

UNITED STATES OFFICIAL
POSTAL GUIDE



Fourth Series

Monthly Supplement

Vol. 3, No. 5

▼ ▼ ▼ ▼ NOVEMBER, 1923 ▼ ▼ ▼ ▼

Mail Early



Mail Often

PUBLISHED BY THE
POST OFFICE DEPARTMENT
WASHINGTON, D. C.

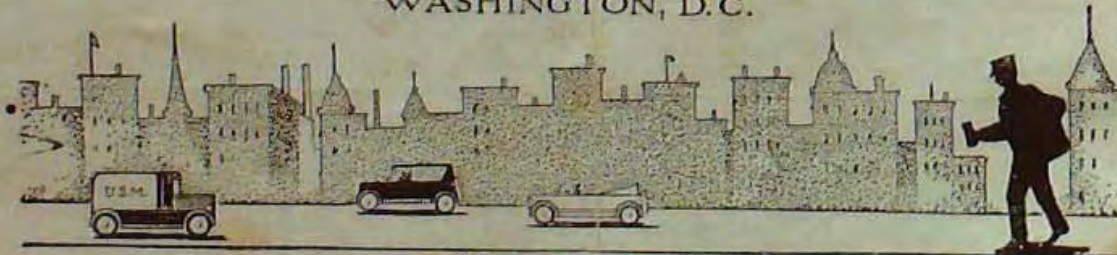


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The Monthly Supplement to the United States Official Postal Guide is published by the Post Office Department, Washington, D. C. It is printed by the Government Printing Office, Washington, D. C. Copies of the Monthly Supplement are for sale by the Superintendent of Documents, Government Printing Office, Washington, D. C. Subscription prices: Cloth-bound Postal Guide (annual) with 11 monthly supplements, \$1.00; without monthly supplements, 75 cents. Monthly supplements (11 copies), 25 cents.

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POSTMASTERS' CONVENTION.

Address Delivered by Hon. Harry S. New, Postmaster General, to the Delegates of the Twenty-third Annual Convention of the National Association of Postmasters, in Session at National Museum, October 12, 1923.

GENTLEMEN: The postmaster who gives attention to his duties is proverbially a busy man, but I think it is true in the case of those of you who have occupied your present positions for any length of time that this has been the busiest year of your lives. The business done by the Post Office Department during this year has beaten all records, both in the volume of mail carried and in receipts from sale of stamps and services performed. It has imposed unusual burdens not only on postmasters, but upon all classes of postal employees, all of whom have borne them cheerfully, loyally, and in a manner to call for the grateful acknowledgement of the administration and the heads of this department. I realize, and hope the public does, the difficulties under which you have labored during this last year. The appropriations available to the department were made on the basis of less than the average increase in annual business, whereas the actual increase has been far above the average.

The postal business is different from all others. The mails must be handled, moved, and delivered as received. A substantial breakdown in the post office is inconceivable and would be intolerable. The serious situation with which the department was confronted at the beginning of this year was that while the receipts increased 10 per cent during the year, the increase in the number of employees made possible under the appropriations was only a little more than 2 per cent among clerks and less than that among carriers. That you met under these tremendous odds with the temporary emergency aid which the depart-

ment devised is greatly to your credit, and I desire to heartily commend you for the manner in which it was done.

The postal business of the United States is a constantly growing business. During the last 10 years the revenues of the Post Office Department have about doubled and it is reasonable to believe that they will increase in the same proportion during the 10 years next ahead. In case they do, the annual revenues will then be much more than \$1,000,000,000 and expenditures of corresponding size. During the last year our income increased approximately \$48,000,000, or 9.8 per cent over the revenues for 1922.

Notwithstanding the handicap under which the department has labored, it has reduced the actual deficit from \$67,000,000, as it stood last year, to about an actual figure of \$31,000,000. The statement of the Comptroller General shows the deficit to have been about \$24,000,000, but the difference in these figures and the ones I have quoted is that while both are entirely correct, the one is a cashier's balance and the other is the actual balance as shown by the books after an adjustment of credits and obligations for the year, which extend beyond the limits of the actual fiscal year.

There are many perplexing problems for the postmaster. Perhaps one of the greatest with which you are at present forced to deal comes from the rapid growth of the parcel post. The department estimates that six and one-half billion pounds of mail originated during the year at the offices you represent. The increase in the volume of mail outstrips the usual provisions for space in Federal

buildings and in leased quarters. At specially congested points, parcel-post business is necessarily being handled on the sidewalks adjacent to post offices, sometimes in basements and sub-basements, and in places ill-suited to this use. The department has been making, and must continue to make, special efforts for securing larger provision for the accommodation of the mail at the great mailing centers. Happily it has been able to make a marked improvement at some places during the year. I believe that the people are more interested in receiving an efficient and satisfactory mail service than in any effort to hold postal expenditures within the revenues received from postage. Please do not misunderstand me. No man is justified in spending money unnecessarily, particularly public money. I do not mean to countenance a disregard for expense, for every public servant should always have that in mind, but what I do mean is that it is my belief that what the public wants from the post office is service—service which shall be full and adequate; service which will meet the needs of their business and the reasonable requirements of their social life, and this is the policy to which this administration is committed. The service should be rendered without a waste of public money, but if it is a question between good service economically rendered with a postal deficit, and poor service with no deficit, I believe the people will choose good service.

I have been much impressed with the possibilities for good contained in the various postal conventions that have now been held in practically every State. In almost every instance they have been attended by one or more, either by the Postmaster General or by one or more of the four assistants. I think they have contributed to a better state of feeling between the officials of the service and the employees. Certainly many suggestions have come from the floor which have been adopted by the department with benefit to the service, but while all this is true, and without in any way qualifying my approval, I think it wise to discontinue them next year, and for that period, if I am still Postmaster General, they will not be held. This conclusion has been reached only for the reason that if held during the progress of a national campaign motives will be attributed to those responsible for them that, while they would have no existence in fact, might operate to create suspicion and even dissatisfaction, and we therefore think it wise to deny to the critics of the administration even the opportunity to attribute to it any motive other than the correct one. With

a campaign behind us we would advise the resumption of the conventions.

It is a great satisfaction to be able to announce that the department has been granted a substantial increase in its force of employees—3,500 clerks, 3,000 carriers, and 500 laborers. Most exacting efforts have been made to allocate these additional employees to meet the needs of the service. Naturally, and necessarily, there will be some disappointments, but the crying needs of the service will be reasonably well provided for by the increases in working force that will be made possible by these additions to the service. Acknowledgment for this is made to the President and to the officers of the Budget who have shown a true conception of our needs and have responded justly and, I may say, generously. But in communicating to you what I know will be a welcome announcement it may be as well to impress upon you the fact that those responsible for the service will expect an improvement that is commensurate with what has been given you. The relief afforded will call for the improvement it is intended to make possible.

MOVING DAY.

About the 1st of October many thousands of families change their place of abode. Take, for instance, the city of Chicago. Here we find that about 300,000 families moved on the 1st of October. Averaging four to a family, this migration proves something like 1,285,000 persons. A great many people forget to notify the post office of their change of address and the "dead letter office" files are filled to overflowing.

This condition can be avoided if every person who moves will furnish the post office with his new and old address.

A California postmaster, who issues a weekly bulletin for the business men of his city, under recent date, sent out the following under the title, "Help protect the dainties from the roughnecks": "They all travel together in the mails—pretty dainties, delicate artistry, instruments of precision, tools, heavy castings, electros, the light, the heavy, the weak, the strong, the ugly, the beautiful, all travel as parcel post. Let's see that they go in harmony, each considerate of the other. Fragile parcels should be adequately packed and the heavy ones should be wrapped so they won't damage the dainties. Provide strong containers for your own use and help the Santa Claus legions by selling them substantial boxes."

POSTMASTERS AT WASHINGTON.

Address Delivered by Hon. John H. Bartlett, First Assistant Postmaster General, to the Delegates of the Twenty-third Annual Convention of the National Association of Postmasters, at National Museum, October 11, 1923.

The duties of a postmaster may very logically be classified as follows, namely:

First. His relation to the department.

Second. His relation to his responsibility as an employer of labor.

Third. His relation to the public whom he serves.

The postmaster's relation to the department should be a matter of earnest and paramount concern, because it is from this source that his authority comes and to this function of the Government that his responsibility returns.

It would be my best judgment that more postmasters fail in becoming 100 per cent good through their failure to grasp and fulfill their proper relation to the department than through any other cause.

In a form of national government which periodically responds to the popular will there must inevitably be at times new men brought to the head of the department at Washington, and likewise new men brought to the heads of post offices in the field in our great postal system. Such changes occur at such times as the people deem wise.

Because of this fact special attention must be applied to strengthening the weaknesses of this kind of a national situation. If such special attention is so applied, it will usually come to pass that what might otherwise be a permanent weakness, if not a fatal weakness in our Government, will quickly develop into a situation of strength greater than would be possible had there been no change of personnel at the various heads.

With this phase of American Government in mind, I wish to impress upon you men who now find yourselves more or less novices in this postal business, to hold fast to two most important purposes:

1. To bring to your new job all the originality, initiative, aggressiveness, pep, and power which you have acquired in your successful wrestling with the profit-and-loss game of the outside world.

And the other—

2. To pick up as soon as possible the necessary amount of technique and detail of the new business which you are entering.

To be as good or better than your predecessor you must do both of these things, and nothing short of both.

Now, therefore, in your relation to the department you certainly can not fail to study, as you have never studied before, to get into your heads the plans and policies of the department, and so much of the laws, rules, regulations, and details, as will enable you to see your main course of conduct and action.

You will find near by, at your hand and command, among the permanent collaborators, men who can assist you to find these laws, rules, regulations and details, men who will tell you, perchance, what precedents and practices have arisen under them, and all the historical facts and settings which you need. This information, stripped of all opinion, will be your stock in trade, so to speak. But at this point in your reasoning you must inject your own personality, your own brains, your own hard-earned common sense. You must draw your own conclusions, test all recommendations coming to you from beneath by your own practical "Why do you do it." You must hear all evidence, all the facts, all phases, and then make your own unprejudiced decisions boldly.

Very recently we have asked postmasters, after mail has been delayed at their office a certain length of time, to at once send a letter to the department, stating the fact and the reason. This is a most necessary administrative measure. Inspectors have been asked to see that postmasters do this. It gives us a line on points of congestion. It is in reality in the postmasters' interest that we know these facts and the reasons. It is our business to seek remedies for poor service. It may be the postmaster's fault, and it may not be.

Perhaps the new postmaster's greatest "Jonah" are the reports which he is required to make. It is to be expected that he will have the assistance of skilled and experienced men in report making. But no good postmaster will allow himself to remain in an office very long without learning to make a report and without going over and understanding every re-

port that is made. Every postmaster should do this, even if he is an \$8,000 per annum incumbent. He is responsible for money, and the department looks to him and to him alone. As a rule, it is not the 71 postmasters who receive more pay than the First Assistant who are accustomed to refuse or neglect to obey orders. It is more liable to be postmasters who are crack fishermen, or baseball fans, or small office postmasters who often benignly reply to department scoldings that the reason they haven't answered our communication is because they have been too busy to write. He, perchance, has been in the habit of sending such a letter to his friends and so he tries it on the department.

The Postmaster General has extended the vacation of postmasters from 15 days per year to 30 days. This was done in consideration of the trust we imposed in them. But we desire them to "come across" good and strong in response to this and other evidences of our confidence.

If you do this, your so-called "greenness" to the business will become an asset, a distinct asset, because it will get your office out of any and all objectionable ruts and bad practices. But if, on the other hand, you are content to become the rubber stamp, merely, of an experienced subordinate, you thereby O. K. not merely his virtues but all the faults and mistakes and narrowness into which he may have fallen. You are then not an asset, but a sad liability to the office, for you are wholly unnecessary.

My thought is, therefore, that you men who are new go to your task confidently, as a man of big business experience who knows he can put the new job over, for by such a resolution of confidence you at once assert your leadership and inspire life and renewed pep in your subordinates.

You should absorb and digest with the greatest care every word that comes from Washington, whether by bulletin or by letter. You should respond to every request for a reply, respond quickly, conscientiously, and with painstaking accuracy. If you are puzzled over a situation, or if in doubt as to the exact meaning of an order, you should take steps to enlighten yourself, either through an inspector in charge or the Post Office Department.

Most of you will be surprised to hear me say that whenever we send out letters to our 3,000 postmasters of the first and second classes, which letters distinctly call for a reply, we scarcely ever receive a reply from all of them. There are usually about 1,000 who answer tardily and at

least 200 who never answer at all. They are not always, however, the same 200. Such conduct is, of course, cause for removal from office, and it is safe to predict this information will be brought home to some of them sooner or later.

The direct representative of the Postmaster General is the postmaster within the radius of his local jurisdiction. The postmaster is an administrative officer. He is an executive. In the great postal organization he is the contact man between the Postmaster General on the one hand and the organization of postal workers under him, as well as the public. The Postmaster General usually has his managerial contact with postmasters through the bureau of the First Assistant.

The distinction between a postmaster's relation to the Postmaster General and an inspector's relation to that official is not always made clear; neither is it always understood by the postmaster or the inspector.

I may best describe the distinction by saying that the postmaster is the man who runs the machine, the executive; while the inspector is a critic and an expert, but not an administrative officer nor an executive officer. The inspector is not a superior officer in the organization to the postmaster, but the Postmaster General may give to the inspector on any given occasion, or generally, an authority over a given postmaster or a given situation; but in and of his office he is essentially a critic; no better definition could be framed. On matters of administrative discretion he should not interfere with the management of an office unless he has certain definite instructions from the department to do so. As a critic and an expert he is supposed to know all the laws and regulations and orders, and it is his duty when he sees any of these being disobeyed to inform the disobeying postmaster of his nonconformity. If he then observes that correction is not made, it is his duty to inform the department. In fact, inspectors should keep the department informed constantly of all matters which seem to them unlawful or unjustified.

An inspector should address himself and his acts to the postmaster himself, if he has any criticism at a post office. He should not go direct to the subordinate behind the back of the postmaster on matters of administration. Of course, if he is ferreting out suspicions of dishonesty, he can go anywhere and devise his own methods for discovery. But I am speaking of the ordinary administrative discretions.

In matters of general administration of a post office the postmaster is the

responsible agent of the Government. He is responsible to the people. They make their complaints to him. The department holds him responsible. He, therefore, has a right to a free play of his honest administrative judgment. If an inspector challenges a postmaster's discretion, the matter should be referred to the department for decision. We desire no postmaster to yield his administrative opinion or cower to an inspector on matters of administrative discretion or on matters of the post office's needs. No postmaster should entertain any fear of an inspector, if he is doing right and is trying to do right; and no inspector should attempt to keep a postmaster in fear of him.

On the other hand, an inspector who, himself, acts unseemly, dictatorily, haughtily, or profanely should be reported to the department by the postmaster who witnesses it. Cooperation, complete and helpful cooperation, between postmasters and post office inspectors is the word, and the only word to conjure by. When they do not, or can not cooperate in a sympathetic manner, the difference should be referred to the department for decision.

Postmasters may and should call upon inspectors for instructional assistance and advice. We find too many postmasters having a lurking fear of inspectors. I do not know why this is so. They should not if they are honest and are attempting to do their duty. The inspector has no more power to harm them than they have to harm the inspector, unless something is being winked at. If postmasters believe that an inspector has made or is making a mistake, or is advising wrongfully or reporting wrongfully through any personal difference or prejudice, they should so write the department frankly. It is the proper function of the Postmaster General to apply the rule of the square deal to all such cases, and I am sure your present Postmaster General will be found 100 per cent good on the square deal policy. It is just as easy for the Postmaster General to remove an inspector, if he deserves it, as it is for him to remove a postmaster.

These things are not said for the purpose of drawing any sharp distinctions or for the purpose of arraigning or seeming to arraign either postmaster or inspector; but they are made as a plain outspoken presentation of a much-thought-of and much-discussed relation.

In relating the duties of a postmaster, it may seem trite to say that he should always deport himself as if he were fully conscious that he is the representative of the United States of America, and

perhaps the most outstanding representative of his country in his city. The public gets its ideas of Uncle Sam through the personality and conduct of the postmaster as much as in any other way.

Some of the Points Concerning a Postmaster's Relation to his own Force.

It is apparent that this subject can not be treated in great detail in such a short address. This great problem involves practically all of the problems of employer and employee as applied to the Government service. In the Postal Service, however, it has tremendous variations, because the sizes of the offices vary from those having one clerk to an office like New York having over 15,000 employees. To discuss them, therefore, involves classifying them somewhat as to size, although, in general, the relation of an employer and an employee does not depend upon numbers. But the handling of an organization is very much dependent upon the size of the organization.

Speaking of post offices which have quite a group of employees and from that upward to the largest, certain general observations may be indulged perhaps with profit.

First, a post office requires the most careful study, scrutiny, and inspection to make sure that its supervisory officers are the best that can be found in that office. This is not something which can be determined once and then dismissed from mind. It is a constant process of study.

A change in supervisory officials is due any time that a supervisory officer falls down on his job for any reason, or any time that he can be displaced by a man who is clearly better for the Government. The situation is similar to a candidate for a football team. He must not only earn his place in the first instance, but he must be forced to fight to keep it. No pull of friendship, or politics, or race, or creed, or seniority should keep an incompetent or inferior man in a position where he has charge of the destinies of other men and is a trustee of one of the greatest services of his country. It is unjust not only to the men under him but unfair and unjust to the Government itself. If you can better your supervisory force at any time, it is your duty to make your recommendations to the department and let the department pass upon your judgment.

Conferences similar to cabinet meetings of the President should be held by the postmaster and his staff at least once a month, and better, once a week. This

is his very best way of keeping informed of what is going on in his postal service in his city, and it is his very best occasion for giving directions and making decisions. It is about the only way he can make his business ideas tell in an organization and know that they are being responded to. These conferences are conducive to good cooperation and friendly relations among the coworkers. Postmasters may neglect many other things with less criticism than they may neglect the conference. If a postmaster tells me he doesn't have conferences or doesn't believe in conferences, he at once makes a prima facie case in my mind against his grasping the duties of his office.

Postmasters, together with their supervisory officials, have a very big duty in the line of carving out for each supervisory officer and for the other workers a clean-cut definition of their daily work. No man can do good work in an organization unless he knows what his work is; and if he does know what his job is and its relation to the other jobs, he goes to it daily with a confidence and reassurance which is more refreshing. There are smaller offices where there must necessarily be more or less of overlapping of jobs and more or less indefiniteness of description of duties, but in these even the problem has to be studied and there has to be developed with it a higher degree of cooperation. But each and every man, although he may have a well-described set of duties, must never allow himself to feel that he is not a spoke in the great wheel, and if he finds that some one has omitted or done an act which will discredit the office, it then becomes his concern to help remedy it or to assist in putting the bigger job over. It is unnecessary to state that a postmaster should have no pets in his organization—no favorites of either gender. He should neither fear nor favor the pull of anyone under him. Of course, there should be no pull among a post-office force except one grand pull together.

A personal interest in the general welfare of his men is the privilege and duty of every successful postmaster. Workers do not desire to be coddled; they only want decent and pleasant surroundings and a square deal. They want human treatment and man-to-man consideration. They want their rights. They do not want to be babied. Don't make a man feel, by coddling too much and petting him too much, that he is a poor downtrodden subject of pity. That hurts him as a matter of mental disturbance. Tell him he is a man; that helps him. But see to it that he has light, heat, proper surroundings and

proper treatment, just as a matter of sound business. Do something, if there is anything you can do, instead of taking your time talking about it.

If you have in your office a service relations council, bear in mind that that is not to take from you any of your own duties. It is created to aid you to see and know conditions. It should act in sympathy with you, if you are disposed to do what you can and what is right. But if you are alive to your environment and situation, you will anticipate practically all of their needs and keep them aiding you in carrying them into effect; keep them busy in doing the things which they can do. If there are any perchance, in your organization who show a disposition constantly to be contentious and annoying either for personal ends or simply to harass, you will then rise to the situation of having a case of discipline to deal with. Workers for the Government are servants of a great Nation. They are not merely employees. Whoever fails to get into his thinking this relation makes himself thereby unnecessary in our organization.

A country should be grateful. The only way a republic can be grateful is through superior officers in an organization. You should bear this in mind and never fail to give credit and approbation for achievement to individuals in your service or to the body as a whole. Those over you should give approbation to you for your meritorious service. I am sure we have a President, one of whose cardinal virtues is to appreciate and rely upon the men under him.

It is a fact that we have had in the last year or two, since the Postal Service has been struggling to carry a load altogether too heavy, a spirit and zest of cooperation among our workers which is remarkable. Let us not fail to acknowledge this, as I do now. Postal men enjoy the inspiration of putting a big job over with a dash. A peppy postmaster begets a peppy crew, just as a lazy postmaster by his laziness incubates laziness.

The postmaster is a manager. Management is a science. You should study it as you would anything else, by observation among other managers, by reading, and by applying your own common sense.

I believe postmasters should talk shop to their men in the same manner that I am now trying to talk shop to you. But it is a good idea to know what you are going to say before you begin to talk.

Postmasters should learn enough about their Government at Washington so that they can tell their men, for instance, whether it is a law that stands in the way of something which they may want or whether it is something else. Do not

fall into the common error of blindly and covertly saying: "I am in favor of it, but the department is hardboiled." Give them the exact facts as near as you can or else give them nothing at all.

Do not fall into the error of giving a harsh and unreasonable interpretation to any orders or directions sent out from Washington. You should get the spirit of the order and make that your chart and compass. On allowances, of course, you have to take what you get and make the most of it. You have all been requested in good faith to study the needs of your office and give them to us in scientific, accurate, and mathematical conclusions. To a large degree we have relied upon that. We have secured the consent of the Budget and the President and hope to secure the consent of Congress to allow certain things based on your scientific estimates. We may not and probably will not be able to give you quite all that you have thus estimated. But let no one run away with the idea that after thus representing to the department and to the Budget and the President and Congress his needs, he is going to get any more than that, unless there is some most extraordinary thing which has arisen since.

The department wants you to give it exact information. It doesn't expect you to pad or overestimate one iota; neither does it expect you to leave out any essential through intention or carelessness.

Perhaps I should speak a word of the postmaster's relation to the public. Serving the public is your great job so far as results are concerned. If you do not properly serve the public in your vicinity, the ends of your whole business program fail.

The public desires to have its mail delivered promptly and dispatched promptly. This is their main consideration. Of course, the people have a right to be treated courteously and politely by Government employees, because we are really their employees. Then, again, courtesy and politeness are matters of business policy; they pay. Bear in mind that you yourself and your employees are sure to make mistakes occasionally, however hard you try, and when you do make mistakes, if you possess a good record for politeness and kindness for your patrons, they in turn will be found more considerate to overlook your mistakes and embarrassments.

A postmaster should be an active man. He should go about among the business men and big mailers of his community in a professional way. He should talk with them to see if they are satisfied with their postal system and to see if his sub-

ordinates are doing their work satisfactorily to the public. Again, he should be alive enough to get around with and among his supervisory officers. He should visit his stations and occasionally make himself seen on the work floor of his office.

The mailers—the public—need supervision as much as the office itself. In fact, the public are a part of the postal system. The postmaster has to rely on the public to address the mail properly and as he would like to have them; to wrap the mail and to deposit it when and as he would like to have them.

Your work, which has particular contact with the business men of your city, should be done by the best business men in your office; that is, the best men to meet the public. It should be yours. In large cities, however, you may need assistance in this outside work.

There should be some one in a large office of a polished and diplomatic frame of mind who can best deal with the irate victims of mistakes.

