

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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**Encourage
Mailings**

B

**Early
and
Often**

**During
the Day**

Important Notice

Care must be
exercised in
naming the
paying office on
money orders

See
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UNITED STATES OFFICIAL POSTAL GUIDE

FOURTH SERIES

NOVEMBER, 1921

VOL. 1, No. 5

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

(1) CHRISTMAS MESSAGE.

(Postmasters should deliver this message or have it presented to the school authorities so that it may be read in the public schools, Monday, December 5, and published, without cost, in local newspapers, if possible.)

To the boys and girls of the United States:

Christmas is almost here.

Your great Post Office Department has a big job ahead and needs your help.

Think what it means to be Santa Claus to our 100,000,000 people and to deliver Christmas parcels to every family in this great country within the short space of a few days and without disappointment.

It can be done, and we're going to do it if we may have your help. I want to enlist the active assistance of every boy and girl in the schools of our country in getting parcels mailed *this week* to relieve the rush that comes directly before Christmas.

Will you go home to-day and take this message to your parents and friends?

"Our postmaster has asked us to mail our Christmas parcels *this week*, for, unless we do, Uncle Sam's load may be so heavy the last few days before Christmas that he won't be able to deliver all the presents by Christmas eve."

The parcels must be well wrapped and tied and addressed plainly in order that they may arrive in good condition with their Christmasy appearance unspoiled. You can put on your packages, "Do not open until Christmas."

And, there must be a number on your house and a mail receptacle, too, for, if there isn't, Santa Claus's messenger, your letter carrier, may not be able to find the house where the presents belong.

There are some other things in which you can all assist in improving the mail service and in saving our great Government millions of dollars a year that is now wasted because of our carelessness—yours and mine.

Every day that you drop a letter in the mail box 40,000,000 other letters are already pushing and jamming through the postal machinery. One letter a day for each family of five persons in the United States is given to Uncle Sam to deliver.

When you send a parcel to the post office for mailing any day there are about 8,000,000 other parcels ahead of yours passing through the postal hopper. This is in ordinary days; at Christmas time it is multiplied many times.

One family in about every ten puts a badly addressed letter in the mail every day. This mixes up over 2,000,000 half-addressed letters with the 40,000,000 fully addressed letters. That means that the fully addressed letters must wait on the slow-moving poorly addressed letters just like the larger boys and girls are delayed by a bunch of "bad kids" tagging along.

You boys and girls can help the Postal Service and save your father some money, because he has to help pay the cost of searching addresses on letters and parcels sent out by this one-careless and thoughtless family in every ten.

First find out if your family is the careless one, then bear in mind that your letters must be handled by skilled mail distributors standing in post offices and on swaying postal cars of a mile-a-minute mail trains, often under poor light.

The address on every letter, card, or package must be correct, complete, and legible, including the house number and name of street, and the "From" address should be in the upper left-hand corner so that the mail will be returned to you in case it is not delivered. Do not abbreviate names of States because so many look alike when so abbreviated.

Put the proper amount of postage on your letters and wrap the parcels carefully. Avoid fancy writing, which causes post-office clerks and letter carriers to stop and study, and thus lose time. Make the address plain and easily read, and always use pen and ink or typewriter and light-colored envelopes, so as to save the eyes of the post-office clerks. Do not use envelopes of unusual size. The little ones that are so frequently used for cards and notes at Christmas or other holiday times cause an untold amount of trouble and labor, as they will not fit our canceling machines and must therefore be canceled by hand. Because of their size and tendency to slip out of a package, these small envelopes are more likely to be overlooked or lost.

Mail your letters and packages early in the day because this avoids overloading and delaying mail at the end of the day.

Your local postmaster and your teachers will tell you more about the Postal Service.

Do these things, and you will win the grateful appreciation of the people in your post office and especially of your Postmaster General.

WILL H. HAYS.

P. S.—Don't forget to mail Christmas packages *this week*.

(2) SERVICE (BETWEEN NEW YORK AND SAN FRANCISCO).

OCTOBER 17, 1921.

The New York Herald is kind enough to print a letter from a lady residing in New York and one from a gentleman in California concerning the quick dispatch of letters and newspapers across the continent. We are reprinting these letters for the encouragement of the postal workers. It is absolutely essential that we give letters and newspapers the very best service in us, and I am particularly gratified at the quick dispatch of newspapers because we have had some complaints as to delays to them. The New York letter to the editor follows.

WILL H. HAYS,
Postmaster General.

ARTICLE VI.—SECRETARY.

The secretary shall keep correct minutes of the proceedings of the council and attend to the correspondence and duties usually performed by such an officer.

ARTICLE VII.—QUORUM.

Five members or a majority of the council shall constitute a quorum for the transaction of business by the council.

ARTICLE VIII.—SPECIAL MEETINGS.

The chairman may call special meetings of the council and shall do so upon the petition of three members of the council.

ARTICLE IX.—DUTIES OF THE COUNCIL.

It shall be the duty of each council to consider the matters of local interest which have relation to the accomplishment of the object stated in Article II. All matters that affect working conditions of employees, whether these deal with sanitation, efficiency, or cooperation between employees, officials, and the public, are legitimate subjects for discussion and consideration by the council.

Grievances of employees may be considered by the council in its advisory capacity if presented in writing by the member representing the employee. The council may at its discretion permit the employee to appear in person and produce witnesses. The views of the council as expressed in a majority vote shall be transmitted to the postmaster for his consideration. Similarly, the council may consider suggestions and recommendations of employees for the betterment of the service, and in a similar fashion shall transmit these as approved by the council on a majority vote for the consideration of the postmaster.

ARTICLE X.—AMENDMENTS.

Any amendment of this constitution may be made at any regular meeting of the council. A two-thirds vote of all the members of the council shall be necessary to adopt an amendment.

(9) SALE OF TREASURY SAVINGS CERTIFICATES.

There is fine cooperation by postmasters and newspapers in the sale of Treasury savings certificates. I want to commend particularly the cooperation of the Bridgeport, Conn., newspapers and the postmaster of that city.

We are reprinting below what appeared in the Bridgeport papers as a suggestion to other postmasters.

WILL H. HAYS,
Postmaster General.

INVESTMENT IN TREASURY NOTES IS ADVOCATED.

Postmaster Charles F. Greene has addressed a forceful letter to representative persons of this country reminding them of the dangers that lurk in speculative investment, as evidenced by the fact that last year the American public lost \$500,000,000 in fraudulent stock transactions. To counteract this menace the postmaster urges investment in Treasury savings certificates. The letter reads as follows:

DEAR FELLOW CITIZEN: It takes courage to offer advice regarding money matters, but the suggestion I offer you really comes from the United States Government, through me as postmaster.

I want to recall to your mind that you may obtain at this office Treasury savings certificates which our Government is continuing to offer its citizens as a means of protecting their savings. I wonder if you are aware that \$500,000,000 was literally swindled from the people of the United States last year, much of it in small amounts. We should profit from this experience.

You can obtain, through this post office, Treasury savings securities in denominations of 25 cents, \$1, \$25, and \$100, some of which are described herein. It will be a pleasure for us to accommodate you. May I suggest that you make a business of investing in these securities systematically?

UNFAMILIAR WITH INVESTMENT.

The postmaster says that his primary motive in dispatching such a letter was the knowledge that so many people with whom he has talked have never familiarized themselves with the details of this admirable investment which Uncle Sam has especially devised for the protection of the people's savings and he is anxious to do what he can to acquaint his constituency with the desirability of investing in them.

Treasury savings certificates are issued by the United States Government in denominations of \$25, \$100 and \$1,000; the prices for October are \$21.05, \$84.20 and \$842, respectively. These securities are automatically registered to insure the owner against loss by theft or fire—an important consideration to those who may not have convenient access to a bank or safe deposit box. They are redeemable upon presentation as stated on the face of the certificate, therefore a quick asset. Treasury savings certificates are not affected by market fluctuations and can not depreciate. They are always worth more than you paid for them. This unique feature is highly valued by cautious investors.

OUTSTANDING FEATURES.

On the lower half of the front page of the postmaster's letter is printed a description of the outstanding features of Treasury savings certificates.

On the reverse side of the sheet appear two interesting tables, one showing the purchase price of the certificate during the 12 months of the year and the other the securities each month for the ensuing five years, or until maturity; a glance shows the investor how his investment grows from month to month.

In addition to these tables is set forth the Treasury's monthly investment plan, whereby the investor decides to purchase a Treasury savings certificate each month for himself. He may also do this for each member of his family until each one has acquired up to the limit of \$1,000 maturity value; the purpose being the gradual building up of a "reserve fund." The Government Loan Organization, 120 Broadway, New York City, agrees to remind the investor of his decision each month if so requested.

The \$25 and \$100 denominations may be secured through the local post office; the \$1,000 denomination should be ordered direct from the Federal Reserve Bank, 120 Broadway, New York City.

With the prices of many issues of high-grade securities ranging at higher levels, thereby reducing the interest yields on such securities, the Treasury savings securities, with their 4 per cent interest compounded quarterly, are sure to increase in popularity with those who desire absolute safety combined with a reasonable income return on their investments.

The postmaster will be glad to answer further inquiries about any phase of the securities not clear, and invites the public to call at the post office for further information.

(10) A. F. OF L. INDORSES TREASURY SAVINGS SECURITIES.

This resolution is reprinted here to give you additional ammunition to use. We sell these and we want to break all records. Every A. F. of L. man in your postal territory is an unusually good prospect for a postal savings depositor and an investor in Treasury savings securities. Let's go out and get every one of them.

WILL H. HAYS,
Postmaster General.

Resolution No. 96—By Delegate Peter J. Brady, Central Trades and Labor Council, New York City.

Whereas at least \$500,000,000, equal to nearly \$5 for each man, woman, and child in the United States, was literally swindled from the public last year according to the best authorities by the sale of fraudulent and worthless stocks and securities; and

Whereas the men and women in industry have neither the time, knowledge, nor experience to make a complete and thorough investigation and examination of stocks and securities that are offered to them in attractive ways to induce the investing of their small sums and savings accumulated through sacrifice, strictest economy, and thrift; and

Whereas the savings securities issued by the United States Government, through the Treasury Department, in denominations of 25 cents, \$1, \$5, \$25, \$100, and \$1,000, provide the means whereby the small investor and saver will have a safe and convenient investment increasing in value each month, returning a satisfactory rate of interest and free from speculative fluctuations: Therefore be it

Resolved, That the American Federation of Labor call upon the United States Government, through the Treasury Department, to adopt every necessary means for protecting small investors by calling their attention to the fraudulent and fake stocks and securities, and to adopt every possible method to rid the country and the people of these fraudulent schemers: And be it further

Resolved, That the American Federation of Labor in convention assembled at Denver, Colo., June, 1921, strongly urge the United States Government, through the Treasury Department, to continue the issuance of Treasury savings securities and to adopt every means to call to the attention of the great body of men, women, and children in the United States the splendid opportunity of practicing thrift and investing their funds in Government securities to the end that thrift, economy, and the accumulation of a savings fund may become a part of the everyday life of every American worker: And be it further

Resolved, That the American Federation of Labor offer to the United States Government, through the Treasury Department, cooperation and assistance in bringing to the attention of the rank and file of all the local unions the advantages to their members in placing their savings in Government securities, and that copies of these resolutions be sent the President, Warren G. Harding, to Andrew W. Mellon, Secretary of the Treasury, and to every other Cabinet officer and every Member of the Senate and House of Representatives, and to the governors of the 12 Federal reserve banks.

(11) MANNER OF RECORDING INTEREST PAYMENTS ON POSTAL SAVINGS CERTIFICATES WHERE WITHDRAWALS ARE MADE BY MAIL.

In connection with applications on Form PS 315 for payment by mail of postal savings certificates issued at other depository offices and any interest due thereon, the usual indorsement of the depositor on the reverse of each certificate should be obtained, but no notation should be made in the interest table on the reverse of the certificates by the postmaster first receiving the application in connection with the transmittal of the papers to the post office at which the account is to be paid.

(12) APPLICATION FOR SERVICE CREDIT, FORM 3-R 33.

Retirement act, May 22, 1920.

The following is an excerpt from a letter of the Commissioner of Pensions, dated September 23, 1921, in regard to a new form—3-R 32:

This form is for use by employees transferred from an unclassified to a classified status, or by those who are reinstated in the classified service and desire to make application for service credit, as provided in sections 10 and 11 of the act of May 22, 1920. Your attention is also invited to a decision by the Comptroller of the Treasury under date of January 15, 1921. (27 Comp. Dec. 623.)

These forms will be supplied on requisition in limited quantities to officials in your department or office who participate in retirement work for distribution to employees concerned, and it is recommended that all employees affected by the provisions of sections 10 and 11 of the retirement act be fully advised as to the requirements contained in said sections.

In connection with the above, attention is called to instructions which appeared in the March, 1921, supplement to the Postal Guide of July, 1920.

(13) FILING OF DOCTOR'S CERTIFICATE.

OCTOBER 19, 1921.

Order No. 6614.

Hereafter any employee applying for sick leave with pay, in excess of two days, as provided for in the act of June 5, 1920, will be required to file a doctor's certificate within five days after the termination of his illness.

(14) GOVERNMENT TELEGRAPH RATES.

OCTOBER 25, 1921.

Order No. 6617.

The rates stated in that portion of Order No. 6155, dated July 1, 1921, with reference to the transmission of Government messages by the Naval Communication Service, are amended as follows, the changes to date from July 27, 1921: Transfer point, Washington, D. C.:

	Rate per word.
Austria.....	\$0.07
Denmark.....	.06
Greece.....	.12
Hungary.....	.10
Norway.....	.10
Romania.....	.10
Sweden.....	.07
Add to the list:	
Lithuania.....	.11

(15) 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.

- 701. Undeliverable perishable matter.
- 702. Reason for nondelivery to be shown on matter.
- 703. Organization and duties, Office of Fourth Assistant.
- 704. Changes of address.
- 705. Backstamping of mail.
- 706. Receipts in duplicate.
- 707. Closing of summer or winter resort post office.
- 708. Leave of absence to postmasters.

(16) FRAUD ORDERS.

Fraud orders have been issued against the following parties at Copenhagen, Denmark:

R. Møller	Rasmussen & Co.	Turnig & Co.	E. Kier-Nielsen.
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The following notices were issued from the Bureau of the First Assistant Postmaster General—HUBERT WORK, First Assistant.

(17) HANDLING THE CHRISTMAS MAIL.

As the holiday season approaches it becomes necessary for us to organize our forces and perfect our plans for the prompt and economical handling of the Christmas mail. Equipment should be inspected and necessary repairs immediately made. If a sufficient number of regular substitute clerks and carriers are not available, arrangements should be made for a reserve temporary force, to be drawn upon as required.

Preparation.—To insure perfect cooperation and teamwork, confer with your supervisory officers and outline to them the object to be attained and the methods to be followed. They should be impressed with the necessity for efficient supervision and sincere cooperation. Each officer should make an exhaustive survey of his particular station, division, section, or crew for the purpose of strengthening all weak points and perfecting his organization, and the working force should be fully instructed in order that there may be no failure of purpose through lack of preparation or foresight. All employees should be stimulated to put forth their best efforts that the mails may be kept continuously moving without delay or damage, and requested to forego leave of absence during the rush period. Estimate the amount of additional help required and know where to get it before the rush begins. High school and college students make ideal temporary help. Preference should be given to men who have helped before and proved useful and efficient; also as a humanitarian move, to men with families.

Publicity—Care in wrapping and addressing parcels.—Wide publicity should be given to the importance of properly preparing parcels for the mails, supplying correct, complete, and legible addresses, affixing requisite amount of postage, and mailing a number of days in advance, according to the distance to be covered. Encourage proper wrapping by providing in the lobby a table and other facilities which may be properly furnished.

In this connection the cooperation of local papers, business and civic organizations, and individual business concerns should be solicited. Prepare in advance suitable matter for publication from day to day.

If possible without expense, arrange with motion-picture theaters to run slides calling attention to the necessity for packing and tying securely, addressing plainly, etc., as indicated in the preceding paragraph.

Two or three weeks before Christmas the cooperation of school authorities should be solicited and on some certain day the children should be given a message by the teachers to take to their homes, urging the immediate mailing of parcels in order to avoid the last few days' rush.

Station Service.—Particular attention should be given, in large offices, to service at stations. Very often attention is confined largely to the main office with the result that patrons are not accorded the prompt and courteous attention they have a right to expect at outlying offices.

Delivery Service.—All available space should be utilized, including corridors when necessary, provided the mails are at no time left unprotected. At offices where acute congestion occurs on account of lack of space, it is possible that arrangements may be made with the school authorities to utilize school buildings as distributing centers without cost.

Under this plan the residential section should be laid out in districts of such size that footmen may be employed advantageously, with the school in each district as a center. A primary distribution to these school districts should be made and delivery to the school made by horse-drawn or motor vehicles. When received at the schools, the mail

should be separated by blocks or squares in the corridors and basement nearest the street entrance, auxiliary clerks to be detailed for this purpose, and delivery then made by footmen. The delivery men should work out of the different school houses on short trips, returning frequently for new loads.

In sections of the city where it is known that the volume of mail for delivery will be great, arrangements should be made for the primary separation of this mail by blocks or other convenient subdivision, in sacks, and the mail for the section carried out in vehicles, and delivered from the rear of the vehicle, a carrier serving each side of the street. The sacks should be marked in the order of delivery in the block and as each sack is dumped the carriers select the parcels for delivery on each side of the street and effect delivery. In this manner if the volume of mail is such that stops are frequent delivery may be effected expeditiously.

C. O. D. Mail.—C. O. D. parcels should be delivered by regular parcel delivery carriers familiar with this work, and not given to inexperienced men whose errors might seriously embarrass the Department.

Collection Service.—Where Government trucks are in operation these should be used for collection as frequently as is warranted to avoid congestion from the outlying stations and districts, and if necessary to hire additional trucks or teams, these should be used in the delivery service. Teams are often times cheaper than trucks.

Carrier aid.—Regular carriers should be assisted during these abnormal days by having bundles relayed to convenient points on their routes. This service can be performed in the forenoon by the collection trucks.

Office hours.—For about one week preceding Christmas the office should be kept open as long as may be warranted. This applies also to classified stations.

Window service.—Arrangements should be made for the prompt removal from parcel-post windows of parcels received so as to avoid confusion and congestion. Such arrangements should provide for elimination of lost motion and lost time in handling parcels from the time of receipt to the last handling incident to distribution for dispatch.

Suitable signs should be placed in the lobby to indicate to the public where various features of business are transacted so that they will not lose time due to lack of such information.

Precanceled stamps.—Many postmasters have found the use of precanceled stamps advantageous, in that it enables them to handle the crowd in the lobby much more expeditiously and consequently with more satisfaction to the public. This is a matter which is well worth considering.

