavid**...1622...**Carter**

68454 ✓ **Oelka**...1725...**Bell**

68941 **Skyline**...1624...**Letcher**

68978 **Southdown**...1624...**Letcher**

69030 **Stilson**...1725...**Bell**

69072 **Swanpond**...1725...**Knox**

69246 **Wabd**...1774...**Rockcastle**

Stations, Newport.

66404, **No. 2.**

66409, **No. 7.**

Name Changed.

62746 **Fristoe*** to **Elva.**

Discontinued. *Mail to*
 67511, Gilberts Creek*, Lincoln
 Lancaster
 67802 Gross, Harlan..... Redox
 68147 McKenzie, Lewis..... Trinity
 68613, Polly, Letcher..... Colson

Correction.
 Bowlingtown, not Bowlington, A. list.
 , Doylestown and Knox, omit A. list.
 , Maloneton supplied from Fullerton, omit page 905.

LOUISIANA.

Established and Name Changed.
 45976 Bancroft..2737..Beauregard
 45492, Bannister.2687..Beauregard
 46540, Burdett..2635.....De Soto
 45633 Hamlin...2735.....Sabine
 46143 Hymel* (N)...2438.....
 Saint James
 45714 Jefferson Island..2539.Iberia

Name Changed.
 46143 Saint Amelia* to Hymel.
Number Changed.
 Hicks unit 2685 not 2636.
 Hinton unit 2585 not 2584.
 , Olivier unit 2539 not 2529.

Site Changed.
 Quimby, Texas, into Madison County.

Discontinued. *Mail to*
 45243, Boeuf River, Caldwell.....
 Hebert
 45557 Fulton*, Beauregard.....
 Ragley
 45841 Morville*....Concordia.....
 Willetts
 46584 Red Cut, Ouachita...Monroe
 46297, Victoria*, Natchitoches.....
 Provencal

Corrections.
 , Grand Cane not Grand Cano, A. list.
 , Hanna not Hannah, A. list.
 Morris, supplied from Colfax, page 905.
 Odell, supplied from Greensburg, page 906.
 Opelousas, Saint Landry County not Opelousa. C. list.
 , Sandel, insert A. list.

MAINE.

Established.
 24865, North Cutler 59, Washington
Discontinued. *Mail to*
 24431 Center*, Hancock..Seal Cove
 24431, Dickey, Aroostook..Allegash
 24539 East Northport*, Waldo.....
 Belfast
 24729 Larone....Somerset.....
 Fairfield Center
 25315 Redington, Franklin..Dallas

MARYLAND.

Established.
 56427 Lanthicum Heights...1020...
 Anne Arundel
 56729 Spencerville.....1020.....
 Montgomery

Station, Baltimore.
 55253 C. O. D.
Numbers Changed.

56222 Dorsey not 56223
 56554, Oakland not 56555.
Site changed.
 , Annapolis Junction, Anne Arundel, into Howard County.

Correction.
 Boring not Borins, S. list.

MASSACHUSETTS.

Established.
Station, Pittsfield.
 60818 Plunkett.

Station, Plymouth.
 61283, No. 4.
Station, Worcester.

66532 No. 22.
Discontinued. *Mail to*
 60010, Alandar*, Berkshire.....
 Copake Falls, N. Y.

Branch Office, Boston.
 60157, Mount Auburn.

Correction.
 , Bumkin supplied from Bumkin Island, omit page 906.

MICHIGAN.

Established.
 65417, Hendricks Quarry...1856...
 Mackinac
 09647 Prudenville.....1810.....
 Rosecommon

Stations, Detroit.
 08816 C. O. D.
 08408* Fox Creek.

Station, Lansing.
 08481, C. O. D.

Discontinued. *Mail to*
 08974 Fairfield*, Lenawee..Adrian
 08323 Lorley*, Rosecommon.....
 Houghton Lake
 09426 Missaukee*, Missaukee.....
 Lake City
 09639, Portage Point*, Manistee...
 Onokama
 09851 Tawas Beach*, Iosco.....
 East Tawas

Corrections.
 , Cedar Valley supplied from Hollister, omit page 903.
 , Custer, insert A. list.
 Sauble, supplied from Branch, page 907.

MINNESOTA.

Established.
 27433 Anatol...2555..Saint Louis
 25773 Barrows...2756..Crow Wing
 27553, Buckman...2757..Morrison
 28312, Oak Terrace 2659..Hennepin

Station, Minneapolis.
 27180 C. O. D.

Correction.
 Cloquet not Cloquett, S. list.

MISSISSIPPI.

Established.
 96648 Helm*..2432...Washington
 96943 Mont Helena...2433..Sharkey

Numbers Changed.
 96344 Lyon not 96344.
 97353, Tocowa not 79352.

Corrections.
 , Choctaw supplied from Head, page 907.
 , Clarence supplied from Perkinston, page 907.
 , Daisy supplied from Perkinston, page 907.
 , Eddiceton not Eddicton, A. list.
 , Hanna not Hannah, A. list.

MISSOURI.

Established.
 14439, Althea.....2775.....Ozark
 14760 Carico.....2675.....Stone
 15250 Granada...2624.....Douglas
 16696, Hardenville...2575.....Ozark
 15739 Melva...2675.....Taney
 15973 Patsy...2473.....Crawford
 16494, Viola.....2725.....Barry

Discontinued. *Mail to*
 16784 Ayo, Christian..Wilson Creek
 16717 Earl..Stone.....High, Ark
 15279 Grisham, Bollinger..Bessville
 15374 Himmel, Stoddard..Vanduser

Station, Saint Louis.
 14127, Old Orchard.

Corrections.
 , Belltower, Carter County, omit C. list.
 , Cedar Valley supplied from Hollister, omit page 908.
 , Hanna not Hannah, A. list.

MONTANA.

Established.
 49771 Korner.....4551.....Glacier
 49711 Lozeau.....4804.....Mineral
 43597, Miner*.....4408.....Park
 47545 Petrolla.....4155.....Fergus
 47570 Project.....4503.....Cascade
 49932 Trailcreek...4751...Flathead

Number Changed.
 Contact unit 4353, not 4357.

Site Changed.
 Contact, Park, into Sweet Grass County.

Discontinued. *Mail to*
 49365 Chances*, Carbon.....Belfry
 X8031, Christensen*, Fergus...Roy
 49325 Fort Logan, Meagher.....
 White Sulphur Springs

49377 George, Liberty.....Chester
 49365 Graber*, Prairie..Crow Rock
 X3119 Joslin, Fergus.....Roy
 X3099 Kachia*, Fergus.....Roy
 49477 Lytle*, Pondera.....Brady
 49650 Stearns*, Lewis and Clark..
 Wolf Creek

48943 Whitney*, Prairie.....Mildred

Corrections.
 , Anaconda not Anacanda, A. list.
 , Stillwater, omit A. list.