Your train schedules, your collection and delivery schedules are big matters of great concern. Get into the problem yourself and see if it is being done right. You should deal, of course, with the public in the utmost frankness. Many people as a matter of mental habit deny everything, admit nothing, and try to escape blame. This is often unwise and always dishonest. If you have made a mistake, admit it. Seek a remedy instead of seeking an alibi.

In any public governmental service newspaper and other publicity has its legitimate and important part. It is very essential that all mailers have an understanding of the postal system. We need the cooperation of the patrons of an office as much as we need the cooperation of our own force, and the mailers for their own profit need to know how and when to mail. It is only by this complete understanding, gained through publicity and a complete cooperation of 110,000,000 people, that we can have approximately a perfect postal service.

As you are well aware, an extraordinary effort has been going on for several months last past for the purpose of making a businesslike, nation-wide survey of the needs of the post offices with reference to additional man force—that is, the number of carriers, clerks, and laborers which were required to move the mails promptly, taking care of all new business, and giving everyone good service.

Our conclusions, based upon the very best evidence and investigation available, were that some 7,000 additional regulars must be added to our force. This did not mean that number of really addi-

tional men, as from half to two-thirds of this number were already working eight hours per day in our uphill fight to take care of the service, they being substitutes and paid from the auxiliary appropriation.

In this businesslike survey we have planned on an 8-hour day as nearly as practical consistent with our kind of a business, limiting overtime to a small figure. We have also figured on an auxiliary appropriation which will be commensurate with the work that substitutes are supposed to perform—that is, to take care of peak loads of the day, the month, and the year.

The President and the Budget have responded to our program in a very acceptable manner. Your allotments have been made or will be made on the basis of this evidence and your requests. You will be receiving nearly as much additional help as you have asked, although not quite all.

After you have received this additional help I want to say a word in the nature of a warning, and that is that you will be held to the strictest sort of accountability to give results. The policy will be even stricter than formerly, that you do not exceed your allowances without authority; and I want to assure you that authority to exceed them will come very slow.

Moreover, it is now up to you, getting practically the man power you want, to so organize and so manage your office, your routes, and your business that you can secure greater results from a man than formerly and also give much better service than formerly; in fact, a well-nigh perfect service. Washington is allowing these extra men for the sole purpose of giving better service. Our economy program is not loosening; it is, rather, stiffening; but what we want is service and that we must insist upon. Every dollar must be converted into fully 100 cents of service.

Now, being relieved of your anxiety as to what you would receive, you can convert that energy into giving service. You have been directing your efforts toward us and we have been directing our efforts toward the Budget, for some time. Now the program will be reversed and we will direct our efforts toward you and you must direct your efforts toward your organization and toward the public. I say this because I have an intimation from some of the telegrams which we have received from postmasters since the recent announcement of new help that it is thought in certain quarters that we are softening up here in Washington; in other words, "cutting the

melon." Please don't kid yourselves, gentlemen, along these lines. If we cut anything in Washington now, after giving extra help, it will be a good hickory stick to whip you into line for good service.

I confess that for several months we have had a bigger load than the team can haul. But now I have the heart to use the whip, because the team is probably not overloaded. The public has a right to know, particularly now, that we expect from you the very best postal service that the United States ever had. And I am full of confidence that with such a fine body of postmasters and such a wonderful organizations, and with your manifest determination to go through with us, this administration will be proud of the achievements of the Postal Service.

I want to thank you most heartily for your splendid cooperation in the past, for your uniform courtesy and loyalty, and for your assurances and resolutions of better things ahead.

In response to demands from nearly every large city in the United States the famous Stamp Exhibit that was taken to London by the Third Assistant Postmaster General, W. Irving Glover, is now being shown in different parts of the country. Wherever this exhibit has been displayed great throngs have assembled to view the marvelous collection that was prepared for the International Convention that was held in London last year. This exhibit, by reason of its extraordinary merit, won a special prize, and the United States Government was complimented by King George for having sent to the convention one of the most interesting exhibits ever prepared for a philatelic association. The present itinerary of the exhibit is as follows:

Boston, Mass., November 1–November 8.

Portsmouth, N. H., November 9–November 10.

Providence, R. I., November 12–November 15.

New York, N. Y., November 16–November 24.

Philadelphia, Pa., November 26–December 1.

Pittsburgh, Pa., December 3–December 7.

Wilmington, Del., December 10–December 14.

Baltimore, Md., December 15–December 20.

Washington, D. C., December 21–December 31.

SERVICE.

New Counterfeit—Holiday Mail—Use of Small-sized Cards and Envelopes—Game not Acceptable for Mailing in Violation of Law—Extension of Quarantine on Account of European Corn Borer—Improper Defacement of Reply Portions of Undeliverable Double Postal Cards—Return-card Instructions—All Stamps Must be Canceled—Safety in Operating Mail Vehicles—Sale of Tuberculosis Seals—Posters in Post-office Lobbies—Proper Packing of Empty Sacks, etc.

NEW COUNTERFEIT.

The Treasury Department furnishes the following description of a new counterfeit \$10 Federal reserve note:

"On the Federal Reserve Bank of Atlanta; check letter 'B'; face plate number indistinct, looks like '5'; plate No. 499; D. F. Houston, Secretary of the Treasury; John Burke, Treasurer of the United States; portrait of Jackson; series of 1914.

"This is a very poor counterfeit printed from photomechanical plates on two pieces of paper with coarse red and blue silk threads between to imitate the genuine fiber. The specimen at hand bears serial number F1311833A. The workmanship on this counterfeit is so crude that its spurious character should be readily detected by anyone accustomed to scrutinizing money."

COOPERATION OF PUBLIC IN HANDLING CHRISTMAS MAIL.

In connection with the arrangements for handling the mails during the approaching holiday season, attention is renewed to the importance of obtaining the cooperation of mailers in the preparation and presentation of their Christmas parcels and other matter to be mailed at that time. To this end postmasters should urge their patrons to observe the conditions enumerated below and emphasize the fact that compliance therewith will not only be helpful to the postal service in facilitating the prompt handling, dispatch and delivery of their mail, but will result in more satisfactory service to the advantage of all concerned.

Prepay postage fully on all matter.

Address all matter plainly and completely, giving street address whenever possible.

Place sender's name and address in upper left corner of address side.

Pack articles carefully in strong, durable containers.

Wrap parcels securely but do not seal them except when bearing a printed label or indorsement reading: "CONTENTS: MERCHANDISE—FOURTH-CLASS MAIL. Postmaster: This parcel may be opened for postal inspection if necessary," as sealed parcels not so labeled or indorsed are subject to postage at the letter rate.

Parcels may be marked "Do not open until Christmas."

Insure valuable parcels.

Do not inclose letters with parcels, as doing so would subject entire parcels to letter postage.

Written greetings such as "Merry Christmas," "Happy New Year," "With Best Wishes," and names, numbers, or symbols for the purpose of description may be inclosed with 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 the first-class rate may be sent with parcels prepaid at the fourth-class rate by securely attaching the envelopes containing the letters or other written matter to outside of parcels. (See article 54, page 15 of the July, 1923, POSTAL GUIDE.)

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 have 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, 1923, POSTAL GUIDE.

THE USE OF SMALL-SIZED CARDS AND ENVELOPES TO BE DISCOURAGED.

Postmasters are reminded of the campaign inaugurated during the past holiday seasons to discourage the use of small or odd sized greeting cards and envelopes, and they are requested again to make every proper effort to secure the cooperation of manufacturers, dealers, and the public generally in the elimination of small-sized cards and envelopes to the end that the Postal Service may be relieved of the burden of handling them. It is suggested that the instructions on this subject appearing in article 58, page 24, of the February, 1922, Supplement to the POSTAL GUIDE be carefully reviewed. It will be seen from those instructions that it should be suggested that in no case should cards and envelopes be smaller than 2½ by 4 inches, and that a size somewhat larger is preferable. Attention is also invited to article 97, page 18, of the July, 1923, POSTAL GUIDE.

GAME NOT TO BE ACCEPTED FOR MAILING IN VIOLATION OF LAW.

As the hunting season is again here, postmasters are reminded that they must not accept for mailing any parcels containing the bodies of game animals or birds, or parts thereof, including furs and plum-

age, which have been killed or offered for shipment in violation of the laws of a State, Territory, or District, and that parcels containing game which may lawfully be shipped shall not be accepted for mailing unless they are properly marked and otherwise conform to the laws of the particular State from which shipped. (See sec. 477½, Postal Laws and Regulations.)

EXTENSION OF QUARANTINE ON ACCOUNT OF EUROPEAN CORN BORER.

Referring to article 61, on page 25 of the February, 1922, Supplement to the *POSTAL GUIDE*, relating to quarantine order No. 43 of the United States Department of Agriculture on account of the European corn-borer infestation, postmasters are advised that this quarantine order has been extended so as to include certain newly infested areas, the additional infested areas being located as follows:

Maine.—Baldwin, Cape Elizabeth, Cumberland, Falmouth, Gorham, Portland, Scarborough, South Portland, Standish, Westbrook, and Windham, in *Cumberland County*.

Massachusetts.—Mashpee, in *Barnstable County*; Mansfield, in *Bristol County*; Ashland and Stow, in *Middlesex County*; Walpole, in *Norfolk County*.

Michigan.—Ash, Dundee, and Raisinville, in *Monroe County*; Taylor, in *Wayne County*.

New Hampshire.—Stoddard, in *Cheshire County*; Campton, in *Grafton County*; Greenland, in *Rockingham County*.

New York (eastern).—Durham and Windham, in *Green County*; Hoosick, in *Rensselaer County*; Sharon, in *Schoharie County*.

New York (western).—Rushford, in *Allegany County*; Conewango and Farmersville, in *Cattaraugus County*; Carroll and Poland, in *Chautauque County*; Newstead, in *Erie County*; Oakfield, in *Genesee County*; Albion, Ridgeway, and Yates, in *Orleans County*.

Ohio.—Hartsgrove, Lenox, Morgan, New Lyme, Richmond, and Trumbull, in *Ashtabula County*; Bedford, Brecksville, Olmstead, Parma, Royalton, Solon, and Strongsville, in *Cuyahoga County*; Florence, Milan, and Oxford, in *Erie County*; Montville, in *Geauga County*; Nowalk, in *Huron County*; Henrietta, La Grange, Ridgeville, and Russia, in *Lorain County*; Adams and Sylvania, in *Lucas County*; Harris and Salem, in *Ottawa County*; Rice, Riley, Sandusky, Washington, Woodville, and York, in *Sandusky County*; Middleton, Perrysburg, and Troy, in *Wood County*.

Pennsylvania.—Spring, in *Crawford County*; Cory, in *Erie County*.

Rhode Island.—East Greenwich and Norwick, in *Kent County*; Jamestown and New Shoreham, in *Newport County*; Central Falls, Cranston, Johnston, North Smithfield, and Smithfield, in *Providence County*; Narragansett, North Kingston, and South Kingston, in *Washington County*.

Under the provisions of paragraph 1, section 478, Postal Laws and Regulations, the acceptance for mailing of the plants and plant products referred to in quarantine order No. 43 from the infested areas is subject to the restrictions of that order, and postmasters will be governed accordingly.

IMPROPER DEFACEMENT OF REPLY PORTIONS OF UNDELIVERABLE DOUBLE POSTAL CARDS.

It has come to attention that many postmasters when returning undeliverable double postal cards to the senders deface the reply portions of the cards by postmarks, thus preventing the use of such portions for mailing purposes.

Attention is, therefore, directed to paragraph 2, section 634, Postal Laws and Regulations, as well as article 58, page 17, of the September, 1922, Supplement to the *POSTAL GUIDE*, and postmasters are cautioned to be more careful in this respect, thereby relieving the Postal Service of criticism and embarrassment.

RETURN-CARD INSTRUCTIONS.

Postmasters will see that all clerks, particularly those assigned to the general-delivery section, give special attention to return-card instructions on all first-class mail to the end that senders' wishes in this respect may be fully observed according to section 633, Postal Laws and Regulations.

It is suggested that all postal employees concerned be required to refresh their memory on this subject by a careful study of this regulation which, as amended, reads as follows:

SEC. 633. Undeliverable ordinary mail of the first class (excepting single postal cards and post cards) bearing the name and address of the sender without a request specifying a number of days, shall not be advertised, but shall be returned to the sender at the expiration of—

Five days if intended for delivery by village or rural carrier.

Ten days if intended for general-delivery service at an office having city-carrier service.

Fifteen days from offices not having city-carrier service, unless intended for delivery by village or rural carrier.

ALL STAMPS MUST BE CANCELED.

The department continues to receive many reports of parcel-post and other matter sent in the mails on which the stamps are not canceled, although attention has several times been called to this matter. Uncanceled stamps can be removed from parcels and used a second time, and a large loss of revenue undoubtedly occurs through such reuse. Postmasters and employees are again requested to take particular pains to see that all stamps on parcels and letters sent in the mails are properly canceled. Stamps must be canceled only with black canceling ink furnished by the department, and the cancellation marks must be distinct in order that the stamps may not be used again.

SAFETY IN OPERATING MAIL VEHICLES.

It is desired that postmasters give special attention to the thorough instruction of all postal employees with a view to requiring them to operate vehicles in the traffic regulations of their cities. Drivers shall not only carefully comply with these regulations but shall exercise also that degree of care and caution which will make the operation of mail vehicles on the streets of the cities safe for the public. Employees shall be held to a strict accountability for any negligence in the operation of trucks which they are operating and any violation of speed and traffic laws.

An expeditious handling of the mails involves the movement of vehicles, especially those transporting the mails from point to point, on schedules adjusted to the arrival and departure of trains and to the expeditious delivery and dispatch of the mail. Employees operating vehicles are expected to adhere to schedules, and as a rule the police authorities of the cities are pleased to cooperate in the prompt movement of the mails by giving such advantage as may be consistent to vehicles transporting the mails. However, these conditions not only do not give license to violating speed and traffic regulations or to ignoring the safety of pedestrians or rights of other traffic, but do involve responsibility for such watchfulness and concern for the public as will place the Postal Service in the forefront in maintaining the safety of the streets of our cities.

Postmasters should provide for the thorough investigation of all accidents involving mail vehicles, not only for the purpose of ascertaining the responsibility for the accident, but determining whether there has been any violation of traffic regulations and taking appropriate action. Reports from the police departments should be sought, and when verified, acted on summarily. Care should be taken by supervisory officers to give

suitable instructions to drivers in all instances where schedules have been disarranged due to any cause.

It is the wish of the department that postmasters participate in all efforts of the city authorities and public safety committees in the better regulation of street traffic and cooperate with police officers in the enforcement of all traffic regulations.

SALE OF TUBERCULOSIS SEALS IN POST-OFFICE LOBBIES.

During the Christmas-holiday period the National Tuberculosis Association is engaged in the very meritorious work of selling tuberculosis seals.

The department is desirous of cooperating in this work to the very fullest extent consistent with the performance of its own service, and to this end it gives its consent to the reasonable use of post-office lobbies, subject to proper regulation on the part of the postmasters and custodians.

DISPLAYING POSTERS OF STEAMSHIP "LEVIATHAN."

The chairman of the United States Shipping Board has requested permission to have displayed in the lobbies of first, second, and third class post offices colored posters of the steamship *Leviathan*. This permission has been granted by the department, and upon the receipt of the posters referred to postmasters are requested to display them in a conspicuous place in the lobbies of their offices.

POST-OFFICE LOBBY.

Postmasters should remove from their lobbies obsolete posters and notices, whether they were sent by the Post Office Department or any other department or governmental agency, or put up by themselves.

When visiting various post offices in the country we have noticed these obsolete posters, many of them bearing the signature of predecessors once or twice removed from those now in office, and being wholly obsolete. They are not only unsightly but they give an impression that we are not up to date.

If any of them contain information which is up to date, and now of value, they can be allowed to remain.

All post-office lobbies should have posted a printed or typewritten schedule of the arrival and departure of mails.

The latest poster sent out by this department should be allowed to remain, and we are open to suggestions as to other posters which would be of value to the service.

By direction of the Postmaster General.

PROPER PACKING OF EMPTY NO. 1 SACKS EQUIPPED WITH LOCKING CORD FASTENERS AND PROMPT DISPOSITION OF SURPLUS MAIL LOCKS.

There are now in service approximately 1,500,000 No. 1 sacks equipped with locking cord fasteners. In order that the maximum benefit may be derived from the use of this equipment, postmasters and other postal employees handling or repacking surplus No. 1 sacks should segregate such sacks from those equipped with the nonlocking fasteners and pack separately wherever it is practicable to do so. This should also be done by the larger offices and depositories where sacks are examined and repacked. Labels covering bundles containing No. 1 sacks equipped with locking cord fasteners should be plainly marked showing this information in order that post offices and depositories receiving such bundles may keep them segregated so that

they will be readily available when needed for the dispatch of parcel-post mail. This will also enable post offices to supply publishers with sacks having the old style fasteners.

Repeated instructions have been issued with reference to the prompt dispatch daily of all surplus mail locks to the proper depositories, but from reports being received it is apparent that in many instances this is not being done. Postmasters and other postal employees must dispatch each day every surplus lock that they may have on hand. Offices of the first class should dispatch to the proper depository in compliance with instructions covered in section 1514, Postal Laws and Regulations. (See also instructions on page 76, current POSTAL GUIDE.) Offices of the second, third, and fourth classes may dispatch locks loose in pouches with mail to R. P. O. trains. Locks must not be dispatched in catcher pouches where it can be avoided. Unless this is done the department will be unable to furnish an adequate supply for locking sacks containing parcel-post mail.

"FRICTION-TOP" CANS.

Friction-top cans are not considered to meet the requirements of paragraph 4d, section 474, Postal Laws and Regulations, as amended May 28, 1918, and paints and other liquid inclosed in such cans should not be accepted for shipment in the mail unless sent in parcels large enough to justify their being handled outside the mail bags, and then only when marked "Fragile," "This side up."

Small parcels of liquid in friction-top cans are only mailable when the tops of the cans are tightly soldered on. Postmasters and receiving clerks will be careful not to accept liquids in friction-top cans, except as above provided.

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.—

- 836. Special delivery matter on rural route.
- 837. Customs duties.
- 838. Applications for mail bags.
- 839. Discontinuance of collect-on-delivery service with Philippine Islands.

FRAUD ORDERS.

Fraud orders have been issued against the following concerns and parties:

The Reliable Agency, its officers and agents as such, at Glens Falls, N. Y.; the Petroleum Investment Trust; J. E. Pope Oil Trust; J. E. Pope, trustee, and J. E. Pope, at Fort Worth, Tex., and Keith Tillman, at Moscow, Tenn.

Neal Meek, Cornelius Meek, Mrs. Cornelius Meek, and Mr. and Mrs. Cornelius Meek; at Whitehouse, Normal and Ashland, Kentucky; and South Point, Ohio; and Kenova and Huntington, W. Va.

A. Rytting, Hans Kassow, and Kaj Kilian, Kronprinsensgade 12, Post box 140, Copenhagen K., Denmark.

Axel Glamsborg-Rasmussen, Grindelberg 35, Hamburg 13, Germany.

All mail addressed to these concerns and parties should be returned to senders stamped "Fraudulent. Mail to this address returned by order of Postmaster General."

POSTMASTERS AND PERSONNEL.

Service at Fourth-Class Post Offices—Employment of Clerks, City Carriers, and Laborers During December Quarter—Compensation for Temporary and Substitute Service—Time Records—Filling Clerical and Carrier Vacancies—City Carrier Service—Special Salary Vouchers—Payment of Village Carriers—Bonds of Assistant Postmasters in Third-Class Post Offices—Duplication of Telegrams.

SERVICE AT FOURTH-CLASS POST OFFICES.

To Fourth-Class Postmasters:

The department's only means of regular communication with fourth-class postmasters is through the monthly supplement to the annual *POSTAL GUIDE*, which is published monthly. Therefore it is important that such postmasters read carefully each issue in order to keep informed on all that is published for their benefit.

The large majority of fourth-class postmasters, so far as the department can tell, is rendering reasonably acceptable service. The number of such offices is so great, 37,352, that it is not possible for inspectors to frequently visit them. The department must therefore obtain such knowledge as it has regarding these offices and their conduct through correspondence with the postmasters and their patrons, except what it gets through occasional visits of inspectors.

It is brought to the attention of this bureau from time to time that some fourth-class postmasters are not efficiently performing their duties. When other bureaus of the department fail to get necessary reports from postmasters or replies to letters written, such bureaus report the delinquencies to this bureau for necessary attention and action. Any postmaster can readily understand how this adds greatly to the work of the department and also delays official business. If all postmasters would make it a point to acquaint themselves with the various reports that they are expected to make and the time when such reports should be made and then see that they are made on time, and if they would make some response promptly to letters addressed to them by the department and others, it would expedite the business of the department and make cleaner records here for a number of postmasters.

A few of the complaints about which reports are made to this bureau by other bureaus may be set out as follows: Failure to respond promptly to official communications; failure to submit on time various reports, such as trip reports of rural and star route carriers, newspaper and periodical statements, and accounts to central accounting postmasters. Some of the complaints made by patrons are failure of postmasters to deal courteously and considerately with them and failure to observe proper hours during the business part of the day. These are all matters about which there should be very few complaints, if any, and to which postmasters should give their personal attention and consideration.

One of the most important things brought to light by inspectors on their occasional visits is failure of postmasters to properly care for financial affairs of their offices. Surplus funds are not deposited promptly, money collected on delivery of C. O. D. parcels is not remitted promptly, and many postmasters do not keep accurate account of amounts withdrawn as compensation or do not keep personal and official funds separate. Carelessness about these matters is one of the principal causes for changes of fourth-class postmasters. Attention to details would help many records.

The Christmas season is approaching and fourth-class postmasters should make sure that they are

fully prepared to supply the needs of their patrons and should make any necessary arrangements to handle promptly the heavy holiday business.

Postmaster General Harry S. New, together with all your department friends and coworkers, wish you all a Merry Christmas very early, reminding you that you can help us all by urging your mail patrons to "shop early and mail early."

By direction of the Postmaster General.

JOHN H. BARTLETT,
First Assistant.

EMPLOYMENT OF CLERKS, CITY CARRIERS, AND LABORERS AT FIRST AND SECOND CLASS OFFICES—INSTRUCTIONS FOR DECEMBER QUARTER.

This notice, with reference to the employment of clerks and carriers during the December or Christmas quarter, is very important and should be thoroughly studied and followed by all postmasters at offices of the first and second classes.

Before reciting the detailed instructions, I desire it to be understood that our paramount intention is not only to give good service but to give complete, full, and prompt service. In other words, mail in post offices should be cleaned up expeditiously and the regular carrier routes as laid out and advertised should be completed each day. No curtailment of any sort and no delays of any sort should be indulged without securing authority from the department or without notifying the department as soon as such curtailment or delay necessarily occurs.

The department intends to furnish man power enough to accomplish these ends, and if these ends can not be accomplished without additional man power the department desires to know it and take the responsibility rather than have the postmaster curtail the service to keep within his money. And in no case should a postmaster exceed his allowance without getting the consent of the department. So much is said for general guidance.

Now, to be more specific. We are obliged to handle the situation in the following manner, namely:

1. Each postmaster has a definite number of regular clerks and regular carriers. Many offices have recently had their quota of clerks and carriers increased by authority from the department.

2. Post offices have been allowed a specific sum each for auxiliary clerk and carrier hire for this quarter. The total of these allotments practically exhausts the auxiliary appropriation chargeable to this quarter.

3. The other element in the man-power problem is the question of overtime for regular clerks and carriers. This, under the circumstances which exist for this quarter, will have to be treated as the more varying quantity. In other words, if your regular clerks and carriers, plus the auxiliary which is allowed, can not give the full service as above specified the gap will have to be filled for the most part, and perhaps entirely, with overtime. Under the present arrangement postmasters have author-

ity to use an amount of carrier overtime equal to \$2.50 multiplied by the number of carriers. We have decided, for the December quarter, to waive this limitation or modify it as follows:

4. Where necessary to complete deliveries, postmasters may use carrier overtime in a total amount not exceeding 50 per cent of the carrier overtime used during the quarter ended December 31, 1922.