The usual method of using precanceled stamps, and the one that appears to be the most practical, is as follows:

One clerk receives the parcels from the patron, weighs them, and with a colored pencil marks on the wrapper of each the amount of postage required. If the postage on any parcel amounts to 25 cents or more, he makes a dash after the figures indicating the postage, after which he indicates the amount of documentary internal revenue stamps required and if it is to be insured he draws a horizontal line underneath, and under that he indicates the insurance fee. For instance: "20¢" postage; "25¢-1¢," 25 cents postage, internal revenue 1 cent; "25¢-1¢" 25 cents postage, 1 cent internal revenue, and 5 cents insurance fee.

After making these notations he passes the parcels to a clerk working alongside of him, preferably at his right, who collects the postage and in turn passes the parcels back to a third clerk who affixes the stamps and makes a primary separation of the parcels into baskets or bins properly labeled. Insured parcels are thrown into a basket by themselves from which they are taken to the clerks who write up the insurance slips. (The insurance receipt is given to the patron by the clerk who weighs and rates the packages.) The three clerks whose duties are outlined above constitute a unit. These units can be multiplied as many times as the amount of business will warrant or the counter space permit.

The use of precanceled stamps is permissible on parcel post matter, but care must be taken to see that such stamps do not get into the hands of the public. If used at all, they must be affixed to the parcels by employees or firms who have permits for the use of precanceled stamps.

Perishable parcels should be placed in a cold room immediately upon receipt, unless delivered at once. When loading for delivery such parcels should not be brought from cold room until the work of routing is actually commenced. Special attention should be given to the disposal of undeliverable perishables in accordance with the recent order on that subject.

Hospital for damaged parcels.—Men who have had experience in packing and wrapping parcels should be assigned to the duty of repacking and addressing all parcels received in bad order. This should be done at the time primary distribution is made and will save, to addressees, many parcels which otherwise would have contents scattered or reach the Inquiry Section without address.

Supervision.—Effective supervision is evidenced not only by the prompt handling of the mails in such an emergency, but by carefully working out plans which will permit the utilization of your present force and equipment to the fullest possible advantage and precluding any unnecessary expense. While it is expected that sufficient auxiliary assistance shall be utilized to insure efficient and expeditious service, extravagance and waste will not be excused. This may be avoided by carefully planned organization and supervision. While an adequate number of auxiliary employees should be provided, efficiency is not in numbers of men but in definite prearranged plans in which each supervisor knows his responsibility and facilities available. Substitutes should be employed a few at a time as the rush begins, and only in sufficient numbers to handle each day's receipts without any lost time, the number gradually to be added to as the volume of mail increases until the peak is reached. With carefully worked out plans for the handling of the mails, and the cooperation of the public in early mailing, it should be possible to make practically a complete clean-up on Christmas eve, thus permitting the release at that time of all temporary assistance.

The mail, both incoming and outgoing, must be handled upon receipt, thus precluding any possibility of congestion, and a complete clean-up must be made daily.

Confident in the assurance of your earnest cooperation, I feel that the success of the coming holiday season will be without parallel.

I wish you and each and every one of your faithful employees a Merry Christmas and Happy New Year.

Sincerely, yours,

HUBERT WORK,
First Assistant Postmaster General.

(18) PAYMENT FOR SUNDAY SERVICE, JUNE 5 TO JUNE 30, 1920.

The attention of postmasters is invited to the notice published in the Postal Bulletin of August 5, 1921, authorizing the payment to clerks and laborers in first and second class post offices and letter carriers in the City Delivery Service the amount due them as overtime in lieu of compensatory time for work performed by them on Sundays intervening between June 5 and June 30, 1920, in accordance with the provisions of section 7 of the act approved July 21, 1921.

The Comptroller General of the United States, in a decision dated October 1, 1921, holds that the provisions of the above-mentioned section applies to foremen and special clerks as well as to regular clerks, laborers, and city carriers. Postmasters should, therefore, make a careful check of the time records and pay rolls and pay to the foremen and special clerks who were employed on Sundays between June 5 and June 30, 1920, but were neither granted extra compensation nor compensatory time, the amount due them for such service.

Proper vouchers to cover such payments should be submitted to the Comptroller for the Post Office Department with the account for the quarter ending December 31, 1921, together with a brief explanation of the deferred payment. A report of the amount so expended should be submitted by letter to this bureau. These expenditures must not be reported on Form 1525 for the December quarter.

(19) CASE EXAMINATIONS.

The following instructions with reference to case examinations are published for the information and guidance of officials and employees of the Postal Service and are effective at once:

In first-class offices where the salary of the postmaster is \$3,600 or more, all employees regularly assigned to the distribution of mail and all others who may from time to time be detailed to assist in the distribution of mail shall be required to qualify on case examination, either on the outgoing or incoming scheme, or both, as the postmaster may direct.

In first-class post offices where the salary of the postmaster is \$3,500 or less, all employees except the assistant postmaster shall be required to qualify either on outgoing or incoming schemes at least once each year, but employees 60 years of age or over, who are not special clerks, may be excused.

At second-class post offices all employees under 60 years of age, including the assistant postmaster, will be required to take the examination.

The examination at offices having a regularly appointed superintendent of mails will be conducted by that official, and at other post offices it will be conducted by a chief clerk of the Railway Mail Service.

At offices having a superintendent of mails clerks will be examined during their regular tours of duty. It is not always possible to follow this rule at offices where examinations are conducted by a chief clerk of the Railway Mail Service, but it will be adhered to as closely as possible.

(20) POSTMASTERS MUST ATTEND PROMPTLY TO OFFICIAL CORRESPONDENCE.

This bureau is called upon to perform much work which would be unnecessary if all postmasters attended promptly to their correspondence.

When the various bureaus and offices of the department are unable to secure from postmasters replies to official communications, such postmasters are reported to this bureau. It then becomes necessary for the matter in question to be taken up with the delinquent postmaster, either through correspondence or the inspection service. During the course of a year many hundreds of letters are written on this account, which should be entirely unnecessary if postmasters submitted reports promptly as required by the Postal Laws and Regulations and replied promptly to all official communications.

In order that this work may be reduced to a minimum, postmasters are advised that they are expected and required to comply fully and promptly with the Regulations on this subject and that the department will hereafter be more prompt in removing the offending officials rather than follow the expensive methods of correspondence and sending inspectors to secure reports and data which should be furnished by postmasters.

Postmasters at central accounting offices should avail themselves of every opportunity to impress upon district postmasters the necessity of attending promptly to their official correspondence and reports; also should report to the First Assistant, Division of Postmasters' Appointments, postmasters who are negligent in this regard.

(21) SERVICE AND APPRECIATION.

On August 15, 1921, the Waltham (Mass.) Evening News contained an editorial severely criticizing the Postal Service between the different stations and branches of the Boston office, it being alleged that a longer time was required for a letter mailed in Waltham to reach another section of Boston than for a letter mailed to Philadelphia or Chicago to reach its destination.

This editorial having come to the attention of the Postmaster General, was referred to the Boston office for an exhaustive investigation.

Officials of the Boston office interviewed the editor, found that he was unaware of the interstation service recently established in that city to enable the delivery the same day anywhere within the Boston postal district of letters mailed within the district up to 11 a. m. A representative of the Evening News was detailed to witness the arrival at Waltham branch of the interstation mail. As a result, on September 14, 1921, there appeared in the Evening News a two-column article not only withdrawing in effect its former criticism, but giving high praise to the interstation service which permits delivery the same day of mail for the Boston postal district mailed anywhere within the city up to 11 a. m.

This good work on the part of the Boston postal officials, as well as its recognition by the editor of the Waltham Evening News, is highly appreciated.

(22) PREPARATION OF PARCELS FOR THE MAILS.

Due to the failure of patrons properly to prepare parcels for the mails, and to the action of many offices in accepting improperly prepared parcels, many have been damaged in transit, resulting in complaints against the service and losses to patrons. This also entails additional heavy expense, as in the larger offices two or more employees are engaged regularly in rewrapping improperly prepared packages received from other offices.

By close supervision, and a rigid enforcement of the regulations governing the preparation of parcels and their admission to the mails (secs. 469 to 478, P. L. & R.) this source of complaint and expense can be almost wholly eliminated.

During the month of November the American Railway Association and the American Railway Express will conduct a "Perfect Package Campaign."

While the matter is thus being placed before the public in every section of the country, it is desired that every postmaster inaugurate at his office an intensive campaign for the proper preparation of parcels for the mail. This can be done by personal solicitation on the part of city, village, and rural letter carriers, as well as window clerks, and by interesting newspaper notices, which the average paper will be glad to publish as a matter of news without expense to the department.

In addition, the active cooperation of all business and civic organizations should be solicited; the aid of motion-picture houses should be sought, and at all offices equipped with printing or duplicating machinery of any character, including mimeographs and multigraphs, circulars containing instructions for the proper preparation of parcels and urging the cooperation of the public should be prepared and generally distributed. In addition, postmasters, or their representatives, may deliver suitable addresses in the public schools and at meetings of business and civic organizations.

It is urgently requested that every postmaster and postal employee take a deep and active interest in this campaign, and that the most effective means be adopted for bringing this vital matter to the attention of the public in the most graphic manner.

(23) CONSOLIDATED WINDOW SERVICE AFTER 6 P. M., FIRST AND SECOND CLASS OFFICES.

In a number of post offices a successful test has been made of consolidating at one window all window service after 6 or 6.30 p. m. daily, thus releasing clerks for other service and effecting a practical economy. At all offices where not already in effect, it is requested that this plan be given a thorough trial, the object of course being to maintain only sufficient window service to accommodate the patrons calling after that hour. When such a change is made in the larger offices good results could be obtained by having the local newspapers carry news notices showing the change.

In the evenings post offices should be kept open only a sufficient length of time to meet the actual requirements of the public.

(24) LISTS OF NAMES.

The department is receiving from postmasters numerous inquiries as to whether they should comply with requests for the names of the principal firms or individuals in certain trades, business, or industries, such as fur buyers and trappers, etc.

Under no circumstances will postmasters furnish the names of patrons of their offices or give out information concerning mail matter, except as provided in section 523, Postal Laws and Regulations, and paragraph 4, page 74, of the 1921 Postal Guide.

Improper requests for addresses may be answered by Form 68, and such requests to which that form is not a complete reply should be acknowledged as provided in paragraph 4 of section 523.

(25) DUPLICATION OF STREET NAMES.

The department's attention has frequently been called to the fact that in a number of cities there is a duplication of street names, resulting in considerable confusion in the delivery of mail. If such duplications exist in your city, you are requested to take this matter up with the municipal authorities and urge their cooperation for a more efficient mail service by making necessary changes of street names where duplications occur.

(26) ERECTION OF STREET LETTER BOXES.

The department is of the opinion that collections may be expedited and the public given better service if the policy of erecting street letter boxes in straight lines on the same side of the street, and so far as possible on street car lines, is universally adopted for residential sections. In addition to giving better service and getting the mail into the office promptly, it also saves equipment and especially facilitates the collections of the mail on Sundays and holidays. Therefore, postmasters are requested to follow the plan outlined above so far as may be practicable in the erection or relocation of street letter boxes.

(27) COMPLETE COLLECTIONS FROM STREET LETTER AND PACKAGE BOXES.

The department's attention has been called to the fact that at times all mail matter deposited in street letter boxes is not collected, due to the fact that letters lodge in the top of the box and are overlooked.

All carriers should be instructed to examine carefully each box from which collection is made in order to insure the collection of every piece of mail.

(28) VALUABLE SUGGESTIONS AND INVENTIONS.

Information is desired as to any invention, suggestion, or series of suggestions for improvements or economies in the designs, devices, or processes applicable to the Postal Service submitted by postal employees which have been adopted for use and have been found to clearly effect a material economy or increased efficiency.

Postmasters are requested to advise this office of such cases, describing fully the invention and suggestions, and setting forth in detail the conditions under which adopted and the economy and efficiency effected.

(29) POST OFFICE APPLIANCES.

The administrators of the Postal Service believe that many improvements are possible not only in the methods of conducting the service but in the appliances used in connection therewith. Also that among the more than 300,000 employees of the service there are many who have clearly defined ideas of changes in appliances that would be beneficial, but, for reasons known only to themselves, have failed to bring them to the department's attention.

To encourage the inventive genius of the employees, there recently has been appointed a committee designated "The Committee on Experiment, Research, and Design," whose duty it will be to receive and examine all devices submitted to the department; also to consider suggestions relating to the improvement of mechanical or other equipment used in the Postal Service and make such recommendations as they may deem proper.

Employees are assured that any suggestions they may make along the lines suggested will be welcome and will receive careful attention.

(30) INSTRUCTION OF SCHOOL CHILDREN—ORGANIZATION AND OPERATION OF THE POSTAL SERVICE.

Postmasters are hereby directed to confer with their local school authorities with a view to adopting the most effective method of instructing school children as to the organization and operation of the Postal Service. These instructions should cover such features of the service as the delivery of the mails, the classification of mail matter, the parcel post, including the insurance and collect-on-delivery services, the registry, money order, and postal savings systems, the proper addressing of letters, the importance of placing return cards on envelopes, etc.

Postmasters should arrange to deliver personal talks to the pupils on these subjects and should give teachers access to the Postal Guide, Postal Laws and Regulations, furnish them with copies of the pamphlet of Postal Information, and render them every assistance in securing necessary information.

(31) SMOKING IN WORKROOMS.

While the department has no disposition to infringe in any way upon personal privilege or liberty, nevertheless the health and comfort of employees, the expeditious handling of mail, and its proper protection are of first concern and compel suitable rules of conduct among employees while on duty.

Complaints received at the department indicate that smoking is offensive to certain employees, that the practice interferes with distribution and offers an element of risk by fire to valuable mail matter.

Postmasters will therefore request that smoking in the workrooms of the post office be discontinued.

Cheerful compliance on the part of all will be very much appreciated.

(32) ORDERLINESS.

Post offices, like people, are judged by first appearances. A clean orderly lobby appeals to the public and is indicative of the quality of the service rendered at that particular office.

The same psychology applies within the office. Employees working in an orderly workroom are influenced thereby to be more accurate, careful, and expeditious in the handling of the mail to say nothing of the benefit they receive from working under hygienic conditions.

Postmasters, therefore, are urged to give constant attention and care both to the interior and exterior appearances of their offices. Woodwork, floors, and windows should be kept clean; bulletin boards neatly arranged and contain only bulletins of present interest; furniture dusted regularly and kept free of any accumulation of unused material and supplies; and those employees who wait directly upon the public should give careful attention to personal appearances.

It should be the ambition of every postmaster to give post offices and postal stations so much character that they will be the pride of the community in which they are located.

(33) PRICES OF REVOLVERS, ETC.

The following replacement prices for revolvers, shotguns, and related equipment distributed in the Postal Service, supersede those previously given for the particular articles named:

Sawed-off shotguns, riot type:

Winchester.....	\$26.67
Remington.....	28.72
Revolvers, Smith & Wesson, caliber .45, M1917.....	16.15
Revolvers, Colt, caliber .45, M1918.....	14.50
Holster for caliber .45 revolver.....	1.43
Slings for shotguns.....	1.16
Belts, pistol, model 1912, W/O saber ring.....	1.12
Pockets, revolver clip, model 1917.....	.51
Belts, leather.....	1.75
Suspenders, cartridge belt, model 1907.....	.98

Postmasters who are supplied with ordnance equipment will be held to strict accountability for same in the amounts above quoted.

(34) CORRECTION OF TYPOGRAPHICAL ERROR.

In the last line of article (32) on page 8 in the September Postal Guide the word "or" should be changed to "for."

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

(35) SEPARATION IN POST OFFICES AND RAILWAY POST OFFICES OF MAIL FOR FOREIGN COUNTRIES.

With respect to the general foreign separating scheme, pages 140 to 142, of the annual Postal Guide for 1921, it is requested that post offices and railway post offices make every effort to continue the separation of mails for foreign countries, especially during the holiday season, when the need for primary separation is the greatest, in order to avoid congestion and delay at the exchange post office (foreign station) at New York.

It is particularly desired that the labels of sacks containing parcel-post packages for foreign countries be marked "New York—Foreign," and, in addition, "Parcel Post"; also whenever practicable that parcel-post packages for Great Britain, Ireland, Poland, Germany, Russia, France, Italy, Norway, Sweden, and Denmark be placed in separate sacks, and the New York—Foreign parcel-post labels, appropriately indorsed "Great Britain," "Germany," etc., as may be proper. Only parcels bearing customs declarations should be included in the parcel-post sacks. Packages of books, samples, and miscellaneous printed matter, while classed as "parcel post" in the domestic mails, are usually mailed as "prints" in the foreign mails, and, unless the packages have declarations attached should be included with newspapers in the "prints" sacks.

It must be kept in mind that the mail for Canada must not be dispatched to New York in sacks bearing labels reading "New York—Foreign." Also that New York is not the exchange office for Cuba (unless the mail is specially addressed for dispatch by steamer), for Mexico (overland), or for transpacific countries (unless the mail is specially addressed via Europe).

(36) ARTICLES PROHIBITED IN THE REGULAR AND PARCEL POST MAILS TO CERTAIN FOREIGN COUNTRIES.

France.—Fruits and seeds of chestnut trees are prohibited importation into France through the regular and parcel-post mails.

Russia.—The undermentioned articles are prohibited from importation into Russia by parcel post: Letters, arms, munitions of war, documents injurious to the soviet republic, cocaine, morphia, hashish, and other narcotics. The importation of field glasses, patent and made-up medicines, and instruments and materials for special professions is subject to restrictions.

Except by special permit issued by the Russian foreign trade department, individuals may receive only parcels containing articles for personal use, and not for commercial purposes, and no individual may receive without a special permit more than two postal packets, whether letters or parcels, containing such articles in one month. No customs duty will be charged on such packets. Parcels for soviet administrations are not subject to restriction in Russia.

No compensation is given for the loss or damage of parcels addressed to Russia, and it is recommended that every such parcel should be secured with seals bearing the private device of the sender.

Sweden.—This department has been informed that brushes made of bristles can not be imported into Sweden unless it is proven by a certificate of origin attested by the Swedish consular authority at the place or by competent authorities of the country of origin that the brushes are neither of Japanese manufacture nor exported from that country.

The above is to be added to the item "Sweden" on pages 134 and 136 of the Annual Postal Guide for 1921.

(37) PARCEL POST CHANGES.