NEBRASKA.

Established and Name Changed.

26534 Hinchley... 3563... Sheridan
26255 Powell*, (N)... 3063... Jefferson

Name Changed.

36255 Powel to Powell.

Discontinued. Mail to

25516 Akarben*, Rock..... Gracie
25695 Canton*, Sioux Hemingford
25823 Erina*, Garfield..... Gables
25830 ; Etna*, Custer... Gothenburg
26444 Unit*, Sioux..... Harrison
26475 ; Warren*, Garden... Rackett
26480 ; Watertown*, Buffalo.....
Amherst

Correction.

Capwell supplied from Prentice page 909.

NEVADA.

Established and Name Changed.

47766 Clifdale*... 4774... Lincoln
47765 Clover Valley... 4867... Elko
47617 ; Lida... 5074... Esmeralda
47761 Tobar*, (N)... 4817... Elko

Name Changed.

47761 Clover City* to Tobar.

Discontinued. Mail to

47508 ; Aura*, Elko... Mountain City
47594 Heinz, Washoe..... Reno
47697 Omco, Mineral..... Simon
47722 Tecoma*, Elko... Montello
47771 ; Thorne*, Mineral Hawthorne

NEW HAMPSHIRE.

Established.

Station, Epping.

01362 Hedding* (Rural).

NEW JERSEY.

Established.

90050 Beach Arlington... 769... Ocean
90799 ; Ridgefield Park... 1767... Bergen
90936 ; Shrewsbury... 768... Monmouth

Station, Hackensack.

90627 Maywood.

Station, Lakewood.

90532 No. 3.

Discontinued. Mail to

91093 Absecon Heights*... Atlantic
Absecon
90034 Blue Anchor*, Camden.....
Waterford Works
90270 Folsom*, Atlantic.....
Hammonton

Branch Office, Hackensack.

90603 ; *Ridgefield Park (Ind.)

Stations, Long Branch.

90550 ; No. 1.
91237 ; No. 2.
90582 ; No. 4.

NEW MEXICO.

Established.

04030 Canones... 3976... Rio Arriba
04107 Cherry Vale... 3827...
San Miguel
04135 ; Cousins... 4228... McKinley
04231 ; GUSDORF... 3876... Taos
04537 ; San Lorenzo... 4133... Grant
04529 ; Spur Lake... 4231... Catron
04648 Taaya... 4176... San Juan

New County.

CATRON, W.

Formerly in Socorro County.

Aima.
Aragon.
Datil.
Glenwood.
Greens Gap.
Luna.
Mogollon.
Quemado.
Reserve (ch.).
Salt Lake.
Spur Lake.

Site Changed.

Elvira, De Baca, into Guadalupe County.

Discontinued. Mail to

04633 Baldy*, Colfax... Ute Park
04753 ; Estrada, San Miguel.....
Trematina
04314 Lanark*, Dona Ana Strauss
04315 Langton*, Roosevelt... Floyd
04332 Micho, Lea... Tatum
04412 Newhope*, Roosevelt... Elida
04559 ; Valmont*, Otera.....
Alamogordo

NEW YORK.

Established and Name Changed.

22099 Maplecrest* (N)... 764... Greene
23352 ; Maryknoll... 718... Westchester
24380 Van Buren Point... 1294...
Chautauqua

Branch Offices, New York.

20527 U. S. Marine Corps, San Pedro de Macoris.
20523 U. S. Marine Corps, Santo Domingo.
20526 U. S. S. Prometheus.

Stations, New York.

20525 Federal Reserve.
20999 *Inwood.
20529 ; Varick Street.

Stations, Staten Island.

24812 Richmond†.
24313 Tompkinsville†.
24346 ; No. 12†.

Name Changed.

22099 Big Hollow* to Maplecrest

County Seat Changed.

New Brighton Sta. is (ch.) of Richmond County.

Discontinued. Mail to

22716 Glen Valley*, Essex... Jay
23854 Pulpwood, Hamilton.....
Nehasane
23915 *Richmond†, Richmond...
Staten Island
24518 West Milton*, Saratoga...
Ballston Spa

Station, Alexandria Bay.

24721 Saint Lawrence Park†

Branch Offices, New York.

20501 ; U. S. S. Chattanooga.
20469 U. S. S. Chester.
20434 U. S. S. New Hampshire.
20503 U. S. S. Solace.
20523 ; U. S. S. Vulcan.

Station, Staten Island.

24746 ; *New Brighton†.

Correction.

Berrybrook, supplied from Roscos, page 910.
Fullerville Iron Works, supplied from Gouverneur, page 910.
; Hartford, Cortland, not Hartford, S. list.

NORTH CAROLINA.

Established.

75675 Camp Bragg... 1273...
Cumberland
76381 Lauada... 1728... Swain
78545 Montford... 1577... McDowell
77187 ; Vulture... 1125... Northampton

Name Changed.

Branch Office, Asheville.

77469 ; West Asheville to West Asheville Station.

Discontinued. Mail to

75646 Buffalo City*, Dare...
Eastlake
75667 ; Cagles Mill, Montgomery...
Allreds
75836 ; Curfew, McDowell... Old Fort
73358 ; Embro*, Warren... Macon
78623 ; Fort Barwell*, Craven...
Dover
77073 Tar River*, Granville...
Hester
77373 Wells, Chatham... Ora Hill

Branch Office, Fayetteville.

76805 Bragg.

Corrections.

Alvia, supplied from Pink Hill, page 910.
Brownstown, Buncombe Co., omit C, list.
; Morehead City, not Moorehead City, S. list.
Spokane, supplied from Bennett, page 910.
West Mill, Macon Co., not West Mill, C. list.

NORTH DAKOTA.

Established.

93377 Schmidt... 3405... Morton
93738 Sig... 3533... McLean

Discontinued. Mail to

93736 Theism, Golden Valley... Beach

Correction.

Grahams Island, supplied from Minnewaukan, page 911.
Langberg, supplied from Bronson, page 911.

OHIO.
Established.
18459 Glen Robbins....1418.....
Jefferson
18669 Kerr*...1571.....Gallia
Branch Office, Canton.
17657 North Canton.†
Station, Canton.
17665 No. 4.
Station, Cincinnati.
17178 C. O. D.
Station, Dayton.
17413, No. 10.
Name changed.
Station, Canton.
17654 A.† to an independent station.
Station, Cleveland.
17211, *G.† to 17211, Lakewood Branch.
Discontinued. Mail to
17095 Andis*, Lawrence Kitts Hill
18471 Glenroy*, Jackson Coalton
18540 Harris Station*, Ross.....
Summitville
18772 Lockville, Fairfield...Carroll
18992 North Canton, Stark.....
Canton
Correction.
/ Bryan, Williams County, not Bryant, S. list.
/ Hartwell, Sta., Cincinnati, omit Ind., page 455.