5. Postmasters during this December quarter may utilize clerical overtime, if necessary, in an amount not exceeding 50 per cent of the amount used during the quarter ended December 31, 1922. This, of course, will not apply to a few offices where authority has already been granted in a specific amount. They will be held to that specific amount.

6. It is believed that the regular force which postmasters now have, plus the auxiliary allowance for clerks and carriers which has already been made, plus 50 per cent of the overtime used in the corresponding quarter a year ago, will give full, complete, and efficient service. But if it doesn't in any given case, the department's consent to any excess must be obtained in advance, and the excess should be asked for in overtime rather than auxiliary.

7. No overtime employment of laborers will be made without first obtaining authority from the department in dollars and cents.

The department has made every possible effort to place the post offices on a proper man-power basis and we are inclined to think we have. Certainly we shall appreciate the most loyal and enthusiastic response to our efforts to accomplish good service. We sincerely hope that you will properly interpret and understand the full meaning of this notice and follow it very strictly. If there is anything in it which is at all ambiguous, you should correspond with us. It relates only to this quarter. Instructions contained in the general letter of July 6 and the BULLETIN notices of August 18 and October 13 relative to the use of overtime will again be in full force and effect and must be strictly observed by all postmasters from and after January 1, 1924.

JOHN H. BARTLETT,
First Assistant.

COMPENSATION FOR TEMPORARY AND SUBSTITUTE SERVICE.

Through error, paragraph 24, page 60, of the July, 1923, POSTAL GUIDE was not amended, as shown on page 19 of the February, 1923, Supplement to the July, 1922, POSTAL GUIDE. This paragraph should read as follows, and the July, 1923, POSTAL GUIDE should be corrected accordingly:

"24. All service performed by substitute clerks and substitute carriers for auxiliary purposes, in place of carriers, assistant postmasters, supervisory officials, special clerks, regular clerks, and laborers, shall be paid for at the rate of 60 cents an hour. A substitute serving for a clerk or carrier injured while in the performance of duty should be paid at the rate of 60 cents an hour from the lapsed salary of the injured employee for each hour of service performed, unless a part of the absence is charged to annual or sick leave. If charged to annual leave, the substitute is to be paid from the vacation allowance, and if charged to sick leave the amount expended is to be reported on Forms 1525 and 1809 under heading 'Sick leave.' In making payments observe carefully the following instructions."

TIME RECORDS.

Recent reports indicate that at some offices time records are not transferred directly from the clock cards to Forms 1590, 1591, 1592, and 1593, but are first entered on Form 1589, daily time report, and then transferred to the pay-roll form.

This practice results in an unnecessary duplication of work. It is therefore desired that at all offices using time-recording clocks the time records be transferred directly from the clock cards to the pay-roll forms. If the transfer is made during periods when employees are off duty or between

the beginning and end of tours, no confusion need result.

In cases where employees of stations are paid from the main office, it will, of course, be necessary for station superintendents to submit reports of absences to the postal cashier daily on Form 1589, unless the cards are sent to the main office at the end of each pay period.

With the above exception, the use of Form 1589 should be restricted to reports from the supervisors showing which clerks are absent and for what reason, and which employees have been required to perform overtime service and the amount.

FILLING CLERICAL AND CARRIER VACANCIES.

At all offices where there was an increase in the regular clerical and carrier forces effective from October 1, 1923, it is desired that you report the number of classified substitutes available for appointment to vacancies. In the event a sufficient number of eligibles are not available to fill the positions authorized, as well as any existing vacancies, you should state whether a civil-service examination has been recently held, and if so, with what result.

If no examination has been held, please advise whether one has been called and for what date. If none has been arranged, you should immediately take the matter up with the secretary of your civil-service district with a view to having an examination held at the earliest possible date, for both clerks and carriers, if necessary.

It is imperative that all existing vacancies at all offices be filled without delay, for the reason that the balances of the appropriations available for both clerical and carrier auxiliary service during the remainder of the current fiscal year are so limited that it is not desirable to fill vacancies temporarily by employing temporary substitutes.

CITY CARRIER SERVICE.

It may not be strange that postmasters are not all perfectly clear in their minds as to the exact intention of the department with reference to the carrier service. This fact developed through contact with postmasters at the convention.

It is not intended that carriers should return to the office at the stroke of eight hours, bringing with them mail which they could have delivered if they had worked short overtime. This bringing back of mail is a waste of time and results in bad service.

On the other hand, postmasters, without securing specific authority from the department, will not permit their overtime in one quarter to exceed a sum determined by multiplying \$2.50 by the number of regular carriers. This method is determined upon so that we may have a definite check on overtime. Otherwise our appropriation gets away from us without our knowledge.

This does not mean that the department desires to encourage a policy of overtime, neither does it mean that each carrier is to have a given amount of overtime. It does not mean that the total amount indicated shall be expended. It is just a limit fixed, beyond which a postmaster should not go without specific authority.

Routes should be so arranged, if possible, that this latitude will cover the ordinary variations in the volume of mail. It is by this means that the department will know whether carriers are doing their work, or not, and whether they are properly supervised.

Any postmaster who finds his present practices in conflict with this policy should correct them, and if he doesn't understand how, he should get advice of an inspector or the department.

Substitutes are supposed to be used to take care of the unusual conditions and it is the duty of a good postmaster to foresee as far as possible such unusual conditions. It is only when he can not foresee them or hasn't substitutes available, and in completing

service on routes as above stated that overtime is supposed to be indulged.

Substitutes are intended to take care of the peak load of hours in a day, or a peak load of days in a month, or seasonal peak loads of the year, such as Christmas.

It is not the policy to appoint either clerks or carriers regular until the business is amply sufficient, and by experience has been proven to be sufficient, to keep such regulars on duty every working day in the year eight hours per day.

This explanation is made not because it introduces anything new, but because postmasters do not all seem to understand or at least do not practice it.

SPECIAL SALARY VOUCHERS.

The department has had printed a supply of special salary vouchers, Forms 1592 and 1593, for use in paying the salaries of extra auxiliary clerks and carriers employed during the holiday season only in handling the Christmas mails.

These vouchers are identical with the regular detachable vouchers on pay-roll Forms 1592 and 1593, and are furnished for the convenience of postmasters and with a view to avoiding wastage of these forms, whose value as regular pay rolls would be destroyed should the December quarter voucher be detached.

In using these special vouchers the number of hours served should be transferred directly from the time card to the voucher.

Postmasters of first and second class offices who will employ additional auxiliary assistance during the holiday season should immediately make requisition to the Fourth Assistant, Division of Equipment and Supplies, for such number of these special vouchers as they will require, voucher Form 1592 being for substitute clerks and Form 1593 for substitute carriers.

PAYMENT OF VILLAGE CARRIERS.

Paragraph 151, on page 24 of the current *POSTAL GUIDE*, should be amended to read as follows:

"Village carriers should be paid semimonthly—that is, in the middle and at the close of each month. At second-class offices receipts should be taken semimonthly from each carrier on Form 4036, and at the close of each quarter the 'original' voucher for the quarter's salary will be detached and forwarded by the postmaster, with the quarterly postal account, to the Comptroller of the Post Office Department. The 'duplicate' voucher will be permanently preserved among the records of the post office. At third-class offices the receipts should be taken on page 2 of Form 1545-A, 'Third-class postmasters' quarterly postal account.'"

BONDS OF ASSISTANT POSTMASTERS IN THIRD-CLASS POST OFFICES.

The department is in receipt of a great many communications from postmasters of third-class post offices relative to the appointment and bonding of assistant postmasters. In this connection attention is invited to paragraph 5, page 57, of the July, 1923, *POSTAL GUIDE*, reading as follows: "Central-accounting postmasters will handle all correspondence relative to bonds of assistant postmasters at third-class post offices." Postmasters of third-class offices are therefore instructed to address all inquiries relative to the appointment and bonding of assistant postmasters to their central-accounting post office.

DUPLICATION OF TELEGRAMS.

To avoid duplication of telegrams and unnecessary expense incident thereto, postmasters are informed that it will be unnecessary for them to telegraph the department regarding suspension of employees in those cases where the employee has been detected or arrested by a post-office inspector. These reports will be made by inspectors through the office of the chief inspector, upon receipt of which directions by telegraph will be communicated to postmasters by this bureau.

FOREIGN MAILS.

Miscellaneous—Parcel-Post Changes—Prohibited Articles.

MISCELLANEOUS.

Holiday Time in the International Parcel Post.

The "overseas" holiday period of mailing commences about November 15, and in anticipation of an increased number of international parcel-post packages being mailed from that time up to the end of the holiday season, postmasters will observe the table printed in this issue of the **POSTAL GUIDE** which furnishes information regarding the weight limit of packages, indicates whether a transit charge must be paid or not, whether packages can be registered, and what are the number and kind of customs declarations to be employed in each case, the table being so arranged that it can be cut out and pasted on cardboard for convenient reference at receiving or stamp windows.

This table should be kept corrected and thus made available up to the time employed.

Every effort should be made to have international parcel-post packages properly prepared for dispatch so as to avoid any reason for their return from an exchange post office to the post office of mailing to the annoyance or disappointment of the senders concerned.

Changes in Annual Postal Guide.

Section 199, on page 164 of the annual **POSTAL GUIDE** for 1923, is modified by adding "Seattle, Wash.," to those offices for which mails made up on United States vessels shall be addressed.

Section 16, on page 138 of the annual **POSTAL GUIDE** for 1923, should be modified by adding Barbados, Tobago, and Trinidad, in alphabetical order.

Smyrna: Eliminate item "Smyrna," shown as section 158 on page 153 of the annual **POSTAL GUIDE** for 1923.

Switzerland: Item "Switzerland" should be added to section V on page 172 and section 214 on page 222 of the annual **POSTAL GUIDE** for 1923.

Prepayment of Postage on Correspondence Mailed in Germany.

The following announcement was printed on page 21 of the October **GUIDE**:

"This department is in receipt of an announcement from the Berlin office reading as follows:

"As a result of the lack of postage stamps the German office is temporarily forced to attest the prepayment of correspondence for abroad by means of a notation showing the postage collected."

"Articles received at delivering post offices marked for the collection of postage by the New York or other exchange offices will be delivered after the affixing of postage-due stamps, as formerly.

"Articles, however, the envelopes or covers of which are without postage stamps but marked 'Taxe percue' or 'Gebuehr Bezahlt' (postage paid) or otherwise marked to indicate postage has been paid in money may be delivered without the collection of postage, pending the time when postage stamps will again be used in Germany."

It having been brought to the attention of the department that some postmasters are erroneously collecting postage due on mail matter originating in Germany bearing no postage stamps but marked as indicated in the foregoing, further attention is invited particularly to the last paragraph of the announcement reprinted above.

Joint Regulations Adopted by the Secretary of the Treasury and the Postmaster General Governing the Treatment of Mail Matter Received from Foreign Countries Involving the Customs Revenue.

Special attention is invited to insert 837, published in this issue of the **GUIDE**, amending section 664 of the Postal Laws and Regulations, edition of 1913.

Optional Treatment by Senders.

Leeward Islands should be added to the list shown on page 183 of the annual **POSTAL GUIDE** for 1923, which gives the sender an opportunity to state disposition to be made of the parcel if it is undeliverable as originally addressed.

PARCEL-POST CHANGES.

Albania.—Every parcel must be sealed by means of wax, lead, or some other substance with the special impress or mark of the sender.

The above should be added to the item "Albania" shown on page 184 of the annual **POSTAL GUIDE** for 1923.

British Somaliland.—Parcel-post packages addressed for delivery in British Somaliland will be subject to the following transit charges:

1, 2, and 3 pounds.....	\$0.42
4, 5, 6, and 7 pounds.....	.84
8, 9, 10, and 11 pounds.....	1.14

This modifies the item "British Somaliland" shown on page 29 of the August, 1923, **POSTAL GUIDE**.

Canada.—Complaints have been received from Canada that newspaper sacks labeled "Canada," "Nova Scotia," and other Canadian points contain parcel-post packages not accompanied by copies of Form 2973, showing the number of packages dispatched.

At the United States exchange offices or distributing points it is expected that the contents of these sacks will be assorted and the parcel-post packages separated, counted, and billed, but this is not always practicable, and in many instances the sacks go forward as originally labeled by the post offices of origin, giving rise to complaints from Canadian post offices that parcel-post packages were received not counted or billed.

In order to avoid complaints of this kind, postmasters are requested to dispatch parcel-post packages in such a way as will lead ultimately to these packages reaching the United States exchange offices in sacks labeled to such offices.

Under the existing arrangement with Canada, the United States pays a certain amount for each parcel-post package sent to Canada in excess of the number received, and it is therefore necessary that from mailing post offices packages be dispatched to United States exchange post offices for counting and billing therefrom.

Canada.—Referring to the notices relative to parcel-post packages to Canada, published in the October Supplement, it is essential that each dispatch bill, Form 2973, be consecutively numbered in order that the Canadian exchange post office may be able to detect the shortage of a sack in case the bills are received not numbered in sequence.

The series of numbers should have commenced on October 1 and be continued up to the end of the

year, a new series to commence with No. 1 on January 1, 1924.

Chile.—Effective October 15, all parcel-post packages addressed for delivery in Chile must have attached thereto two customs declarations.

This modifies the item "Chile" shown on page 173 of the annual *Postal Guide* for 1923.

China.—This office is in receipt of information that, due to inadequate packing, a considerable number of parcel-post packages from the United States for China, particularly interior post offices of China, are received at destination in a damaged condition and frequently with a portion of their contents missing.

In view of the long transit and frequent handling involved in the transmission of parcels for foreign countries, postmasters are directed to adopt such further measures at their offices as will prevent the acceptance for mailing of parcel-post packages for China or any other foreign country unless substantially packed. More than ordinary care should be exercised by the senders in the preparation of parcels the transmission of which involves not only a long sea voyage, but also the conveyance over a long distance from the post office of mailing to the port of dispatch in the country of origin and from the port of receipt to the post office of address in the country of destination.

Fiume.—Each parcel must be sealed by means of wax, lead, or some other substance with the special impress or mark of the sender.

The above should be added to the item "Fiume" shown on page 196 of the annual *Postal Guide* for 1923.

India.—Parcels for places beyond the services of the Indian railways must be very strongly packed.

The above should be added to the item "India, British" shown on page 203 of the annual *Postal Guide* for 1923.

Italy, Transit charges on parcel-post packages sent via.—Effective immediately, parcel-post packages for insular Italy, Italian colonies, and Dodecaneso will be subject to transit charges as follows:

	Cents per parcel.
Insular Italy (Sicily, Sardinia, Elba, Lipari, Tremiti, etc.).....	10
Lybia (Tripolitania and Cyrenaica).....	10
Eritrea, Assab included.....	32
Italian Somaliland or Benadir.....	40
Dodecaneso (Islands of Rhodes, Cosos, Cos, Kalymnos, Karki, Leroc, Lypos, Nisiros, Patmos, Piscopi, Scarpanto, Stampalia, Syml).....	16

The above charges are additional to the postage rate of 12 cents a pound or fraction of a pound, both the postage rate and transit charges to be paid by postage stamps affixed to the parcels at time of mailing.

The appropriate items in the table on pages 172 to 179 of the current annual *Postal Guide* are modified accordingly, while the necessary additions should be made to the revised transit table printed on pages 29 to 41 of the Supplement for August, 1923.

Japan.—In order to provide for the sending of heavy clothing, blankets, etc., to earthquake sufferers, the Japanese postal authorities have agreed, as a temporary measure, up to and including December 31, to accept from the United States parcel-post packages up to a weight limit of 22 pounds.

Morocco.—Information has been received by this office that the office of "Foucauld" should be added to the second zone of western Morocco.

This modifies the item "Morocco" shown on pages 25 and 26 of the August, 1923, *Guide*.

Morocco.—Change "Taza" shown as last item under second zone of Eastern Morocco to "Taza-Ville Nouvelle."

This modifies the item "Morocco" shown on pages 25 and 26 of the August, 1923, *Guide*.

Turkey (via England).—Effective October 15, unregistered parcel-post packages addressed for delivery in Turkey, via England, will be subject to the following transit charges in addition to the regular postage rate of 12 cents a pound or fraction of a pound, both postage rates and transit charges to be prepaid at time of mailing by postage stamps affixed to the parcel:

Turkey in Europe.

1, 2, and 3 pounds.....	\$0.54
4, 5, 6, and 7 pounds.....	.72
8, 9, 10, and 11 pounds.....	.84

Turkey in Asia.

1, 2, and 3 pounds.....	\$0.66
4, 5, 6, and 7 pounds.....	.84
8, 9, 10, and 11 pounds.....	.96

The above modifies the item "Turkey (Constantinople and its suburbs), via England," shown on page 41 of the August, 1923, *Postal Guide*.

Information has also been received that the parcel-post service to Turkey (Constantinople and Brusa), (via France), has been discontinued, effective at once, and postmasters will therefore refuse to accept parcels addressed for delivery in Turkey for dispatch via France.

The item "Turkey (Constantinople and Brusa), (via France)," should be stricken from page 41 of the August, 1923, *Postal Guide* and similar item eliminated from pages 179, 182, and 219 of the annual *Postal Guide* for 1923.

Parcel-post service to Turkey via England extends to Constantinople, Galata, Pera, Adrianople, Kirk-Kilissa, Takfour-Dagh (Rodosto), Smyrna, Aidine Manissa (Magnesia), Denizlie, Ouchak, Kutahia, Broussa, Moudania, Panderma, Eski-Chehr, Biledjik, Afion (Kara-Hissar), Adalin, Kois, Edremide, Angora, Adana, Mersina, Trebizond, Samsoun, Kerasond.

The following articles are specially prohibited: Unmanufactured tobacco; rifles and accessories; empty cartridge cases, except for sporting rifles; revolvers of which the barrels exceed 15 centimeters in length; air guns; secret arms; patent medicines; hashish; serum; post cards of private manufacture bearing the heading "Postes Imperiales Ottomanes"; cotton originating in the United States of America; skins, hides, wool, horns, hoofs, and other parts of animals; rags; bedding and worn clothing, unless accompanied by a certificate of disinfection; articles injurious to health; saltpeter; salt; saccharine. Plants, parts of plants, flowers, cigars, cigarettes, cigarette papers, manufactured tobacco, and snuff are subject to special restrictions and can be sent only at the sender's risk.

The above also modifies the item "Turkey, via England," shown on page 219 of the annual *Postal Guide* for 1923.

PROHIBITIONS.

Aden.—Prohibitions applicable to this country should be changed to read "Same as India."

This modifies the item "Aden," shown on page 184 of the annual *Postal Guide* for 1923.

British India.—The importation into British India of all merchandise marked with the Royal British Arms manufactured in any place outside of the dominions of His Britannic Majesty is prohibited.

This modifies the items "British India" shown on pages 146, 147, 203, and 204 of the annual *Postal Guide* for 1923.

Estonia.—Add section 81½, page 148, dutiable articles.

Gold Coast Colony.—Brass knuckles. This should be added to "Gold Coast Colony," shown on page 200 of the annual *Postal Guide* for 1923.

Mesopotamia (Iraq).—The prohibitions shown on page 208 of the annual *Postal Guide* for 1923 is modified as follows: The words "except under license" following the word "tin" in the fourth line under heading "Prohibitions" should be deleted. The prohibitions relating to "cottonseed" should be changed to read "cottonseed and all parts of the cotton plant, except ginned cotton, is prohibited, except under license from the collector of customs."

Onion seeds are prohibited.

Netherlands East Indies.—Prohibitions. The items "Netherlands East Indies," shown on pages 152 and 210 of the annual *Postal Guide* for 1923 are modified by adding "except by special permit" after the item "firearms."

Peru.—Regular mails, eliminate gold, silver, and other precious articles.

This modifies the item "Peru," shown on page 152 of the annual *Postal Guide* for 1923.

Rumania.—Dutiable articles.

This modifies item "Rumania" shown on page 153 of the annual *Postal Guide* for 1923.

INTERNATIONAL (FOREIGN) PARCEL POST.

The following table contains a list of those countries, colonies, and places to which parcel post packages will be accepted for delivery, such list furnishing information regarding the weight limit of packages, indicates whether a transit charge must be paid or not, whether packages can be registered, and what are the number and kind of customs declarations to be employed in each case.

Name of country or colony.	Postage rate per pound.	Registration permitted.	Customs declarations required.	Limit of weight.	Transit charges.						Exchange office.
					Up to 1 pound.	Up to 2 pounds.	Up to 3 pounds.	4 to 7 pounds.	8 to 11 pounds.	12 to 22 pounds.	
	<i>Cents.</i>			<i>Pounds.</i>							
Abyssinia.....	12	No.....	13	11	\$0.38	\$0.38	\$0.75	\$0.75	\$0.75		NY.
Aden (including Kamaran and Perim).....	12	No.....	1	11	.48	.48	.48	.90	1.26		Do.
Afghanistan (Kabul).....	12	No.....	1	11	.48	.48	.48	.90	1.26		Do.
Albania.....	12	No.....	2	11	.84	.84	.96	.96	1.08		Do.
Algeria.....	12	No.....	2	22	.14	.14	.23	.23	.23	.42	Do.
Alsace and Lorraine.....	12	No.....	2	22							Do.
Argentina.....	12	No.....	2	22							NY, SJ.
Ascension.....	12	No.....	1	11	.42	.42	.42	.72	1.02		NY.
Australia, including States of N. S. W., Queensland, South Australia, Tasmania, Victoria, and W. Australia; Lord Howe Island, and Norfolk Island.....	12	No.....	1	11							SF, H.
Austria.....	12	Yes.....	1	22	.20	.20	.20	.20	.20	.38	NY.
Azores Islands.....	12	Yes.....	1	11							Do.
Bahamas.....	12	Yes.....	1	11							Do.
Balearic Islands.....	12	No.....	2	11	.05	.05	.05	.05	.05		Do.
Barbados.....	12	No.....	1	11							Do.
Basutoland (Union of South Africa).....	12	No.....	1	11							Do.
Bechuanaland (British).....	12	No.....	1	11							Do.
Bechuanaland Protectorate.....	12	No.....	1	11	.12		Each additional pound, 12 cents.				Do.
Belgian Congo (via Belgium).....	12	Yes.....	4	22	.28	.28	.48	.48	.48	.86	NY.
Belgian Congo (via England):											
(a) Katanga Province only via Beira.....	12	No.....	3	11	1.14	1.14	1.14	1.62	2.16		Do.
(b) Katanga Province only via Capetown.....	12	No.....	3	11	1.32	1.32	1.32	2.32	3.78		Do.
(c) Eastern Province and Katanga Province only via Aden.....	12	No.....	3	11	.84	.84	.84	1.26	1.68		Do.
Belgium.....	12	Yes.....	3	22							Do.
Benadir.....	12	No.....	1	11			40 cents per parcel.				NY., Bos., Chi.
Bermuda.....	12	Yes.....	1	11							NY.
Bismarck Archipelago.....	12	No.....	1	11	.16		Each additional pound, 12 cents.				SF, H.
Bolivia.....	12	Yes.....	2	11							NY, NO, SF.
Brazil.....	12	Yes.....	1	22							NY, SJ.

¹ One Form 2966 and two Forms 2967.

² One Form 2966 and one Form 2967.

INTERNATIONAL (FOREIGN) PARCEL POST—Continued.