The London office has advised this department that, effective at once, the transit rates on parcels destined for Belgian Congo, Cyprus, Palestine, and Straits Settlements have been changed to the following:

BELGIAN CONGO (KATANGA PROVINCE) (VIA ANTWERP).	CYPRUS.	STRAITS SETTLEMENTS.	PALESTINE.
1 pound..... \$0.54	1 pound..... \$0.48	1 pound..... \$0.42	1 pound..... \$0.60
2 pounds..... .54	2 pounds..... .48	2 pounds..... .42	2 pounds..... .60
3 pounds..... .90	3 pounds..... .48	3 pounds..... .42	3 pounds..... .60
4 pounds..... .90	4 pounds..... .78	4 pounds..... .66	4 pounds..... .84
5 pounds..... .90	5 pounds..... .78	5 pounds..... .66	5 pounds..... .84
6 pounds..... .90	6 pounds..... .78	6 pounds..... .66	6 pounds..... .84
7 pound..... .90	7 pounds..... .78	7 pounds..... .66	7 pounds..... .84
8 pounds..... 1.02	8 pounds..... 1.08	8 pounds..... .96	8 pounds..... 1.02
9 pounds..... 1.02	9 pounds..... 1.08	9 pounds..... .96	9 pounds..... 1.02
10 pounds..... 1.02	10 pounds..... 1.08	10 pounds..... .96	10 pounds..... 1.02
11 pounds..... 1.02	11 pounds..... 1.08	11 pounds..... .96	11 pounds..... 1.02

This affects the items "Belgian Congo," "Cyprus," "Straits Settlements," and "Palestine" on pages 133 and 155 of the Annual Postal Guide for 1921.

French Colonies. Transit Rates on Parcel-Post Packages Destined for the.—The Postal Administration of France has advised that, effective at once, transit rates on parcel-post packages destined for Middle French Congo, French Establishments in Oceania, Morocco, and Tunis are changed as follows:

MIDDLE-FRENCH CONGO.		18 pounds..... \$1.63		Second zone—Continued.		First zone—Continued.	
1 pound.....	\$0.29	19 pounds.....	1.63	12 pounds.....	\$0.85	6 pounds.....	\$0.32
2 pounds.....	.29	20 pounds.....	1.63	13 pounds.....	.85	7 pounds.....	.33
3 pounds.....	.48	21 pounds.....	1.63	14 pounds.....	.85	8 pounds.....	.33
4 pounds.....	.48	22 pounds.....	1.63	15 pounds.....	.85	9 pounds.....	.33
5 pounds.....	.48	MOROCCO.		16 pounds.....	.85	10 pounds.....	.33
6 pounds.....	.48	<i>Western Morocco.</i>		17 pounds.....	.85	11 pounds.....	.35
7 pounds.....	.48	First zone:		18 pounds.....	.85	12 pounds.....	.65
8 pounds.....	.48	1 pound.....	\$0.24	19 pounds.....	.85	13 pounds.....	.65
9 pounds.....	.48	2 pounds.....	.24	20 pounds.....	.85	14 pounds.....	.65
10 pounds.....	.48	3 pounds.....	.37	21 pounds.....	.85	15 pounds.....	.65
11 pounds.....	.48	4 pounds.....	.37	22 pounds.....	.85	16 pounds.....	.65
12 pounds.....	.87	5 pounds.....	.37	Third zone:		17 pounds.....	.65
13 pounds.....	.87	6 pounds.....	.37	1 pound.....	\$0.59	18 pounds.....	.65
14 pounds.....	.87	7 pounds.....	.37	2 pounds.....	.59	19 pounds.....	.65
15 pounds.....	.87	8 pounds.....	.37	3 pounds.....	.72	20 pounds.....	.65
16 pounds.....	.87	9 pounds.....	.37	4 pounds.....	.72	21 pounds.....	.65
17 pounds.....	.87	10 pounds.....	.37	5 pounds.....	.72	22 pounds.....	.65
18 pounds.....	.87	11 pounds.....	.37	6 pounds.....	.72	Second zone:	
19 pounds.....	.87	12 pounds.....	.63	7 pounds.....	.72	1 pound.....	.40
20 pounds.....	.87	13 pounds.....	.63	8 pounds.....	.72	2 pounds.....	.40
21 pounds.....	.87	14 pounds.....	.63	9 pounds.....	.72	3 pounds.....	.53
22 pounds.....	.87	15 pounds.....	.63	10 pounds.....	.72	4 pounds.....	.53
FRENCH ESTABLISHMENTS		16 pounds.....	.63	11 pounds.....	.72	5 pounds.....	.53
IN OCEANIA.		17 pounds.....	.63	12 pounds.....	1.35	6 pounds.....	.53
1 pound.....	\$0.76	18 pounds.....	.63	13 pounds.....	1.35	7 pounds.....	.53
2 pounds.....	.76	19 pounds.....	.63	14 pounds.....	1.35	8 pounds.....	.53
3 pounds.....	1.08	20 pounds.....	.63	15 pounds.....	1.35	9 pounds.....	.53
4 pounds.....	1.08	21 pounds.....	.63	16 pounds.....	1.35	10 pounds.....	.53
5 pounds.....	1.08	22 pounds.....	.63	17 pounds.....	1.35	11 pounds.....	.53
6 pounds.....	1.08	Second zone:		18 pounds.....	1.35	12 pounds.....	.87
7 pounds.....	1.08	1 pound.....	.39	19 pounds.....	1.35	13 pounds.....	.87
8 pounds.....	1.08	2 pounds.....	.39	20 pounds.....	1.35	14 pounds.....	.87
9 pounds.....	1.08	3 pounds.....	.52	21 pounds.....	1.35	15 pounds.....	.87
10 pounds.....	1.08	4 pounds.....	.52	22 pounds.....	1.35	16 pounds.....	.87
11 pounds.....	1.08	5 pounds.....	.52	<i>Eastern Morocco.</i>		17 pounds.....	.87
12 pounds.....	1.63	6 pounds.....	.52	First zone:		18 pounds.....	.87
13 pounds.....	1.63	7 pounds.....	.52	1 pound.....	\$0.25	19 pounds.....	.87
14 pounds.....	1.63	8 pounds.....	.52	2 pounds.....	.25	20 pounds.....	.87
15 pounds.....	1.63	9 pounds.....	.52	3 pounds.....	.38	21 pounds.....	.87
16 pounds.....	1.63	10 pounds.....	.52	4 pounds.....	.38	22 pounds.....	.87
17 pounds.....	1.63	11 pounds.....	.52	5 pounds.....	.38		

Larache, Morocco (French Maritime Agency).—The Paris office has advised that parcels addressed for delivery in Larache, Morocco (French Maritime Agency), are subject to the following transit rates, which are in addition to the regular postage rate of 12 cents a pound or fraction of a pound:

1 pound.....	\$0.19	4 pounds.....	\$0.32	7 pounds.....	\$0.32	10 pounds.....	\$0.32
2 pounds.....	.19	5 pounds.....	.32	8 pounds.....	.32	11 pounds.....	.32
3 pounds.....	.32	6 pounds.....	.32	9 pounds.....	.32		

TUNIS.

1 pound.....	\$0.24	7 pounds.....	\$0.37	13 pounds.....	\$0.63	19 pounds.....	\$0.63
2 pounds.....	.24	8 pounds.....	.37	14 pounds.....	.63	20 pounds.....	.63
3 pounds.....	.37	9 pounds.....	.37	15 pounds.....	.63	21 pounds.....	.63
4 pounds.....	.37	10 pounds.....	.37	16 pounds.....	.63	22 pounds.....	.63
5 pounds.....	.37	11 pounds.....	.37	17 pounds.....	.63		
6 pounds.....	.37	12 pounds.....	.63	18 pounds.....	.63		

This modifies the items "Middle French Congo," "French Establishments in Oceania," "Morocco," and "Tunis," shown on pages 154 and 155 of the Annual Postal Guide for 1921.

Mexico.—This department is in receipt of the following letter from the postal administration of Mexico, relative to the manner in which certain articles should be packed for dispatch to that country:

"It has been noted that the parcel-post packages containing straw or palm-leaf hats and other objects of the same kind are delivered to the Mexican postal service packed in pasteboard boxes, supported by simple strips of wood that have not the strength necessary to sufficiently preserve the contents, which very often causes such articles to reach the hands of the addressee in bad order.

"For the purpose of avoiding damages to those concerned, and also the claims from the same motive, this office has ordered the various Mexican exchange post offices in the future not to admit parcels whose contents and packing are in the condition noted, returning them in these cases to the exchange post offices of the country from which they come, with the necessary explanations and not to assume any responsibility by reason of the damage or destruction that the said articles may undergo in those circumstances.

"From what has been explained, I beg you to please bring the above to the knowledge of the public and the post offices of the United States, in the understanding that there will only be forwarded to their destination the parcels referred to that are packed in boxes of wood or sheet iron strong enough so that the contents may not be exposed to mistreatment or damage."

Postmasters will please take due notice of the foregoing and see that all articles accepted for dispatch to Mexico are properly prepared for mailing.

Russia.—The London office has advised that, effective at once, parcel-post packages addressed for delivery in Russia must bear three customs declarations. Packages for the Ukraine must not be accepted. While it can not be stated definitely what territory is comprised in the Ukraine, in a general way it includes the former governments of Kharkov, Kherson, Kiev, Poltava, Podolia, Tchernigov, Volhynia, and Yekaterinoslav, including the city of Odessa.

Postmasters are cautioned to use the utmost care in seeing that parcels mailed at their offices addressed for delivery in Russia have the required number of customs declarations attached, as parcels received in that country without the specified number will be returned to the sender.

Straits Settlements.—This office has been advised that parcel-post packages destined for the Straits Settlements via England are being received at the exchange office of New York with the transit charges thereon insufficiently prepaid, and it is desired that in the future when accepting parcel-post packages for the Straits Settlements via England that the utmost care be exercised in charging the correct transit rate.

Postmasters are requested therefore to caution their clerks in regard to this matter, as the exchange office of New York will notify the department of any office which accepts parcels for the Straits Settlements on which the transit charge has been insufficiently prepaid.

Sudan.—The London office has advised this department that, effective at once, the transit rates chargeable on parcel-post packages destined for Sudan are as follows:

1 pound.....	\$0.30	7 pounds.....	\$0.43
2 pounds.....	.30	8 pounds.....	.63
3 pounds.....	.50	9 pounds.....	.66
4 pounds.....	.48	10 pounds.....	.66
5 pounds.....	.48	11 pounds.....	.66
6 pounds.....	.4		

This modifies the item "Sudan" in section 62 on page 21 of the August, 1921, Postal Guide.

Switzerland, Articles Subject to Customs Duties in the Letter Mails for.—The Postal Administration of Switzerland has advised that, effective at once, articles inclosing prints, especially of city works, illustrated post cards, advertisements, circulars of all kinds, placards, tags, etc., books, reviews, engravings (booksellers' articles and products of the graphic arts) are subject to customs duties amounting to 5 centimes up to 5 francs per kilogram, according to the nature of the contents.

Tibet, Increase in Transit Rates.—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.....	\$0.42	7 pounds.....	\$0.84
2 pounds.....	.42	8 pounds.....	1.14
3 pounds.....	.42	9 pounds.....	1.14
4 pounds.....	.84	10 pounds.....	1.14
5 pounds.....	.84	11 pounds.....	1.14
6 pounds.....	.84		

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

(38) ADVERTISING MATTER FOR AUSTRALIA.

The following change should be made in the Official Postal Guide for 1921:
Page 135, section 172, fifth line, change "40 per cent" to "45 per cent."

(39) NAVY MAILS.

Changes occurring since the publication of the list appearing on page 19 of the October, 1921, Guide:

ADDITIONS.

Arizona.	Dahlgren.	Niagara.	Reid.
Asheville.	Dupont.	Patuxent.	Widgeon.
California.	Covey.	Pecos.	Naval Training Station,
Celtic.	Leonidas.	Pratt.	Naval Operating Base,
Craven.	Luce No. 99.	Rail.	Hampton Roads, Va.

DISCONTINUANCES.

Sapelo.	Sproston.	Receiving Ship, New Orleans,
South Carolina.	Tillman.	La.

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

(40) 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 60 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.

(41) NAME OF STATE ERRONEOUSLY ENTERED IN MONEY ORDERS.

Postmasters are requested to instruct clerks who issue money orders to exercise care in future to enter correctly the State in which the paying office is located. The department is constantly receiving complaints with regard to errors of this kind; for example, orders intended for Hartford, Wis., are drawn on Hartford, Conn., and orders for Dayton, Va., on Dayton, Ohio.

(42) INTERNATIONAL MONEY ORDERS MAY BE ISSUED FOR PAYMENT IN THE TERRITORY OF THE SARRE BASIN; FRANCE TO ACT AS INTERMEDIARY.

Beginning November 1, 1921, the Postal Administration of France will serve as intermediary for international money orders payable in the territory of the Sarre Basin.

On and after that date, therefore, postmasters at international money-order offices in the United States are hereby authorized to accept the applications of intending remitters for such orders; they are to draw them in all respects as French money orders, following the models (but not the instructions) on page 23 of the "International List."

These "Sarre" orders, after being fully made out, are to be sent with the advice and coupon to the New York exchange office, the receipt form *only* being delivered to the remitter. The territory of the Sarre Basin will not pay on the money orders issued here but on card orders reissued in lieu thereof for the full amount by the Paris exchange office.

Orders issued in that territory for payment in the United States will be drawn on card orders and sent to Paris to be replaced there by the regular French International money order and advice form. The order will be sent from Paris to the payee in this country.

Should such card orders be sent in error to postmasters in the United States, they must be promptly forwarded to this department for transmission to Paris.

A full list of the post offices in the territory of the Sarre Basin will be found on pages 8 and 9, October Supplement.

(43) COOPERATION OF PUBLIC IN HANDLING CHRISTMAS MAIL.

Postmasters should impress upon their patrons the necessity of cooperating with the Postal Service to the fullest possible extent in preparing and mailing their Christmas parcels in order that the heavy holiday mails may be handled expeditiously and satisfactorily, and in this connection should emphasize that the careful observance of the following simple conditions by mailers is of the utmost importance in accomplishing the end desired:

Prepay postage fully on all parcels; also prepay fully the internal-revenue stamp tax on parcels subject to 25 cents or more postage.

Address parcels fully and plainly.

Place name and address of sender on all matter.

Pack articles carefully and wrap them securely, but do not seal them, as sealed parcels are subject to postage at the letter rate.

Mail parcels early; they may be marked "Do not open until Christmas."

Insure valuable parcels.

Written inscriptions such as "Merry Christmas," "Happy New Year," "With Best Wishes," and numbers, names, or letters for purpose of description, are permissible additions to fourth-class (parcel-post) mail. Books may bear simple dedicatory inscriptions not of a personal nature. Other written additions subject parcels to letter postage. Communications prepaid at first-class rate may be sent with parcels prepaid at fourth-class rate, provided they are placed in envelopes securely attached to outside of parcels. See article 54, page 15 of the July, 1921, Postal Guide.

(44) USE OF PRECANCELED STAMPS ON HOLIDAY MAIL.

In order to facilitate the handling of mail at first, second, and third class post offices during the Christmas holidays, postmasters are authorized at their option to precancel and affix stamps for the payment of postage on matter of the second, third, and fourth classes offered for mailing at their offices, during the month of December, the stamps not to

be delivered to the persons presenting the parcels for mailing but to be affixed to the parcels by the postmaster or an employee of the post office after the proper postage has been paid. Stamps used in this manner shall be precanceled in accordance with the conditions governing the precancellation of postage stamps.

Postmasters are strictly enjoined to observe the greatest possible precautions to prevent the misuse of such stamps and shall exercise careful supervision over their use and the employees handling them in order that the postal revenues may be properly safeguarded. To this end postmasters should cause parcels, to which stamps are affixed by receiving clerks, to be examined and weighed at variant intervals after the receiving clerks turn them over to the dispatching clerks, in order to make certain that the proper amount of postage stamps has been affixed to the parcels.

In case any persons or concerns desire to purchase precanceled stamps for affixing by themselves on mailings of matter of the second, third, and fourth classes, postmasters shall require them to submit an application for such privilege, as prescribed in article 67, page 17, of the July, 1921, Postal Guide.

(45) SECOND-CLASS MATTER RETURNED BY NEWS AGENTS TO PUBLISHERS AND OTHER NEWS AGENTS CHARGEABLE WITH POSTAGE AT TRANSIENT SECOND-CLASS RATE.

It has come to attention that many postmasters are accepting packages of second-class matter returned by dealers to news agencies with postage prepaid thereon at the parcel-post rate. Attention is therefore invited to paragraph 6, section 446, P. L. and R., which prescribes that such packages are chargeable with postage at the transient second-class rate, regardless of their weight or the distance they are to be sent. The parcel-post rates are applicable only to fourth-class matter.

(46) ACCEPTANCE OF FIRST-CLASS MATTER FOR MAILING UNDER PERMIT WITHOUT STAMPS AFFIXED.

In cases where the permit indicia required on first-class matter mailed without stamps affixed, under the provisions of section 459, Postal Laws and Regulations, are printed by means of a printing press or other device not having recording mechanism that may be set by the postmaster for a designated number of impressions and which automatically locks when such impressions have been used, the individual pieces comprising a mailing need not be identical as to contents or weight, but must be separated according to weight and postage paid, those weighing 1 ounce or less to be in one lot, those weighing more than 1 ounce but not exceeding 2 ounces in another lot, and so on.

When the indicia printed on first-class matter follow the form illustrated in paragraph 4(a) of the conditions, set forth on Forms 3601 and 3610, governing the acceptance of matter for mailing without stamps affixed—that is, when the words "FIRST-CLASS MAIL" are included in the indicia—the date of mailing may be included or omitted at the discretion of the mailer.

(47) UNDELIVERABLE PARCELS TO BE PROPERLY INDORSED TO SHOW REASON FOR NON-DELIVERY AND MUST NOT BE RETURNED PREMATURELY.

Numerous complaints have been received at the department that when returning parcels of undeliverable fourth-class matter, either postage collect or after the postage has been furnished, many postmasters fail to indorse on the parcels the reason for nondelivery as required by section 638, P. L. and R. All postmasters are, therefore, admonished that when parcels, whether sent as ordinary, insured, or C. O. D. mail, are returned to the senders the reason for nondelivery must be indorsed thereon. Failure to indorse the reason for nondelivery, or carelessness in this respect, causes embarrassment to the senders and leads to dissatisfaction and complaint.

Postmasters are also informed that all matter of the second, third, and fourth classes, including catalogues and other advertising literature, regardless of its value, which bears the sender's pledge to pay return postage thereon, and perishable fourth-class matter of obvious value, must, as soon as the fact that it is undeliverable is definitely ascertained or the period indicated in the sender's return request has expired, be returned to the sender charged with the return postage to be collected on delivery. Such matter must not be returned, however, until it shall have been actually ascertained to be undeliverable; on the other hand, the matter should not be held for a longer period than that specified in the sender's return card, but in no case longer than 30 days.