OKLAHOMA.
Established.
62373 Bub....2939.....Atoka
62395 Echota....2927.....Adair
63754 Eram*....2927.....Okmulgee
62679 Frogville....2881...Choctaw
62846 Isom Springs...3031...Marshall
62750 Harjo...3028...Pottawatomie
63194 Pharoah....2978...Okfuskee
63340 Signet....3026.....Payne
Station, Sapulpa.
63521 No. 2.
Number Changed.
Glenpool unit 2977 not 2927.
Site changed.
/ Lela, Pawnee into Noble County.
Discontinued. Mail to
62336, Boktukio, McCurtain.....
Golden
62930, Legate*, Love.....Hoxbar
63628, Obi, Sequoyah.....Sallisaw
63778, Piney, Adair.....Baron
Corrections.
/ Bismark supplied from Wright City, page 911.
/ Hanna not Haanah, A. list.
/ Hix supplied from Stapp, page 911.
Laura unit 2879 not 3879.
Lenapah unit 2925 not 2952.

OREGON.
Established and Name Changed.
50333, Faloma...5607...Multnomah
51146 Logsdan* (N)...5709...Lincoln
51184 Whiteson*...5658...Yamhill
Name Changed.
51146 Orton* to Logsdan.
Discontinued. Mail to
51099, Kroll, Douglas.....Gardiner
50775, Redne, Marion.....Detroit
Station, Salem.
50999, Hospital.
Corrections.
Galice, supplied from Merlia.
Meadow, supplied from Prineville.
Wenaka, supplied from Promise, page 912.

PENNSYLVANIA.
Established and Name Changed.
14493 Bertha....1368...Washington
41187 Buckmanville*...818...Bucks
41554 Dean*....1217...Cambria
42004 Gibbon Glade...1319...Fayette
43231, Oliveburg....1267...Jefferson
43471 Putneyville....1267.....
Armstrong
43545 Reynolds Dale*, (N)...1218...
Bedford
44601, Sang Hollow...1259.....
Fayette
44110 Trooper...858...Montgomery
44258 Watrous....1115.....Tioga
Stations, Allentown.

40456 No. 8.
40458 No. 8.
40464 No. 11.
Branch Office, Carbondale.
44730 Simpson†.
Branch Office, Scranton.
40743 Throop.
Station, Scranton.
40744, No. 35.
Name Changed.
43545 Reynoldsdale* to Reynolds Dale.
Branch Office, Philadelphia.
44752 South Philadelphia† to Lester.
Discontinued. Mail to
44497 Bovard*, Butler....Keisters
41667 East Brook*, Lawrence....
New Castle
41836 Frauenheim*, Somerset....
Somerset
43702 Saucona*, Lehigh...Bingen
43791 Shehawken*, Wayne.....
Preston Park
43828 Simpson†, Lackawanna....
Carbondale
44028 Tallmanville, Wayne.....
Preston Park

Station, Erie.
44674 Liberty Club (Rural).
Branch Office, Olyphant.
44648 Throop.
Station, Vandergrift.
44184 No. 1†.
Corrections.
/ Kelayres not Kelavres, A. list.
Leckrone and Merrittstown, Fayette not Lafayette County, S. list.
/ Monocacy supplied from Douglassville, insert page 912.
/ Mowry insert A. list.
/ New Alexandria not New Alexander, A. list.
44659 Peely (Branch, Wilkes-Barre) not 43321 page 497.
/ Olyphant insert, A. list.
Pen Mar, Franklin Co. omit S. list.
44660 Sugar Notch (Branch, Wilkes-Barre) not 43954, page 503.
/ Upper Darby insert A. list.
/ Wynnewood not Wymewood, A. list.

SOUTH CAROLINA.
Established.
59119 Caesars Head§...1628.....
Greenville
59232, Eulonia*, Marion...Gresham
59572, Schofield*, Bamberg...Olar
Station, Eastley.

59241, No. 1.
Sites Changed.
/ Johnsonville, Williamsburg into Florence County.
/ Pinewood, Clarendon into Sumter County.
/ Rimini, Clarendon in Sumter County.
Discontinued. Mail to
59610 Pon Pon*, Charleston.....
Jacksonboro

SOUTH DAKOTA.
Established and Name Changed.
29231 Haycreek...3658.....Butte
23160 Parmeles* (N)...3462...Todd
Name Changed.
23160 Wososo*.....to Parmeles
Discontinued. Mail to
29499, Oinas, Harding.....Buffalo
Corrections.
Ashcroft, supplied from Camp Crook, page 913.
/ Hanna not Hannah, A. list.
Rueb not Reub, S. list.

TENNESSEE.

Established.

57998 Greystone, 1626, Greese
58151 Leas Springs, 1726, Grainger
58546 Sivert, 1625, Hawkins

Discontinued. Mail to

57703 Chestoa, Unicoi, Erwin
58904 Mineral Park, Bradley, McDonald

Correction.

McEwen, not McEwan, A. list.

TEXAS.

Established and Name Changed.

52033 Aldridge, 2786, Jasper
52992 Duke, 2890, Fort Bend
83410 Jinkun, 3233, Stephens
53723 Marysee, 2538, Liberty
X3537 Patonia, 2857, Polk
52566 Ray Lee, (N) 3233, Stephens
54305 Ruliff, 2738, Newton
54465 Snipe, 2899, Brazoria
54514 Stilson, 2838, Liberty

Station, San Antonio.

52292 C. O. D.

Station, Waco.

54985 No. 7.

New County.

KENEDY, S.

Formerly in Willacy County.

Armstrong.
Sarita (ch).

Name Changed.

53586 Leeray* to Ray Lee.

Number Changed.

54507 Steep Creek not X3687.

County Seats Changed.

Elwood (n. o.) now (ch) of Hockley County.
Raymondville, now (ch) of Willacy County.

Sites Changed.

Filigondo, Hidalgo into Willacy County.

Lyford, Cameron into Willacy County.

Raymondville, Cameron into Willacy County.

Sebastian, Cameron into Willacy County.