Name of country or colony.	Postage rate per pound.	Registration permitted.	Custom declarations required.	Limit of weight.	Transit charges. ^B						Exchange office.
					Up to 1 pound.	Up to 2 pounds.	Up to 3 pounds.	4 to 7 pounds.	8 to 11 pounds.	12 to 22 pounds.	
	<i>Cents.</i>			<i>Pounds.</i>							
British Central Africa (Nyasaland Protectorate)...	12	No.....	1	11	\$0.84	\$0.84	\$0.84	\$1.14	\$1.38	NY.
British Guiana.....	12	Yes.....	1	11	Do.
British Somaliland.....	12	No.....	1	11	.42	.42	.42	.84	1.14	Do.
Brunei.....	12	No.....	1	11	.20	.20	.20	.20	.20	SF, S, H.
Bulgaria.....	12	No.....	1	22	NY.
Cameroons (English):											
British Zone.....	12	No.....	1	11	.54	.54	.54	.84	1.14	Do.
French Zone.....	12	No.....	1	11	.36	.36	.36	.60	.78	Do.
Cameroon (French).....	12	No.....	13	22	.29	.29	.48	.48	.48	.87	Do.
Canada.....	12	Ins.....		11	All offices authorized to exchange mails.
Canary Islands.....	12	No.....	2	11	.10	.10	.10	.10	.10	NY.
Cape Verde Islands.....	12	No.....	1	11	.72	.72	.72	.84	.96	Do.
Caroline Islands.....	12	No.....	1	11	SF, S., H.
Carpathos Islands.....	12	No.....	1	11	NY, Chi, Bos.
Ceylon.....	12	No.....	1	11	.48	.48	.48	.90	1.26	NY.
Chile.....	12	Yes.....	2	11	NY, NO, SF.
China (including Manchuria but not the Province of Mongolia).	12	Yes.....	1	22	SF, S., H.
Except Shanghai city.....	12	Yes.....	1	50	Do.
Colombia.....	12	Yes.....	2	22	NY, NO, SF.
Cook Islands.....	12	Yes.....	1	11	SF, H.
Corsica.....	12	No.....	2	22	.14	.14	.23	.23	.23	.42	NY.
Costa Rica.....	12	Yes.....	1	22	NY, NO, Bos, SF.
Crete.....	12	No.....	1	11	NY.
Cyprus.....	12	No.....	1	11	.60	.60	.60	.90	1.20	Do.
Czechoslovakia (Bohemia, Moravia, Silesia, and Slovakia).	12	Yes.....	1	11	Do.
Dahomey.....	12	No.....	13	22	.27	.27	.44	.44	.44	.79	Do.
Denmark.....	12	Yes.....	1	22	Do.
Dodecaneso (Aegean Islands of Casos, Cos, Kalymnos, Karkl, Leros, Lypos, Nisiros, Patmos, Piscopie, Rhodes, Scarpanto, Stampalia, and Symi).	12	No.....	1	11	.16	.16	.16	.16	.16	NY, Bos, Chi.
Dominican Republic.....	12	Yes.....	1	22	NY, SJ.
Dutch Guiana.....	12	No.....	1	11	NY.
Dutch East Indies.....	12	No.....	2	11	SF, S.
Dutch West Indies (Curacao, Aruba, Bonaire, Saba, St. Eustatius, and the Dutch part of St. Martins).	12	No.....	1	22	NY, SJ.

¹ One Form 2966 and two Forms 2967.

² One Form 2966 and one Form 2967.

INTERNATIONAL (FOREIGN) PARCEL POST—Continued.

Name of country or colony.	Postage rate per pound.	Registration permitted.	Customs declarations required.	Limit of weight.	Transit charges. ^B						Exchange office.
					Up to 1 pound.	Up to 2 pounds.	Up to 3 pounds.	4 to 7 pounds.	8 to 11 pounds.	12 to 22 pounds.	
	<i>Cents.</i>			<i>Pounds.</i>							
East Africa (British).....	12	No.....	1	11	\$0.66	\$0.66	\$0.66	\$1.08	\$1.50		NY.
Ecuador.....	12	Yes.....	1	22							NY, NO, SF.
Egypt.....	12	No.....	2	11							NY.
Egyptian Sudan.....	12	No.....	2	11							Do.
Eritrea.....	12	No.....	1	11	32 cents per parcel.						NY, Chi, Bos.
Estonia.....	12	Yes.....	1	22							NY.
Falkland Islands.....	12	No.....	1	11	.42	.42	.42	.78	1.08		Do.
Fanning Islands.....	12	No.....	1	11	.20	.20	.20	.20	.20		SF, H.
Faro Islands.....	12	Yes.....	1	22							NY.
Fiji Islands.....	12	No.....	1	11							SF, H.
Finland.....	12	Yes.....	1	22							NY.
Fiume (State of).....	12	No.....	4	11	.78	.78	.90	.90	1.02		Do.
France.....	12	No.....	2 ²	22							Do.
French Equatorial Africa.....	12	No.....	3 ³	22	.29	.29	.48	.48	.48	.87	Do.
French settlements in Oceania, Gambier Archipelago, Marquesas Islands, Tuamotou, Leeward Islands (French), Society Islands, and Tubuai.....	12	No.....	3 ³	22							SF.
French Guiana.....	12	No.....	1	11							NY.
French Guinea.....	12	No.....	2 ²	22	.24	.24	.40	.40	.40	.72	Do.
French India.....	12	No.....	3 ³	22	.32	.32	.52	.52	.52	.94	Do.
French Somaliland.....	12	No.....	2 ²	22	.26	.26	.42	.42	.42	.74	NY.
French West Indies (Guadeloupe, Marie Galante, Desade, Les Saints, Petite Terre, St. Bartholomew, and the French portion of St. Martins. Except Martinique.....	12	No.....	1	11							NY, SJ.
French Sudan.....	12	No.....	2	11							Do.
Friendly Islands.....	12	No.....	5 ⁵	22	.24	.24	.40	.40	.40	.72	NY.
Gabon.....	12	No.....	1	11	.32	.32	.32	.40	.48		SF.
Gambia.....	12	No.....	3 ³	22	.29	.29	.48	.48	.48	.87	NY.
Germany.....	12	No.....	1	11	.54	.54	.54	.84	1.14		Do.
Gibraltar.....	12	Yes.....	2	22							Do.
Gilbert and Ellice Islands.....	12	No.....	1	11							Do.
Gilbert and Ellice Islands.....	12	No.....	1	11	.16		Each additional pound, 12 cents.				SF, H.
Gold Coast Colony.....	12	No.....	1	11	.54	.54	.54	.84	1.14		NY.
Great Britain.....	12	No.....	1	11							NY, Chi, Bos, Phila, St. L, Balt, SF.
Greece.....	12	No.....	1	11							NY.
Greenland.....	12	Yes.....	1	22							Do.
Guadeloupe.....	12	No.....	1	11							NY, SJ.
Guatemala.....	12	Yes.....	1	22							NY, NO.

¹ One Form 2966 and two Forms 2967.

² One Form 2966 and one Form 2967.

³ One Form 2966 and four Forms 2967.

INTERNATIONAL (FOREIGN) PARCEL POST—Continued.

Name of country or colony.	Postage rate per pound.	Registration permitted.	Customs declarations required.	Limit of weight.	Transit charges. ^B						Exchange office.
					Up to 1 pound.	Up to 2 pounds.	Up to 3 pounds.	4 to 7 pounds.	8 to 11 pounds.	12 to 22 pounds.	
	<i>Cents.</i>			<i>Pounds.</i>							
Haiti.....	12	Yes.....	1	22							NY, SJ.
Honduras (British).....	12	Yes.....	1	22							NO.
Honduran Republic.....	12	Yes.....	1	22							NY, NO, SF.
Hongkong.....	12	Yes.....	1	11							SF, S, H.
Hungary.....	12	Yes.....	1	11	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30		NY.
Iceland.....	12	Yes.....	1	11	.30	.30	.50	.50	.50		Do.
India (British).....	12	No.....	1	11	.48	.48	.48	.90	1.28		Do.
Indochina (Annam, Cambodia, Cochin-China, Laos, and Tonkin):											
Direct.....	12	No.....	² 2	11	.20	.20	.20	.20	.20		SF, S, H.
Indirect.....	12	No.....	² 2	22	.41	.41	.65	.65	.65	\$1.13	NY.
Ireland.....	12	No.....	1	11							NY, Chi, Bos, Phila. St. L, Balt, SF.
Italy (including the Republic of San Marino), Southern Tyrol, Trentino, Istria (including Trieste), certain places in Dalmatia; also Valena, in the Italian zone of Albania, except—	12	No.....	1	11							NY, Bos, Chi.
Insular Italy (Sicily, Sardinia, Elba, Lipari, Tremite, etc.)	12	No.....	1	11			10 cents per parcel.				NY, Bos, Chi.
Lybia (Tripolitania and Cyrenaica).....	12	No.....	1	11			10 cents per parcel.				NY, Bos, Chi.
Eritrea (Asmara, Assab Massowah, and Nefarit).....	12	No.....	1	11			32 cents per parcel.				NY, Bos, Chi.
Dodecaneso (Islands of Rhodes, Cos, Kalymnos, Karki, Leros, Lypos, Nisiros, Patmos, Piscopi, Scarpanto, Stampalia and Syml).....	12	No.....	1	11			16 cents per parcel.				NY, Bos, Chi.
Italian Somaliland.....	12	No.....	1	11			40 cents per parcel.				NY, Bos, Chi.
Ivory Coast.....	12	No.....	² 2	22	.27	.27	.44	.44	.44	.79	NY.
Jamaica (including Cayman Islands).....	12	Yes.....	1	11							NY, Bos, SJ.
Japan (including Formosa, Karafuto, Japanese Saghalin, and Korea).....	12	Yes.....	1	11							SF, S, H.
Kenya Colony.....	12	No.....	1	11	.66	.66	.66	1.08	1.50		NY.
Labrador.....	12	Yes.....	1	11							NY, Bos.
Labuan.....	12	No.....	1	11	.20	.20	.20	.20	.20		SF, S, H.
Latvia (Lettonia).....	12	Yes.....	1	22							NY.
Leeward Islands (Antigua, with Barbuda and Redonda, St. Kitts, Nevis, with Anguilla, Dominica, Montserrat, and British Virgin Islands).....	12	Yes.....	1	11							Do.
Liberia.....	12	Yes.....	1	11							Do.
Lithuania.....	12	Yes.....	1	22							Do.

¹ One Form 2966 and one Form 2967.

² In order to provide for the sending of heavy clothing, blankets, etc., to earthquake sufferers, the Japanese postal authorities have agreed, as a temporary measure, up to and including December 31, to accept from the United States parcel-post packages up to a weight limit of 22 pounds.

INTERNATIONAL (FOREIGN) PARCEL POST—Continued.

Name of country or colony.	Postage rate per pound.	Registration permitted.	Custom declarations required.	Limit of weight.	Transit charges. ^B						Exchange office.
					Up to 1 pound.	Up to 2 pounds.	Up to 3 pounds.	4 to 7 pounds.	8 to 11 pounds.	12 to 22 pounds.	
	<i>Cents.</i>			<i>Pounds.</i>							
Nigeria.....	12	No.....	1	11	\$0.54	\$0.54	\$0.54	\$0.84	\$1.14		NY.
Niger Colony.....	12	No.....	1 3	22	.27	.27	.44	.44	.44	\$0.79	Do.
Norfolk Island.....	12	No.....	1	11							SF, H.
North Borneo (State of).....	12	No.....	1	11	.20	.20	.20	.20	.20		SF, S, H.
Norway.....	12	Yes.....	1	22							NY.
Nyasaland Protectorate.....	12	No.....	1	11	.84	.84	.84	1.14	1.38		Do.
Palestine.....	12	No.....	2	11	.60	.60	.60	.84	1.02		Do.
Panama.....	12	Yes.....	1	50							NY, NO, SJ.
Papua (British New Guinea).....	12	No.....	1	11	.16						SF, H.
Paraguay.....	12	No.....	1	22	.20	.20	.20	.20	.20	.40	NY.
Persia.....	12	No.....	1	11	.66	.66	.66	1.02	1.44		Do.
Pern.....	12	Yes.....	1	22							NY, NO.
Pitcairn Island.....	12	No.....	1	11							NY, NO.
Poland.....	12	No.....	2	22							NY.
Portugal.....	12	Yes.....	1	11							Do.
Portuguese East Africa.....	12	No.....	1	11	.21						Do.
Portuguese India.....	12	No.....	1	11	.66	.66		1.02	1.44		Do.
Portuguese Timor.....	12	No.....	3	11	.84	.84	.84	1.02	1.26		Do.
Portuguese West Africa:											
Angola.....	12	No.....	1	11	.90	.90	.90	1.02	1.08		Do.
Guinea.....	12	No.....	1	11	.72	.72	.72	.84	.96		Do.
St. Thomas and Principe.....	12	No.....	1	11	.84	.84	.84	.96	1.02		Do.
Reunion.....	12	No.....	2	22	.34	.34	.56	.56	.56	1.01	Do.
Rhodes.....	12	No.....	1	11				.10 per parcel.			NY, Bos, Chi.
Rhodesia, Northern.....	12	No.....	1	11	.28						NY.
Rhodesia, Southern.....	12	No.....	1	11	.20						Do.
Romania.....	12	No.....	1	22							Do.
Russian Europe (including Azerbaïdjan, Armenia (Russian), Crimea, Georgia, and the Ukraine).....	12	No.....	3	22	.45	.45	.45	.45	.45	.70	Do.
Russia in Asia (including Turkestan).....	12	No.....	3	22	.80	.80	.80	.80	.80	1.20	Do.
St. Helena.....	12	No.....	1	11	.42	.42	.42	.72	1.02		Do.
St. Pierre and Miquelon.....	12	No.....	1	11	.12						Bos.
Salvador, El.....	12	Yes.....	2	22							NY, NO, SF.
Samoa, Western (British).....	12	Yes.....	1	11							SF.
Santa Cruz Islands.....	12	No.....	1	11	.16						SF, H.
Sarawak.....	12	No.....	1	11	.20	.20	.20	.20	.20		SF, S, H.
Sarre Territory.....	12	No.....	1 3	22	.09	.09	.15	.15	.15	.27	NY.
Senegal.....	12	No.....	1 3	22	.24	.24	.40	.40	.40	.72	Do.
Seychelles.....	12	No.....	1	11	.48	.48	.48	.90	1.26		Do.
Shanghai.....	12	Yes.....	1	50							SF, S, H.
Slam.....	12	Yes.....	1	11							Do.

¹ One Form 2966 and two Forms 2967.

² One Form 2966 and one Form 2967.

FOREIGN MAILS.

INTERNATIONAL (FOREIGN) PARCEL POST—Continued.

Name of country or colony.	Postage rate per pound.	Registration permitted.	Custom declarations required.	Limit of weight.	Transit charges.						Exchange office.
					Up to 1 pound.	Up to 2 pounds.	Up to 3 pounds.	4 to 7 pounds.	8 to 11 pounds.	12 to 22 pounds.	
Sierra Leone.....	12	No.....	1	11	\$0.54	\$0.54	\$0.54	\$0.84	\$1.14		NY.
Smyrna.....	12	No.....	1	11	.68	.66	.66	.84	.95		Do.
Society Islands.....	12	No.....	1 ³	22							SF.
Solomon Islands.....	12	No.....	1	11	.16						SF, H.
South Africa (Union of).....	12	No.....	1	11							NY.
Southwest Africa Protectorate.....	12	No.....	1	11	.12						Do.
Spain.....	12	No.....	3	11							Do.
Spitzbergen.....	12	Yes.....	1	22							Do.
Straits Settlements.....	12	No.....	1	11	.20	.20	.20	.20	.20		SF, S, H.
Sweden.....	12	Yes.....	1	22							NY.
Switzerland.....	12	Yes.....	2	22	.10	.10	.10	.10	.10	\$0.18	Do.
Syria (French), Beyrouth, Damascus, Aleppo, and the western and eastern zones.	12	No.....	1 ³	22	.29	.29	.45	.45	.45	.77	Do.
Tanganyika Territory:											
Langenburg and Songea.....	12	No.....	1	11	1.08	1.08	1.08	1.68	2.28		NY.
Lake Victoria area (Bukoba, Muanza, etc.).....	12	No.....	1	11	.90	.90	.90	1.50	2.04		Do.
Dar-es-Salaam and other places in the territory	12	No.....	1	11	.66	.66	.66	1.08	1.50		Do.
Tibet.....	12	No.....	1	11	.48	.48	.48	.90	1.26		Do.
Togoland (British).....	12	No.....	1	11	.54	.54	.54	.84	1.14		Do.
Togoland (French).....	12	No.....	1 ³	22	.27	.27	.44	.44	.44	.79	Do.
Tonga Islands.....	12	No.....	1	11	.32	.32	.32	.40	.48		SF.
Trans-Jordania (territory east of the Jordan River)	12	No.....	2	11	.72	.72	.72	.90	1.14		NY.
Trentino and Trieste.....	12	No.....	1	11							NY, Bos, Chi.
Trinidad, including Tobago.....	12	Yes.....	1	11							NY.
Tunis.....	12	No.....	2 ²	22	.24	.24	.37	.37	.37	.63	Do.
Turkey in Europe.....	12	No.....	1	11	.54	.54	.54	.72	.84		Do.
Turkey in Asia.....	12	No.....	1	11	.66	.66	.66	.84	.96		Do.
Turks Islands, including Caicos Islands.....	12	Yes.....	1	11							N. Y. Bos, SJ.
Uganda.....	12	No.....	1	11	.66	.66	.66	1.08	1.50		NY.
Uruguay.....	12	No.....	1	22							NY, SJ.
Upper Senegal.....	12	No.....	2 ⁵	22	.24	.24	.40	.40	.40	.72	NY.
Upper Volta.....	12	No.....	2 ⁵	22	.24	.24	.40	.40	.40	.72	Do.
Venezuela.....	12	Yes.....	4	11							Do.
Windward Islands (Grenada, the Grenadines, St. Lucia, and St. Vincent).	12	Yes.....	1	11							Do.
Yugoslavia.....	12	Yes.....	1	22							Do.
Zanzibar, including Pemba.....	12	No.....	1	11	.54	.54	.54	.90	1.32		Do.

¹ One Form 2966 and two Forms 2967.

² One Form 2966 and one Form 2967.

³ One Form 2966 and four Forms 2967.

KEY TO EXCHANGE OFFICES.

NY..... New York. S..... Seattle. Bos..... Boston. NO..... New Orleans. Balt..... Baltimore.
 SF..... San Francisco. SJ..... San Juan. Chi..... Chicago. H..... Honolulu. Phila..... Philadelphia.
 St. L..... St. Louis.

STAMPS.

Requisition for Special-Request Envelopes—New Issue of Treasury Savings Certificates and Change in Selling Price—Exchange or Payment of 1919 War Savings Certificates at Maturity.

REQUISITIONS FOR SPECIAL-REQUEST ENVELOPES.

The special attention of postmasters and post-office employees who accept orders from purchasers and prepare requisitions for special-request envelopes is again directed to the importance of using greater care in drawing requisitions to avoid discrepancies and to conform in every particular to the law governing the printing permissible on stamped envelopes and the rules to be followed as stated in the regulations and instructions of the department. More careful compliance with the following general rules will prevent delays in supplying stock and will be of material assistance to the department in filling requisitions:

1. *Requisition and printer's copy must agree.*—Numerous requisitions are received in which the items on the requisition and printer's copy do not agree as to quantity, size, number, denomination, or pattern. Such discrepancies are entirely due to lack of care in preparing requisitions and can be prevented if the items are properly verified before the requisition is transmitted to the department. This verification should also apply to the value of the envelopes extended and will thus serve to correct wrong sizes and denominations.

2. *Requisitions for window envelopes must be indorsed.*—Requisitions for window envelopes should be indorsed "Window" in the columns under "Cnt" on both requisition section and on printer's copy. The department can not accept requisitions for window envelopes without indorsement, even if the value extended indicates window envelopes are desired.

3. *Local address in return cards.*—The department requires a definite local address in the return cards on all envelopes printed returnable to a post office having city or village delivery service. The local address may consist of one or more of the following items: (a) Name of street and number; (b) post-office box number; (c) name of building and room number therein, if the building is sufficiently well known to be listed in the city directory; and (d) approximate location as, northeast corner, Fifth and Main Streets, Adams Street between First and Second, etc. The local address on envelopes for free-delivery post offices will be omitted only upon the receipt of a satisfactory explanation with the requisition that the purchaser has no definite local address and the approximate location can not be given.

4. *Local address on window envelopes.*—The above rules for local address apply also to window envelopes, except that "name of building and room number therein" will not be accepted as the local address without the name of street and number or approximate location in addition thereto.

5. *Envelopes of different patterns not to be included in same requisition.*—Separate requisitions must be submitted for low-back, high-back, extra-quality, and window envelopes.

6. *Guaranty pledge on 1-cent envelopes for third-class matter.*—The return card on 1-cent envelopes for third-class matter must include the pledge "Return postage guaranteed" and requisitions shall be so drawn. The pledge will be omitted only on condition the postmaster submits a statement on behalf of the purchaser that the return of undeliverable third-class matter is not desired, in which case the request line in the printer's copy shall also be eliminated. The pledge will be omitted from

return cards for 1-cent special-request envelopes desired exclusively for inclosing first-class matter at the drop-letter rate at post offices not having free delivery service, provided the requisition is indorsed "For first-class matter."

7. *Indorsement of requisitions for return cards that disclose purchasers's business.*—The department is prohibited by law from printing advertising matter in return cards for purchasers, but firm names that may incidentally disclose the nature of the business will be printed provided the postmaster, after investigation, is satisfied the name is bona fide and makes proper indorsement to that effect in the space provided on the requisition. The proper indorsement for ordinary business concerns, such as Washington Drug Co., R. S. Boyd Coal Co., etc., is "Firm name," "Incorporated," etc., but where the nature of the business is merely associated with the purchaser's name, as "Brown's Garage," "Hall's Grocery," etc., or where such names are used as "The Flower Store," "The Style Shop," etc., the postmaster must assure himself that all letters and checks are so signed. The proper indorsement in such cases is "Firm name included in all signatures to letters and checks." Postmasters will be held responsible for the careless and perfunctory indorsement of requisitions.

8. Postmasters at all post offices are directed to have copies of these instructions prepared and issued to all stamp clerks who accept orders for special-request envelopes from purchasers and to employees who draw and verify requisitions for submitting to the department.

NEW ISSUE OF TREASURY SAVINGS CERTIFICATES AND CHANGE IN SELLING PRICE.

1. The Secretary of the Treasury, on November 15, announced the discontinuance at the close of business November 30, 1923, of the sale of the present issue of Treasury savings certificates of the \$1,000, \$100, and \$25 denominations at the prices of \$82, \$82, and \$30.50, respectively, and the placing on sale, beginning December 1, 1923, of a new issue of Treasury savings certificates of like denominations and maturity value at selling prices of \$800, \$80, and \$20, respectively. The new issue will be known as the "Issue of December 1, 1923." At these selling prices the new certificates yield approximately 4½ per cent interest, compounded semiannually, if held until maturity, five years from the date of issue of each individual certificate. If redeemed before maturity, they yield about 3½ per cent, compounded semiannually.

2. *Withdrawal of present issue.*—Treasury savings certificates of the issue of September 30, 1922, in the hands of postmasters positively must not be sold after November 30, 1923. They must be returned to the Third Assistant Postmaster General Division of Stamps, by postmasters at first and second class offices, in accordance with detailed instructions which will be mailed direct to each first and second class post office. Postmasters at third and fourth class offices shall return their unsold Treasury savings certificates to their respective central accounting postmasters.