It might be helpful to those patrons who mail C. O. D. parcels, and who have found that they are returned prematurely, for them to place on the wrappers of the parcels a notice to postmasters reading substantially as follows:

Postmaster: If addressee does not desire to accept immediate delivery of this parcel it may be held a reasonable time at his request. If delivery can not be effected within ——— days, please return. We guarantee payment of return postage.

(48) UNDELIVERABLE MATTER BEARING SENDER'S PLEDGE TO PAY RETURN POSTAGE MUST NOT BE SENT TO POST OFFICES AT DIVISION HEADQUARTERS OF RAILWAY MAIL SERVICE, BUT SHALL BE RETURNED DIRECT.

It has come to attention that undeliverable parcels bearing the sender's pledge to pay return postage are frequently sent to the post offices at places where the division headquarters of the Railway Mail Service are located, instead of being returned to the sender, charged with the return postage to be collected on delivery, as prescribed by amended section 637, P. L. and R., to be found in insert No. 516, page 33, January, 1920, Supplement to the Postal Guide. (See also art. 22, p. 8 of the same supplement, and art. 214, p. 28, July, 1921, Guide.)

Such treatment is erroneous since under the law embodied in the regulation cited matter bearing a pledge to pay postage for its return must be rated with the amount chargeable for its return and transmitted direct to the sender for delivery to him on payment of the postage due.

All concerned are, therefore, instructed to examine undeliverable matter very carefully to see whether it bears the sender's pledge to pay return postage and, if so, the matter must be returned direct as indicated in the preceding paragraph.

(49) NO CUSTOMS DECLARATIONS REQUIRED FOR PARCELS ADDRESSED TO VIRGIN ISLANDS OF THE UNITED STATES.

Parcels mailed in the United States addressed to post offices in the Virgin Islands of the United States need not be accompanied with customs declarations, and postmasters will so advise patrons who have been attaching such declarations to parcels for those islands.

(50) WAR SAVINGS CERTIFICATES AND STAMPS MUST BE SENT BY REGISTERED MAIL.

1. The attention of all postmasters is again urgently directed to the fact that under the regulations all shipments by postmasters of war savings certificates or stamps, or thrift stamps, for any purpose, should be made by *official registered mail*.

2. A letter of transmittal showing the contents should invariably accompany such shipments.

3. Postmasters at central accounting and State depository offices are instructed to report to the Third Assistant Postmaster General, Division of Stamps, the receipt from any postmaster of war savings certificates or stamps, or thrift stamps, by ordinary mail.

(51) REPORT OF R. P. O. CLERKS AS TO THE NONRECEIPT OF REGISTERED MATTER.

Section 909, paragraph I, of the Postal Laws and Regulations, prescribes in effect, that when a railway postal clerk receives a registry dispatch card or manifold bill which is not accompanied with any particular article described thereon, the receipt or coupon shall be returned to the dispatching postal employee and the facts reported by railway postal clerks, to their respective division superintendents. At the suggestion of the Office of the Second Assistant Postmaster General it is directed that when these reports are made by railway postal clerks they shall be accompanied with the trip report.

(52) ENVELOPES OF PROPER STRENGTH TO BE USED AS COVERS FOR FIRST-CLASS REGISTERED MAIL.

Postmasters should caution patrons as to the desirability of avoiding the use of certain types of insecure commercial envelopes as covers for valuable first-class registered mail. The envelopes referred to are usually equipped with short side flaps and there is not sufficient adhesive matter at every necessary point on the sealing flaps to permit of the secure sealing of the envelope. As a result it is found that the envelope can easily be opened by withdrawing the ends of the flaps, or otherwise rifled with little difficulty. It is therefore to the interest of both the public and the department that substantial envelopes which can be securely sealed are used as covers for letter-registered mail. In this connection attention is invited to article 71, page 23, of the May and June, 1921, postal guide which has reference to extra-quality envelopes. These extra-quality stamped envelopes are especially recommended for letter-registered mail. Also see article 19, page 90, of the July Postal Guide, and section 881, P. L. & R.

(53) AUSTRALIA—REGISTERED MAIL FOR CORRECTION IN JULY, 1921, POSTAL GUIDE.

As parcel post packages for Australia can not at present be registered, the word "Australia" and "West Australia" appearing in the eighth and thirteenth lines of article 50, page 96, of the July, 1921, Postal Guide should be eliminated in so far as they refer to registered parcel post packages for Australia and West Australia.

(54) 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.

(55) INDEMNITY CLAIMS INVOLVING POSTAGE.

Under the present method of adjusting claims for indemnity covering the total loss, total rifling, or irreparable damage of insured and C. O. D. parcels part or all of the postage paid is not included in the indemnity allowed if the sum of the value of the contents of such parcels, plus postage, exceeds the maximum amount prescribed for the fee paid.

Postmasters accepting such parcels should inquire of patrons in cases where the contents of parcels are actually valued at the maximum amount under a certain fee whether they desire insurance sufficient to cover also postage payable under the conditions cited. This procedure should result in an appreciable increase in fees collected, and give patrons greater satisfaction when their claims are adjusted.

(56) 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.

(57) ACCEPTANCE OF PARCELS CONTAINING PHONOGRAPH RECORDS IMPROPERLY PREPARED TO WITHSTAND ORDINARY HANDLING IN THE MAILS.

The attention of this office has been invited to the fact that parcels containing phonograph records are being accepted for mailing and insurance, although improperly prepared without any cushioning material to absorb shock incidental to transportation.

As phonograph records are of exceptionally fragile nature, the acceptance of such parcels improperly packed will result in claims for indemnity being filed covering such parcels as are insured or sent collect-on-delivery. The cooperation of postmasters at all offices is therefore requested with a view to acquainting patrons transmitting phonograph records by insured or C. O. D. mail as to the manner in which such parcels should be packed to withstand ordinary handling in the mails. Phonograph records should not be accepted unless the contents thereof are fully protected by sufficient cushioning material.

(58) CORRECTION, JULY, 1921, POSTAL GUIDE IN LIST OF CUSTOMS OFFICES.

The list of customs offices on page 100, section 65, July, 1921, Postal Guide, is hereby corrected to show the offices of Gulfport and Pascagoula in Mississippi, instead of Alabama.

(59) REGISTERED, INSURED, AND C. O. D. MAIL—ACCEPTANCE DURING CHRISTMAS HOLIDAY SEASON.

The following suggestions are offered as aids in preventing congestion in lobbies of post offices and expediting handling of the matter during the ensuing holiday season:

Publicity should be given to the registered, insured, and C. O. D. service in as great a degree as practicable, without expense, stress being laid upon the desirability of insuring or registering Christmas gifts and upon the policy of payment for partial damage to the contents of insured, C. O. D., and registered mail.

Coin, Currency, and Jewelry.—Because of the additional safeguards which are provided for registered mail by the system of records and receipts and special modes of transmission, postmasters should advise patrons to send as sealed, first-class registered mail, valuable articles of fourth-class matter, such as packages of currency and coin when postal money orders are not available, jewelry, precious stones and articles of similar nature, the transmission of which as unsealed fourth class parcel post matter might encourage theft or depredation.

Quick Registration Receipt.—The primary object of this form (3805), used with the one-line office record Form 3807, is to reduce the time the sender must stay at the window, and thereby tend to encourage registration. Its use is especially advantageous not only at large offices, but also at smaller offices where window space is limited. Postmasters not using the forms at present, but who wish to use them should notify this office promptly, stating the number of receipts needed for three months. Post offices which already use them should arrange to extend the forms to stations, if any, as much as possible.

Stamps at Registry Windows.—At offices having separate windows for registration, and for sale of stamps, arrangement should be made if possible to accommodate senders of registered mail by supplying stamps at the registry window. This is especially true at offices where lines form. If not possible to arrange this, a notice should be posted conspicuously advising senders to procure stamps in advance.

Changes in Numbers.—At offices where the numbers have reached such size that a recommencement of the series will cut down the figure in each number by one or more, the series may be begun anew on December 1 or such date as will bring about the use of smaller numbers most advantageously during the busiest period. Use of small numbers also aids in transit recording of registered mail.

Firm Mailing Books, described in Article 22c, page 932 of the July 1921, Postal Guide, may be used to particular advantage by all patrons mailing a number of insured, C. O. D., or registered pieces at one time. Those who do not

mail enough pieces to warrant the use of an entire book may be furnished with loose leaves containing the same particulars as the firm mailing books. Postmasters should make direct requisition upon the Fourth Assistant Postmaster General, Division of Equipment and Supplies, for such quantity as they actually can use. These books, containing 300 pages each, are furnished in three sizes: Form 3882, 5 entries to the page; 3877, 15 entries; and 3881, 30 entries. It will be permissible, when agreeable to patrons dispatching a number of parcels, to issue a bill receipt, stating the number of pieces only, at the time the parcels are accepted, and later to check them against the entries on firm bills and issue descriptive receipts on such bills at that time. When there is sufficient clerical service available to permit such action, in order to expedite the acceptance of insured parcels, the mailing office portion and the senders' receipt coupon of Form 3813 should be numbered and postmarked in advance; and the accepting clerk can then detach the senders' receipt after filling in the amount of fee paid and give the parcel, together with the mailing office portion to another clerk, who can complete the indicia required thereon. The one-line office record, Form 3807, may also be improvised for use as the mailing office record for insured mail, instead of the stub of the receipt Form 3813.

Precautions.—Extreme care must be exercised to see that all the particulars required on both portions of Form 3813 are inserted; that all parcels bear the name and address of the senders; that insured parcels are properly stamped "Insured" and numbered; that C. O. D. parcels bear the regulation C. O. D. stamp, and that C. O. D. tags are securely fastened to such parcels before dispatch; that parcels are properly packed and indorsed; that all numbers and postmarks are legible; that perishable articles liable to spoil within the time reasonably required for transportation and delivery are not accepted for mailing; that only the original number and office of origin are recorded, for registered pieces, on bills and dispatch receipt cards; that rotary locks are used whenever possible by offices authorized to employ them; and that jacket envelopes are used as provided by Section 1015, Postal Laws and Regulations, when transit handling of five or more registered articles can be saved, a bill describing the contents being inclosed in each jacket.

(60) SENDER OF PARCEL TO BE ASKED IF HE DESIRES IT INSURED.

Postmasters and postal employees when rating domestic fourth-class parcels should inquire in all cases whether or not the sender desires the parcel insured, except when senders have previously stated they do not require such action.

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

(61) DEDUCTION FOR PARTIAL FAILURES—RURAL SERVICE.

Postmasters at offices from which rural delivery routes emanate will discontinue immediately the practice of reporting deductions for *partial failures* to the disbursing postmasters. Such failures should be noted on the trip report (Form 4241), the reasons for such partial failures being indicated, with a statement as to whether proper effort was made with suitable equipment to perform full service.

The practice of deducting two days' pay for each total failure on a triweekly route should be discontinued. Deductions should be made of one day's pay only for each total failure of service on a triweekly route.

Rural trip reports (Form 4241) must be forwarded to the Fourth Assistant Postmaster General, Division of Rural Mails, promptly at the close of each month. As unnecessary delay in the receipt of a large number of these reports is shown each month, postmasters are cautioned to comply with this requirement.

(62) LOCATION OF RURAL MAIL BOXES ALONG HARD-SURFACED ROADS.

It has been brought to the attention of the department that it is the practice of some postmasters and rural carriers to insist that the boxes of rural patrons shall be erected near the edge of the crown of hard-surfaced roads. It is the experience that boxes so located are an obstruction and dangerous to traffic and seriously interfere with the operation of the machines used in the maintenance of roads of this character.

It is deemed essential that there be cooperation between the representatives of this department and the authorities charged with the upkeep of the roads, and it is directed that postmasters shall, when requested by the state highway engineers or other competent authorities, require rural patrons to erect their boxes on the outer edge of the shoulder line of hard-surfaced roads, and in such position at the edge of other roads, that they shall not be an obstruction or a menace to traffic, while at the same time being accessible to the carriers without the need of their leaving their conveyances.

Although not a requirement, it is the opinion of the department that it would be of advantage if persons having boxes on improved roads and on those over which there is heavy traffic would paint the posts white, because it would add to their visibility at night and tend to reduce accidents.

(63) TRANSFER OF RURAL CARRIER TO RAILWAY MAIL SERVICE.

Rural carriers and postmasters at offices having Rural Delivery Service, should bear in mind that when a rural carrier is transferred to a position in the Railway Mail Service he must be separated from his position of carrier. If, however, a carrier takes the examination for railway mail clerk and receives an appointment as a result of such examination he may be granted leave without pay, not to exceed five months, in order to enable him to act as substitute railway mail clerk.

When requesting leave without pay for this purpose, postmasters should be particular to state that the carrier has been appointed to a position in the Railway Mail Service as the result of an examination.

In reporting the transfer of a carrier to the Railway Mail Service, the date set by the second assistant for such transfer to become effective must be stated.

POSTAL SAVINGS CHANGES.

JUNE 1 TO OCTOBER 31, 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 (γ) before the name of an office indicates information not previously published.

ARIZONA. <i>Established.</i>	<i>Discontinued.</i>	<i>Station, Staten Island.</i>
Parker.	<i>Station, Chicago.</i>	γ New Brighton.
CALIFORNIA. <i>Established.</i>	Canal.	NORTH DAKOTA. <i>Established.</i>
Buena Park.	MICHIGAN. <i>Established.</i>	Streeter.
COLORADO. <i>Established.</i>	<i>Branch, Detroit.</i>	OHIO. <i>Established.</i>
Springfield	Royal Oak.	<i>Branch, Cleveland.</i>
DISTRICT OF COLUMBIA. <i>Discontinued.</i>	<i>Station, Detroit.</i>	γ Lakewood.
<i>Station, Washington.</i>	Fox Creek.	<i>Discontinued.</i>
Center Market.	NEW JERSEY. <i>Established.</i>	<i>Station, Cleveland.</i>
FLORIDA. <i>Established.</i>	γ Ridgefield Park.	γ G.
γ Roseland.	<i>Station, Trenton.</i>	PENNSYLVANIA. <i>Established.</i>
<i>Station, Saint Petersburg</i>	γ Chambersburg.	γ Burgettstown.
A.	<i>Discontinued.</i>	Fernwood.
GEORGIA. <i>Established.</i>	<i>Branch, Hackensack.</i>	TEXAS. <i>Established.</i>
Camp Benning.	γ Ridgefield Park.	Eastland.
ILLINOIS. <i>Established.</i>	NEW YORK. <i>Established.</i>	League City.
<i>Station, Chicago.</i>	<i>Stations, New York.</i>	VIRGIN ISLANDS. <i>Name changed.</i>
Quincy.	Inwood.	Charlotte Amalie, to Saint Thomas.
	γ Varick Street.	WISCONSIN. <i>Established.</i>
	West Forty-third Street.	
	<i>Discontinued.</i>	
	Richmond.	
	<i>Station, New York.</i>	
	γ V	γ Statesan.

MONEY ORDER CHANGES.

DOMESTIC LIST.

October 31, 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.

<p>ALABAMA. <i>Established.</i> √Thack <i>Discontinued.</i> √James (M.O.B. only)..... Midway (Merged with Midway.) Lasca.....Nicholsville.</p>	<p>COLORADO. <i>Established.</i> √Focus. √Piedra. √Woody Creek. <i>Discontinued.</i> √Bald Mountain.....Central City √Buster.....Uteleyville. √Garnett.....Hooper. √Graycreek.....Trinidad. √Wallstreet.....Salina.</p>	<p>GEORGIA. <i>Established.</i> Atlanta: C. O. D. Station. √Herndon. <i>Discontinued.</i> Roosevelt.....Ellijay. Tomlinson.....Homerville.</p>
<p>ALASKA. <i>Established.</i> √Kenai</p>	<p>CONNECTICUT. <i>Established.</i> New Britain: Station No. 8. Station No. 9. Torrington: Station No. 4.</p>	<p>IDAHO. <i>Established.</i> Idaho Falls: √Station No. 2. √Station No. 3. √Interstate. √Orchard. <i>Discontinued.</i> Farnum.....Ashton. √Gilbert.....Orofino.</p>
<p>ARIZONA. <i>Discontinued.</i> √Wightstown.....Tucson.</p>	<p>DELAWARE. <i>Discontinued.</i> √State Road.....New Castle.</p>	<p>ILLINOIS. <i>Established.</i> East Moline: Station No. 1. Peoria: Station No. 22. √Rend. <i>Discontinued.</i> Chicago: Canal Station. Proctor.....Fosland.</p>
<p>ARKANSAS. <i>Established.</i> Bentonville: Bella Vista Rural Station. √Libbie (late Snell). Pine Bluff: √Station No. 3. <i>Name changed.</i> √Snell to Libbie. <i>Discontinued.</i> Band Mill.....Cook. Blytheville: Station No. 1. √Deluce.....De Witt. Gleenville.....McNeil. Hobart.....Blaine. Mounds.....Edmondson. √Roundtop.....Gilham. Tar Kila.....Marble. Yorktown.....Tarry.</p>	<p>DISTRICT OF COLUMBIA. <i>Established.</i> Washington: H Street Station. <i>Discontinued.</i> Washington: Center Market Station. Eleventh Street Station.</p>	<p>INDIANA. <i>Established.</i> Canaan √Ragsdale. South Bend: √Station No. 6. √Spelterville. <i>Discontinued.</i> Madison: Canaan Rural Station.</p>
<p>CALIFORNIA. <i>Established.</i> Camp Kearney. Eureka: Station No. 1. √Glenn Ranch. Napa: √Station No. 1. √Station No. 2. Pasadena: Station No. 2. <i>Discontinued.</i> Auld.....Winchester. Cloud.....Lemoore. √East Wilmington.....Wilmington Riverside: √March Branch. San Diego: Kearney Branch.</p>	<p>FLORIDA. <i>Established.</i> √Bayou George. √Buchanan. √Key Largo (late Jewfish). √Kynesville. √Lake Stearns. √Laurel. Oak Knoll. √Rosa. <i>Name Changed.</i> √Jewish to Key Largo. <i>Discontinued.</i> Botts.....Milton. Dupont.....Bunnell. √Liberty.....Telogia. √Orchid.....Wabasso.</p>	<p><i>Discontinued.</i> Madison: Canaan Rural Station. IOWA. <i>Established.</i> Fori Dodge: Station No. 4. Station No. 5. √Station No. 6. √Station No. 7. Station No. 8. √Graf. Iowa City: √Station No. 2. <i>Discontinued.</i> √Bidwell.....Ottumwa. √Knowlton.....Diagonal. √Plessis.....Hartley.</p>