Discontinued. Mail to

X3674 Big Paint*, Real, Hunt
52458 Bowser*, San Saba, Richland Springs

52486 Broadmoor, McCulloch, Pear Valley

X3528 Calhoun*, Colorado, Eagle Lake

52577 Clarkridge, Eastland, Rising Star

52810 Davisville*, Angelina-Lufkin

53094 Fuqua*, Liberty, Milvid

53265 Hasima*, Brazoria, Sweeny

53452 McKinney Springs*, Brewster, Marathon
53782 Mendota*, Hemphill, Canadian

53932 Nona*, Hardin, Kountze

53966 Ochiltree, Ochiltree, Perryton

54223 Ricardo*, Kleberg Kingsville

54347 Sandy Point*, Brazoria, Julia

54516 Stockard*, Henderson, Athens

54537 Sulpharia*, Culberson, Orla

54726 Wagram*, Mason, Fredonia

Corrections.

Claytonville supplied from Sweetwater, page 914.

Guy supplied from Needville, omit page 914.

Navidad supplied from Edna, omit page 914.

UTAH.

Established and Name Changed.

48061 Antimony* (N) 4572, Garfield

48519 Hamlin Valley, 4722, Iron

48433 Indian Springs, 4618, Tooele

48379 Summit Point, 4272, San Juan

Name Changed.

49061 Coyoto to Antimony.

Discontinued. Mail to

48482 Wasatch*, Summit, Evanston, Wyo.

Station, Bingham Canyon.

48505 No. 11.

Correction.

Hanna, not Hannah, A. list

VERMONT.

Discontinued. Mail to

02662 Orange*, Orange, East Barre

02768 Valley, Windham, Colerain, Mass.

Discontinued. Mail to

02063 Clark, Caledonia, West Burke

Correction.

Chase City, omit A. list.

VIRGINIA.

Established.

83097 Ashcake, 1073, Hanover

83613 Carrie, 1574, Dickenson

84627 Christchurch (N), 1023, Middlesex

85853 Forshee, 1023, New Kent

84188 Harris Grove, 974, York

84261 Heo, 974, York

84345 Jahile, 1574, Dickenson

85448 Stokesville, 1273, Augusta

Names Changed.

84627 Mari to Christchurch.

Stations, Richmond.

83196 A. to West End.

83127 B. to East End.

83156 C. to Central.

Number Changed.

84315 Indiantown not 84319.

84861 Meadville not 84862.

84895 Norview not 84865.

Discontinued. Mail to

93039 Arringdale*, Southampton, Drewryville

93220 Bennetts Creek*, Nansemond, Suffolk

93778 Dido, King George, Hoops

95859 Edmunds Store, Brunswick, Alberta

94885 Oakdale*, Rockbridge, Murat

95482 Stony Cross*, Mecklenburg, Bakersville

95744 Whitepoint, Westmoreland, Kiasale

Corrections.

Chase City, insert A. list.

Clinchco not Clincho, A. list.

Fauquier County, not Fauquier, C. list.

Graves Mill, Madison Co., not Grames Mill, C. list.

Gwynn, Mathews Co., not Gwyn, C. list.

Keeling, Pittsylvania Co., not Kealing, C. list.

Peaksville (R. Sta. Bedford), not Peaksville, S. list.

Reithbend, Campbell Co., omit S. list.

Richmond College C. University of Richmond, not University of Virginia, page 915.

Skeggs, Buchanan Co., not Skeegs, C. list.

Stony Creek, Sussex Co., not Stoney Creek, C. list.

Withams, Accomac Co., not Albemarle, C. list.

VIRGIN ISLANDS, U. S.

Established and Name Changed.

X6990 Saint Thomas 00, Saint Thomas

Name Changed.

X6000 Charlotte Amalie to Saint Thomas

WASHINGTON.

Discontinued. Mail to

71648 Bunker*, Lewis, Adna

70708 Craige, 5055, Asotin

70973 Knowlton*, 5302, Okanogan

71752 Queets, Jefferson, Olson

71717 Reeve-ton*, Clallam, Sequim

71031 Lowgap*, Grant, Bailey

Establishment Rescinded.

70910 Fords Prairie, Rural Station, Centralia.

Correction.

Bryant, Snohomish not Bryan, S. list.

Hawks Nest, supplied from Sachman, omit page 915.

Keechelus, supplied from Easton, page 915.

Mulvane, supplied from Ramsey, omit page 915.

Nespelen, Okanogan not Nepselem C. list.

Topenish, Yakam not Topenish, C. list.

WEST VIRGINIA.

Established and Names Changed.

88556 Belo.....1573.....Mingo
 86524 Bowlin.....1472.....Fayette
 86531 Brady.....1357.....Monongalia
 86708 Canterbury.....1573.....Mingo
 86849 Crany*.....1523.....Wyoming
 86873 Curry.....1523.....Logan
 86332 Echo.....1572.....Wayne
 87162 Glen Daniel.....1473.....Raleigh
 87333 Hurl.....1421.....Braxton
 87476 Kld.....1420.....Gilmer
 88396 Kriton (N).....1422.....Greenbrier
 87491 Landville.....1523.....Logan
 87498 Larew.....1320.....Preston
 87513 Leet.....1572.....Lincoln
 87697 Leslie (N).....1422.....Greenbrier
 88858 Mozzer.....1271.....Pendleton
 88033 Rig.....1270.....Hardy
 88042 Rinehart.....1420.....Harrison
 88053 Roaring.....1271.....Pendleton
 88966 Rock Gap.....1169.....Morgan
 88127 Sautifee.....1423.....Summers
 88181 Shegon.....1573.....Logan
 88175 Shrewsbury.....1472.....Kanawha
 88241 Stickney.....1523.....Raleigh
 88301 Tamcliff.....1523.....Mingo
 88329 Trace.....1573.....Mingo
 88370 Valley Chapel (N).....1370.....Lewis

88366 Verdunville.....1573.....Logan
 88383 Vicars.....1521.....Roane

Names Changed.

87697 McClung to Leslie.
 88370 Valley Church to Valley Chapel.
 88396 Volatile to Kriton.

Site Changed.

Flat Top, Mercer into Raleigh County.

Numbers Changed.

Banco unit 1573 not 1572.
 88294 Tallmansville not 88204 S. list.

Discontinued. Mail to

88613 Deer Creek*, Pocahontas... Cass
 88931 Dobbins*, Grant.....Wilson

86972 Dusk, Gilmer... Stouts Mills
 87150 Gilman*, Randolph... Elkins
 87166 Glen Falls*, Harrison..... Clarksburg
 87172 Glenhuddy, Kanawha..... Standard
 87246 Hardy*, Mercer... Ingleside
 Station, Parkersburg.

86518 South Parkersburg (Rural).
Corrections.

Hanna not Hannah, A. list.
 Royal supplied from Prince, omit page 916.
 Southfork, omit A. list.
 Withams, Accomac not Alberman Co. C. list.
 Pentacre, Kanawha County, insert C. list.

WISCONSIN.

Established.

Station, Madison.