3. *Supply of new issue.*—An adequate supply of the new issue of Treasury savings certificates will be sent from the department to all postmasters at

first and second class post offices without requisition. If any first or second class post office has not received the initial supply of the new issue Treasury savings certificates by November 30, the postmaster at such office shall immediately notify the Third Assistant Postmaster General, Division of Stamps, that the initial supply of the new issue of Treasury savings certificates to be placed on sale December 1, 1923, has not been received. Central-accounting postmasters are instructed to send an initial supply of the new issue Treasury savings certificates of at least one book of five \$100 maturity value certificates and one book of five \$25 maturity value certificates to the postmaster at each money-order district office in their territory doing an annual postal business of \$500 or more, except offices where no Treasury savings certificates have been issued in 1923. The central-accounting postmaster shall send the latter offices a minimum supply on the request of the postmaster, and to each third class district office any additional number of \$100 maturity value certificates or \$25 maturity value certificates which in the judgment of the central-accounting postmaster may be required at such district offices for sale and exchange purposes. Such certificates shall be furnished on credit in accordance with existing instructions.

4. **Remittances and accounting.**—The new issue of Treasury savings certificates, the registration stubs detached therefrom, and remittances of cash received from the sale of the certificates and the matured war-savings stamps of the 1919 series received in exchange for the new issue are to be handled and accounted for in the same manner as provided under existing instructions on pages 42 to 44, inclusive, of the 1923 Postal Guide, in addition to the special instructions published in this monthly guide under the heading "Exchange or payment of 1919 war-savings certificates at maturity."

5. **November accounts.**—The initial supply of the new issue of Treasury savings certificates will reach practically all post offices before the November accounts, Form 3344, are submitted to the department, but notwithstanding the fact that this initial supply of the new issue will be received in post offices during the month of November, they shall NOT be charged and accounted for on the November accounts, Form 3344, but shall be charged and accounted for in item 2 of the December account, Form 3344. Postmasters must enter in item 15 of their November accounts, Form 3344, the value of all Treasury savings certificates of the issue dated September 30, 1922, which they return to the department for credit and all amounts due the United States on account of the issue of September 30, 1922, must be on or before December 5, 1923, remitted to the State depository postmasters properly indorsed to show that the remittance is for the issue of September 30, 1922, series of 1923. Central-accounting postmasters are authorized to withhold the rendition of their November, 1923 accounts, Form 3344, (where necessary) until December 20 in order to enable them to clear their accounts (as nearly as possible) with district offices prior to the rendition of the account. The November account, however, must be prepared and mailed to the Third Assistant Postmaster General, Division of Stamps, by central-accounting postmasters not later than December 23, 1923, and where necessary supplemental accounts will be rendered each month until such items as are outstanding with district postmasters are cleared. Central-accounting postmasters, however, will not delay the submission of their final 10-day report on Form 3344-b for the month of November, but shall promptly submit the same and submit supplemental 10-day reports to cover subsequent stubs received from district offices.

State depository postmasters are also authorized to withhold the submission of their accounts for November, Forms 3344 and 3346, until December 20, 1923, in order to enable them to record on Form 3346 all remittances received from other first and second class postmasters on account of the issue of September 30, 1922, series of 1923. The accounts should be prepared and mailed, however, not later than December 23. This authorization does not apply to 10-day reports on Form 3344-b.

EXCHANGE OR PAYMENT OF 1919 WAR SAVINGS CERTIFICATES AT MATURITY.

Section 1.

1. Instructions for exchange and payment of 1919 war savings certificates are similar to those for the 1918 series, but differences should be carefully noted.

The following instructions will govern the exchange and payment of war savings certificates, series of 1919, which will mature January 1, 1924, and will be payable after that date at \$5 for each stamp affixed. Registered certificates will be paid or exchanged only through the post office of registration. Unregistered certificates are by their terms payable at maturity at any money-order post office or at the Treasury Department in Washington. The plan of procedure at post offices and the conditions under which Federal reserve banks and other banks and trust companies will receive unregistered certificates direct from the owners for redemption will be nearly the same as for the maturity of the 1918 series a year ago. The amount of outstanding 1919 war savings stamps is estimated to be not more than one-twelfth of the amount of the 1918 stamps that were outstanding at the close of 1922. The great difficulties which arose last year, and which were met by a most remarkable display of loyalty and devotion on the part of postmasters and postal employees throughout the country, will not now arise in the same degree. It is hoped that the situation will be met with equal determination to serve the needs of the public, and that the delays and congestion which were inevitable in January, 1923, will be altogether avoided.

Section 2.

2. On or after December 1, 1923, and to and including January 15, 1924, owners may apply to exchange the whole or a part of their 1919 war savings certificates at maturity value for Treasury savings certificates to be dated January 1, 1924, with the difference either way to be paid in cash, or they may apply for full cash payment to be made at maturity. After January 15, 1924, Treasury savings certificates issued in exchange will be currently dated.

Postmasters should urgently request owners of 1919 war savings certificates who desire exchange or payment promptly at maturity to present them for that purpose at the earliest possible date. Copies of an application blank, Form P. D. 830, which also shows clearly the several methods of exchange or payment, will be supplied by this department to the postmasters at all money-order offices and by the Treasury Department to banks and trust companies. Notices advertising the exchange will also be supplied to postmasters, who are hereby authorized by direction of the Postmaster General, to distribute them through city and rural carriers and in post-office boxes. New posters and placards, advertising the exchange and announcing the new prices of Treasury savings certificates, will also be sent to all first, second, and third class offices, and by direction of the Postmaster General are to be displayed in prominent places about the post offices.

Section 3.

3. When an owner applies on Form P. D. 830 before January 1, 1924, for full cash payment, the postmaster shall send the war savings certificates to the Federal reserve bank.

The postmaster shall fill out Form WS 3289 in triplicate (receipt to owner, with copy for Federal reserve bank and file copy), listing the war savings certificates by serial number or registration number and showing the number of stamps affixed to each. The postmaster shall sign the first copy and deliver it to the owner as a receipt. The postmaster shall place the second copy with the war savings certificates and the application on Form P. D. 830 and send them with a letter of transmittal on Form WS 3276 by official registered mail to the nearest Federal reserve bank or branch Federal reserve

bank. If any of the surrendered war savings certificates are registered, the postmaster shall certify on Form P. D. 830 to the identity of the applicant and shall make appropriate notations on the corresponding registration cards before sending the stamps to the Federal reserve bank. Payment will be made by checks mailed by the Federal reserve bank direct to the owner, so as to be received on or about January 1, 1924. With every registered letter or package, whether one or more than one application on Form P. D. 830, together with Form WS 3289, is sent to a Federal reserve bank, the postmaster shall also inclose a letter of transmittal on Form WS 3276, showing the names of the several applicants, the number of 1919 war savings stamps inclosed for each, and the number of applications and total number of stamps inclosed. The postmaster shall fill out the stub at the foot of Form WS 3276, to show the name of the post office and the total value of the remittance. The Federal reserve bank will detach and sign the stub and return it to the postmaster as a receipt. Certificates must not be sent to banks and trust companies which are merely members of the Federal reserve system.

The postmaster shall not make more than one remittance daily to the Federal reserve bank, unless because the volume of certificates is too great for one convenient package.

The postmaster shall place a clear impression of his office dating stamp at the right of the serial number on each 1919 war savings certificate sent to the Federal reserve bank.

Federal reserve banks are in the following cities:

Boston, Mass.	Chicago, Ill.
New York, N. Y.	St. Louis, Mo.
Philadelphia, Pa.	Minneapolis, Minn.
Cleveland, Ohio.	Kansas City, Mo.
Richmond, Va.	Dallas, Tex.
Atlanta, Ga.	San Francisco, Calif.

Branch Federal reserve banks are in the following cities:

Buffalo, N. Y.	Helena, Mont.
Cincinnati, Ohio.	Denver, Colo.
Pittsburgh, Pa.	Omaha, Nebr.
Baltimore, Md.	Oklahoma City, Okla.
Birmingham, Ala.	El Paso, Tex.
Jacksonville, Fla.	Houston, Tex.
Nashville, Tenn.	Los Angeles, Calif.
New Orleans, La.	Portland, Oreg.
Detroit, Mich.	Salt Lake City, Utah.
Memphis, Tenn.	Seattle, Wash.
Little Rock, Ark.	Spokane, Wash.
Louisville, Ky.	

Section 4.

4. When an owner applies on Form P. D. 830 before January 1, 1924, for an amount of Treasury savings certificates less than his maturing war savings stamps will buy, the postmaster shall send the certificates to the Federal reserve bank.

The transaction shall be handled exactly as in the case of full cash payment (sec. 3), except that the Federal reserve bank will send the Treasury savings certificates, dated January 1, 1924, to the owner promptly on receipt of the application, and will send the owner a check in payment of the difference so as to be received on or about January 1, 1924.

Section 5.

5. When an owner applies before January 1 to exchange his war savings certificates, or some of them, for the largest amount of Treasury savings certificates that their maturity value will buy, the postmaster shall issue the Treasury savings certificates, pay the cash difference, and remit the war savings certificates as Treasury savings cash to his central-accounting postmaster or State depository postmaster, as the case may be.

No application on Form P. D. 830 is necessary, but the postmaster shall immediately issue the Treasury savings certificates applied for, dating them January 1, 1924, so that the certificate will read (for example) "John Jones, 422 Columbia Avenue, Sandusky, Ohio, five years from January 1, 1924, the date of issue hereof," etc. The postmaster shall at the same time pay to the owner of

the war savings stamps exchanged for Treasury savings certificates, any cash difference due him, which will not exceed in any case \$15, such cash payments to be made from current Treasury savings funds. If such funds are not available, the payment may be made from postal cash. The amount so withdrawn from postal cash shall be immediately restored when additional Treasury savings cash is received.

In connection with such exchanges the postmaster shall also follow strictly the instructions in section 8 of this notice.

When an owner applies at a third or fourth class office to exchange 1919 war-savings stamps for a \$1,000 Treasury savings certificate, the Postmaster shall issue an interim receipt on Form WS 3370, forward the stamps and application on Form PD 830, with any cash difference paid by the applicant, to the Central-accounting Postmaster, who shall issue the Treasury savings certificate accordingly, and send it to the district postmaster for delivery to the applicant. If a cash difference is due to the applicant, the Central-accounting Postmaster shall return the amount to the district postmaster for delivery to the applicant. The district postmaster shall take up the interim receipt when delivery is made.

Section 6.

6. When an owner applies before January 1 for more Treasury savings certificates than his maturing war savings stamps will buy, the postmaster shall accept the cash difference, issue the Treasury savings certificates, and remit the war savings certificates as Treasury savings cash.

No application on Form P. D. 830 is necessary, but the postmaster shall immediately issue the Treasury savings certificates applied for in the same manner as provided for the issuance of Treasury savings certificates under the conditions set forth in section 5. In connection with such exchanges the postmaster shall also follow strictly the instructions in section 8 of this notice.

Section 7.

7. When an owner applies after December 31, 1923, for exchange or cash payment, the postmaster in all cases shall issue the Treasury savings certificates or make payment, or if funds are not available, shall send the war savings certificates to the central accounting postmaster or State depository postmaster. Postmasters shall send no war-savings stamps to the Federal reserve bank as provided in sections 3 and 4 of these instructions, after December 31, 1923.

Cash payments will be made in the usual manner, in accordance with sec. 149, p. 47, 1923 Guide. When an owner desires, after December 31, to receive the largest amount of Treasury savings certificates that the maturity value of his 1919 war savings certificates will purchase, the postmaster shall proceed as instructed in section 5, except that after January 15, 1924, Treasury savings certificates issued in exchange shall be currently dated. When an owner desires to receive a less amount of Treasury savings certificates, the postmaster shall issue the Treasury savings certificates and pay the cash difference from Treasury savings or other available funds. If neither Treasury savings funds nor surplus postal funds are available, the postmaster shall not make the exchange, but shall issue an interim receipt to the applicant on Form WS 3370, and shall forward the war savings certificates to his central accounting postmaster or State depository postmaster, as the case may be, with a request that the desired Treasury savings certificates be issued in the manner desired and returned with the difference in cash, to be delivered to the applicant. The interim receipt shall be taken up before delivery of the Treasury savings certificates and cash difference.

In connection with all such exchanges for Treasury savings certificates dated January 1, 1924, the postmaster shall also follow strictly the instructions in section 8 of the notice.

Section 8.

8. The following detailed instructions shall be observed carefully in connection with all exchanges

of 1919 war-savings certificates for Treasury savings certificates under the foregoing provisions:

FOR ALL POSTMASTERS AUTHORIZED TO ISSUE TREASURY SAVINGS CERTIFICATES—

(a) On every 1919 war-savings certificate with war-savings stamps affixed which you receive at maturity value during December, 1923, and up to and including January 15, 1924, in full or part payment for a Treasury savings certificate issued by your office, write or stamp the words, "EXCHANGE; PAID," across the table of values. The post-office dating stamp should then be placed on the war-savings certificate, at the right of the serial number, to show the post office at which the transaction occurred and the actual date of the transaction. A strict compliance by postmasters with the foregoing will lessen the chance of losses to postmasters or of error in crediting the value of the war-savings certificate so paid or exchanged to the wrong postmaster, inasmuch as there will be on each such paid or exchanged war-savings certificate a permanent record by which it can be properly identified; namely, the post-office dating stamp.

(b) On every Treasury savings certificate of the new issue, issued in exchange or partial exchange for matured 1919 war-savings stamps during December, 1923, and to and inclusive of January 15, 1924, the issuing postmaster shall, first, write the issue date, "JANUARY 1, 1924," on the face of the certificate and on the original and duplicate stub; second, write the word "EXCHANGE" on the back of the certificate just over the space provided for the post-office dating stamp, and also write the word "EXCHANGE" on the right-hand margin of the original and duplicate registration stub; third, place the post-office dating stamp showing the actual date of the transaction on the back of the Treasury savings certificate so issued, in the space provided therefor, and also on the original and duplicate registration stub in the space provided therefor.

SPECIAL INSTRUCTIONS FOR DISTRICT POSTMASTERS—

(c) District postmasters shall forward all paid 1919 war savings stamp certificates and cash which they receive in exchange for Treasury savings certificates issued by them, together with the original registration stubs detached from the Treasury savings certificates issued by them, to their respective central accounting postmasters by official registered mail daily. Where only registration stubs and a bank draft are in an inclosure, it is not necessary that the inclosure be registered. A record of each Treasury savings remittance, whether consisting of cash or exchanged war savings stamps, must be entered by the district postmaster on the duplicate registration stub. Each remittance of paid or exchanged war savings stamps sent by the district postmaster must contain a letter of transmittal showing the serial number and the name of the original owner and the number of matured 1919 war savings stamps attached to each war savings certificate inclosed and the total amount of the remittance, and must be properly witnessed. A copy of each such letter of transmittal shall be retained in the district office for record.

SPECIAL ACCOUNTING INSTRUCTIONS FOR POSTMASTERS AT FIRST AND SECOND CLASS POST OFFICES—

(d) In forwarding Treasury savings funds or paid exchanged war savings stamps to your depository postmaster, you shall indicate plainly on your letter of transmittal, Form 3044-b, during the months of December, 1923, January, February, and March of 1924, what series (calendar year) and what issue of Treasury savings certificates the remittance is intended to cover. Separate remittances must be made for each series and for each issue of Treasury savings certificates for which a remittance is being made during the month of December, 1923, and the months of January, February, and March, 1924; for example, after the close of business, November 30, you will during the first part of December, 1923, have on

hand remittances to be made for the retired issue of Treasury savings certificates—that is to say, balances due on your November, 1923, Treasury savings account, Form 3344—therefore, your remittance letter, Form 3044-b, should be plainly indorsed as follows: "SERIES OF 1923, ISSUE OF SEPTEMBER 30, 1922." The depository postmaster or your depository bank will then issue to you a Treasury savings certificate of deposit, similarly indorsed.

All remittances during the month of December 1923, also during the first few days of January which are made to balance your 1923 account, shall be indorsed as follows: "SERIES OF 1923, ISSUE OF DECEMBER 1, 1923." All remittances during the months of January, February, and March 1924 which pertain to sales or exchanges made after the close of business December 31, 1923, shall be plainly indorsed as follows: "SERIES OF 1924, ISSUE OF DECEMBER 1, 1923." It is essential that postmasters in making remittances to their depository postmasters strictly observe the foregoing instructions and indorse their letters of transmittal, Form 3044-b, in accordance with the three foregoing examples. Postmasters at certain first-class offices, and central-accounting offices who deposit Treasury savings funds direct in authorized banks, shall prepare the certificates of deposit on Treasury Department Form 1312 and indorse the certificates of deposit in accordance with the three preceding examples. Three rubber stamps have been prepared in the department for the purpose of placing these indorsements on the Treasury savings certificates of deposit, Form 1312, and have been sent by the department to each State depository postmaster, to each central-accounting postmaster, and to each first-class postmaster who has been authorized to deposit Treasury savings funds direct in authorized banks, and State depository postmasters will use these rubber stamps to indorse their Treasury savings certificates of deposit, Form 1312, for funds deposited in banks, and also use them to indorse the Treasury savings certificates of deposit which they issue to other first and second class postmasters.

State depository postmasters are also instructed, beginning with the first Treasury savings certificate of deposit issued to other first and second class postmasters for Treasury savings remittances, "SERIES OF 1924, ISSUE OF DECEMBER 1, 1923," to use a new serial number in the space provided therefor in the upper left-hand corner; that is to say, the first Treasury savings certificate of deposit issued in the month of January, 1924, for a Treasury savings remittance, series of 1924, issue of December 1, 1923, shall be numbered "1," and each certificate issued thereafter shall be issued in sequence for all remittances for Treasury savings certificates, issue of December 1, 1923, series of 1924. In a similar manner your deposits with banks shall also be numbered beginning with number "1" for your first deposit of Treasury savings funds received from this series on Form 1312. The numbers of the Treasury savings certificates of deposit which you issue to other first and second class postmasters for the retired issue shall continue in sequence for all remittances received on account of that issue of Treasury savings certificates and this shall also apply to your Treasury savings certificate funds deposited with banks and received for on Treasury Form 1312. Depository postmasters will submit to this office during the months of December, 1923, January, February, and March, 1924, separate transcripts, Form 3346, for remittances received on account of "SERIES OF 1923, ISSUE OF SEPTEMBER 30, 1922," and on account of "SERIES OF 1923, ISSUE OF DECEMBER 1, 1923," and on account of "SERIES OF 1924, ISSUE OF DECEMBER 1, 1923." Separate accounts, however, on Form 3344 need not be submitted by State depository postmasters merely to show the three classes of deposits received by them as shown by the three transcripts, Form 3346, unless there are transactions in Treasury savings certificates involved in their own office which require the rendition of a separate account to clear up balances due on the retired issue. The totals shown on the three transcripts may be charged into Form 3344 in items 20, 21, and 23, column 5, and the total of the deposits made to balance each of the amounts shown in these items should be

shown separately in items 25, 27, and 30, column 5, Form 3344.

(c) *Forms 3344 and 3344-b.*—All cash sales of Treasury savings certificates shall be shown in item 18, Form 3344, as heretofore, and the original registration stubs shall be listed on Form 3344-b in periods of 10 days and sent to the Third Assistant Postmaster General in accordance with detailed instructions on page 43 of the 1923 Postal Guide. The value of all Treasury savings certificates issued in exchange or partial exchange for matured 1919 war-savings stamps during December, 1923, and up to and including January 15, 1924, shall be entered in item 15, columns 1 to 5, inclusive, of the December, 1923, and January, 1924, account, Form 3344. The total amount shown in item 15, column 5, of the account shall likewise be charged in item 20, column 5, of the account as "Value of exchanged certificates, per item 15 above." The total of item 18, column 5, plus the total of item 20, column 5, will thus produce the total cash accountability of the postmaster for Treasury savings certificates issued for cash and in exchange for matured 1919 war-savings stamps. The total thus produced should be balanced by the depositing of either cash or matured 1919 war-savings stamps in lieu of cash, as shown on the credit side of the cash account. All original registration stubs from Treasury savings certificates issued in exchange or partial exchange for matured 1919 war-savings stamps during the month of December, 1923, and the first two 10-day periods in January, 1924, shall not be listed on the same Form 3344-b with stubs from cash sales, but shall be listed on a separate Form 3344-b in the same manner that stubs from cash sales are listed, the only difference being that the stubs will be marked on the right-hand margin "EXCHANGE," and the 3344-b on which they are listed shall also be plainly marked "Stubs from exchanged certificates," and the Form 3344-b on which cash stubs are listed shall be plainly marked "Stubs from cash sales." It is not necessary, however, to indorse the stubs "CASH SALES." This separation of "Cash stubs" from "Exchange stubs" may be discontinued after the second 10-day report on Form 3344-b for January, 1924, has been rendered.

Section 9.

9. All existing regulations governing payment of war savings certificates will apply to certificates received under any of the foregoing provisions. (See pp. 46-50, 1923 Postal Guide.)

Certificates must be signed in the receipt forms as of January 1, 1924 (or the date of later surrender), with the value shown as \$5 for each stamp affixed. Ten days' notice shall not be required before certificates are accepted in advance, for exchange or payment as of the date of maturity. The postmaster at the office of registration shall take the same measures to identify the registered owners of all registered certificates as in the case of ordinary payment from postal funds.

The special procedure outlined in section 3 does not alter the right of owners to apply for and receive direct payment at post offices, after 10 days' written notice. The existing instructions, on pages 46 to 50 of the 1923 Postal Guide, will apply to such direct payments made after January 1, 1924. Special attention is directed to the following provisions:

(a) In order to facilitate prompt payment at maturity so far as possible, postmasters are authorized, by direction of the Postmaster General, to waive the requirement of 10 days' written notice in any case where surplus funds can be used immediately without embarrassment to the finances of the post office, for payment of 1918 and 1919 war savings certificates after maturity. Postmasters should continue to require 10 days' written notice in all other cases.

(b) When 10 days' written notice is given during the last 10 days of December with a request for direct payment at the post office of 1919 certificates at or after maturity and it is necessary to forward the certificates to the central accounting postmaster or State depository postmaster for return of funds, the receipt forms on such certificates should be signed as of January 1, 1924, and the full maturity value inserted.

(c) When 1918 or 1919 certificates, registered or unregistered, are presented at a post office by a local bank or other bona fide representative, to-

gether with an order signed by the owner of the certificates on Form WS 3357, and the receipt forms on the certificates have not been signed by the owner, the signature of the representative in the receipt forms shall be accepted, and Form WS 3357 shall be attached to the paid certificates when they are remitted as postal or Treasury savings funds, provided the postmaster is satisfied that the signature on Form WS 3357 is that of the owner.

(d) Postmasters are cautioned that 1919 certificates must not be paid at maturity value before January 1, 1924, and must not be included at maturity value in postal remittances for the quarter ending December 31.

Section 10.

10. When an owner of registered 1919 war savings certificates presents them at a post office other than the one where they are registered, with an application on Form P. D. 830 for exchange or payment at maturity value, the owner should be requested to submit also an application on Form WS 3371.

If the application will probably reach the office of registration on or before December 31, Form WS 3371 should be modified by striking out the words "ten days after date" and also striking out the words "I request that the amount be forwarded to me by postal money order, less the usual money-order fee, at the address given below," and substituting the words "Form P. D. 830 herewith." The postmaster will sign the verification at the bottom of Form WS 3371 and send it with the certificates and Form P. D. 830 by official registered mail to the postmaster at the office of registration in accordance with section 170, page 49, of the 1923 Postal Guide. Postmasters forwarding such applications will note that the certification at the bottom of Form P. D. 830 MUST NOT be signed except by the postmaster at the office of registration. The postmaster at the office of registration will handle the application in accordance with sections 3 to 6 of this notice, keeping Form WS 3371 on file.

If such a modified application on Form WS 3371 is received after December 31, and cash payment is applied for, it will be necessary to request the applicant either to consent to deduction of the money-order fees or to designate a bank or other local representative to receive payment on his behalf, through the use of Form WS 3357. Postmasters cannot properly deduct the money-order fees unless that action is requested by the applicant.