KANSAS.	MASSACHUSETTS.	MONTANA.
<i>Established.</i>	<i>Established.</i>	<i>Established.</i>
Hopewell (late Fravel). ✓ Quindaro. Ulysses (late New Ulysses). Wichita: Hillside Station.	✓ Fiedlen. New Bedford: ✓ Station No. 25. Pittsfield: Plunkett Station. Plymouth: Station No. 4. Worcester: ✓ Station No. 24.	Hay Coulee. ✓ Loxsau. ✓ Miser. ✓ Mossmain. ✓ Nibbs.
<i>Names changed.</i>	<i>Discontinued.</i>	<i>Discontinued.</i>
Fravel to Hopewell. New Ulysses to Ulysses.	<i>Discontinued.</i>	Chance.....Belfry. Christensen.....Roy. Eacchia.....Roy. Lytle.....Brady. Whitney.....Mildred.
<i>Discontinued.</i>	✓ Alandar.....Copake Falls, N. Y. Ayer: ✓ Devens Branch.	<i>Correction.</i>
Drury.....Caldwell. Uneda.....Meads. Vinton.....Silverdale. Wichita: Station B.	Boston: Mount Auburn Branch.	Flint— Draw orders on White Sulphur Springs instead of Fort Logan.
KENTUCKY.	<i>Corrections.</i>	NEBRASKA.
<i>Established.</i>	✓ Stations Nos. 10 and 151, open all year.	<i>Established.</i>
✓ Dayholt. Eiva (late Fristoe). Hardburly. ✓ Himlerville. Louisville: ✓ C. O. D. Station. ✓ Naples. Newport: Station No. 2. Station No. 7. Twila ✓ Welch Creek.	MICHIGAN.	✓ Koshopah. Powell (late Powell).
<i>Name changed.</i>	<i>Established.</i>	<i>Name Changed.</i>
Fristoe to Eiva.	Detroit: C. O. D. Station. Fox Creek Station.	Powell to Powell.
<i>Discontinued.</i>	Lansing: C. O. D. Station.	<i>Discontinued.</i>
Gilberts Creek.....Lancaster.	Saginaw: C. O. D. Station.	✓ Etna.....Goshenbush. ✓ Harlan.....Merriman. Oni.....Harrison. ✓ Warren.....Rackett. ✓ Watertown.....Amherst.
LOUISIANA.	<i>Discontinued.</i>	NEVADA.
<i>Established.</i>	Fairfield.....Adrian. Loxley.....Houghton Lake. Missaukee.....Lake City. Pavilion (M. O. B. only).....Scotts. Tawas Beach.....East Tawas	<i>Established.</i>
Hymel (late Saint Amelia).	<i>Correction.</i>	✓ Cliffdale.
<i>Name changed.</i>	Sand River— Draw orders on Marquette, in- stead of Onoto.	<i>Discontinued.</i>
Saint Amelia to Hymel.	MINNESOTA.	✓ Aura.....Mountain City. Omco.....Mina. Tecoma.....Montello. ✓ Thorne.....Hawthornes.
<i>Discontinued.</i>	<i>Established.</i>	NEW JERSEY.
Fulton.....Ragley. ✓ Naomi.....Jesuit Bend. Victoria.....Provençal.	✓ Buckman. Minneapolis: C. O. D. Station. University Station.	<i>Established.</i>
MAINE.	Willmar: ✓ C. O. D. Station.	Keypport: ✓ Union Beach Branch.
<i>Established.</i>	<i>Discontinued.</i>	Lakewood: Station No. 3.
✓ Crawford.	✓ Whiteplains.....Arthyde.	Ridgefield Park.
<i>Discontinued.</i>	MISSISSIPPI.	Trenton: ✓ Chambersburg Station. ✓ Evans Station.
East Northport.....Belfast. ✓ Fiye Point.....Brooklin.	<i>Established.</i>	<i>Discontinued.</i>
<i>Correction.</i>	✓ Helm. ✓ Reba.	Folsom.....Newtonville.
✓ West Georgetown open all year.	✓ Mound City.....Beulah. ✓ Nugent.....Lyman.	Hackensack: Ridgefield Park Branch.
MARYLAND.	MISSOURI.	Long Branch: Station No. 1. Station No. 2. Station No. 4.
<i>Established.</i>	<i>Established.</i>	<i>Correction.</i>
Baltimore: C. O. D. Station ✓ Jones Creek Rural Station. ✓ Spencerville.	✓ Melva. ✓ Patsy. Soithard.	<i>Correction.</i>
<i>Correction.</i>	<i>Discontinued.</i>	✓ Stations Nos. 1 and 2 of Orange open all year.
✓ Buckeystown, not Buckeytown.	✓ Broadway.....Safe. French Village (M. O. B. only).... Valles Mines.	NEW MEXICO.
	Saint Louis: Old Orchard Station.	<i>Established.</i>
		Frio. ✓ Gran Quivera. ✓ Therma.

Discontinued.
 Lanark Aden
 Langton Florid.
 Myndus Siltom.
 New Hope Elda.
 Obaysi Orogrande.
 Santa Cruz Espanola.
 Valmont Alamogordo.

Correction.
 Pasamonte, not Passamonte.

NEW YORK.

Established.
 New York:
 Inwood Station.
 Varick Street Station.
 U. S. S. Vulcan Branch.
 Patria.
 Quaker Bridge (late Tunesassa).
 Staten Island:
 Tompkinsville Station.
 Station No. 12.

Name changed.
 Tunesassa to Quaker Bridge.

Discontinued.

Alexandria Bay:
 Saint Lawrence Park Station.
 Glen Valley Jay.
 New York:

Station V.
 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.
 Hanes.
 Spindale.

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

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

Correction.
 Manns Harbor—
 Draw orders on Eastlake instead of Buffalo City.

OHIO.

Established.
 Bedford:
 Station No. 1.
 Canton:
 North Canton Branch.
 Cleveland:
 Lakewood Branch (late Station G).
 Dayton:
 Station No. 12.
 Kerr.

Name changed.
 Cleveland:
 Station G to Lakewood Branch.

Discontinued.
 Glenroy Coalton.
 Harris Station Spargursville.
 North Berna Bremen.
 North Canton Canton.
 Orchard Island (M. O. B. only) Lakeriew.
 West Mentor Mentor.

OKLAHOMA.

Established.
 Edith.
 Eram.
 Frogville.
 Okmulgee:
 Station No. 1.
 Station No. 2.
 Sapulpa:
 Station No. 2.
 Shawnee:
 University Station.
 Signet.
 Willard.

Discontinued.
 Haskew Freedom.
 Legate Horbar.
 Matoy Banty.
 Ruby Centralia.
 Wouldbe Billings.

OREGON.

Established.
 McKay.
 Whiteson.

Discontinued.
 Salem:
 Hospital Station.

PENNSYLVANIA.

Established.
 Allentown:
 Station No. 6.
 Station No. 8.
 Station No. 11.
 Bertha.
 Buckmanville.
 Carbondale:
 Simpson Branch.
 Dean.
 Denbo.
 Doyles Mills.
 Gibbon Glade.
 Philadelphia:
 Lester Branch (late South Philadelphia Branch).
 Reynolds Dale (late Reynoldsdale).
 Scranton:
 Throop Branch.
 Station No. 32.
 Shamokin:
 Station No. 4.
 Trooper.
 Woodlawn:
 Station No. 1.
 Station No. 2.

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

Discontinued.
 Belfry Norristown.
 East Brook New Castle.
 Erie:
 Liberty Club Rural Station.
 Johnsonburg:
 Station A.
 Lotell (M. O. B. only) Pine Grove.
 Olyphant:
 Throop Branch.
 Saucona Bingen.
 Simpson Carbondale.
 Vandergrift:
 Station No. 1.
 West Pike Ulysses.

SOUTH CAROLINA.

Established.
 Easley:
 Station No. 1.
Discontinued.
 Cantey Camden.
 Eulonia Gresham.
 Schofield Olar.

SOUTH DAKOTA.

Established.
 Imogene.
 Norbeck.

TENNESSEE.

Established.
 Leas Springs.
Discontinued.
 Cheston Unaka Springs.
 Mineral Park McDonald.

TEXAS.

Established.
 Aldridge.
 Daisetta.
 Duke.
 Fort Worth:
 South Fort Worth Branch.
 Mayflower.
 Plaska.
 Ray Lee (late Leeray).
 Snips.
Name changed.
 Leeray to Ray Lee.
Discontinued.
 Artesia Artesia Wells.
 Big Paint Hunt.
 Calhoun Eagle Lake.
 Davisville Lufkin.
 Dimple Negley.
 Hasima Sweany.
 Mendota Canadian.
 Neely Denning.
 Nona Kountze.
 Ochiltree Perryton.
 Otey (M. O. B. only) Chenango.
 Pumpville Langtry.
 Ricardo Kingsville.
 Sandy Point Angleton.
 Stockard Eastace.
 Wagram Fredonia.

Correction.
 San Antonio, C. O. D. station instead of branch.

UTAH.
Established.
Antimony (*late Coyoto*).
Name changed.
Coyoto to Antimony.
Discontinued.
Bingham Canyon:
Station No. 1.
Wasatch.....Evanston, Wyo.

VERMONT.
Discontinued.
Orange.....East Barr-
Thompsons Point.....Charlotte.

VIRGINIA.
Established.
Richmond:
Central Station (*late Station C*).
East End Station (*late Station B*).
West End Station (*late Station A*).
Skeetrock.
Names changed.
Richmond:
Station A to West End Station.
Station B to East End Station.
Station C to Central Station.
Discontinued.
Bennett Creek.....Suffolk.
Expo.....Norfolk.
Fayerdale.....Dodson.
Oakdale (M. O. B. only).....Murat.
Stony Cross.....Baskerville.

VIRGIN ISLANDS, U. S.
Established.
Saint Thomas (*late Charlotte Amalie*).
Name changed.
Charlotte Amalie to Saint Thomas.

WASHINGTON.
Established.
Berrydale.
Dishman.
Knowlton.
Lindberg.
Vancouver:
Station No. 2.
Discontinued.
Bunker.....Adna.
Chester.....Sharon.
Lowgap.....Burke.
McIntosh.....Tenio.
Reeveton.....Sequm.
Toroda.....Ferry.

Rescinded.
The establishment of Fords Prairie Rural Station of Centralia has been rescinded.

WEST VIRGINIA.
Established.
Behof.
Brush Creek.
Crary.
Deer Run.
Edwight.
Everettville.
Glen Daniel.
Owings.
Pursglove.
Russelldale.
Discontinued.
Birch Run (M. O. B. only).....Odessa.
Blue.....Frew.
Deer Creek.....Cass.
Dobbin.....Wilson.
Eva (M. O. B. only).....Smithville.
Glen Falls.....Clarksburg.
Hardy.....Ingleside.
Julian.....Altman.
Parkersburg:
South Parkersburg Rural Station.

WISCONSIN.
Established.
Madison:
Station A.
Milwaukee:
Station No. 97.
Station No. 98.
Station No. 99.
Tipler.
Wausau:
Station No. 3.
Discontinued.
Loyd.....Casenovia.
Morrison.....Greenleaf.

WYOMING.
Established.
Dines.
Mills.
Recluse.
Yoder.
Discontinued.
Milo (M. O. B. only).....Elk Mountain.
Springhill.....Esterbrook.
Springvalley.....Piedmont.

CANADA.
Established.
Bissett Creek.....Ont.
Bog End.....Sask.
Calgary: Suboffice.
No. 5.
Cassils.....Alta.
Chute Panet.....P. Q.
Clivale.....Alta.
Doawell.....Sask.
Dewar Lake.....Sask.
Downeyville.....Ont.
Esk.....Sask.
Fisher Branch.....Man.
Gleichen.....Alta.
Hillbank.....B. C.
Imperoyal.....N. S.
Lac Sagway (*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.....S. S.
Millicent.....Alta.
Montreal: Suboffices.
No. 107.
No. 109.
Morse Place.....Man.
Oliver.....B. C.
Quebec: Suboffices.
Lairet.
Rife.....Alta.
Rosedale Station.....Alta.
Rosemary.....Alta.
St. Amedes de Peribonca.....P. Q.
Ste. Anne de Chicoutimi (*late Tremblay*).....P. Q.
Ste. Aurelle.....P. Q.
St. Boniface de Shawinigan.....P. Q.
(*late Shawinigan*).
St. Leolla.....N. B.
Sault au Monton.....P. Q.
Toronto: Suboffices.
Pape Avenue.
(Postal Terminal) "A."
No. 7.
No. 119. (*Reopened*).
Vera.....Sask.
White Head.....N. B.

Names changed.
Chemin Gouin, P. Q., to Lac Sagway.
Shawinigan, P. Q., to St. Boniface de Shawinigan.
Tremblay, P. Q., to Ste. Anne de Chicoutimi.

Discontinued.
Barnet.....B. C.
Bilby.....Alta.
Calgary: Suboffice.
No. 8.
Cornfeld.....Sask.
De Winton.....Alta.
Hilda.....Alta.
Hunker.....Yukon.
Indian Lorette.....P. Q.
Lucky Lake.....Sask.
McIntyre.....Ont.
Masse.....P. Q.
Millicent.....Alta.
Peers.....Alta.
Petawawa Military Camp.....Ont.
Port Arthur: Suboffice.
No. 2.
Regina: Suboffice.
Regina Junction.
Rivers Inlet.....B. C.
St. Catharines Bay.....P. Q.
Tiny.....Sask.
Tomico.....Ont.
Toronto: Suboffices.
Postal Station "B."
No. 39.
No. 67.
No. 68.
Upper Bedford.....P. C.
Victoria: Suboffice.
No. 11.

Rescinded.
The establishment of Concession, N. S., is hereby canceled.

CUBA.
Established.
Central Niagara.....Pinar del Rio.
Mir.....Oriente.
San Vicente.....Pinar del Rio.
Potrerillo.....Santa Clara.

INTERNATIONAL LIST.

OCTOBER 31, 1921.

New Offices to be Added to the List.

ENGLAND AND WALES.

Burleigh Road.....	Enfield, Middlesex.
Godington Road.....	Ashford.
Lower Clapton Road, 61, E. 5.....	London.
Thurcroft.....	Rotherham.
Westgate.....	Grantham.

IRELAND.

Northern Parliament.....	Belfast.
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Change in Name.

ENGLAND AND WALES.

Banstead, Epsom.....	Changed to— Banstead, Surrey. ^B
Diecster.....	Bicester, Oxon.
New Brumby, Scunthorpe.....	New Frodingham, Scunthorpe.

IRELAND.

Great Georges Street, Cork.....	Washington Street, Cork.
King Street, Cork.....	MacCurtain Street, Cork.

Offices to be Erased from the List.

ENGLAND AND WALES.

Cricklewood Broadway, 20, N. W. 2.....	London.
Falkner Street.....	Gloucester.
Union Street.....	Aldershot.

SCOTLAND.

Wellpark.....	Glasgow.
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INDIRECT LIST.

New Offices to be Added to the List.

THROUGH FRANCE.

Territory of the Basin of the Sarre (for list of offices see Postal Bulletin No. 12657 of Sept. 10, 1921).

THROUGH GREAT BRITAIN.

Bagdad, Mesopotamia. (See Note N, p. 19, "International List," edition of Jan. 1, 1921.)

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.
 Marcellus, N. Y.
 Skaneateles Falls, N. Y.
 South Bend, Tex.
 Suffield, Conn.
 University Sta., Syracuse, N. Y.
 Watertown, 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 October 31, 1921. See Sections 259 and 982 of the P. L. & R.

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

B

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 <i>Camp Kearney P. O.</i>).
Massachusetts.....	Devens.....Branch..	Ayer.
New Jersey.....	Ridgefield Park.....Branch..	Hackensack (now <i>Ridgefield Park P. O.</i>)

LATEST CHANGES IN POST OFFICES.

JUNE 1 TO OCTOBER 31, 1921.

NOTE.—This list, taken in connection with the list of offices in the GUIDE for July, 1921, shows the offices in operation. Former monthly lists should be disregarded.

Commencing with the August supplement to the Postal Guide, the radical sign (†) before the name of an office will indicate information not previously published.

A. Alphabetical list.

S. State list.

C. County list.

N. New name of office.

D. Office established since publication of July GUIDE and afterwards discontinued or name changed.

* Domestic money-order offices.

† International money-order offices.

° Postal savings depositories.

‡ Summer offices.

‡ Winter offices.

PARCEL POST CHANGES. The unit number appears between the office and the county.