30844 A.
Stations, Milwaukee.

37448 No. 97.
 37059 No. 98.
Station, Wausau.

37303 No. 3.
Numbers Changed.

36772 Nelma not 36768 S. list.
 36768 Newald not 36772 S. list.

Discontinued. Mail to

36061 Bacon*, Monroe..... Tunnel City
 36627 Loyd*, Richland... Casenovia
 37342 Murry, Rusk..... Exeland

Corrections.

Genesee, supplied from Mukwonago, page 916.
 Lublin not Lubin, A. list.

WYOMING.

Established.

89411 Badwater...4062...Natrona
 89429 Dunne...4213...Fremont
 89415 Du Noir...4311...Fremont
 89176 Hoback...4612...Lincoln
 89492 Mills...3963...Natrona
 89299 Raderville...4083...Natrona
 89372 Vonnie...4112...Fremont
 89386 Wyarno...4009...Sheridan
 89508 Yoder...3765...Goshen

New County.

TETON. NW.

Formerly in Lincoln County.

Elk.
 Grovont.
 Hoback.
 Jackson (ch).
 Kelly.
 Moran.
 Teton.
 Wilson.
 Zenith.

Discontinued. Mail to

89105 Donald, Crook.....Aladdin
 89435 Leoville, Niobrara..... Lost Spring
 89490 Modelmine, Sheridan..... Kleenburn
 89334 Springhill*, Albany Esterbrook
 89335 Springvalley*, Uinta..... Piedmont

Corrections.

Burge, supplied from Van Tassel, omit page 916.
 Hanna not Hannah, S. list.

AMENDMENTS TO THE POSTAL LAWS AND REGULATIONS.

[Arranged chronologically.]

The Supplement succeeding the date of the order publishes the order in full.

The yearly tabulation of amendments issued since the publication of the Postal Laws and Regulations in 1913 appear in the respective JUNE supplements as follows:

Year.	Page.	Inserts.	Year.	Page.	Inserts.
1914.....	53	1-50	1918.....	48	348-415
1915.....	46	51-152	1919.....	61	416-478
1916.....	49	153-212	1920.....	60	479-555
1917.....	53	213-347	1921.....	60	556-644

AMENDMENTS SINCE THE JUNE, 1921, SUPPLEMENT.

Insert number.	Order number.	Date of order.	Sections amended.	Insert number.	Order number.	Date of order.	Sections amended.
		1921.				1921.	
645.....	5953	June 8	725	673.....	6133	July 12	248
646.....	5954	..do....	727	674.....	6139	July 6	514
647.....	5955	..do....	1232	675.....	6224	July 28	603
648.....	6038	June 25	14	676.....	6225	..do....	294
649.....	6038	..do....	1014	677.....	6226	..do....	253
650.....	6038	..do....	1496	678.....	6242	July 29	10
651.....	6038	..do....	1501	679.....	6243	..do....	1734
652.....	6038	..do....	1504	680.....	6246	..do....	1345
653.....	6038	..do....	1511	681.....	6246	..do....	1347
654.....	6038	..do....	1513	682.....	6246	..do....	1349
655.....	6038	..do....	1514	683.....	6246	..do....	1350
656.....	6038	..do....	1515	684.....	6246	..do....	1351
657.....	6038	..do....	1517	685.....	6246	..do....	1352
658.....	6038	..do....	1518	686.....	6289	Aug. 13	472
659.....	6038	..do....	1521	687.....	6327	Aug. 22	272
660.....	6038	..do....	1522	688.....	6328	..do....	1402
661.....	6038	..do....	1524	689.....	6328	..do....	1402
662.....	6038	..do....	1529	690.....	6359	Aug. 30	341
663.....	6038	..do....	1532	691.....	6360	Sept. 1	511
664.....	6038	..do....	1533	692.....	6403	Sept. 9	774
665.....	6051	June 28	839	693.....	6424	Sept. 13	583
666.....	6073	June 30	10	694.....	6427	Sept. 14	293
667.....	6074	..do....	13	695.....	6428	..do....	472
668.....	6075	..do....	90	696.....	6444	Sept. 6	254
669.....	6076	June 30	100	697.....	6445	Sept. 13	1354
670.....	6077	..do....	100	698.....	6453	Sept. 16	689
671.....	6078	..do....	321	699.....	6466	Sept. 21	318
672.....	6079	..do....	322	700.....	6468	..do....	856

INSERT No. 692. ORDER No. 6403.

September 9, 1921.

Section 774 of the Postal Laws and Regulations, authorizing postmasters to require carriers to report on Sunday and holidays, is hereby revoked.

INSERT No. 693. ORDER No. 6424.

September 13, 1921.

Section 583 of the Postal Laws and Regulations is amended by the addition of a paragraph reading as follows:

2. Every piece of mail of any class that is subject to general-delivery service shall be back-stamped, handstamped, or otherwise indorsed to show the date of its receipt in the general-delivery section.

INSERT No. 694. ORDER No. 6427.

September 14, 1921.

Paragraph 1 of section 293 of the Postal Laws and Regulations is hereby amended to read as follows:

1. Postmasters shall give their personal attention to the business of their offices, and shall not absent themselves therefrom for a longer period than two days without written authority from the Post Office Department; but in each instance such absence shall be reported promptly to the department. Postmasters at offices of the first, second, and third classes shall devote a minimum of eight hours daily during the business part of the day to their duties as postmasters.

INSERT No. 695. ORDER No. 6428.

September 14, 1921.

Paragraph 5 (a) section 472, Postal Laws and Regulations, is amended by changing the last sentence thereof to read as follows:

The letters and figures in this symbol must be at least one-half inch high, and the final letter may be either A, B, C, D, E, F, or G.

INSERT No. 696. ORDER No. 6444.

September 8, 1921.

Paragraph 3, section 254, Postal Laws and Regulations, is amended by adding the following proviso under the act of July 28, 1916:

Provided, That a person who is concerned in a contract for mail messenger service, either as bidder, contractor or subcontractor, or any member of his immediate family, may be appointed postmaster, assistant postmaster, or clerk at a third or fourth class post office when the total amount payable under such contract does not exceed \$300 in any one year. (Act of July 28, 1916.)

INSERT No. 697. ORDER No. 6445.

September 13, 1921.

Section 1354 of the Postal Laws and Regulations is amended to read as follows:

A train must not depart from a station and leave mails which are being loaded, or are being trucked from vehicles or some part of the station to the train, or are aboard a connecting train that has come to a stop in the same station: *Provided*, That where holding an important train for mails from a delayed connection would cause serious delay and there is subsequent available train service within a reasonable length of time, the department may authorize a time limit beyond which such train may not be held excepting to load first-class mail, daily newspapers, and foreign mail if necessary to insure steamer connection. If the application of this provision to any train is desired by a railroad company request should be made to the Superintendent of Railway Mail Service for same, specifying reasons and length of time beyond which it is thought impracticable to hold the train in question. If such request is approved by the Superintendent R. M. S., any delayed mail involved under such authority as may be given will be carried on the subsequent train subject to the regulation respecting space to be furnished for delayed mails.