Section 11.

11. Observe regulations strictly in dispatch by registered mail.

In transmitting war savings certificates for exchange or payment, or remitting paid or exchanged war savings certificates as postal or Treasury savings cash, the Postal Laws and Regulations governing the dispatch of funds by official registered mail shall be fully observed. Postmasters are warned that they will be held strictly accountable for all losses occurring in transit by reason of failure to comply in all respects with section 371 of the Postal Laws and Regulations.

Section 12.

12. Initial shipments of Form P. D. 830, Form WS 3289, and Form WS 3276 will be made by the department to postmasters at all first and second class offices.

Postmasters at central accounting offices, immediately on receiving the necessary supply, shall send at least 5 of Form P. D. 830, 15 of Form WS 3289, and 10 of Form WS 3276 to the postmaster at each district money-order office, using judgment in determining the number to be sent to third-class offices and others where the amount of outstanding 1919 war savings certificates is known to be great. Postmasters at district offices shall apply to their central accounting offices for needed additional supplies of these three forms. Postmasters at first and second class offices shall make requisition on the Fourth Assistant Postmaster General, Division of Equipment and Supplies. Postmasters at district offices who receive a supply of these forms greater than any possible need should return the surplus at once to the central accounting postmaster.

REGISTERED—INSURED—C. O. D. MAIL.

C. O. D. Service with Philippine Islands Discontinued December 1, 1923—Labeling Sacks Containing Insured and C. O. D. Parcels Addressed to the Philippine Islands—Canvas Sacks for Registered Mail—Registration, Insurance, and C. O. D. Numbers—Accurate Record Kept by Patrons of Parcels Received by Them—Modification of Instructions Concerning Dispatch of Insured Parcels for Canada.

COLLECT-ON-DELIVERY SERVICE WITH THE PHILIPPINE ISLANDS DISCONTINUED DECEMBER 1, 1923.

Under Order No. 9762 of the Postmaster General, dated October 25, 1923, rescinding paragraph 14, section 489, of the Postal Laws and Regulations, effective December 1, 1923, the collect-on-delivery service between the United States and the Philippine Islands will be discontinued. This applies to C. O. D. parcels mailed in the Philippine Islands addressed to the United States or any of its possessions as well as to C. O. D. parcels mailed in the United States or any of its possessions, addressed to those islands.

The other parcel-post features are not affected in any manner by the discontinuance of the collect-on-delivery service involved. Ordinary and insured parcels addressed to the Philippine Islands may be accepted as heretofore.

Postmasters at offices where patrons have been mailing any considerable number of C. O. D. parcels addressed to the Philippine Islands should advise those patrons immediately upon the receipt of this notice of the discontinuance on December 1, 1923, of the collect-on-delivery service with those islands, and will instruct all postal employees concerned in order to prevent the acceptance of any C. O. D. parcels addressed to the Philippine Islands after that date.

The discontinuance of the collect-on-delivery service with the Philippine Islands was strenuously opposed by the Post Office Department of the United States. The postal administration of the Philippine Islands is separate and distinct from the postal administration of the United States, and under the terms of the agreement establishing the collect-on-delivery service between the two administrations, there was nothing to prevent the discontinuance of the service by either party to the agreement without the consent of the other, and despite the objections of the postal administration of the United States, the administration of the Philippine Islands insisted on the discontinuance of the collect-on-delivery service to those islands six weeks after receipt of its notice, which fixes the date as December 1, 1923.

Any parcels addressed to the Philippine Islands erroneously accepted as C. O. D. mail on or after December 1, 1923, wherever noticed, shall be returned to senders immediately and receipts obtained therefor on delivery.

Articles 4 and 5, page 113, and article 42, page 117, of the July, 1923, Postal Guide, are modified accordingly.

The widest publicity possible without expense to the department should be given this notice.

MANNER OF LABELING SACKS CONTAINING INSURED AND C. O. D. PARCELS ADDRESSED TO THE PHILIPPINE ISLANDS.

It has been found that considerable insured and C. O. D. mail destined for delivery in the Philippine Islands misses steamship connections at the

exchange offices at San Francisco, Calif., and Seattle, Wash. An investigation reveals that the apparent misrouting and consequent delay in dispatch from the exchange offices was primarily due to the practice of labeling such sacks containing insured and C. O. D. mail "San Francisco-Foreign" or "Seattle-Foreign." The instructions providing for the labeling of sacks containing such matter in this manner are contained in the August, 1920, Postal Guide, on page 24, article 57.

As a remedial measure, sacks containing insured and C. O. D. mail intended for delivery in the Philippine Islands will hereafter be labeled "Philippine Islands-Insured P. P." or "Philippine Islands-C. O. D., P. P." Such action will not only prevent misrouting but will materially assist the proper segregation of such mail at the ports of dispatch. Postmasters affected by this notice are cautioned to exercise extreme care to prevent the omission of the words "Insured" or "C. O. D." from the labels, as such omission would cause the sacks to be dispatched from the exchange offices as ordinary domestic mail.

The above instructions affect only those postmasters who have been authorized to make up direct sacks of mail labeled "San Francisco-Foreign" or "Seattle-Foreign."

CANVAS SACKS FOR REGISTERED MAIL TO BE IN GOOD CONDITION AND PROPERLY SEALED.

It is apparent from numerous reports received by the department that lead-sealed canvas sacks used as containers for registered mail are not being properly prepared for mailing.

The following irregularities have been particularly noted:

Use of sacks which were in a damaged condition; failure to seal the sacks at all; improper sealing of the sacks in such a manner that the tag was not securely attached to the neck of the sack and between the neck of the sack and the lead seal and immediately under the lead seal; the use of lead seals equipped with pins so long that the pins protruded through the folds of the sack in such a way as to possibly injure the postal employees handling the sack.

All postmasters where canvas sacks are used as containers for registered mail should in every instance exercise care to see that the sacks are properly prepared for mailing in every respect. In this connection see article 38 (e), page 98 of the July, 1923, Postal Guide.

FEDERAL RESERVE STATION OF THE POST OFFICE AT KANSAS CITY, MO., DESIGNATED AS INDEPENDENT.

Federal reserve station of the post office at Kansas City, Mo., is hereby designated as independent for the receipt and dispatch of registered mail.

Postal employees will make up registered jackets and pouches addressed direct to that station when a sufficient number of registered pieces addressed to

the Federal reserve bank at Kansas City, Mo., is available for dispatch to warrant the make-up of such jackets or pouches.

REGISTRATION, INSURANCE, AND C. O. D. NUMBERS.

Information has been received indicating the probability that in some instances larger numbers than are necessary are being used in numbering registered, insured, and C. O. D. mail. It also appears that the practice of using one or more prefixes to the number given the registered, insured, or C. O. D. article is on the increase. This results in the expenditure of additional time and labor on the part of postal employees in recording the article, especially in connection with registered mail. All postmasters are, therefore, urged to give personal consideration to the matter of numbering registered, insured, and C. O. D. mail at their offices with a view to eliminating prefixes in every instance practicable and of restricting the registry, insured, and C. O. D. numbers to as few figures as practicable. It may also be found that the series of numbers are not commenced anew, as frequently as might be desirable, in order to obtain the use of as small numbers as practicable. If postmasters will give this matter careful and continued attention it is believed that considerable time, labor, and expense in the aggregate will be saved.

It should also be ascertained whether it is the practice of the postal employees to write the numbers legibly, and the postal service may be further aided by encouraging the use of stamped or typed numbers on mailings of registered, insured, and C. O. D. mail in large lots where practicable.

Postmasters should be extremely careful to see when cycle numbers are used, that each cycle is included in rendering statistical reports at the end of each fiscal year.

ACCURATE RECORD SHOULD BE KEPT BY PATRONS OF INSURED AND C. O. D. PARCELS RECEIVED BY THEM.

The attention of postmasters frequently has been directed to the importance of obtaining the cooperation of their patrons to have accurate record kept of insured and C. O. D. parcels addressed to them or originally mailed by them and returned as undeliverable, but from examination of numerous claims for indemnity it appears that some postmasters have not given the matter sufficient attention.

While the interests of the Postal Service are amply protected in so far as C. O. D. mail is concerned, as very few instances should and do arise where such parcels are returned to senders without receipts being obtained upon delivery thereof, this does not hold true with regard to insured parcels, which are frequently delivered without receipts being obtained. Therefore, as a measure of protection not only for the interests of the Postal Service but also of patrons, it is essential that the full cooperation of patrons be obtained so that complete and accurate records be kept by patrons of all insured

and C. O. D. parcels received by them and all money orders received by them in payment of charges on C. O. D. parcels.

It is also deemed advisable to direct that postmasters take such action as will cause careful check to be kept on office files in order to detect instances where claims of alleged nonreceipt of insured (or C. O. D.) parcels addressed or returned to their patrons appear to be out of proportion to the number of insured parcels mailed or received, even to the extent of obtaining receipts in any particular instance where such action is deemed warranted on the delivery of insured parcels, notwithstanding that under existing instructions such receipts may not be required.

All postmasters are requested to bring this subject to the attention of their patrons without expense to the department and to seek their fullest cooperation in the premises. In this connection attention is invited to the instructions embodied in article 31, page 116, of the July, 1923, Postal Guide.

MODIFICATION OF PREVIOUS INSTRUCTIONS CONCERNING THE DISPATCH OF INSURED PARCELS FOR CANADA.

The instructions printed on page 24 of the March, 1923, Postal Guide, and page 29 of the September, 1923, Postal Guide, concerning the dispatch of insured mail for Canada are modified to provide as follows:

Insured parcels for Canada shall be given the same dispatch, without billing, as ordinary parcels for Canada, except that those United States postmasters and railway postal clerks who dispatch registered mail in rotary locked pouches or in registry lead-sealed sacks to Canadian exchange post offices where customs officials are located shall include insured parcels in such dispatches when space is available in the registry rotary locked pouch or registry lead-sealed sack. It is not intended that new dispatches of insured mail in rotary locked pouches or registry lead-sealed sacks separate from the ordinary mail shall be established, or that, where the space in existing dispatches is not sufficient, that additional registry pouches or registry sealed sacks shall be used for the insured mail only, but in such cases the overflow of insured mail should be dispatched in ordinary (unregistered) lead-sealed sacks.

Insured parcels dispatched in rotary locked pouches or lead-sealed registry sacks to Canada shall be listed on a separate bill, in bulk, simply as "— Insured parcels." The bill shall also show the numbers of the rotary lock or the number of the lead-sealed sack.

Any United States post office, R. P. O., or terminal R. P. O. authorized to exchange mail with foreign countries may make up lead-sealed ordinary sacks for insured mail addressed to any exchange post office in Canada where a customs officer is located when the quantity of insured mail for dispatch warrants and there is not space in any registry dispatches which are being made. Sealed sacks containing only insured mail shall be plainly marked "Parcel post." They are not to be numbered or recorded.

RURAL SERVICE.

The Cooperation of the Rural Carriers Sought in Making the "Pig Survey" for the Department of Agriculture on December 1, 1923.

The accuracy of the pig surveys made by the Department of Agriculture through the rural carriers has caused that department to determine to have another survey on December 1 of this year.

The Post Office Department is glad to have its employees render assistance in securing the data

needed, and the prompt and hearty cooperation of the rural carriers in circulating among the farmers the question cards issued for the purpose, and in returning them to the postmasters for transmittal to the Department of Agriculture, is desired and confidently expected.

EQUIPMENT AND SUPPLIES.

CONSERVATION OF TWINE.

Although no notices have been published recently concerning the conservation of twine, I want to advise postmasters that the twine situation is fully as serious now as it has been during the past fiscal year. I trust, therefore, that every postmaster will impress upon his supply clerk the necessity of watching this item, limiting the quantity issued to the minimum, and will see that he orders from the department only that which is absolutely necessary to take care of the needs of his office.

H. H. BILLANY,
Fourth Assistant.

CARELESSNESS IN FORWARDING MAIL BAGS FOR REPAIR.

The special attention of all postal employees is invited to the necessity for the exercise of greater care in the assembly of canvas mail bags to be forwarded to the mail equipment shops at Washington, D. C., for repair. It is absolutely essential that greater care be exercised in this respect. There were received at the mail equipment shops during the fiscal year 1923 for repair 942,799 mail bags which showed no signs of holes or other defects. The estimated cost of handling these bags at the shops was \$12,532.15, or a little more than 1 cent each.

This means an absolute waste of money on account of the carelessness of postal employees who have forwarded to the mail equipment shops for repair mail bags which are in good condition.

The following figures tell the story:

Total number of bags received at the shops in good condition showing no signs of holes or other defects (29 per cent)	942,799
Number of mail bags received that were actually in need of repair because of holes or other defects (61 per cent).....	2,011,532
Number of mail bags received at the shops for repair and which bags it was necessary to condemn because they could not be repaired economically (10 per cent).....	332,810

Total number of mail bags received during the fiscal year 1923 (100 per cent)..... 3,287,141

RURAL CARRIERS' SATCHELS.

Postmasters having city or rural carriers' satchels in need of repair should promptly advise the Division of Equipment and Supplies of this bureau, so that instructions as to their disposition may be issued. Prompt attention to this matter will be appreciated.

POSTAL SAVINGS CHANGES.

June 1 to October 31, 1923.

This list, taken in connection with the post offices designated as postal savings depositories in the State List of the Postal Guide for July, 1923, shows the offices, branches, and stations at which postal savings business may be transacted. Former monthly lists should be disregarded. The radical (✓) before the name of an office indicates information not previously published.

ALABAMA.	MASSACHUSETTS.
<i>Discontinued.</i>	<i>Discontinued.</i>
Moulton.	Bolton.
<i>Correction.</i>	MISSOURI.
Wetumpka is not a Postal Savings depository; omit circle.	<i>Discontinued.</i>
CALIFORNIA.	Alton. Neelyville.
<i>Established.</i>	NEW HAMPSHIRE.
Terminal.	<i>Discontinued.</i>
COLORADO.	Whiteface.
<i>Established.</i>	NEW JERSEY.
Station, Denver.	<i>Established.</i>
✓ Santa Fe Drive.	✓ South Bound Brook.
CONNECTICUT.	NEW YORK.
<i>Established.</i>	<i>Established.</i>
Branch, Hartford.	Station, Endicott.
Wethersfield.	Union.
<i>Discontinued.</i>	Station, Flushing.
Wethersfield.	Jackson Heights.
<i>Correction.</i>	<i>Discontinued.</i>
North Woodbury is a Postal Savings depository; insert circle.	New Lebanon. Union.
ILLINOIS.	NORTH CAROLINA.
<i>Established.</i>	<i>Established.</i>
Franklin.	Statesville.
Station, Chicago.	OHIO.
Eleventh Street.	<i>Established.</i>
<i>Discontinued.</i>	Station, Cleveland.
Stations, Chicago.	West Park.
Douglas Park. Wabash Avenue.	<i>Name changed.</i>
INDIANA.	✓ Murray to Murray City.
<i>Discontinued.</i>	OKLAHOMA.
Kramer.	<i>Established.</i>
IOWA.	Oilton.
<i>Established.</i>	<i>Name changed.</i>
Grandmound.	Oklahoma to Oklahoma City.
KANSAS.	OREGON.
<i>Discontinued.</i>	<i>Discontinued.</i>
✓ Greenleaf.	Brooks.
KENTUCKY.	PENNSYLVANIA.
<i>Established.</i>	<i>Discontinued.</i>
MAINE.	✓ Ogontz.
<i>Discontinued.</i>	Station, Philadelphia.
Fayette.	Fairhill.
MARYLAND.	RHODE ISLAND.
<i>Established.</i>	<i>Discontinued.</i>
Federal Park.	Block Island.
	VERMONT.
	<i>Discontinued.</i>
	North Wolcott.
	VIRGINIA.
	<i>Established.</i>
	Quantico.

MONEY-ORDER CHANGES.

DOMESTIC LIST.

October 31, 1923.

Money-order offices established, names changed, corrections made, etc., since issue of the Register of Money-Order Post Offices in operation July 1, 1923, 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: Driftwood, Arkansas, having been discontinued, the Money-Order Records, etc., will be found at Black Rock.

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> ✓Alfalpa. Eastaboga (<i>late McFall</i>). <i>Name changed.</i> McFall to Eastaboga. <i>Discontinued.</i></p>	<p>Los Angeles: West Los Angeles Branch. North Cucamonga..... Cucamonga ✓Thorn..... Shelter Cove <i>Rescinded.</i> ✓ The establishment of Station No. 5, San Jose, has been rescinded.</p>	<p><i>Name changed.</i> ✓Swan to Dial. <i>Discontinued.</i> Athens: Normal School Branch. Clipper..... Talking Rock Letford..... Pembroke ✓Saffold..... Jakin Stricklan..... Bainbridge</p>
<p>Mount Rozell... Bethel, Tenn. ✓Reads..... Wellington Stokes..... Tuscaloosa</p> <p>ARIZONA. <i>Established.</i> ✓Mount Trumbull.</p>	<p>COLORADO. <i>Established.</i> ✓Coppertown. Denver: Santa Fe Drive Station. ✓Gold Hill. Kittredge. <i>Discontinued.</i></p>	<p>HAWAII. <i>Established.</i> ✓Haina. Hanamaulu. Honolulu: Bethel Station. <i>Discontinued.</i> Haleiwa..... Waialua</p>
<p>ARKANSAS. <i>Established.</i> ✓Alto. ✓Eagleton. ✓Morganton. <i>Discontinued.</i> Chant..... Boles Driftwood..... Black Rock Libble..... Heber Springs Stanley..... Rabell Warrenton..... Tyro</p>	<p>CONNECTICUT. <i>Discontinued.</i> ✓Scitico..... Hazardville</p>	<p>IDAHO. <i>Established.</i> Leonia (<i>late Lenia</i>). <i>Name changed.</i> Lenia to Leonia. <i>Discontinued.</i> ✓Canyon Creek... Clementsville Steele..... Peck</p>
<p>CALIFORNIA. <i>Established.</i> ✓Elizabeth Lake. Glendale: Station No. 3. Station No. 4. ✓Hume. La Jota. Long Beach: Virginia City Branch. Station No. 13. Los Angeles: ✓Girard Station. ✓Hazard Branch. Southgate Branch. Palisades Station. ✓Mammoth. ✓Montrose. ✓Pinedale. ✓Reiff. Sacramento: C. O. D. Station. San Pedro: C. O. D. Station. Santa Cruz: Station No. 4. West Los Angeles. <i>Discontinued.</i> ✓Cameron..... Monolith Glamis..... Ogilby Hunters Valley..... Hornitos Jasmine..... Delano</p>	<p>DELAWARE. <i>Established.</i> Wilmington: ✓C. O. D. Station.</p> <p>DISTRICT OF COLUMBIA. <i>Established.</i> Washington: ✓G Street Station.</p> <p>FLORIDA. <i>Established.</i> Greenfield (<i>late Tucker</i>). ✓Ocean City. ✓Olympia (<i>late Hobe Sound</i>). <i>Names changed.</i> ✓Hobe Sound to Olympia. Tucker to Greenfield. <i>Discontinued.</i> ✓Fulton..... Jacksonville ✓Helen..... Benhaden</p>	<p>ILLINOIS. <i>Established.</i> Alton: C. O. D. Station. Bloomington: C. O. D. Station. Blue Island: C. O. D. Station. Canton: C. O. D. Station. Cello. Centralia: C. O. D. Station. Chicago: Eleventh Street Station. Chicago Heights: C. O. D. Station. Galesburg: C. O. D. Station. ✓Jamestown. Kankakee: C. O. D. Station. Oak Park: C. O. D. Station. Ottawa: Station No. 2. Peoria: Station No. 14. Rock Island: C. O. D. Station. Rosamond (<i>late Rosemond</i>). Waukegan: ✓C. O. D. Station.</p>
<p><i>Discontinued.</i></p>	<p>GEORGIA. <i>Established.</i> Athens: Station No. 1. Atlanta: Station D. ✓Dial (<i>late Swan</i>). ✓Zetella.</p>	<p><i>Name changed.</i> Rosemond to Rosamond</p>

Discontinued.
 Cable.....Sherrard
 Chicago:
 Douglas Park Station.
 Night Station.
 Wabash Avenue Station.
 ✓Sandusky.....Tamms

INDIANA.

Established.
 Fort Wayne:
 C. O. D. Station.
 Station No. 24.
 Station No. 25.
 ✓Terre Haute:
 Station No. 3.

Discontinued.
 Ijamsville.....Laketon
 Moody.....Rensselaer
 Pleasant Ridge...Rensselaer
 ✓Yellowstone.Norman Station

IOWA.

Established.
 ✓Louisa (*late Sylvia*).
 Mason City:
 C. O. D. Station.
Name changed.
 ✓Sylvia to Louisa.
Discontinued.
 Tyrone.....Melrose

Correction.

✓Plymouth, omitted.

KANSAS.

Established.
 Atchison:
 C. O. D. Station.
 Pittsburg:
 C. O. D. Station.
 Salina:
 ✓C. O. D. Station.
 Tasco (*late Guy*).
 Wellington:
 ✓C. O. D. Station.

Name changed.

Guy to Tasco.

Discontinued.

✓Lanham (M. O. B. only).....
 Lanham, Nebr.

KENTUCKY.

Established.
 ✓Anco.
 Botner.
 ✓Gypsy.
 Harveyton (*late Staub*).
 ✓Juan.
 ✓Meldrum.
 Veterans Hospital.

Name changed.

Staub to Harveyton.

Discontinued.

Akersville.....Fountain Run
 Balzertown (M. O. B. only)....
 White Run
 Henrietta.....Whitehouse
 ✓Welchs Creek (M. O. B. only).
 Tilford

LOUISIANA.

Established.
 ✓Fondale.
 ✓Harahan.
 ✓Oretta (*late Seal*.)

Name changed.

✓Seals to Oretta.

Discontinued.

Belair.....Wills Point
 ✓Burdett.....Naborton
 ✓Irene.....Port Hudson
 ✓King.....Afton

Correction.

Hazelwood, not Hazlewood.

MAINE.

Established.
 ✓Sullivan.

Discontinued.

Griswold.....Masardis
 Katahdin Iron Works.....
 Brownville Junction
 Montville.....Freedom
 South Blue Hill.....Blue Hill

MARYLAND.

Established.
 Annapolis:
 Sherwood Forest Rural
 Station.
 Brookview.
 ✓Maddox.

Discontinued.

Benedict.....Hughesville
 Bynum.....Bel Air
 Colesville.....Silver Spring
 Jerusalem.....Franklinville
 Springfield.....Glen Dale

MASSACHUSETTS.

Established.
 Boston:
 Burlington Avenue Sta-
 tion.
 Lawrence:
 ✓Station No. 16.
 Lowell:
 Centralville Station.
 Point Independence.
 Springfield:
 ✓Forest Park Station.

MICHIGAN.

Established.
 Benton Harbor:
 ✓C. O. D. Station.
 ✓Station No. 5.
 Detroit:
 Brightmoor Branch.
 Jackson:
 ✓C. O. D. Station.
 ✓Keego Harbor.
 ✓Rock Harbor.

Discontinued.

Detroit:
 Hendrie Station.
 Gilchrist.....Garnet
 Goodison.....Rochester
 McCarron.....Dafter
 Moorland.....Ravenna
 Pinnebog.....Kinde
 Redford:
 Brightmoor Rural Sta-
 tion.
 Thomaston.....Wakesfield
 Victoria.....Rockland
 Winters.....Trenary

Correction.

Redford, Brightmoor Rural
 Station, not Brightmore
 Rural Station. (*Now dis-
 continued.*)

MINNESOTA.

Established.