ALABAMA.	Station, Pine Bluff.	Stations, Napa.
<i>Established and names changed.</i>	72304 † No. 3.	81821 † No. 1. ^B 81822 † No. 2.
33672 Allison* (N).... 2133... Groene	<i>Names changed.</i>	<i>Station, Pasadena.</i>
38316 Cameronsville.... 1929.....	72767 † Cosgrove to Crooked Bayou.	82149 No. 8.
38192 Carney (N).... 2137... Baldwin	74102 Snell* to Libbie.	<i>Numbers changed.</i>
29002 Navoo.... 2187..... Mobile	<i>Discontinued.</i> <i>Mail to</i>	Hayward unit 5573 not 5578.
30221 Ruthven.... 2035..... Wilcox	74697 Band Mill*, Izard..... Cook	Madeline unit 5366 not 5866.
39339 Thad.... 2036..... Covington	72622 Bauzippi, Crittenden.....	Tuolumne unit 5373 not 5378.
<i>Names changed.</i>	West Memphis	Tuttletown unit 5373 not 5378
33672 Hairston* to Allison.	72736 Brighton*, Greene.....	<i>Sites changed.</i>
38755 † James*, merged with 38342	72930 Delfora, Craighead, Monette	<i>Station, Los Angeles.</i>
Midway*, Balloch County.	72773 Deluce*, Arkansas, De Witt	81119 C. † (Ind.) to Cor. West Ninth
38322 Pinchona to Carney.	73207 Glenville*, Nevada.... McNeil	and South Olive Sts.
<i>Number changed.</i>	73113 Hobart*, Logan..... Blaine	<i>Station, San Francisco.</i>
Macedonia, unit 2035 not 3085	73539 Lofton, Garland..... Percy	80103 A. † to Post Street between
<i>Correction.</i>	74558 Lottie, Garland.....	Filmore and Steiner Sts.
Kushla supplied from Oak	73635 Mounds*, Crittenden.....	<i>Discontinued.</i> <i>Mail to</i>
Grove, insert page 901.	Edmonson	80073 Auld*, Riverside, Winchester
ALASKA.	73753 Nuckles, Jackson, Newport	83420 Cloud*, Kings..... Lemoore
<i>Established.</i>	74655 Roundtop*, Sevier... Gilliam	82382 East Wilmington*, Los
65702 Beaver..... 4, 66-147	74034 Sandif, Cleburne.....	Angeles, Wilmington
65551 Kwiguk..... 2, 63-154	Edgemont	81733 Rolph, Humboldt.... Eureka
<i>Discontinuance rescinded.</i>	74650 Tar Kiln*, Carroll... Marble	<i>Branch Office, Riverside.</i>
65583 Moose Creek 3, 62-145.	74641 Wrenton, Independence.....	81268 † March.
ARIZONA.	Floral	<i>Branch Office, San Diego.</i>
<i>Established.</i>	74399 Yorktown, *Lincoln... Tarry	82612 Kearney† (Ind.).
65226 Saantan.... 4531..... Pima	<i>Station, Blytheville.</i>	<i>Corrections.</i>
<i>Discontinued.</i> <i>Mail to</i>	74655 No. 1.	Bonita, insert A. list.
65326 Crater, Coconino.... Leupp	<i>Corrections.</i>	† Calpella, C., Redwood Valley,
65354 † Wrightstown*, Pima-Tucson.	Drab supplied from Blevins,	omit page 902.
ARKANSAS.	omit page 901.	Capay supplied from Esprato,
<i>Established and names changed.</i>	† Greenwood, omit A. list.	omit page 902.
72997 † Crooked Bayou (N).... 2432... Chisot	Keller supplied from Big-	Caspar not Casper, A. list.
73099 † Euoa.... 2576..... Carroll	gers, insert page 902.	Edgemont supplied from Lassen,
73125 Ferguson.... 2430..... Phillips	† Mock supplied from Warm	page 902.
73210 Gospeda.... 2479..... Prairie	Springs, insert page 902.	† Musick, supplied from Arroyo
74102 Libbie* (N).... 2523... Cleburne	Moorhead supplied from	Grande, page 902.
72569 Lyko.... 2530..... Lincoln	Ida, insert page 902.	COLORADO.
73711 Mount Nebo.... 2678..... Yell	Patterson supplied from	<i>Established.</i>
74457 Peters.... 2423..... Lee	West Kennett, insert page	31183 Foothills.... 3773.... Pueblo
73964 Rich.... 2479..... Monroe	902.	30510 Greystone.... 4217.... Moffat
74234 Tumbling Shoals.... 2577.... Cleburne	Princeton supplied from	30592 Heartstrong.... 3619.... Yuma
74341 Whitmore.... 2423... Saint Francis	Levesque, insert page 902	6193 † Kant.... 3723.... Las Animas
<i>Station, Bentonville.</i>	CALIFORNIA.	<i>Number Changed.</i>
72952 Bella Vista (Rural).	<i>Established.</i>	Higho unit 4017 not 3367.
81747 No. 1.	82612 Camp Kearney†.... 5033.....	
	San Diego	
	80531 Carmichael 5471 Sacramento	
	80631 Feather Falls.... 5469... Butte	
	80916 Glenn Ranch*.... 5080... San	
	Bernardino	
	81095 Ivy.... 5366..... Modoc	
	81258 † Larabee.... 5718... Humboldt	
	81993 Tushman.... 5278..... Kern	
	<i>Station, Eureka.</i>	

Discontinued. *Mail to*
 31224 Baker*, Baca... Stonington
 30094 Bald Mountain, Gilpin...
 Central City.
 35097 Buffer, Summit... Cl. az.
 30612 Burnt Mill, Pueblo...
 Goodpasture
 31280 Buster*, Las Animas...
 Utleyville
 30330 Cathedral, Hinsdale...
 Powderhorn
 30484 Garnett, *Alamosa... Hooper
 30513 Graycreek*, Las Animas...
 Trinidad
 31093 Onlus, Las Animas... Deora
 30391 Pinewood, Larimer...
 Loveland
 30904 Pinon*, Pueblo... Pueblo
 31130 Rene, Otero... Timpas
 30361 Rule, Bent... Deora
 30995 Wallstreet, *Boulder... Salina
 31118 Wentworth*, Baca...
 Stonington

Corrections.

Bonanza, supplied from Villa-
 grove, omit page 902.
 Bonita, omit A. list.
 Yachita, supplied from Branson,
 page 903.

CONNECTICUT.

Established.

Branch Office, Bridgeport.

32342 Pleasure Beach.

Stations New Britain.

32759 No. 8.†
 32760 No. 9.

Station Torrington.

32570 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
 78727 Kelsey City...1393...
 Palm Beach
 78742 Kynesville*...1887...Jackson
 79037 Oak Knoll*...1593...Manatee
 79324 Southland...1595...Charlotte

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 1463.

Discontinued. *Mail to*

79311 Bellisle*, Bay...Auburn
 78303 Botts*, Santa Rosa...Milton
 78482 Dupont*, Flagler...Bunnell
 78514 Ellaville*, Madison...
 Falmouth
 78631 Gulf City, Hillsborough...
 Ruskin

79338 Liberty*, Liberty...Telogia
 78802 Lybeck, Duval...Jacksonville
 78946 Orchid*, Saint Lucia...
 Wabasso
 79459 Pittville, Duval...Pablo Beach
 79231 White City*, Saint Lucia...
 Fort Pierce

Corrections.

Jew Fish (C) Key Largo, in-
 sert 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*

07795 Canoe, Candler...Metter
 07372 Ripley...Twigg...
 Jeffersonville
 07391 Roosevelt*, Gilmer...Ellijay
 07571 Tomlinson*, Clinch...
 Homerville

Correction.

Sharps Spur, Montgomery
 County, not Sharps Spurr,
 C. list.

HAWAII.

Established.

X1957 Maunawala...305...Honolulu

IDAHO.

Established.

03724 Alridge...4512...Bingham
 03376 Orchard*...4982...Ada
 03675 Quigley...4863...Power

Stations, Idaho Falls.

03423 No. 2.
 03424 No. 3.

Discontinued. *Mail to*

03164 Farnum*, Fremont...Ashton
 03194 Gilbert*, Clearwater...Gro-
 ano
 03472 Snow, Nez Perce...Webb
 03760 Tralton*, Bingham...Firth
 03674 Trade*, Fremont...West
 Yellowstone, Mont.

Correction.

Clyde supplied from Gold-
 burg page 904.

ILLINOIS.

Established.

11979 Freeman Spur...2223...Willa-
 mson
 12718 Paulton...2223...Williamson
 12625 Rend*...2223...Franklin

Station, East Moline.

11843 No. 1.

Station, Peoria.

11126 No. 22.

Discontinued. *Mail to*

12788 Proctor*, Ford...Fosland

Station, Chicago.

10429 *Canal.†

Corrections.

11635 Chicago Heights not 11335,
 S. list.
 Washington Park, insert
 A. list.

INDIANA.

Established.

34599 Boggstown...1919...Shelby
 35804 Canaan*...1871...Jefferson
 34838 Foraker...1915...Elkhart
 36471 Ragadale*...2071...Knox
 35701 Vicksburg*...2070...Greens

Station, South Bend.

34405 No. 6.

Discontinued.

Station, Madison.

35804 Canaan (Rural).

Corrections.

Hanna not Hannah, A. list.
 Odon not Odis, S. list.

IOWA.

Established and Name Changed.

64936 Graf*...2414...Dubuque
 64946 Grant Center...2914...Monona
 65869 Williamson* (N)...2966...
 Lucas

Stations, Fort Dodge.

65209 No. 4.
 65208 No. 5.
 65871 No. 6.
 65872 No. 7.
 65873 No. 8.

Station, Iowa City.

65063 No. 2.

Name Changed.

65860 Gunwald* to Williamson.

Numbers changed.

Dudley unit 2916 not 2919.
 Dumfries unit 2916 not 2910.

Discontinued. *Mail to*

64533 Bidwell*, Wapello...Ottamwa
 65110 Knowlton*, Ringgold...
 Diagonal
 65865 Methodist Camp, Dickinson...
 Spirit Lake
 65483 Plessis*, O'Brien...Hartley

KANSAS.

Established and Names Changed.

93673 Hopewell* (N).....3221...Pratt
 93914 Ladder.....3521...Wallace
 1-3199 Quindaro 2870...Wyandotte
 93473 Susan*.....3221...Barton
 93298 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

92339 Bosna, Trego.....Wakeeney
 92712 Drury*, Sumner.....Caldwell
 93520 Uneda*, Meade.....Meade
 93527; Valhalla, Gore.....Pendennis
 93543 Vinton*, Cowley...Silverdale

Station, Wichita.

92206 B.

KENTUCKY.

Established and Names Changed.

66011 Access.....1872.....Elliott
 66517 Betsmann...1873...Breathitt
 66311; Chance.....1875...Adair
 66922 Claywell, 1875...Cumberland
 67462 Elva* (N).....2175...Marshall
 67383 Fairfarm.....1973...Hardin
 67456 Flat Rock, 1775...McCreary
 67588 Grethel.....1623...Floyd
 67742 Highplains 1973 Breckinridge
 67993 Kernal.....1673...Magoffin
 67736 Hode.....1573...Martin
 68139 McDavid.....1823...Carter
 68228; Meally.....1823...Johnson
 68454 Oleika.....1725...Bell
 68948; Primrose.....1733...Lee
 68941 Skyline.....1624...Letcher
 68978 Southdown...1624...Letcher
 69030 Stillson.....1725...Bell
 69072 Swanpond.....1725...Knox
 69246 Wabd.....1774...Rockcastle

Station, Louisville.

66147; C. O. D.

Stations, Newport.

66494 No. 2.
 66499 No. 7.

Name Changed.

62746 Fristoe* to Elva.

Discontinued. Mail to

67511 Gilberts Creek*, Lincoln
 Lancaster
 67602 Gross, Harlan.....Hodax
 68147 McKenzie, Lewis...Trinity
 68813 Polly, Letcher.....Colson

Correction.

Bowlingtown, not Bowlington A list.
 Doylestown and Knox, omit A. list.
 Malonston supplied from Fullerton, omit page 908.

LOUISIANA.

Established and Name Changed.

45078 Baneroft..2737...Beauregard
 45432 Bannister 2857...Beauregard
 46340 Bardett..2885...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 2688 not 2636.
 Hinton unit 2585 not 2534.
 Olivier unit 2539 not 2529.

Site Changed.

Quimby, Tensas, into Madison County.

Discontinued. Mail to

45243 Boeuf River, Caldwell.....Herbert
 45557 Fulton*, Beauregard.....Ragley
 45941 Morville*....Concordia.....Williets
 45957; Naomi*, Plaquemines.....Jesuit Bend
 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 906.
 Notnac, Tensas Co., not Notnac, S. list.
 Odell, supplied from Greensburg, page 906.
 Opelousas, Saint Landry County, not Opelousa, C. list.
 Phillips Bluff, Jefferson Davis County, not Phillips Bluff, S. list.
 Sandel, insert A. list.

MAINE.

Established.

94865 North Cutler 59, Washington

Number Changed.

94972; Howe Brook not 95205.

Discontinued. Mail to

94431 Center*, Hancock...Seal Cove
 94491 Dickoy, Aroostook...Allegash
 14539 East Northport*, Waldo...Belfast
 95231; Flye Point*, Hancock...Brooklin
 94729 Larone....Somerset.....Fairfield Center
 95313 Redington, Franklin...Dallas

MARYLAND.

Established.

86095; Briaklow....1070...Montgomery
 55427 Lantnicum Heights...1020...Anne Arundel
 16724 Spencerville*...1020...Montgomery

Stations, Baltimore.

55253 C. O. D.
 55254; Jones Creek (Rural).

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.

Stat on, New Bedford.

61681; No. 25.

Station, Pittsfield.

60818 Plunkett.

Station, Plymouth.

61288 No. 4.

Stations, Worcester.

60532 No. 22.

60533; No. 24.

Discontinued. Mail to

60010 Alandar*, Berkshire.....Copake Falls, N. Y.

Branch Office, Ayer.

60050; Devens.

Branch Office, Boston.

60137 Mount Auburn†.

Corrections.

; Boston, after Revere Branch insert †, omit *.
 Deer Island Sta. omit †, and Sta. 10 and 151 omit †, pages 335-6.
 ; Long Island Sta. Boston, omit †, page 339.
 ; North Harwich, Barnstable Co. not North Harwich, S. list.
 Buskin supplied from Bunkin Island, omit page 906.

MICHIGAN.

Established.

66417 Hendricks Quarry...1856...Mackinac

69347 Prudenville.....1810...Roscommon

Station, Battle Creek.

66433 ; No. 8

Stations, Detroit.

68616 C. O. D.

68408; Fox Creek.

Station, Lansing.

68451 C. O. D.

Discontinued. Mail to

68974 Fairfield*, Lenawee...Adrian
 68328 Loxley*, Roscommon.....Houghton Lake
 69423 Missaukee*, Missaukee...Lake City

09630 Portage Point, Manistee... Onekama
09861 Tawas Beach*, Isco... East Tawas

Corrections.

Cedar Valley supplied from Hollister, omit page 908.

Custer, insert A. list.

Sandls, supplied from Branch, page 907.

MINNESOTA.

Established.

27433 Anatol... 2555... Saint Louis
25773 Barrows... 2756... Crow Wing
27553 Buckman*... 2757... Morrison
28312 Oak Terrace. 2653... Hennepin

Stations, Minneapolis.

27180 C. O. D.
27181 University.

Discontinued. Mail to

28690 Whitepine*, Aitkin Arthyde
Station, Willmar.

28703 C. O. D.

Correction.

Cloquet not Cloquett, S. list.

MISSISSIPPI.

Established.

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

Numbers changed.

96844 Lyon not 96344.
97352 Tocowa not 79352.

Discontinued. Mail to

96959 Mound City*, Bolivar Baulah
96997 Nugent*, Harrison... Lyman

Corrections.

Choctaw supplied from Head, page 907.
Clarence supplied from Perkins ton, page 907.
Daisy supplied from Perkins-ton, page 907.
Eddiceton not Eddicton, A. list.
Hanna not Hannah, A. list.

MISSOURI.

Established.

4439 Althea... 2575... Ozark
14750 Carico... 2675... Stone
14833 Coal... 2722... Henry
15250 Granada... 2624... Douglas
16096 Hardenville... 2575... Ozark
15739 Melva*... 2975... Taney
16973 Patsy*... 2473... Crawford
16211 Saint Patrick... 2518... Clark
16494 Viola... 2725... Barry

Discontinued. Mail to

16784 Ayo, Christian, Wilson Creek
14679 Broadway*, Maries... Safe
16717 Earl, Stone... High, Ark.
15279 Grisham, Bollinger Bessville
15374 Himmel, Stoddard... Vanduser.

Station, Saint Louis.

4127 Old Orchard.†

Corrections.

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

MONTANA.

Established.

49794 Cadmus... 4551... Glacier
49308 Finger Butte. 4634... Garfield
49971 Korner... 4551... Glacier
49911 Loseau*... 4804... Mineral
49507 Miner*... 4408... Park
49545 Petrolia... 4155... Fergus
49570 Project... 4503... Cascade
49932 Trailcreek... 4751... Flathead

Number changed.

Contact unit 4358, not 4357.

Site Changed.

Contact, Park, into Sweet Grass County.

Discontinued. Mail to

49208 Chance*, Carbon... Belfry
X8031 Christensen*, Fergus... Roy
49325 Fort Logan, Meagher...
White Sulphur Springs
49977 George, Liberty... Chester
49365 Graber*, Prairie. Crow Rock
X8118 Joslin, Fergus... Roy
X8099 Kachia*, Fergus... Roy
49477 Lytle*, Pondera... Brady
49660 Stearns*, Lewis and Clark...
Wolf Creek
9843 Whitney*, Prairie... Mildred

Corrections.

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

NEBRASKA.

Established and Name Changed.

36534 Hinchley... 3563... Sheridan
26255 Powell*, (N). 3068... Jefferson

Name Changed.

26255 Powel to Powell.

Discontinued. Mail to

25516 Aksarben*, Rock... Gracie
25665 Canton*, Sioux. Hemingford
25823 Erina*, Garfield... Gables
25830 Etna*, Custer... Gothenburg
25913 Harlan*, Cherry... Merriman
26274 Ray, Holt... O'Neill
26444 Unit*, Sioux... Harrison
26475 Warren*, Garden... Rackett
26480 Watertown*, Buffalo...
Amherst

Correction.

Capwell supplied from Prentice, page 909.

NEVADA.

Established and Name Changed.

47768 Cliffdale*... 4774... Lincoln
47765 Clover Valley... 4867... Elko
47617 Lida... 5074... Esmeralda
47679 Rox 4825... Lincoln
47761 Tobar*, (N)... 4817... Elko

Name Changed.

47761 Clover City* to Tobar.

Discontinued. Mail to

47593 Aura*, Elko... Mountain City
47570 Broken Hills, Nys... Fallos
47594 Heinz, Washoe... Reno
47537 Omco*, Mineral... Simoa
47722 Tecoma*, Elko... Montello
47771 Thorne*, Mineral Hawthorns

NEW HAMPSHIRE.

Established.

Station, Epping.

01362 Hedding† (Rural).

NEW JERSEY.

Established.

90050 Beach Arlington. 789 Ocean
90799 Ridgefield Park. 1797. Bergen
90936 Shrewsbury. 768. Monmouth

Station, Hackensack.

90627 Maywood.

Branch Office, Keyport.

90387 Union Beach.

Station, Lakewood.

90532 No. 3.

Stations, Trenton.

91816 Chambersburg†
91817 Evans.

Number changed.

Pelissades Park unit 717 not 767.

Discontinued. Mail to

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

Branch Office, Hackensack.

90503 Ridgefield Park (Ind.

Stations, Long Branch.

*90550 No. 1
91257 No. 2
90582 No. 4.

Correction.

Orange, Stations 1 and 2 omit †, S. list.

NEW MEXICO.

Established.

04330 Canones. 3978... Rio Arriba
04107 Cherry Vale... 3897...
San Miguel
04135 Cousins. 4228... McKinley
04231 Gusdorf... 3576... Taos
04537 San Lorenzo. 4133... Grant
04523 Spur Lake. 4231... Catron
04643 Tsaya... 4173... San Juan

New Counties.
CATRON W.
Formerly in Socorro County.

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

Y HARDING NE.
Formerly in Mora County.

Y Abbott-1.
 Y Mills-1.
 Y Roy-2.
 Y Solano.

Formerly in Union County.

Y Albert-1.
 Y Bucyeros.
 Y Cone.
 Y David.
 Y Gallegos.
 Y Mosquero (ch.)-1.
 Y Rosebud.

Site Changed.

Elvira, De Baca, into Guadalupe County.

Discontinued. Mail to

04633 Baldy*, Colfax... Ute Park
 04753 Estrada, San Miguel...
 Trementina

04314 Lanark*, Dona Ana, Straus
 04315 Langton*, Roosevelt, Floyd
 04382 Micho, Lea... Tatum
 04707 Myndus*, Luna... Siltou
 04412 Newhope*, Roosevelt, Elida
 04792 Ohaysi*, Otero... Orogrande
 04559 Valmont*, Otero...
 Alamogordo

Correction.

Y Stong, Tacos Co. not Strong, S. list.

NEW YORK.
Established and Names Changed.