2. Mail trains may not be held beyond their scheduled time of departure for mail originating in local post offices, terminal railway post offices, or offices of publication. The Railway Mail Service will fix and enforce an ample time limit in which mails shall be delivered to the railroad companies for dispatch.

3. At joint stations where mails are due to be transferred from a train of one railroad company to a train of another, the mail after being unloaded from the incoming train will be held to be in the custody of the company operating the train to which the mail is due to be dispatched, and the responsibility for the transfer will then rest with that company.

4. Whenever necessary to transfer passengers, baggage, or express from one train to another, for any reason, all mails shall be included in the transfer unless such transfer is a regular connection coming within the provisions of paragraph 1 (sec. 1354).

5. Division superintendents of Railway Mail Service may cause to be withheld catalogue, circular, parcel post and ordinary paper mails, in the order named, from dispatch to important trains if necessary and advisable to prevent delay to such trains, and forward such mails in other trains in regular or emergency space.

INSERT No. 698. ORDER No. 6453.

September 16, 1921.

Paragraph 5 of section 689 of the Postal Laws and Regulations is hereby amended to read as follows:

5. Bonds of city and village letter carriers may be accepted by the postmasters at the post offices in which such carriers are employed, for and on behalf of the Postmaster General. These bonds shall be filed by the postmasters in their respective offices.

INSERT No. 699. ORDER No. 6466.

September 21, 1921.

Paragraph 8 of section 318 of the Postal Laws and Regulations is hereby amended to read as follows:

8. Bonds of assistant postmasters and cashiers in post offices may be accepted by the First Assistant Postmaster General for and on behalf of the Postmaster General, and shall be filed in the office of the First Assistant Postmaster General, Division of Postmasters' Appointments.

Section 318 is further amended by the addition of paragraph 11, to read as follows:

11. Bonds of clerks and other employees in post offices, except assistant postmasters, cashiers, and regular and substitute rural carriers, may be accepted by the postmasters at the post offices in which such clerks and other employees are performing service, for and on behalf of the Postmaster General. These bonds shall be filed by the postmasters in their respective offices.

INSERT No. 700. ORDER No. 6468.

September 21, 1921.

Paragraph 2 of section 856 of the Postal Laws and Regulations is amended to read as follows:

2. A record will be kept of each piece of special-delivery mail received for delivery, showing office of origin, complete address, registry, insurance or C. O. D. number, if any, and the name or number of messenger to whom delivered and the time of delivery to messenger. This record must also show reason for nondelivery or delay of any piece of such mail and its subsequent treatment or disposal.

WARNING NOTICE—STOLEN MONEY-ORDER FORMS.

Money-order forms printed for the offices named below have been reported stolen:

Office for which printed.	Money orders, numbers.	Date when stolen or of warning card.
Colorado—Colorado Springs	879231 to 879400.	July 25, 1921
D. C.—Washington, Sta. 2	41985 to 42000	Sept. 1, 1921
Georgia—Bowman	63400 to 63600	Apr. 9, 1921
Georgia—Dexter	64447 to 64600	July 5, 1921
Georgia—Greensboro	94832 to 95000	June 1, 1921
Georgia—Hahira	54978 to 54999	May 14, 1921
Georgia—Townsend	21474 to 21600	June 25, 1921
Illinois—Chicago, Sta. 95	29658 to 29800	July 11, 1921
Illinois—Chicago, Sta. 199	34814 to 35000	May 16, 1921
Illinois—Chicago, Sta. 258	25196 to 25503	Aug. 30, 1921
Illinois—Chicago, Sta. 331	4092 to 4096	Sept. 10, 1921
Illinois—Divernon	83319 to 83400	June 13, 1921
Illinois—Rock Island, Sta. 14	14476 to 14600.	Aug. 15, 1921
Indiana—Woodburn	39401 to 40000	Apr. 7, 1921
Iowa—Letts	45601 to 45800.	Aug. 8, 1921
Kansas—Kansas City, Sta. 12	11325 to 11400	June 21, 1921
Maryland—North Beach	390 to 400	June 27, 1921
Michigan—Breedsville	40221 to 40400.	Aug. 10, 1921
Michigan—Detroit, Sta. 39	33845 to 34000	Apr. 21, 1921
Michigan—Scotts	41581 to 41600	Sept. 21, 1921
Minnesota—Bovey	58500 to 58600	July 11, 1921
Minnesota—Minneapolis, Sta. 47	6393 to 6400.	Aug. 9, 1921
Mississippi—Pearlington	32332 to 32600	Apr. 20, 1921
Missouri—Craig	59535 to 59600	Sept. 16, 1921
Missouri—Kansas City, Sta. 53	2431 to 2600	Mar. 10, 1921
Missouri—Kansas City, Sta. 55	3364 to 3400.	July 23, 1921
Nebraska—Avoca	38033 to 38200	Aug. 3, 1921
Nebraska—Union	42451 to 42600	Apr. 21, 1921
New Jersey—Newark, Sta. 20	32222 to 32400	Apr. 14, 1921
New York—Brooklyn, Sta. 19	44234 to 44400	Apr. 15, 1921
New York—Brooklyn, Sta. 191	1181 to 1400	May 23, 1921
New York—Jamaica, Sta. 4	38389 to 38400	May 17, 1921
New York—New York, Sta. 87	48891 to 49000	Mar. 10, 1921
New York—New York, Sta. 136	37992 to 38000	Sept. 24, 1921
New York—New York, Sta. 172	20437 to 20600	Apr. 5, 1921
New York—New York, Sta. 181	12230 to 12400	Mar. 31, 1921
New York—New York, Sta. 230	21169 to 21200	Aug. 29, 1921
New York—New York, Sta. 235	13654 to 13800	Feb. 28, 1921
New York—Van Etten	43921 to 44000	Sept. 10, 1921
North Carolina—Kenansville	38143 to 38200	May 1, 1921
Ohio—Cleveland, Sta. 26	24995 to 25000	July 13, 1921
Ohio—Cleveland, Sta. 44	16919 to 17000	Mar. 9, 1921
Ohio—Elliston	6601 to 6800	Apr. 16, 1921
Ohio—Toledo, Sta. 9	25171 to 25200	Sept. 16, 1921
Oklahoma—Keirseey	2765 to 2798	May 7, 1921
Oklahoma—Leflore	23578 to 23600	June 11, 1921
Oklahoma—Marameo	28732 to 28800	May 4, 1921
Oklahoma—Nebo	4201 to 4400	May 9, 1921
Oklahoma—Talala	28222 to 29800	Apr. 20, 1921
Pennsylvania—Pittsburgh, Sta. 60	4210 to 4400	Apr. 27, 1921
South Dakota—Voin	39703 to 39800.	Aug. 7, 1921
Texas—Luella	2359 to 2400	Apr. 20, 1921
Tennessee—Ozone	5978, 5984, 5987, 5989, and 5991.	Date unknown
Texas—Ringgold	40954 to 41000	Mar. 5, 1921
Texas—San Antonio, Sta. A	130994 to 131000	Aug. 30, 1921
Virginia—Greenlee	7515 to 7600	July 20, 1921
Virginia—Grottoes	21001 to 22000	June 20, 1921
Washington—Burke	3932 to 4000	July 21, 1921
Wisconsin—Barrenett	16157 to 16200	Apr. 13, 1921
Wyoming—Granger	22770 to 22800	July 9, 1921