✓Lastrup.
 ✓Manganese.
 ✓Miltona.
 Oak Island.

Discontinued.

✓Hereford.....Wendell
 Ramey.....Foley

MISSISSIPPI.

Established.

Jackson:
 C. O. D. Station.

Discontinued.

✓Agness.....New Augusta
 Binnsville.....Scooba
 Clarksburg.....Pelahatchee
 Delta.....Pleasant Grove
 Hesterville.....West
 ✓Macel.....Tippo
 Plattsburg.....Stallo
 ✓Townsend.....Porterville
 Whiteapple.....Rozie
 Whitesand.....Prentiss

Correction.

✓Agness, not Agnes. (*Now dis-
 continued.*)

MISSOURI.

Established.

Cape Girardeau:
 ✓Station No. 3.
 Joplin:
 C. O. D. Station.
 Saint Johns Station.
 ✓Passover.

Discontinued.

Belmont.....Columbus, Ky.
 Bowen.....Windsor
 ✓East Atchison.....Rushville
 ✓Grace (M. O. B. only) Eldridge
 Light.....Saint James
 Nagle (M. O. B. only) Tyrone
 ✓Vosholl.....Bonnots Mill

MONTANA.

Established.

✓Aenshnet.
 Great Falls:
 ✓Station No. 1.
 ✓Shambo.

Discontinued.

East Fork.....Cohagen
 ✓Oka.....Judith Gap
 Stockade.....Absarokee

NEBRASKA.

Established.

✓Lanham.
 North Platte:
 ✓C. O. D. Station.

Discontinued.

Eclipse.....Mullen
 Erik.....Mullen
 ✓Spade.....Ellsworth
 Yockey.....Bayard

<p>NEVADA. <i>Discontinued.</i> Olinghouse.....Wadsworth</p>	<p>Otisco.....Tully ✓ Springs.....Amagansett ✓ Stockbridge.....Munnsville Tonawanda: ✓ Station A. ✓ Vestal Center....Binghamton</p>	<p>PENNSYLVANIA. <i>Established.</i></p>
<p>NEW HAMPSHIRE. <i>Established.</i></p>	<p>NORTH CAROLINA. <i>Established.</i></p>	<p>Corapolis: Groveton Branch.</p>
<p>Nashua: C. O. D. Station.</p>	<p>✓ James City. ✓ Ponzer. <i>Discontinued.</i></p>	<p>✓ Durant City (late James City). ✓ Folsom. ✓ Helfenstein. Erie: ✓ C. O. D. Station.</p>
<p>NEW JERSEY. <i>Established.</i></p>	<p>Harvard.....Celo Ocona Luffy.....Cherokee ✓ Riggsbee.....Chapel Hill Saconon.....Hendersonville Spout Springs.....Overhills Springdale.....Cruso</p>	<p>Johnstown: C. O. D. Station. ✓ Peach Glen. Philadelphia: ✓ Elkins Park Branch. ✓ Post Office Annex Station. (late Penn Square Station).</p>
<p>Bridgeton: ✓ Station No. 1. Camden: Audubon Branch. Gloucester City: Station No. 2. Hackensack: C. O. D. Station. Lanoka Harbor (late Lanoka). ✓ Legler. Ridgewood: Glen Rock Branch. <i>Name changed.</i></p>	<p>NORTH DAKOTA. <i>Discontinued.</i></p>	<p>Scranton: Station No. 37. Williamsport: C. O. D. Station.</p>
<p>Lanoka to Lanoka Harbor. <i>Discontinued.</i></p>	<p>Quinion.....Grassy Butte</p>	<p>Names changed. ✓ James City to Durant City. Philadelphia: ✓ Penn Square Station to Post Office Annex Sta- tion.</p>
<p>Hackensack: Bogota Rural Station.</p>	<p>OHIO. <i>Established.</i></p>	<p><i>Discontinued.</i></p>
<p>NEW MEXICO. <i>Established.</i></p>	<p>Cleveland: West Park Station (late West Park Branch).</p>	<p>Benore.....Port Matilda ✓ Bruner Run.....Ohiopyle ✓ Burdine.....Presto Greenwald.....New Alexandria ✓ Keffner.....Ligonier ✓ Lenape.....West Chester Nolo.....Homer City Parryville.....Palmerton Philadelphia: Fairhill Station.</p>
<p>Governador. ✓ Servilleta. Yates. <i>Discontinued.</i></p>	<p>✓ Station No. 106. ✓ Station No. 107. Hamilton: ✓ C. O. D. Station. ✓ Murray City (late Murray). <i>Names changed.</i></p>	<p>Schuyler.....Turbotville Wilkes-Barre: Lane Rural Station. <i>Rescinded.</i></p>
<p>Closson (M. O. B. only) Thoreau Ingleville.....Dunlap Sherman (M. O. B. only) Mimbres Stelworth.....Mayhill Volcano.....Skarda Warren.....Tatum</p>	<p>Cleveland: West Park Branch to West Park Station. ✓ Murray to Murray City. <i>Discontinued.</i></p>	<p><i>Discontinued.</i></p>
<p>NEW YORK. <i>Established.</i></p>	<p>Cincinnati: ✓ Wyoming Branch. ✓ Ironspot.....Rosaville ✓ Shawtown.....McComb</p>	<p>The establishment of Carey Station of Bethlehem has been rescinded.</p>
<p>Buffalo: Station No. 35. ✓ Station No. 45. Cortland: C. O. D. Station. Flushing: Jackson Heights Sta- tion.</p>	<p>✓ Murray to Murray City. <i>Discontinued.</i></p>	<p>Correction. ✓ Friedens should be full face.</p>
<p>Ithaca: C. O. D. Station. Mount Vernon: Station No. 6. Norwich: ✓ Station No. 1. Schenectady: C. O. D. Station. Shinnecock Hills (late Shinnec- cock). Tonawanda: ✓ Station No. 1. White Plains: C. O. D. Station. <i>Name changed.</i></p>	<p>OKLAHOMA. <i>Established.</i></p>	<p>Philadelphia: Fairhill Station. Schuyler.....Turbotville Wilkes-Barre: Lane Rural Station. <i>Rescinded.</i></p>
<p>Shinnecock to Shinnecock Hills. <i>Discontinued.</i></p>	<p>✓ Bigcedar. ✓ Cooper. Muskegee: ✓ Memorial Station. Sehman (late Charleston). ✓ Wolco. <i>Name changed.</i></p>	<p>San Antonio. <i>Discontinued.</i></p>
<p>Black Brook Au Sable Forks Far Rockaway: Fort Tilden Station. New York: U. S. S. Buffalo Branch. U. S. Marine Corps Branch, San Pedro de Macoris Branch. U. S. S. Panther Branch.</p>	<p>Charleston to Selman. <i>Discontinued.</i></p>	<p>San Juan: Station No. 1. Station No. 2.</p>
<p>Black Brook Au Sable Forks Far Rockaway: Fort Tilden Station. New York: U. S. S. Buffalo Branch. U. S. Marine Corps Branch, San Pedro de Macoris Branch. U. S. S. Panther Branch.</p>	<p>Hewitt.....Wilson Lawton: Station No. 1. North Enid.....Enid <i>Correction.</i> Stilwel, not Stillwell.</p>	<p>RHODE ISLAND. <i>Established.</i></p>
<p>Black Brook Au Sable Forks Far Rockaway: Fort Tilden Station. New York: U. S. S. Buffalo Branch. U. S. Marine Corps Branch, San Pedro de Macoris Branch. U. S. S. Panther Branch.</p>	<p>OREGON. <i>Established.</i></p>	<p>Warren: Station No. 2. <i>Discontinued.</i></p>
<p>Black Brook Au Sable Forks Far Rockaway: Fort Tilden Station. New York: U. S. S. Buffalo Branch. U. S. Marine Corps Branch, San Pedro de Macoris Branch. U. S. S. Panther Branch.</p>	<p>✓ Bates. ✓ Carver. Klamath Falls: Station No. 1. ✓ Milo. Modoc Point. Portland: Station No. 39. Station No. 41. ✓ Sprague River (late Yainax). <i>Name changed.</i></p>	<p>San Antonio. <i>Discontinued.</i></p>
<p>Black Brook Au Sable Forks Far Rockaway: Fort Tilden Station. New York: U. S. S. Buffalo Branch. U. S. Marine Corps Branch, San Pedro de Macoris Branch. U. S. S. Panther Branch.</p>	<p>✓ Yainax to Sprague River. <i>Discontinued.</i></p>	<p>Rockland.....Clayville ✓ South Scituate.....Clayville</p>
<p>Black Brook Au Sable Forks Far Rockaway: Fort Tilden Station. New York: U. S. S. Buffalo Branch. U. S. Marine Corps Branch, San Pedro de Macoris Branch. U. S. S. Panther Branch.</p>	<p>✓ Alberson.....Princeton De Moss Springs.....Moro Tailman.....Albany</p>	<p>SOUTH CAROLINA. <i>Established.</i></p>
<p>Black Brook Au Sable Forks Far Rockaway: Fort Tilden Station. New York: U. S. S. Buffalo Branch. U. S. Marine Corps Branch, San Pedro de Macoris Branch. U. S. S. Panther Branch.</p>	<p>✓ Alberson.....Princeton De Moss Springs.....Moro Tailman.....Albany</p>	<p>Charleston: Citadel Station. Lowrys (late Lowryville). <i>Name changed.</i> Lowryville to Lowrys.</p>

Discontinued.
 Atlanticville (M. O. B. only)..
 Mountrieville
 Meeting Street.....Edgefield
 Palmerville.....Saint Stephen

SOUTH DAKOTA.

Established.
 Allen.
 ✓ Iron Nation.
 ✓ Ring Thunder.
 ✓ Royal Center.

Discontinued.
 ✓ Ada.....Chance
 Arpan.....Nisland
 Bonetta Springs..Elm Springs
 Galena.....Deadwood
 Hanna.....Englewood
 Madra.....Greenway

Correction.
 ✓ Marty, not Martyn.

TENNESSEE.

Established.
 Dyersburg:
 ✓ C. O. D. Station.

Discontinued.
 ✓ Blaineville.....Leas Springs
 ✓ Chamberlain.....Kingston
 Dogwood.....Slayden
 ✓ Dulac.....Buchanan
 Hartranft.....Fork Ridge
 ✓ Ipe.....Vonore
 Montlake.....Soddy

TEXAS.

Established.
 Laredo:
 Station No. 2.
 Liberty Hill:
 ✓ Andice Rural Station.
 McFaddin (late Marianna).
 ✓ Rossville.
 San Antonio:
 ✓ Kelly Field Branch
 (late Kelley Field Branch).

Names changed.
 Marianna to McFaddin.
 San Antonio:
 ✓ Kelly Field Branch to
 Kelly Field Branch.

Discontinued.
 ✓ Aldridge.....Turpentine
 ✓ Glendale.....Saron
 Houston:
 Logan Branch.
 ✓ Nettie.....Patronia
 Orange:
 Station No. 1.
 ✓ Papalote.....Skidmore

UTAH.

Discontinued.
 ✓ Brimville.....Echo City
 Castle Rock.....Wasatch
 Ewell.....Helper

VERMONT.

Discontinued.
 ✓ Surge Tank.....Readsboro

VIRGINIA.

Established.
 Hampton:
 Langley Field Branch
 (late Langley Branch).
 ✓ Hardyville.

✓ Lerty.
 Norfolk:
 Station No. 25.
 Roanoke:
 Station No. 4.
 ✓ State Farm (late Lassiter).

Names changed.
 Hampton:
 Langley Branch to Lang-
 ley Field Branch.
 ✓ Lassiter to State Farm.

Discontinued.
 Artia.....Grundy
 Ax.....Foraker
 Beamon.....Driver
 Bellfair Mills.....Joplin
 ✓ Clift.....Lowmoor
 Fawcett Gap.....Opequon
 Fontaine.....Ridgeway
 Fort Hunt.....Alexandria
 Gladesboro.....Snake Creek
 Lipps (M. O. B. only). Graden
 ✓ Salt Petre Cave.....Eagle Rock
 Traders.....Port Haywood

Rescinded.
 The establishment of Mel-
 rose Rural, Station Rich-
 mond, has been rescinded.

VIRGIN ISLANDS.

Established.
 ✓ Kingshill.

WASHINGTON.

Established.
 ✓ Black Carbon
 (late Morristown).

Name changed.
 ✓ Morristown to Black Carbon.

Discontinued.
 ✓ Markham.....Ocosta
 Mendota.....Centralla

WEST VIRGINIA.

Established.
 Clarksburg:
 ✓ Station A.
 Huntington:
 ✓ C. O. D. Station.
 ✓ Landville.

Discontinued.
 Delphi.....Tloga
 ✓ Manayka.....Clarksburg
 Marquess.....Newburg
 Monitor.....Pickaway
 Warden.....Riley

WISCONSIN.

Established.
 Kenosha:
 Station No. 6.
 La Crosse:
 Station No. 4.
 Madison:
 Station No. 1.
 Milwaukee:
 Station No. 107.
 Station No. 108.
 Station No. 109.
 Station No. 110.
 Station No. 111.
 Station No. 112.
 ✓ Sturtevant (late Corliss).

Name changed.

✓ Corliss to Sturtevant.

Discontinued.

Blueberry.....Maple

WYOMING.

Established.

✓ Cottler.
 ✓ Lance Creek.

Discontinued.

✓ Fulton.....Torrington
 ✓ Millbrook.....Laramie

CANADA.

Established.

Annandale, Lot 55....P. E. I.
 (Late Lot 55.)
 Beaver Harbour.....N. B.
 Belleville: Suboffice.
 ✓ Belleville Station (re-
 opened).
 Cape Tormentina.....N. B.
 ✓ Chambord Junction....P. Q.
 ✓ Charette.....P. Q.
 Charlo Station.....N. B.
 Cracknell.....Man.
 East Bathurst.....N. B.
 Enniskillen Station....N. B.
 ✓ Fisher Branch.....Man.
 ✓ Flanders.....Ont.
 ✓ Garland.....Man.
 ✓ Glen Huron.....Ont.
 Hamilton: Suboffice.
 No. 15.
 Hauteur.....P. Q.
 Hobbema.....Alta.
 Kenneteook Corner....N. S.
 Lac Brule.....P. Q.
 Lake Louise.....Alta.
 ✓ Melbourne.....P. Q.
 Montreal: Suboffices.
 No. 39.
 ✓ No. 116.
 ✓ No. 123.
 ✓ No. 124.

Notre Dame du Lac....Ont.
 Oba.....Ont.
 ✓ Outram Station.....Sask.
 ✓ Pike River.....P. Q.
 Quebec: Suboffice.
 No. 4.
 ✓ Rainy Lake.....Ont.
 Richardson Station....Sask.
 St. Joseph de Lepage...P. Q.
 St. Lin. (Late Laurentides)
 P. Q.
 St. Moise.....P. Q.
 Sandy Beach Centre....P. Q.
 Saskatoon: Suboffice.
 No. 5.

✓ Seabright.....N. S.
 ✓ Sirdar.....B. C.
 South Brookfield....N. S.
 (Late Brookfield, Queens.)
 Southwold Station....Ont.
 ✓ Stonecliff.....Ont.
 Toronto: Suboffices.
 ✓ Carlton Street.
 ✓ No. 4 (reopened).
 No. 90.
 No. 106.
 ✓ Upper Bedford.....P. Q.
 Valhalla Centre.....Alta.
 Val Morin.....P. Q.
 Walker's.....Ont.
 ✓ Willen.....Man.

<i>Names Changed.</i>	Riviere Raquette..... P. Q.	CUBA.
Brookfield, Queens, N. S., to South Brookfield.	✓ Smithdale..... Ont.	<i>Established.</i>
Laurentides, P. Q. to St. Lin.	Stobie Mine..... Ont.	Calcito..... Santa Clara
Lot 56, P. E. I., to Annandale, Lot 56.	Sydney: Suboffice. Sydney Subway.	Central Mapos... Santa Clara
<i>Discontinued.</i>	Toronto: Suboffices.	✓ Cueto..... Oriente
✓ Baccaro..... N. S.	No. 14.	La Esmeralda.... Camaguey
✓ Harlech..... Alta.	No. 16.	✓ Taguasco..... Santa Clara
✓ Leofnard..... Sask.	No. 20.	
✓ Picture Butte..... Alta.	Vancouver: Suboffice.	
✓ Port Hood Mines..... N. S.	Grimmet.	
	Waldville..... Sask.	
	Winnipeg: Suboffice.	
	Karnac.	

MONEY-ORDER CHANGES.

INTERNATIONAL LIST.

October 31, 1923.

NEW OFFICES TO BE ADDED TO THE LIST.

ENGLAND AND WALES.

Billingham.....	Stockton-on-Tees.
Fenham Road.....	Newcastle-on-Tyne (reopened).
Pwll.....	Llanelly.

IRELAND.

Belcoo.....	Enniskillen.
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CHANGE IN NAME.

ENGLAND AND WALES.

	Changed to—
Broad Street, Worcester.....	Church Street, Worcester.
High Street, Hornchurch, Romford.....	Station Road, Hornchurch, Romford.
Hornsey, Rathcoole Parade, N. 8 London.....	Hornsey, Tottenham Lane N. 8, London.
Wellfield Street, Warrington.....	Sankey Green, Warrington (reopened).

OFFICES TO BE ERASED FROM THE LIST.

ENGLAND AND WALES.

High Street.....	Portmadoc.
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IRELAND.

Ballincurrag.....	Midleton, County Cork.
Cullen.....	Millstreet, County Cork.
Grenagh.....	Blarney, County Cork.
Mountain Lodge.....	Cootehill, County Cavan.
Ringaskiddy.....	Monkstown, County Cork.
Tullyvin.....	Cootehill, County Cavan.

CORRECTION.

Page 31, October Supplement:
Erase the subheading "Ireland" under the heading "New offices to be added to the list," thus bringing the office "King's Road, 564 (nr. Stanley Bridge, Fulham) S. W. 6," (London), under the heading "England and Wales," following "Hawthorne Avenue—Scunthorpe."

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, page 42 of the combined May and June, 1921, and page 46 of the June, 1922, Postal Guides:

Post offices, branches, and stations:

- Angel Island, Calif.
- Audubon, N. J.
- Avalla, Pa.
- Bentleyville, Pa.
- Blue Hill, Me.
- Carteret, N. J.
- Charley, Mass.
- Coplay, Pa.
- Ellsworth, Pa.
- Featherville, Idaho.
- Flat, Alaska.
- Forest Park, Ill.
- Fort Shafter Station, Honolulu, T. H.
- Galt, Calif.
- Grandview, N. C.
- Lake Arrowhead, Calif.
- Marianna, Pa.
- Moab, Utah.
- Newport, Me.
- Northeast Harbor, Me.
- North Middleboro, Mass.
- Ophir, Alaska.
- Orchard Lake, Mich.
- Orwigsburg, Pa.
- Richmond, Me.
- Saugus Branch, Lynn, Mass.
- Seal Harbor, Me.
- Sego, Utah.
- Smackover, Ark.
- Tombstone, Ariz.

Navy mail clerks:

- U. S. S. *Antares*.
- U. S. S. *Beaufort*.
- U. S. S. *Bobolink*.
- U. S. S. *Brazos*.
- U. S. S. *Camden*.
- U. S. S. *Cleveland*.
- U. S. S. *Denver*.
- U. S. S. *Fulton*.
- U. S. S. *Lamson*.
- U. S. S. *Mercy*.
- U. S. S. *Nevada*.
- U. S. S. *Rail*.
- U. S. S. *Rappahannock*.
- U. S. S. *Shawmut*.
- U. S. S. *Vestal*.
- Pacific Coast Torpedo Station, Keyport, Wash.

The following should be removed from 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, page 42 of the combined May and June, 1921, and page 46 of the June, 1922, Postal Guides:

Post offices, branches, and stations:

- Dix Branch, Trenton, N. J.
- Forest Park, Ill.
- Pike Branch, Little Rock, Ark.
- Smackover, Ark.
- Stanley Branch, San Antonio, Tex.

Navy mail clerks:

- U. S. S. *Bernadou*.
- U. S. S. *Bobolink*.
- U. S. S. *Contocook*.
- U. S. S. *Dixie*.
- U. S. S. *Henderson*.
- U. S. S. *Potomac*.
- U. S. S. *Procyon*.
- U. S. S. *Sacramento*.
- U. S. S. *Trinity*.
- U. S. S. *Vixen*.

INDEPENDENT BRANCH POST OFFICES AND STATIONS.

Designated Since the Publication of or Omitted from the July, 1922, Postal Guide up to October 31, 1923. See Sections 250 and 982 of the P. L. & R.

State.	Branch or station.	Post office to which attached.
California	A..... Station..	San Diego.
California	B..... Station..	San Diego.
California	East San Diego..... Branch..	San Diego.
Massachusetts	Saugus..... Branch..	Lynn.
New York	Northrup..... Station..	Syracuse.
New York	Pelham..... Station..	New York.

The following Independent Branch Post Offices or Stations Should be Removed from the List Published in the July, 1922, or Subsequent Postal Guides.

State.	Branch or station.	Post office to which attached.
New Jersey	Dix..... Branch..	Trenton.
New York	Uptown..... Station..	Kingston.

LATEST CHANGES IN POST OFFICES.

JUNE 1 TO OCTOBER 31, 1923.

NOTE.—This list, taken in connection with the list of offices in the GUIDE for July, 1923, 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.
- W Winter offices.