22930 Y Hamilton Beach 717... Queens
 22039 Maplecrest* (N) 764... Greene
 23352 Maryknoll 716 Westchester
 24336 Y Quaker Bridge* (N) 1214...
 Cattaraugus
 24389 Van Buren Point... 1264...
 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.

24312 Richmond†.
 24513 Tompkinsville†.
 24346 No. 12†.

Names Changed.

22930 Big Hollow* to Maplecrest
 24336 Tunesassa* to Quaker Bridge.

Site Changed.

21112 Station B. Brooklyn to Fulton St. East of Franklin Ave.

County Seat Changed.

New Brighton (n. o.) is now (ch.) of Richmond County.
Discontinued. Mail to

22713 Glen Valley*, Essex... Jay
 23354 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.
 20502 U. S. S. Solace.
 20523 U. S. S. Vulcan.

Station, New York.

20144 Y V†.

Station, Staten Island.

24746 *New Brighton†.

Correction.

Berrybrook, supplied from Roscos, page 910.
 Y Brodhead, Ulster Co., not Broadhead, S. list.
 Fullerville Iron Works, supplied from Gouverneur, page 910.
 Hartford, Cortland, not Hartford, S. list.

NORTH CAROLINA.
Established and Names Changed.

76061 Y Butch (N)... 1576... Yancey
 76075 Camp Bragg... 1278...
 Cumberland
 76199 Y Hawbranch... 1278... Moore
 76271 Itom... 1528... Rutherford
 76296 Y Johnsh... 1476... Wilkes
 76558 Y Kawana* (N)... 1527... Avery
 76361 Launda... 1728... Swain
 76845 Montford... 1577 McDowell
 77167 Vulture... 1125 Northampton

Names Changed.

76091 Y Gaston* to Butch.
 76558 Y Naoma* to Kawana.

Branch Office, Asheville.

77429 West Asheville to West Asheville Station.

Discontinued. Mail to

75646 Buffalo City*, Dare...
 Eastlake
 75667 Cagles Mill, Montgomery...
 Allreds
 75826 Curfew, McDowell, Old Fort
 75958 Embro*, Warren... Macon
 76023 Fort Barwell*, Craven...
 Dover

77079 Tar River*, Granville...
 Hester
 77379 Wells, Chatham... Ore Hill
Branch Office, Fayetteville.

75803 Bragg.

Corrections.

Alvin, supplied from Pink Hill, page 910.
 Brownstown, Buncombe Co., omit C. list.
 Morehead City, not Moorehead City, S. list.
 Y Mount Olive, Wayne Co., insert†. S. list.
 Spokane, supplied from Bennett, page 910.
 Wests Mill, Macon Co., not West Mill, C. list.

NORTH DAKOTA.
Established.

98377 Schmidt... 3405... Morton
 98733 Sig... 3553... McLean

Discontinued. Mail to

98736 Thelen, Golden Valley Beach

Corrections.

Grahams Island, supplied from Minnewaukan, page 911.
 Langberg, supplied from Bronson, page 911.
 Y Leigh, supplied from Hettinger, page 911.
 Y Lehigh, supplied from Dickinson, insert page 911.

OHIO.
Established.

18459 Glen Robbins... 1418...
 Jefferson
 18616 Iberia... 1617... Morrow
 18669 Kerr*... 1571... Gallia

Station, Bedford.

17941 Y No. 1.
Branch Office, Canton.

17657 North Canton.†
Station, Canton.

17656 No. 4.
Station, Cincinnati.

17179 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

17035 Andis*, Lawrence, Kitts Hill
 18471 Glenroy*, Jackson, Coalton
 18540 Harris Station*, Ross...
 Spargursville
 18772 Lockville, Fairfield... Carroll
 19049 Y North Berne*, Fairfield...
 Bremen

18992 North Canton, Stark
Canton
19642 West Mentor, Lake Mentor
Correction.
Bryan, Williams County, not
Bryant, S. list.
Hartwell, Sta., Cincinnati,
omit Ind., page 458.
West Park, insert A. list.

OKLAHOMA.

Established.

52053 Arondale 2978 Osage
62373 Bub 2930 Atoka
62595 Echota 2827 Adair
63754 Eram 2927 Okmulgee
62679 Frogville 2881 Choctaw
62759 Harjo 3028 Pottawatomie
62846 Isom Springs 3031 Marshall
63194 Pharoah 2978 Okfuskee
63340 Signet 3028 Payne

Stations, Okmulgee.

63137 No. 1.
63144 No. 2.

Station, Sapulpa.

63521 No. 2.

Station, Shawnee.

63605 University.

Numbers Changed.

Gleapool unit 2977 not 2927.
Laura unit 2879 not 3879.
Lenapah unit 2925 not 2952.

Site changed.

Lela, Pawnee into Noble
County.

Discontinued. Mail to

62336 Boktukio, McCurtain Golden
62733 Greasy, Adair Bunch
62768 Haskew, Woodward Freedom
62930 Legate, Love Hoxbar
63014 Matoy, Bryan Banty
63628 Obl, Sequoyah Sallisaw
63778 Piney, Adair Baron
63291 Ruby, Nowata Centralia
63562 Wouldbe, Noble Billings

Corrections.

Bismark supplied from
Wright City, page 911.
Hanna not Hannah, A. list.
Hix supplied from Stapp,
page 911.

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 Merlin.
Meadow, supplied from
Prineville.
Wenaka, supplied from
Promise, page 912.

PENNSYLVANIA.

Established and Name Changed.

44493 Bertha 1368 Washington
41187 Buckmanville 818 Bucks
41554 Dean 1217 Cambria
42094 Gibbon Glade 1319 Fayette
43231 Oliveburg 1267 Jefferson
43471 Putneyville 1267
43545 Reynolds Dale (N) 1218 Bedford
44601 Sang Hollow 1269 Fayette
44110 Trooper 868 Montgomery
44258 Watrous 1115 Tioga

Stations, Allentown.

40456 No. 6.
40458 No. 8.
40464 No. 11.

Branch Office, Carbonale.

44730 Simpson.

Branch Office, Scranton.

40743 Throop.

Station, Scranton.

40744 No. 36.

Station, Shamokin.

44501 No. 4.

Name Changed.

43545 Reynoldsdale to Reynolds
Dale.

Branch Office, Philadelphia.

44752 South Philadelphia to Les-
ter.

Stations, Woodlawn.

44430 No. 1.
44454 No. 2.

Discontinued. Mail to

41018 Belfry, Montgomery Norristown
44497 Bovard, Butler Keisters
41667 East Brook, Lawrence New Castle
41936 Frauenheim, Somerset Somerset
43702 Saucosa, Lehigh Bingen
43791 Shehawken, Wayne Preston Park
43826 Simpson, Lackawanna Carbonale
44026 Tallmanville, Wayne Preston Park
44330 West Pike, Potter Ulysses

Station, Erie.

44674 Liberty Club (Rural).

Station, Johnsonburg.

44514 A. (Ind.).

Branch Office, Olyphant.

44648 Throop.

Station, Philadelphia.

44637 Fortieth Street.

Station, Vandergrift.

44184 No. 1f.

Corrections.

Arona not Arnona, A. list.
Arona, Westmoreland Co.,
not Arona, S. list.
Kelayres not Kehavres, A.
list.
Lackrone 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.
44559 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 43984,
page 503.
Upper Darby insert A. list.
Wynnewood not Wymse-
wood, A. list.

SOUTH CAROLINA.

Established.

59119 Caesars Head 1628 Greenville

Station, Easley.

59241 No. 1.

Number Changed.

McClellanville, unit 1282 not
1281.

Sites Changed.

Johnsonville, Williamsburg
into Florence County.
Pinewood, Clarendon into
Sumter County.
Rimini, Clarendon in Sumter
County.

Discontinued. Mail to

59127 Cantey, Kershaw Camden
59252 Eunonia, Marion Gresham
59610 Pon Pon, Charleston Jacksonboro
59572 Schofield, Bamberg Olar

Correction.

Olympia, omit A. list.

SOUTH DAKOTA.

Established and Name Changed.

29291 Haycreek 3658 Butte
29160 Parmelee (N) 3462 Todd
29613 Walker 3457 Corson

Name Changed.

29160 Wososo to Parmelee

Discontinued. Mail to

29489 Cinas, Harding Buffalo

Corrections.

Asbroft, supplid from
Camp Crook, page 913.
Hanna not Hannab, A. list.
Reub not Reub, S. list.

TENNESSEE.

Established and Name Changed.

57821, Dixon Springs* (N)... 1978...
Smith
57883 Greystone§... 1826... Greene
58151 Leas Springs*... 1738... Grainger
58343 Stvert... 1625... Hawkins
58564, Sllerton... 2228... Hardeman

Name Changed.

57821, Dixon Spring* to Dixon
Springs.

Number Changed.

58738, Willette not 53738.

Discontinued. Mail to

57703 Chestoa, Unicoi... Erwin
58392 Mineral Park*, § Bradley...
McDonald

Correction.

McEwen, not McEwan, A.
list.

TEXAS.

Established and Name Changed.

52023 Aldridge*... 2788... Jasper
52992 Duke*... 2330... Fort Bend
53358 Hnstoou... 3428... Ochiltree
53410 Jimkurn... 3233... Stephens
53723 Marysee... 2838... Liberty
X3337 Patonia... 2837... Polk
53568 Ray Lee* (N) 3233... Stephens
54397 Rulif... 2738... Newton
54485 Sntoe*... 2330... Brazoria
54514 Stilson... 2833... Liberty

Branch, Fort Worth.

52233, South Fort Worth

Station, San Antonio.

52282 C. O. D.

Station, Waco.

54985 No. 7.

New County.

KENEDY, S.

Formerly in Willacy County.

Armstrong.
Sarita (ch).

Name Changed.

53568 Leeray* to Ray Lee.

Numbers Changed.

Homer, unit 2836 not 2388.
54507 Steep Creek not X3837.

County Seats Changed.

Elwood (n. o.) now (ch) of
Hockley County.
Perryton, now (ch) of Ochil-
tree County, not Ochiltree
(n. o.).
Raymondville, now (ch) of
Willacy County.

Sites Changed.

Filigonio, Hidalgo into Will-
acy County.
Lyford, Cameron into Will-
acy County.
Raymondville, Cameron into
Willacy County.
Sebastian, Cameron into
Willacy County.

Discontinued. Mail to

52301, Artesia*, La Salla...
Artesia Wells
X3574 Big Paint*, Real... Hunt
52458 Bowser*, San Saba...
Richland Springs
52458 Broadmoor, McCulloch...
Pear Valley
X3528 Calhoun*, Colorado...
Eagle Lake
52677 Clarkridge, Eastland...
Rising Star
52810 Davisville*, Angelina... Lufkin
52855, Dimple*, Red River... Negley
52034 Fuqua*, Liberty... Milvid
53285 Hasima*, Brazoria... Sweany
52452 McKinney Springs*, Brews-
ter... Marathon
53762 Mendota*, Hemphill...
Canadian

53894, Neely*, San Augustine...
Denning
53932 Nona*, Hardin... Kountze
53966 Ochiltree*, Ochiltree...
Perryton
54169, Pumpville*, Val Verde...
Langtry
54221 Ricardo*, Kleberg... Kingsville
54347 Sandy Point*, Brazoria...
Juliff
54518 Stockard*, Henderson...
Athens
54537 Sulphuria*, Culberson... Ora
54725 Wagram*, Mason... Fredonia

Corrections.

Claytonville supplid from
Sweetwater, page 914.
Gay supplid from Nee-
ville, omit page 914.
Hillsboro, insert A. list.
Navidad supplid from
Edna, omit page 914.

UTAH.

Established and Name Changed.

48061 Antimony* (N) 4572... Garfield
48519 Hamlin Valley... 4722... Iron
48493 Indian Springs... 4818... Tooele
48339 Summit Point... 4272...
San Juan

Name Changed.

48061 Coyoto to Antimony.

Discontinued. Mail to

48503 National Carbon... Helper
48432 Wasatch*, Summit...
Evanston, Wyo.

Station, Bingham Canyon.

48595 No. 1†

Correction.

Hanna, not Hannab, A. list
Heist, supplid from Utana,
page 914.

VERMONT.

Discontinued. Mail to

02063 Clark, Caledonia...
West Burke
02062 Orange*, Orange... East Barre
02759, Thompsons Point*§, Chit-
tenden... Charlotte
02798 Valley, Windham...
Colerain, Mass.

Correction.

Chase City, omit A. list.

VIRGINIA.

Established and Names Changed.

83097 Asheake... 1073... Hanover
83513 Carrie... 1574... Dickenson
83530, Cassard... 1625... Scott
84627 Christchurch (N)... 1623...
Middlesex
83871, Elevation... 1073... Essex
85853 Forshee*... 1023... New Kent
84133 Harris Grove... 974... York
84218, Hematite... 1373... Alleghany
84261 Hoco... 974... York
84343 Jahlle... 1574... Dickenson
84510, Linville* (N)... 1221...
Rockingham
85234, Rosita... 1072... King George
85448 Stokesville... 1272... Augusta
85650, Villamont... 1324... Bedford

Station, Richmond.

83158, North Side.

Names Changed.

84510, Linville Depot*, to Linville.
84627 Marl to Christchurch.

Stations, Richmond.

83128 A. to West End.
83127 B. to East End.
83156 C. to Central.

Number Changed.

84318 Indiantown not 84319.
84661 Meadville not 84662.
84843, Nimrod not 85956.
84865 Norview not 84965.
85955, University of Richmond not
85181.

Discontinued. Mail to

83085 Arringdale*, Southampton...
Drewryville
83230 Bennetts Creek*, Nans-
mond... Suffolk
83773 Dido, King George... Hooes
83850 Edmunds Store, Brunswick...
Alberta
83927, Expo*, Norfolk... Norfolk
83948, Fayerdale*, Patrick

85839, Greek, Grayson

Independence

84835 Oakdale*, Rockbridge...
Murat

85452 Stoy Cross*, Mecklenburg...
Baskerville

85642, Vicoy, Buchanan... Prater

85744 Whitepoint, Westmoreland...
Kinsale

Corrections.

Chase City, insert A. list.
Clincheo not Clincho, A. list.
Fauquier County, not Fau-
quer, 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.
Reithend, Campbell Co.,
omit § S. list.
Richmond College C. Uni-
versity of Richmond, not
University of Virginia,
page 915.
Skeggs, Buchanan Co., not
Skeggs, 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.

X6000 Saint Thomas† 00. Saint Thomas

Name Changed.

X6000 Charlotte Amalie† to Saint Thomas

WASHINGTON.

Established.

71651 y Brokus. 5251. Okanogan
70706 Craigo. 5056. Asotin
70973 Knowlton*. 5302. Okanogan
70376 y Kosmos. 5556. Lewis
71633 y Red Apple. 5353. Douglas

Station, Vancouver.

71804 y No. 2.

Number Changed.

y Inchelium, unit 5152 not 5151.

Discontinued. Mail to

71648 Bunker*, Lewis. Adna
70653 y Chester*, Spokane. Sharon
71031 Lowgap*, Grant. Bailey
71040 y McIntosh*, Thurston. Tenino
71165 y Olson, Grays Harbor.

Quinalt

71752 Quests, Jefferson. Olson
71717 Reeve-ton*, Chillum. Sequim
71694 y Toroda*, Ferry. Ferry

Establishment Rescinded.

70910 Fords Prairie, Rural Station, Centralia.

Correction.

Bryant, Snohomish not Bryan, S. list.
Hawks Nest, supplied from Bachman, omit page 915.
Keechelus, supplied from Easton, page 915.
Mulvane, supplied from Ramsay, omit page 915.
Nespelen, Okanogan not Nepsalem C. list.
Toppenish, Yakami not Topenish, C. list.

WEST VIRGINIA.

Established and Names Changed.

88556 Belo. 1573. Mingo
86524 Bowlin. 1472. Fayette
86531 Brady. 1369. Monongalia
86709 Canterbury. 1573. Mingo
86849 Crany*. 1523. Wyoming
86573 Curry. 1523. Logan
86982 Echo. 1572. Wayne
87162 Glen Daniel*. 1473. Raleigh
87326 Huffco. 1523. Logan
87333 Hurl. 1421. Braxton
87476 Kid. 1420. Gilmer
88396 Kriton (N). 1422. Greenbrier
87484 Landville. 1523. Logan
87498 Larew. 1320. Preston
87513 Leet. 1572. Lincoln
87507 Leslie (N). 1422. Greenbrier
87556 y Litwar. 1524. McDowell

87661 y Maidsville. 1319. Monongalia
88582 Moger. 1271. Pendleton
88033 Rig. 1270. Hardy
88042 Rinehart. 1420. Harrison
88052 Roaring. 1271. Pendleton
88066 Rock Gap. 1169. Morgan
88127 Santifee. 1423. Summers
88181 Shogon. 1573. Logan
88175 Shrewsbury. 1472. Kanawha
88241 Stickney. 1523. Raleigh
88301 Tameliff. 1523. Mingo
88329 Trace. 1573. Mingo
88370 Valley Chapel (N). 1370. Lewis

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

Names Changed.

87607 McClungs to Leslie.
88370 Valley Church to Valley Chapel.
88396 Volatile to Kriton.

Numbers Changed.

Banco unit 1573 not 1572.
88675 y Mount Gay not 86675.
88294 Tallmansville not 88204 S. list.

Site Changed.

Flat Top, Mercer into Raleigh County.

Discontinued. Mail to

88296 y Blue*, Tyler. Frow
88613 Deer Creek*, Pocahontas. Cass
86931 Dobbin*, Grant. Wilson

86972 Dusk, Gilmer. Stouts Mills
87150 Gilman*, Randolph. Elkins
87166 Glen Falls*, Harrison. Clarksburg
87172 Glenhuddy, Kanawha. Standard

87246 Hardy*, Mercer. Ingleside
87303 y Julian*, Boone. Altman
88677 y Taylor, Preston. Reedsville
88323 y Tippler, Fayette. Harvey

Station, Parkersburg.

86518 South Parkersburg (Rural).

Corrections.

Hanna not Hannah, A. list.
y Nicut, supplied from Gip, page 916.
Royal supplied from Prince, omit page 916.
Southfork, omit A. list.
Pentacre, Kanawha County, insert C. list.

WISCONSIN.

Established.

Station, Madison.

36844 A.

Stations, Milwaukee.

37448 No. 97.
37069 No. 98.
37070 y No. 99.

Station, Wausau.

37903 No. 3.

Numbers Changed.

36772 Nelma not 36769 S. list.
36768 Newald not 36772 S. list.

Discontinued. Mail to

36061 Bacon*, Monroe. Tunnel City
36627 Loyd*, Richland. Cazenovia
36735 y Morrison*, Brown. Greenleaf
37342 Murry, Rusk. Exeland

Corrections.

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

WYOMING.

Established.