Should any be presented, refuse payment, wire the post-office inspector in charge of your division, and also the Third Assistant. Similar action must be taken in case of the theft of forms.

When notice of the theft of money orders is received, immediately examine the coupons of paid orders to ascertain whether any orders bearing the numbers and name of the office advertised have already been presented and collected. If any are found, report the fact, without loss of time, to the Third Assistant Postmaster General, and await instructions. If the payment was recent, use the telegraph, stating the number of the order.

To provide against payment of stolen orders postmasters should conspicuously post warning notices where they can be readily consulted by the paying clerks.

Exercise unusual caution in paying orders issued at any of the offices named on this card, even though numbers differ from those printed hereon.

Business men should be cautioned not to accept money orders from strangers without satisfactory references.

Notices not previously published in monthly supplement shown by full-faced type.

THE UNITED STATES OFFICIAL POSTAL AND PARCEL POST GUIDE

PUBLISHED ANNUALLY IN JULY

This Guide contains three complete lists of post offices, arranged one by States, one alphabetically, and one by States and counties; a list of post offices of the first, second, and third classes, with salaries of postmasters; a list of post offices discontinued during the previous three years; and general postal information covering a wide range of topics of interest to the public, including rates and other data in regard to the parcel post. This Guide is bound in cloth. Price, \$1.00 per copy.

THE LIST OF POST OFFICES BY STATES IS ARRANGED AS A PARCEL POST GUIDE, THE UNIT NUMBER OF EACH OFFICE BEING GIVEN AND SPACE PROVIDED FOR THE INSERTION OF THE ZONE NUMBER. (*See specimen, other side.*) A ZONE KEY FOR USE IN CONNECTION WITH THE POSTAL GUIDE IS FURNISHED TO EACH SUBSCRIBER. This is the only Parcel Post Guide published by the Government.

MONTHLY SUPPLEMENTS TO THE POSTAL GUIDE

Eleven Issues, August to June, Inclusive

The supplements, which are sold only in complete sets of eleven issues, contain current orders, instructions, and information relating to the Postal Service, including changes in post offices, and keep the annual edition up to date. Price, \$0.50 per set.

Copies of the Annual Guide and Monthly Supplements may be examined at any post office.

REMITTANCES for subscriptions should be made by POSTAL MONEY ORDERS payable to the SUPERINTENDENT OF DOCUMENTS, GOVERNMENT PRINTING OFFICE, WASHINGTON, D. C. Currency is sent at sender's risk. Postage stamps, foreign money, defaced or smooth coin will not be accepted.

Subscribers must state the year of the issue of the Annual Guide desired, in order that the office may know whether the subscription is for a current or forthcoming issue. Subscriptions for the Guide and supplements should not be forwarded to the Superintendent of Documents, Government Printing Office, until after the 1st of June of the current year for which the Guide is desired.

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No.	P. O. & County	Unit Zone	No.	P. O. & County	Unit Zone	No.	P. O. & County	Unit Zone
79135	*Stuart†, Palm Beach	1394	79325	Valrico*, Hillsborough	1593	79241	Wilma*, Liberty	1838
79206	(Sulphur Springs, R. Sta. Tampa)	1593	79446	Vandolah*, Hardee	1543	79458	Wilson*, Brevard	1441
79137	Sumatra*, Liberty	1838	79153	Venice*, Manatee	1594	79243	Wimauma*, Hillsborough	1593
79141	Sumica*, Polk	1493	79184	Venus*, Highlands	1494	79327	Windermere*, Orange	1542
79138	Summerfield†, Marion	1590	79506	Verna*, Manatee	1594	79244	Windsor*, Alachua	1589
79139	Summer Haven*, Saint Johns	1489	79186	Vernon*, Washington	1937	79245	Winfield*, Columbia	1638
79308	Sumner*, Levy	1640	79187	Vero†, Saint Lucie	1393	79247	Winter Garden†, Orange	1541
79140	Sumterville*, Sumter	1591	79191	Vilas*, Liberty	1838	79248	Winterhaven†, Polk	1542
79143	Sutherland†, Pinellas	1642	79192	Vista, Levy	1690	79382	Winter Home, Orange	1492
79144	Suwanee Valley, Columbia	1638	79379	Volusia*, Volusia	1490	79249	Winter Park†, Orange	1491
79147	Switzerland*, Saint Johns	1538	79193	Wabasso*, Saint Lucie	1393	79276	Woodrow*, Lee	1545
79149	Sydney*, Hillsborough	1593	79194	Wacissa*, Jefferson	1738	79356	Woods, Liberty	1838
79150	Taft*, Orange	1492	79195	Wade*, Alachua	1639	79254	Woodville*, Leon	1788
79800	*Tallahassee†, Leon	1788	79332	Wagner*, Seminole	1491	79255	Worthington*, Bradford	1589
79328	Tallevast, Manatee	1644	79197	Wakulla*, Wakulla	1788	79256	Wulfert*, Lee	1596
79800	*Tampa†, Hillsborough	1593	79198	Waldo†, Alachua	1589	79257	Yalaha†, Lake	1541
	<i>Stations.</i>		79203	Wall Springs*, Pinellas	1642	79258	Yamato*, Palm Beach	1396
79905	Sulphur Springs (Rural).		79428	Walnut Hill*, Escambia	2137	78902	(Ybor City†, Ind., Sta. Tampa)	1593
79901	*West Tampa†.		79204	Walton*, Saint Lucie	1394	79259	Yelvington*, Saint Johns	1539
79902	*Ybor City†. (Ind.)		79206	Ward*, Leon	1838	79260	York*, Marion	1590
79903	No. 1. 79277 No. 2.		79207	Warrington†, Escambia	2088	79263	Youngstown*, Bay	1888
79284	No. 3. 79378 No. 4.		79208	Watertown†, Columbia	1638	79264	Yulee*, Nassau	1537
79281	No. 5. 79421 No. 6.		79209	Watson, Liberty	1837	79265	Zellwood*, Orange	1541
79904	No. 7.		79210	*Wauchula†, Hardee	1543	78201	Zephyrhills†, Pasco	1592
79151	Tangerine*, Orange	1541	79211	Waukeezah*, Jefferson	1738	79266	*Zolfo Springs†, Hardee	1544
79153	Tarpon Springs†, Pinellas	1642	79212	Wausau*, Washington	1937			
79413	Tasmania*, Glades	1495	79399	Waverly*, Polk	1543	FRANCE.		
79154	Tavares†, Lake	1541	79214	Webster†, Sumter	1591	19000	U. S. Army Postal Service*	
79369	Tavernier, Monroe	1449	79215	Weirsdale*, Marion	1541	GEORGIA.		
79157	Telopia*, Liberty	1838	79217	Weiaka*, Putnam	1540	06002	Abba*, Irwin	1685
79158	Terre Celta*, Manatee	1643	79219	Wellborn†, Suwanee	1638	06003	Abbeville†, Wilcox	1685
79160	Thealma*, Taylor	1739	79221	Westbay*, Bay	1938	06004	Abbottsford*, Troup	1882
79161	Theressa*, Bradford	1589	79224	*West Palm Beach†, Palm Beach	1395	07721	Aberdeen, Fayette	1832
79162	Thonotosassa*, Hillsborough	1592	79901	(West Tampa†, Sta. Tampa)	1593	06005	Acree*, Dougherty	1785
79155	Tidewater, Levy	1640	79226	West Toco†, Clay	1539	06006	Acworth†, Cobb	1830
79163	Tigerbay*, Polk	1543	79227	Westville*, Holmes	1937	06008	Adairsville†, Bartow	1830
79164	Tillman*, Brevard	1442	79228	Wetappo*, Bay	1838	09009	Adams*, Lee	1785
79166	*Titusville†, Brevard	1441	79230	Wewahitchka*, Calhoun	1888	07753	Adams Park, Twiggs	1733
79168	Trenton†, Alachua	1639	79231	White City*, Saint Lucie	1394	06011	Adel†, Cook	1686
79169	Trilby*, Pasco	1592	79232	Whitehouse*, Duval	1538	06012	Adgateville*, Jasper	1732
79170	Tropic*, Brevard	1442	79233	White Springs†, Hamilton	1638	06013	Adrian†, Emanuel	1633
79171	Tucker*, Pasco	1642	79235	Whitney*, Lake	1541	06015	Afton, Dawson	1780
79173	Turkey Creek*, Hillsborough	1593	79518	Wilbur-By-The-Sea†, Volusia	1440	06016	Agate, Floyd	1820
79177	Umatilla†, Lake	1541	79237	Wilcox*, Alachua	1639	06017	Agnes, Lincoln	1581
78502	(University. Sta. Gainesville)	1589	79238	Wildwood†, Sumter	1591	06018	Agricola*, Glascock	1632
79429	Useppa Island†*, Lee	1595	79279	Willeford*, Alachua	1639	06019	Al, Gilmer	1779
79180	Utopia*, Okeechobee	1444	79240	Williston†, Levy	1590	66021	Alley†, Montgomery	1634
79181	Valkaria*, Brevard	1443				06024	Alamo†, Wheeler	1834
78295	Valparaiso†, Okaloosa	1987						

This is a sample of a page in the List of Post Offices by States as it appears in the Guide.

DATE OF FIRST COMPLAINT TO BE SHOWN ON APPLICATIONS FOR INDEMNITY (Form 3812)

A number of postmasters in starting or completing applications for indemnity on Form 3812 covering insured and C. O. D. parcels fail to insert the date of first complaint at their offices in the items provided for that purpose, either item 5 at the office of mailing or item 24 at the office of address. It is very important that this information be furnished in all claims for indemnity where the date of the formal application as shown in the sworn statements is more than six months after the date of mailing of the parcel involved.

It is urgently requested that postmasters and other postal employees concerned exercise extreme care, when filling out statement of postmaster at office of mailing or of office of address, to see that question 5 or 24, as may be appropriate, is properly answered *in every instance*. Failure to answer these questions frequently causes considerable correspondence on the part of the postmasters and the Department and delays the adjustment of indemnity claims.

Any inquiry or complaint, formal or informal (written or oral), made or received at a post office concerning an insured or C. O. D. parcel, whether mailed from or addressed to that office, is considered as constituting an informal claim for indemnity, and a notation of the date of such complaint or inquiry must be made on the record of indemnity claims and entered on the application for indemnity.

In every case where inquiry concerning an insured or C. O. D. parcel or formal claim for indemnity is not made within six months from the date of mailing of the parcel, an explanation by the claimant giving the reasons for the delay should accompany the application in order that the Department may determine whether the excuses given are sufficient to justify the payment of indemnity.

Postmasters at offices of the first and second classes receiving claims for indemnity involving insured parcels made after the expiration of six months from the dates of mailing of the parcels in which reasonable excuse for the delay is given should send the claim papers to the Third Assistant Postmaster General, Division of Registered Mails, for decision.

DELIVERY OF C. O. D. PARCELS AT OFFICES WITHOUT CARRIER SERVICE AND ON RURAL ROUTES

Complaints have been received that a number of C. O. D. parcels addressed to offices not having carrier delivery have been returned to senders as undeliverable without the addressees having been notified that the parcels were on hand.

The earnest cooperation of all postmasters at offices not having carrier delivery service is solicited with a view to eliminating complaints of this kind. Postmasters at such offices should use every means practicable, without expense to the Department, to notify addressees that C. O. D. parcels are on hand for delivery. *A delivery notice (Form 3849) must in every instance be placed in the general delivery or in the post-office box if one is rented by the addressee.* See Article 25, page 103, July, 1921, Guide.

C. O. D. parcels addressed to patrons on rural routes must be assigned to the rural carriers for delivery on their first trip after receipt. If the residence is more than one-half mile from the rural route, the carrier is not required or expected to make delivery at the residence, but in such a case the parcel should be taken out for possible delivery at the box or elsewhere on the route and if not so delivered the carrier should leave a notice in the rural mail box telling the addressee to be at the box on the next trip, or after that to call for the parcel at the post office, or state when delivery may be made at the box.



Night Work in Post Offices



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Quarterly Statement of Expenditures for Substitute and Auxiliary Clerical and Carrier Assistance

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Stamp Supplies for the Holiday Season

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Motor Vehicle Service

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