89411 Badwater. 4062. Natrona
89429 Dunne. 4213. Fremont
89415 Du Noir. 4311. Fremont
89176 Hoback. 4412. Teton
89424 y Lightning Flat. 3849. Crook
89432 Mills. 3963. Natrona
89433 y Natrona. 4012. Natrona
89299 Raderville. 4063. Natrona
89372 Vonnle. 4112. Fremont
89338 Wyarno. 4009. Sheridan
89508 Yoder. 3765. Goshen

New County.

TETON. NW.

Formerly in Lincoln County.

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

Discontinued. Mail to

89106 Donald, Crook. Aladdin
89455 Leoville, Niobrara. Lost Spring
89490 Modelmine, Sheridan. Kleenburn
89334 Springhill*, Albany. Esterbrook
89335 Springvalley*, Uinta. Piedmont

Corrections.

y Apostol, supplied from Osage
y Broax, supplied from Merna, page 916.
Burge, supplied from Van Tassel, omit page 916.
Hanna not Hannah, S. list.
y Ishawoca, not Ishawoca, A. 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	677.....	6226	July 28	253
646.....	5954	do.....	727	678.....	6242	July 29	10
647.....	5955	do.....	1232	679.....	6243	do.....	1734
648.....	6038	June 25	14	680.....	6246	do.....	1346
649.....	6038	do.....	1014	681.....	6246	do.....	1347
650.....	6038	do.....	1496	682.....	6246	do.....	1349
651.....	6038	do.....	1501	683.....	6246	do.....	1350
652.....	6038	do.....	1504	684.....	6246	do.....	1351
653.....	6038	do.....	1511	685.....	6246	do.....	1352
654.....	6038	do.....	1513	686.....	6289	Aug. 13	472
655.....	6038	do.....	1514	687.....	6327	Aug. 22	272
656.....	6038	do.....	1515	688.....	6328	do.....	1402
657.....	6038	do.....	1517	689.....	6328	do.....	1402
658.....	6038	do.....	1518	690.....	6359	Aug. 30	344
659.....	6038	do.....	1521	691.....	6360	Sept. 1	511
660.....	6038	do.....	1522	692.....	6403	Sept. 9	774
661.....	6038	do.....	1524	693.....	6424	Sept. 13	583
662.....	6038	do.....	1529	694.....	6427	Sept. 14	293
663.....	6038	do.....	1532	695.....	6428	do.....	472
664.....	6038	do.....	1533	696.....	6444	Sept. 6	254
665.....	6051	June 28	880	697.....	6445	Sept. 13	1354
666.....	6073	June 30	10	698.....	6453	Sept. 16	689
667.....	6074	do.....	13	699.....	6456	Sept. 21	318
668.....	6075	do.....	50	700.....	6498	do.....	856
669.....	6076	June 30	100	701.....	6519	Oct. 3	636
670.....	6077	do.....	100	702.....	6520	do.....	638
671.....	6078	do.....	321	703.....	6524	Oct. 6	14
672.....	6079	do.....	322	704.....	6547	Oct. 10	596
673.....	6138	July 12	248	705.....	6548	do.....	583
674.....	6139	July 6	511	706.....	6585	Oct. 20	365
675.....	6224	July 28	603	707.....	6591	do.....	248
676.....	6225	do.....	294	708.....	6611	Oct. 22	293

INSERT NO. 701. ORDER NO. 6519.

October 3, 1921.

Paragraphs 3 and 4, section 636, of the Postal Laws and Regulations, are amended, and paragraph 5 added thereto, as follows:

3. Undeliverable perishable parcels containing poultry, fresh meats, fish, vegetables, fruits, berries, cut flowers, eggs, or improperly packed hides and pelts, when there is insufficient time to return them to the sender before they would spoil, may be disposed of by postmasters by sale through competitive bidding. With the exception of hides and pelts, articles of this character which can not be disposed of in the manner prescribed may be delivered to the proper local municipal authority to be distributed to hospitals, asylums, or other charitable or reformatory institutions. If there is no such municipal authority, the matter may be delivered to any charitable institution or organization making application therefor; otherwise it shall be destroyed.

4. Postmasters shall keep a complete record of the receipt and disposition made of each piece of undeliverable perishable matter. If sold, the net amount realized may be delivered at any time within two weeks to the sender, the original addressee, or on the written order of either, and a receipt obtained therefor. At the expiration of that period the net proceeds remaining unclaimed shall be sent with a full explanation of the transaction to the post office at the headquarters of the division of the Railway Mail Service in which the matter was detained and included by that office with its regular remittances for sales to the Division of Dead Letters. Under no circumstances shall such perishable matter be sent to the Division of Dead Letters or to post offices at division headquarters of the Railway Mail Service.

5. When the matter is insured or C. O. D., appropriate office record should be made showing the full particulars of the parcel, and if sold, the amount obtained and the disposition made thereof. The postmaster at the office of mailing or of address, as may be appropriate, or both, if the matter is disposed of in transit, should be advised in detail of the action taken and they will make proper notation on their office records. In the event of the filing of claim for indemnity covering any such insured or C. O. D. parcel, postmasters should see that a full statement of the facts accompanies the claim papers for transmission to the duly designated postmaster or the department, as may be appropriate.

INSERT NO. 702. ORDER NO. 6520.

October 3, 1921.

Section 638 of the Postal Laws and Regulations is amended by the substitution of the words "Not found" for the word "Unknown."

The Section will read as follows:

SEC. 638. Upon every undelivered article of mail matter must be indorsed or stamped the reason for non-delivery, such as, "Not found," "Refused," "Removed," "Firm dissolved," "Deceased," "In dispute," etc. When no other reason can be ascertained, the matter shall be indorsed, "Unclaimed." In indorsing or stamping undelivered matter the original address or postmark must not be defaced or obscured.

INSERT NO. 703. ORDER NO. 6531.

October 3, 1921.

Order No. 6474, September 22, 1921, is modified and extended so as to show the divisional organization and duties of the Bureau of the Fourth Assistant Postmaster General to be as follows:

- Division of Rural Mails.
- Division of Motor Vehicle Service.
- Division of Equipment and Supplies.
- Mail Equipment Shops.

Section 14 of the Postal Laws and Regulations is accordingly amended in conformity with the foregoing as follows:

"SEC. 14. To the Fourth Assistant Postmaster General are assigned the general supervision of the rural mail service, including rural delivery routes, star routes (except in Alaska), screen wagon and motor vehicle service, and the fixing of allowances for vehicles used in the delivery and collection service; the leasing of garage quarters, and fixing of allowances for light, heat, and miscellaneous service items incidental thereto; the custody and distribution of supplies for the Postal Service, the purchase, rental, and maintenance of canceling machines; general supervision of the mail equipment shops; the manufacture and repair of mail bags, locks, keys, and key chains; the making, printing, and distributing of parcel-post zone keys, post-route and rural-delivery maps.

"2. The Division of Rural Mails, under the supervision of the Superintendent of the Division of Rural Mails, has charge of the consideration of all matters pertaining to the rural delivery service, the star-route contract service (except in Alaska), the appointment and discipline of rural carriers, the preparation of advertisements inviting proposals for the transportation of mails by screen wagons and the service on star routes (except in Alaska), the drafting of orders awarding such service and the preparation of contracts therefor, the fixing of rental of vehicles used in the delivery and collection service, the examination of monthly and special reports of postmasters, and the performance of service and the preparation of orders making deductions and imposing fines for nonperformance of service and other delinquencies on the part of contractors and said carriers.

"3. The Division of Motor Vehicle Service, under the supervision of the General Superintendent of Motor Vehicle Service, is charged with the consideration of all matters pertaining to the government-operated star route service, the motor vehicle service in cities, the appointment and discipline of personnel employed in connection with the operation and maintenance of such government-owned vehicles including motor cycles, the selection

and leasing of garage quarters in connection with the government-owned vehicles, and the fixing of allowances for light, heat, and such miscellaneous service items as are incidental thereto.

"4. The Division of Equipment and Supplies, under the supervision of the superintendent, Division of Equipment and Supplies, is charged with the preparation of specifications for equipment (other than that assigned to the mail equipment shops) and supplies for the Postal Service; the preparation of requisitions therefor on the purchasing agent; the custody, transportation, and distribution of such equipment and supplies; the conduct of correspondence in connection therewith; the keeping of a record of expenditures for equipment and supplies as charged to the proper appropriations; the preparation and revision of post-route maps and the supervision of their printing, issue, and distribution; the preparation of specifications for their manufacture; and the general care of stores and property in the department and in the possession of contractors; also the making of rural-delivery maps and the distribution of parcel-post zone keys, the designing of such equipment as may be deemed necessary; the performing or directing of experimental and research work in connection therewith, and otherwise determining the needs of the service as to style and character of equipment after consultation with the proper bureau officers.

"5. The Mail Equipment Shops, under the supervision of the superintendent, Mail Equipment Shops, is charged with the manufacture and repair of mail bags and other mail containers and attachments, mail locks, keys, chains, tools, machinery, and such other equipment for the Postal Service as may be deemed expedient; the preparation of specifications for the articles named and requisitions on the purchasing agent therefor; the keeping of a record of expenditures from the appropriation for "Mail bags and equipment;" the issuing of letter-box locks, all mail keys, key chains, etc., to postmasters and other officials entitled thereto, and the keeping of records of the receipt and issue thereof; also the conduct of correspondence relating to the foregoing."

INSERT NO. 704. ORDER NO. 6547.

October 10, 1921.

Paragraph 5 of section 596 of the Postal Laws and Regulations is amended to read as follows:

5. At city-delivery offices removals from one street address to another in the city shall be recorded by the directory sections and in the carriers' route books and observed until superseded by later changes of address.

INSERT NO. 705. ORDER NO. 6548.

October 10, 1921.

Paragraph 2 of section 583 of the Postal Laws and Regulations is amended to read as follows:

2. At city-delivery and village-delivery post offices every piece of mail of any class that is subject to general-delivery service shall be backstamped, hand stamped, or otherwise indorsed to show the date of its receipt in the general-delivery section.

INSERT NO. 706. ORDER NO. 6585.

October 20, 1921.

Paragraph 2, section 365, Postal Laws and Regulations, is hereby amended by adding the following subsection (h):

(h) A postmaster or acting postmaster at a third or fourth class post office shall render to the outgoing postmaster or acting postmaster receipt in triplicate for all undelivered C. O. D. and insured packages on hand. The original receipt shall be delivered to the outgoing postmaster or acting postmaster, the duplicate retained for the files of the office and the triplicate sent to the Third Assistant Postmaster General, Division of Registered Mails.

INSERT NO. 707. ORDER NO. 6591.

October 20, 1921.

Paragraph 2 of section 248 of the Postal Laws and Regulations is amended to read as follows:

2. The postmaster at a "summer-resort" or "winter-resort" post office, when closing the office for the season, shall return all unsold postage-stamp stock to his central-accounting postmaster, with a postal account in which he shall account for the difference between the amount of postage-stamp stock returned and the amount of his fixed credit. Fixed credits for stamped paper other than postage-stamp stock shall be accounted for by the return of the stamps or the cash derived from their sale. Fifteen days before the proposed reopening of a "summer-resort" or "winter-resort" post office the postmaster shall notify his central-accounting postmaster, who will furnish him with stamp stock on fixed credit. The post office equipment at a "summer-resort" or "winter-resort" post office may be retained by the postmaster or turned over for safe-keeping to the nearest post office.

INSERT NO. 708. ORDER NO. 6511.

October 22, 1931.

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

"Postmasters at offices of the first and second classes shall be granted 15 days' leave of absence with pay, exclusive of Sundays and holidays, each fiscal year, and sick leave with pay at the rate of 10 days a year to be cumulative for a period of three years, but no sick leave with pay in excess of 30 days shall be granted during any three consecutive years. Any additional leave will be without pay. 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."

B

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.....	579231 to 879400.....	July 25, 1921
California—San Francisco, Sta. 32.....	17609 to 17800.....	Oct. 7, 1921
D. C.—Washington, Sta. 2.....	41985 to 42000.....	Sept. 1, 1921
Georgia—Dexter.....	64447 to 64600.....	July 8, 1921
Georgia—Greensboro.....	94832 to 95000.....	June 1, 1921
Georgia—Hahira.....	54078 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.....	25498 to 25501.....	Aug. 30, 1921
Illinois—Divernon.....	83319 to 83400.....	June 13, 1921
Illinois—Rock Island, Sta. 14.....	14476 to 14900.....	Aug. 15, 1921
Iowa—Letts.....	45601 to 45800.....	Aug. 8, 1921
Kansas—Kansas City, Sta. 12.....	11329 to 11400.....	June 21, 1921
Kansas—Waldo.....	32801 to 33000.....	Oct. 3, 1921
Kentucky—Spottsville.....	24401 to 24800.....	Sept. 28, 1921
Louisiana—Bonita.....	48196 to 48200.....	Oct. 3, 1921
Maryland—North Beach.....	390 to 400.....	June 27, 1921
Michigan—Breedsville.....	40221 to 0400.....	Aug. 19, 1921
Michigan—Scotts.....	41581 to 41600.....	Sept. 21, 1921
Minnesota—Bovey.....	58300 to 58600.....	July 11, 1921
Minnesota—Minneapolis, Sta. 47.....	6393 to 6400.....	Aug. 9, 1921
Missouri—Clarksville.....	64365 to 64400.....	Oct. 11, 1921
Missouri—Craig.....	59265 to 59600.....	Sept. 18, 1921
Missouri—Kansas City, Sta. 55.....	3364 to 3400.....	July 21, 1921
Nebraska—Avoca.....	38333 to 8200.....	Aug. 3, 1921
Nebraska—Gresham.....	50031 to 50200.....	Sept. 28, 1921
Nebraska—Union.....	12451 to 12500.....	Apr. 21, 1921
New York—Brooklyn, Sta. 191.....	1181 to 1400.....	May 25, 1921
New York—Jamaica, Sta. 4.....	38380 to 38400.....	May 17, 1921
New York—New York, Sta. 87.....	48891 to 49000.....	Mar. 10, 1921
New York—New York, Sta. 135.....	37992 to 38000.....	Sept. 24, 1921
New York—New York, Sta. 172.....	20437 to 20300.....	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. 233.....	13654 to 13800.....	Feb. 28, 1921
New York—Van Etten.....	43921 to 44700.....	Sept. 10, 1921
North Carolina—Kenansville.....	38143 to 38200.....	May 1, 1921
Ohio—Cleveland, Sta. 36.....	24963 to 25000.....	July 13, 1921
Ohio—Cleveland, Sta. 44.....	16210 to 17000.....	Mar. 9, 1921
Ohio—Elihu.....	6691 to 6800.....	Apr. 16, 1921
Ohio—Toledo, Sta. 9.....	25171 to 25200.....	Sept. 16, 1921
Oklahoma—Kelsey.....	2765 to 2798.....	May 7, 1921
Oklahoma—Leflore.....	23578 to 23600.....	June 11, 1921
Oklahoma—Maramec.....	28732 to 28800.....	May 4, 1921
Oklahoma—Nebo.....	4291 to 4400.....	May 9, 1921
Oklahoma—Tulala.....	22622 to 22600.....	Apr. 20, 1921
Pennsylvania—Enfield.....	2558 to 2600.....	Oct. 21, 1921
Pennsylvania—Pittsburgh, Sta. 60.....	4210 to 4400.....	Apr. 27, 1921
South Dakota—Volin.....	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—San Antonio, Sta. A.....	130204 to 131000.....	Aug. 30, 1921
Virginia—Greenlee.....	7515 to 7600.....	July 20, 1921
Virginia—Grottoes.....	21001 to 22000.....	June 20, 1921
Virginia—Meltons.....	1493 to 1600.....	Oct. 20, 1921
Washington—Burke.....	3682 to 4000.....	July 21, 1921
West Virginia—Fitzpatrick.....	8097 to 8200.....	Oct. 3, 1921
West Virginia—Lester.....	28243 to 28400.....	Oct. 7, 1921
Wyoming—Granger.....	22776 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.

STOLEN MONEY ORDER FORMS RECOVERED.

Blank domestic money-order forms printed for the use of the post offices named below, which have been reported as stolen in the Daily Bulletin, Warning Notices and Supplements to the Official Postal Guide, have been recovered and destroyed.

State.	Post office.	Serial Nos.	Date of recovery.
California.....	Harper.....	1801 to 2000.....	June 6, 1921
Illinois.....	Benson.....	23801 to 24000.....	Oct. 20, 1921
Illinois.....	Chicago, Station 311.....	4002 to 4006.....	Sept. 12, 1921
Kansas.....	Englewood.....	47834 to 48000.....	Apr. 25, 1921
Missouri.....	Orchardfarm.....	2726 to 2800.....	Aug. 23, 1921
Oklahoma.....	Quinlan.....	37201 to 38000.....	Oct. 1, 1921

B

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.

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	<i>Stations.</i>		79203	Wall Springs*, Pinellas	1642	79258	Yamato*, Palm Beach	1396
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This is a sample of a page in the List of Post Offices by States as it appears in the Guide.

Postmasters and Postal Employees:

ENCOURAGE INSURANCE

Do not word your inquiry to secure a negative reply, as: "You don't wish this parcel insured, do you?"; but rather to ENCOURAGE and anticipate an AFFIRMATIVE response, as: "Don't you wish your parcel INSURED?"

GET

Early Mailings
Good Packing
Correct and Legible
Addressing

See SPECIAL instructions in Article 63, Page 17, of the July, 1921, Guide, and Articles 59 and 60, Pages 17 and 18 of this Supplement.

Mistreatment and Nondelivery of Advertising Catalogues and Booklets at Third and Fourth Class Post Offices

Postmasters at Third and Fourth Class Post Offices:

The Department is in receipt of complaints that third and fourth class mail matter is not accorded proper treatment at the smaller post offices, specific mention being made of trade catalogues and advertising booklets.

A test conducted by one firm recently disclosed that out of a mailing of 6,000,000 catalogues 6 per cent failed of delivery; and in a mailing of 7,500,000 booklets 12 per cent of the addressees reported nondelivery. These conditions are reported notwithstanding the fact that the catalogues and booklets were put up for mailing by the company in direct sacks for towns. The company has expressed the belief that the catalogues and booklets reported as not delivered have been handed out to persons other than the addressees.

It should be unnecessary to remind postmasters that these catalogues and booklets are mail matter upon which the lawful postage has been paid; that they are properly in the mails, and the mailers are entitled to complete service.

In connection with this subject postmasters at Third and Fourth Class Post Offices are directed to read carefully paragraph 3 of Section 523, Postal Laws and Regulations, 1913. Under the provisions of that section will be found instructions under which postmasters may make a reasonable charge for correcting mailing lists which appear not to have been kept up to date by the mailer.

A number of investigations have been instituted to determine why this printed matter is not delivered and the Department will feel obliged to remove postmasters who are shown to be negligent