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

ALABAMA.	ARIZONA.	CALIFORNIA.
<i>Established and name changed.</i>	<i>Established.</i>	<i>Established and name changed.</i>
39430 Alfalfa* 2134... Marengo	05020 Bylas... 4382... Graham	82493 Barter... 4978... San Bernardino
38578 Eastaboga* (N) 1981... Calhoun	05346 Fort McDowell... 4531... Maricopa	82415 Clearlake... 5621... Lake
38726 Holy Trinity... 1884... Russell	05226 √Santan... 4532... Pinal	83768 Dillon Beach 5622... Marin
<i>Names changed.</i>	<i>Number changed.</i>	80776 Elizabeth Lake* 5179... Los Angeles
Dekalb Co., to De Kalb.	05332 Ajo, not 05382, S. list.	82269 Grapevine... 5229... Kern
38878 McFall*, to Eastaboga.	<i>Discontinued. Mail to</i>	81021 Hume*... 5225... Fresno
<i>Discontinued. Mail to</i>	05196 √Monte Christo, Pima... Casa Grande	81360 Mammoth* 5567... Shasta
38851 Lomar*, Chilton... Clanton	05417 Pastime Park (Rural). Tucson.	81359 Mammoth Lakes... 5223... Mono
38979 Mount Roszell*, Lime-stone... Bethel, Tenn.	<i>Station, Tucson.</i>	81430 Miramonte... 5275... Fresno
39173 √Reads*, Calhoun... Wellington	05417 Pastime Park (Rural). Tucson.	81442 Moccasin 5373... Tuolumne
38547 √Stokes*, Tuscaloosa... Tuscaloosa	<i>Correction.</i>	81455 Montrose*... 5180... Los Angeles
39392 Toinette*, Washington... Hawthorn	05353 √Dilkon, omit*, S. list.	81520 Norco... 5131... Riverside
<i>Corrections.</i>	ARKANSAS.	82265 Olive View... 5180... Los Angeles
Alameda, supplied from Thomasville not Rural. Page 940.	<i>Established and name changed.</i>	81595 Paloma... 5476... Monterey
Higdon, omit De Kalb Co C. list.	72032 Alto*... 2377... Poinsett	81629 Pinecrest... 5322... Tuolumne
ALASKA.	72846 √Chastain... 2576... Baxter	81633 Pinedale†... 5325... Fresno
<i>Established and names changed.</i>	72980 Delfore... 2377... Craighead	81636 Pismo Beach† (N)... 5428... San Luis Obispo
05688 √Denali (N) 3, 63-147.	73013 Douglas... 2530... Lincoln	81710 Reiff*... 5571... Lake
05712 √Roosevelt 4, 64-150.	73011 Eagleton*... 2779... Polk	81731 Rockaway Beach 5573... San Mateo
05782 Russian Mission 2, 61-162.	73156 Freeman Springs 2677... Pope	82079 West Los Angeles† 5180... Los Angeles
05696 Wainwright 2, 71-160.	73209 Gorby... 2576... Izard	<i>Stations, Glendale.</i>
05583 Wiseman R. 4, 67-150.	73681 Morganton*... 2578... Van Buren	80972 √No. 3.
<i>Names changed.</i>	72687 New Blaine* (N)... 2678... Logan	80985 √No. 4.
05688 √McKinley to Denali.	<i>Name changed.</i>	<i>Branch office, Long Beach.</i>
05583 Nolan R. to Wiseman.	72687 Blaine* to New Blaine.	80968 Virginia City.
<i>Discontinued. Mail to</i>	<i>Discontinued. Mail to</i>	<i>Station, Long Beach.</i>
05715 √Woodchopper R. 4, 65-143... Circle	72067 Artex, Miller... Genoa	80964 No. 13.
<i>Corrections.</i>	74490 Bly, Izard... Gid	<i>Branch offices, Los Angeles.</i>
Aklak, insert * S. list.	72840 Chant*, Scott... Boles	81216 √yard.
√Chichagof not Chicagof 1st Div., C. list.	73020 Driftwood*, Lawrence... Black Rock	81215 Southgate.
Ellamar, not Ellmar, A. list.	74703 Friehl, Van Buren... Shirley	<i>Stations, Los Angeles.</i>
Kenai, omit R. State list.	73353 Horton, Saint Francis... Forest City	81127 √Girard.
Medira and Saint Timothys, insert R. State list.	73366 √Huron, Izard... Wild Cherry	81198 Palisades.
Shakan, not Shaken, A. list.	74102 Libble*, Cleburne... Heber Springs	<i>Station, Sacramento</i>
	74453 Nick Springs, Union... El Dorado	80217 C. O. D.
	73752 Northpoint, Pulaski... Pinnacle	<i>Station, San Bernardino.</i>
	74551 Rixey, Pulaski... Little Rock	82508 No. 1.
	74599 Stanley*, Pike... Rabell	<i>Branch office, San Diego.</i>
	74670 Swaty, Dallas... Eaglette	80663 √U. S. Naval Training Station.
	74299 Warrenton*, Lincoln... Tyro	<i>Station, San Pedro.</i>
	<i>Correction.</i>	81828 C. O. D.
	73276 Cozohome, not 73267, S. list.	<i>Station, Santa Cruz</i>
		82703 √No. 4.

Name changed.
81636 Pismo† to Pismo Beach.

Site changed.
Station, Los Angeles.

81125° K† to 4707 Central Ave.
Discontinued. Mail to

80503 Bucknell, Mendocino....
Covelo

80537 ✓Cameron*, Kern.....
Monolith

80590 Chittenden*, Santa Cruz
Aromas

80903 Glamis*, Imperial Amos

80987 Hetch Hetchy*, Tuol-
umne..... Mather

81023 Hunters Valley*, Mari-
posa..... Hornitos

81053 International, Plumas.
Portola

82406 Jasmine*, Kern... Delano

81513 Nimshew*, Butte... Chico

81522 North Cucamonga*, San
Bernardino.....

Cucamonga

82323 Shale*, Kern..... Fellows

81969 ✓Thorn*, Humboldt.....
Shelton Cove

Branch office Los Angeles.

81116 West Los Angeles.†

Establishment rescinded.

82566 ✓Sta. No. 5, San Jose.

Correction.

Taylor, supplied from
Matheson not Keswick,
page 941.

COLORADO.

Established.

30040 ✓Adams City*, 3819 Adams

30315 ✓Capulin, 3974... Conejos

30505 Gold Hill*, 3868... Boulder

30790 Perins*, 4124... La Plata

Station, Denver.

30154 Santa Fe Drive†.

Number changed.

McElmo unit 4274 not 4224.

Discontinued. Mail to

30377 Crest*, Weld.... Roggen

31110 Gibson*, Saguache.....
Hooper

30530 Gurney, Yuma.....

Saint Francis, Kans.

30742 Noel*, San Miguel.....
Leonard

31186 Opal*, Bent... Ninaview

30793 Piceance*, Rio Blanco...
Sulphur

Correction.

30153 Fitzsimons, Branch,
Denver insert †. S. list page
263.

CONNECTICUT.

Established.

Branch office, Hartford.

32235 °Wethersfield†.

Site changed.

Station, Meriden.

32801 ✓A. to W. side Main St.
between Center and Broad
Sts.

Discontinued. Mail to

32609 ✓Scitico*, Hartford.....
Hazardville

32717 Wethersfield†, Hartford.

Wethersfield, Branch
of Hartford.

DELAWARE.

Established.

Station, Wilmington.

33517 ✓C. O. D.

DISTRICT OF COLUMBIA.

Established.

Station, Washington.

33232 ✓G Street, Woodward &
Lothrop's store.

FLORIDA.

Established and names changed.

78437 Curtis Mill 1839 Wakulla

78549 Ferndale... 1541... Lake

79171 Greenfield*(N)1642 Pasco

78674 Olympia*(N)1394.....
Palm Beach

78938 Opal, 1444... Okeechobee

79355 Templetown, 1493... Polk

79518 ✓Toronita (N), 1440.....
Volusia

Station, Miami.

78919 No. 5.

Station, Tampa.

78907 No. 8.

New counties.

COLLIER S.

Formerly in Lee County.

Caxambas,

Chokoloskee.

Everglade (ch).

Immokalee.

Marco.

Naples.

HENDRY S.

Formerly in Lee County.

Clewiston.

Denard.

Felda.

Labelle (ch).

Names changed.

78674 Hobe Sound* to Olympia

79171 Tucker* to Greenfield

79518 ✓Wilbur-By-The-Sea† to
Toronita

Discontinued. Mail to

78488 Earman, Palm Beach....
Kelsey City

78535 Evergreen, Nassau.....
Yulee

78584 ✓Fulton*, Duval.....
Jacksonville

78659 ✓Helen*, Leon Benhaden

78663 Hesperides, Polk.....
Lake Wales

78813 ✓Mabry, Palm Beach.....
Clewiston

Corrections.

Davenport, insert †. S. list

78975 Pahokee, insert †. S. list

U. S. Naval Air Station

Branch, Pensacola, not a

Station, S. list.

GEORGIA.

Established and name changed.

06483 ✓Burgin 1834... Marion

07519 ✓Dial* (N) 1779 Fannin

07574 Toccoa Falls 1679.....
Stephens

Station, Athens.

06403 No. 1.

Station, Atlanta.

06127 ✓D.

Name changed.

07519 ✓Swan* to Dial.

Number changed.

Mendes, ✓unit 1535 not 1585.

Discontinued. Mail to

06042 Amicalola, Dawson.....
Liclog

07026 Letford*, Bryan.....
Pembroke

06566 Clipper*, Pickens.....
Talking Rock

07088 McKinnon*, Wayne.....
Jesup

07235 Oasis, Fannin..... Cad

07408 ✓Saffold*, Early... Jakin

07501 Stricklan*, Decatur.....
Bainbridge

07520 Sweden, Pickens Blaine.
R. Sta. Talking Rock

Branch office, Athens.

06401 Normal School.

Correction.

Glennville, Tattnall Co., not

Glennville, S. list

Huching, Oglethorpe, not

Hutching, C. list

HAWAII.

Established.

01156 Hanamaulu*—464 Kaula

Station, Honolulu.

X1050 ✓Bethel.

Discontinued. Mail to

X1007 Haleiwa*, Honolulu...
Waiialua

IDAHO.

Established and name changed.

03153 Emerald 4954 Shoshone

03293 Leonia* (N)... 4951.....
Boundary

03674 Trude§ 4460.... Fremont

Name changed.

03293 Lenia* to Leonia.

Discontinued. Mail to

03036 Bara, Bonneville... Gray

03069 ✓Canyon Creek*, Madison
Clements ville

03490 Steele*, Lewis..... Peck

ILLINOIS.

Established and name changed.

12378 Langleyville... 2269....
Christian

12588 ✓Nason, 2222... Jefferson

12853 Robbins... 2115... Cook

12881 Rosamond* (N)... 2270...
Christian

Station, Alton.

10074 C. O. D.

Station, Bloomington.

12208 C. O. D.

Station, Blue Island.

11036 C. O. D.

Station, Canton.

11740 C. O. D.

Station, Centralia.

11753 C. O. D.

MAINE.	MICHIGAN.	<i>Correction.</i>
<i>Established.</i>	<i>Established and name changed.</i>	Bock, Mills Lacs insert †, S. list
94693 ✓ Katahdin Iron Works (Re-est.) 258..... Piscataquis	08789 ✓ Center Line... 1664..... Macomb	MISSISSIPPI.
<i>Discontinued. Mail to</i>	09122 Harrietta* (N)... 1910.... Wexford	<i>Established.</i>
94024 Asticou*, § Hancock..... Northeast Harbor	09204 ✓ Idlewild... 1911... Lake	96085 ✓ Barth, 2287, Pearl River
94631 Griswold*, Aroostook... Masardis	09433 ✓ Michigan Center... 1764 Jackson	96742 Kelona, 2285... Jasper
94814 Montville*, Waldo..... Freedom	09618 Pilgrim§... 1959... Benzle	96973 Narkeeta, 2183... Kemper
94975 Pokey, Washington..... Crawford	08285 Rock Harbor*... 2152.... Keweenaw	97319 Tandy, 2381..... Tallahatchie
95073 South Blue Hill*, Han- cock... Blue Hill Falls	<i>Stations, Benton Harbor.</i>	<i>Station, Jackson.</i>
<i>Station, Auburn.</i>	08659 ✓ C. O. D.	96103 C. O. D.
95286 No. 4.	08660 ✓ No. 5.	<i>Station, Vicksburg.</i>
95289 No. 5.	<i>Branch office, Detroit.</i>	96003 C. O. D.
MARYLAND.	<i>Branch office, Harbor Springs.</i>	<i>Site changed.</i>
<i>Established.</i>	09119 Harbor Point.	Southern, Lawrence into Simpson Co.
56103 Brookview*... 921..... Dorchester	<i>Station, Jackson.</i>	<i>Discontinued. Mail to</i>
56208 Damascus*... 1070..... Montgomery	08283 ✓ C. O. D.	96013 ✓ Agness*, Perry..... New Augusta
56392 Jarboesville 972..... Saint Marys	<i>Name changed.</i>	96217 Binnsville*, Kemper.... Scooba
56473 Maddox* 1022..... Saint Marys	<i>Number changed.</i>	96342 Clarksburg*, Rankin.... Pelahatchee
56657 Randle Cliffs 1021. Calvert	08272 Oak Ridge Park, not 09272.	96424 Delta*, Panola..... Pleasantgrove.
<i>Station, Annapolis.</i>	<i>Site changed.</i>	96655 Hesterville*, Attala, West
56324 Sherwood Forest (Ru- ral)	Harlan, Wexford into Manistee Co.	97559 Hovey, Harrison, Saucier
<i>Discontinued. Mail to</i>	<i>Discontinued. Mail to</i>	96717 Ireland*, Wilkinson..... Natches
56054 Benedict*, Charles..... Hughesville	08770 Charles*, Mackinac..... Saint Ignace.	96862 ✓ Macel*, Tallahatchie... Distall
56119 Bynum*, Harford..... Forest Hill	08359 Geels, Roscommon..... Saint Helena	97089 Plattsburg*, Winston... Stallo
56171 Colesville*, Montgomery. Silver Spring	09048 Gilchrist*, Mackinac.... Naubinway	97366 ✓ Townsend*, Kemper... Porterville
56396 Jerusalem*, Harford..... Franklinville	09066 Goodison*, Oakland... Rochester	97453 Whiteapple*, Franklin... Roxie
56728 Springfield*, Prince Georges..... Glen Dale	09119 Harbor Point§, Emmet.. Harbor Point Branch, Harbor Springs.	97455 Whitesand*, Jefferson Davis..... Prentiss.
MASSACHUSETTS.	09341 McCarron*, Chippewa... Dafter	<i>Correction.</i>
<i>Established.</i>	09440 Moorland*, Muskegon.. Ravenna	Penn, supplied from Crawford, not Artesia, page 944.
<i>Station, Boston.</i>	09619 Pinnebog*, Huron..... Kinde	MISSOURI.
60397 Burlington Avenue	09869 Thomaston*, Gogebic... Wakefield	<i>Established.</i>
<i>Station, Lawrence.</i>	09924 Victoria*, Ontonagon... Rockland	15964 Pansy... 2625... Douglas
60618 ✓ No. 16.	09985 ✓ Wilwin, Mackinac..... Trout Lake	16481 Vibbard... 2770... Ray
<i>Station, Lowell.</i>	09995 Winters*, Alger..... Trenary	<i>Station, Cape Girardeau.</i>
60992 Centralville.	<i>Station, Detroit.</i>	15117 ✓ No. 3
<i>Station, Springfield.</i>	08187 Hendrie.	<i>Station, Joplin.</i>
60429 ✓ Forest Park.	<i>Station, Redford.</i>	14480 C. O. D.
<i>Number changed.</i>	09692 Brightmoor, incorrectly spelled Brightmore.	<i>Name changed.</i>
60147 Roslindale, Sta. Boston, not 90147, page 373.	MINNESOTA.	Dekalb Co., to De Kalb.
<i>Discontinued.</i>	<i>Established.</i>	<i>Numbers changed.</i>
<i>Station, Fall River.</i>	27548 Bungo... 2505..... Cass	14679 Bronaugh, not 14379 S. list
60909 No. 9†.	27956 Harding, 2756. Morrison	Flemington, unit 2673 not 2723.
<i>Corrections.</i>	28068 Lastrup*, 2756. Morrison	15327 Harwood, not 15227 S. list
✓ Boston, Sta. A, Wash- ington St., between E Dedham and E. Canton Sts., not E. Denham St. Wamest, Middlesex Co., not Wamest, S. list.	<i>Number changed.</i>	Nelson, unit 2670 not 2671.
	27455 Averill not 27445.	<i>Discontinued. Mail to</i>
	<i>Discontinued. Mail to</i>	14564 Belmont*, Mississippi... Columbus, Ky.
	27966 ✓ Hereford*, Grant..... Wendell	14646 Bowen*, Johnson..... Windsor
	28286 Noble*, Polk... Angus	15010 East Atchison*, Buchan- an... Rushville
	28403 Ramey*, Morrison, Foley	15616 Light*, Maries... Saint James.
		16497 ✓ Voshell*, Osage... Bonnots Mill
		16573 Winnwood, Clay... East Kansas City

Branch office, Saint Louis.
14225 Eliot.

Correction.
✓ Cross Roads, unit 2625

MONTANA.

Established.
49772 Muir.... 4407.... Gallatin

New county.

✓ LAKE, NW.

Formerly in Flathead County.

Big Arm.
Dayton.
Elmo.
Polson (ch)-1.
Proctor.
Rollins.
Selnes.
Swan Lake.

Formerly in Missoula County.

Arlee.
Charlo.
Moiese-1.
Pablo-1.
Ravalli.
Ronan-2.
Round Butte.
Saint Ignatius.

Number changed.

✓ Genou, unit 4452 not 4453.

Station, Great Falls.

49248 ✓ No. 1.

Site changed.

49847 ✓ Barrial*, Prairie into
Custer County.

Discontinued. Mail to
X8069 East Fork*, Garfield...
Cohagen

X8058 Flat, Musselshell.....
Wheaton

X4144 Goose Bill, Chouteau...
Egly

49483 Lonesome, Phillips.....
Midale

49988 ✓ Oka*, Wheatland.....
Judith Gap

49828 Piedmont*, Jefferson...
Whitehall

49894 Rolefield*, Phillips.....
Lovejoy

49678 Sykes, Carter Belltower

49670 Stockade*, Sweet Grass...
Absarokee

49897 ✓ Walls, Wheatland.....
Twodot

NEBRASKA.

Established.

26024 ✓ Lanham* ¶. 3018. Gage.

Station, North Platte.

26701 ✓ C. O. D.

Discontinued. Mail to

25786 Dye, Kimball.... Potter

25790 Eclipse*, Hooker.. Mullen

25827 Erik*, Cherry..... Mullen

26367 ✓ Spade*, Sheridan.....
Ellsworth

26607 Yockey*, Morrill.....
Bayard

¶ Lanham, formerly in Wash-
ington County, Kans.

NEVADA.

Number changed.

✓ Birch, unit 4918, not 4919.

Discontinued. Mail to

47525 ✓ Blair Junction, Esmer-
alda..... Millers

47654 Olinghouse*, Washoe....
Wadsworth

NEW HAMPSHIRE.

Established.

01584 Springfield*.... 561.....
Sullivan

Station, Hampton.

01371 Hampton Beach.

Station, Nashua.

01310 C. O. D.

Discontinued.

Station, Hampton.

01371 Hampton Beach§ (Rural)

NEW JERSEY.

Established and name changed.

90519 Lanoka Harbor* (N) 769.
Ocean

Station, Bridgeton.

90254 ✓ No. 1.

Station, Camden.

90426 ✓ Audubon†.

Station, Gloucester City.

90324 No. 2.

Station, Hackensack.

90629 C. O. D.

Station, Passaic.

91411 No. 9.

Branch Office Ridgewood.

90797 Glen Rock.

Name changed.

90519 Lanoka* to Lanoka
Harbor.

Number changed.

91295 Station No. 7, Arlington
not 91297

Discontinued. Mail to

90035 ✓ Audubon†..... Camden

Station, Hockensack.

91258 Bogota (Rural).

Branch Office, Trenton.

91814 ✓ Dix (Ind.).

Correction.

✓ (Kearny, Sta. Arlington)
insert and omit Kearny
A. list.

NEW MEXICO.

Established and name changed.

04020 Ave Maria* (N).... 4025...
Rio Arriba

04466 ✓ Pine Lodge. 3881.....
Lincoln

04801 ✓ Serafina..... 3878.....
San Miguel

Name changed.

04020 Amargo* to Ave Maria.

Number changed.

✓ Mule Creek, unit 4232 not
4282.

Discontinued. Mail to

04129 Contreras, Socorro.....
Lajoya

04678 Fort Selden, Dona Ana...
Hill

04271 Ingleville*, DeBaca.....
Dunlap

04767 Kephart, Union.....
Gladstone

04314 Lanark, Dona Ana.....
Strauss

04728 Lulu, Otero.. Orogrande.

04441 ✓ Palmer Ranch§, Valencia
Ramah

04537 ✓ San Lorenzo, Grant.....
Teel

04570 Stelworth*, Otero.....
Mayhill

04668 Volcano*, Taos.. Skarda

04657 Warren*, Lea..... Tatum

NEW YORK.

Established and name changed.

22778 Franklin Square 717....
Nassau

23019 Helmuth 1214..... Erie

24085 Shinnecock Hills* (N) 567
Suffolk

Stations, Buffalo.

21341 No. 35.

21351 ✓ No. 45.

Station, Cortland.

21662 C. O. D.

Station, Endicott.

22672° Union.†

Station, Flushing.

21709° Jackson Heights.†

Station, Ithaca.

21718 C. O. D.

Station, Mount Vernon.

21806 No. 6.

Branch office, New York.

20552 ✓ U. S. S. Tacoma.

Station, Norwich.

23640 ✓ No. 1.

Station, Schenectady.

21911 C. O. D.

Station, Tonawanda.

24420 ✓ No. 1.

Station, White Plains.

22106 C. O. D.

Name changed.

24085 Shinnecock to Shinne-
cock Hills.

Site changed.

Station, New York.

20143 *U† to 226-230 East 106th
St.

Discontinued. Mail to

22116 Black Brook*, Clinton..
Au Sable Forks

22690 Farmers Mills*, Putnam..
Carmel

22929 Hardenburg*, Ulster....
Turnwood

23489 Mount Prosper*, Sullivan
Wartsboro

23682 Otisoo*, Onondaga, Tully
 24074 Sheldrake Springs*, Seneca..... Ovid
 24209 y Springs*, Suffolk..... Amagansett
 24240 Stockbridge*, Madison.. Munnsville
 24354 *Union†, Broome..... Endicott
 24404 Vestal Center*, Broome. Binghamton

Station, Far Rockaway.

21689 Fort Tilden.‡

Branch offices, New York.

20527 U. S. Marine Corps, San Pedro de Maceris.
 20481 U. S. S. Buffalo.
 29507 U. S. S. Panther.

Station, Tonawanda.

24407 y A.

NORTH CAROLINA.

Established.

75041 y Amy..... 1526..... Ashe
 77361 Centerville 1176 Franklin
 77337 y Hollifield 1577 McDowell
 76281 James City *1078 Craven
 76661 y Olyphic. 1231. Columbus
 76758 Ponzer*... 977..... Hyde

Number changed.

Parkton, unit 1279, not 1229.

Site changed.

Thurmond, Surry into Wilkes County.

Discontinued. Mail to

75010 Adley, Wilkes..... Wilkesboro
 75136 Beaux, Wilkes.. McGrady
 75168 Bettie, Carteret..... Beaufort

77342 y Eller, Davidson..... Lexington
 76185 Harvard*, Yancey.. Celo
 76379 Lena, Cumberland..... Cedar Creek
 77434 Minton, Wilkes..... Buck
 76644 Ocona Lufty*, Swain... Cherokee
 76835 y Riggsbee*, Chatham... Chapel Hill
 76659 Saconon*, Henderson.. Hendersonville
 77002 Spout Springs*, Harnett Overhills
 77006 Springdale*, Haywood.. Cruso
 77191 Wacheesa, Cherokee..... Fanner, Tenn.
 77315 y Zebra, Wilkes Traphill.

NORTH DAKOTA.

Established.

98963 Coldwater.. 3256..... McIntosh

Discontinued. Mail to

98674 Quinion*, Billings..... Fairfield

OHIO.

Established and name changed.

18971 *Murray City† (N) 1569... Hocking

Stations, Cleveland.

17390 y No. 106.
 17391 y No. 107.

Stations, Columbus.

17340 C. O. D.
 17341 Night.

Station, Hamilton.

17697 y C. O. D.

Name changed.

18971 *Murray† to Murray City.

Branch office, Cleveland.

17380° West Park† (Ind.) to West Park Station.

Discontinued. Mail to

18248 Demos*, Belmont..... Warnock
 18470 Glenrose*, Clermont..... Newtown
 18618 Iler*, Seneca..... Amsden
 18624 y Ironspot*, Muskingum... Roseville
 19727 y Panhandle, Jefferson... Unionport
 19379 y Shawtown*, Hancock... McComb

Branch office, Cincinnati.

17110 y Wyoming.

OKLAHOMA.

Established and names changed.

62497 Cooper*... 3025..... Osage
 62971 Lyle... 3129..... Grady
 63076 Mudsand. 2930 Choctaw
 62200 *Oklahoma City† (N) 3128 Oklahoma
 62442 Selman* (N)... 3275..... Harper
 63432 Three Sands* 3075.. Kay
 63737 y Zos... 2829..... Le Flore

Station, Muskogee.

62104 y Memorial.

Names changed.

62442 Charleston* to Selman.
 62200 *Oklahoma † to Oklahoma City.

Numbers changed.

62390 y Cairo, not 96230.
 63177 y Pernell, not 66177.

Discontinued. Mail to

62788 Hewitt*, Carter.. Wilson
 63819 Huskey, Choctaw..... Fort Towson
 63111 North End†, Garfield... Enid

Station, Lawton.

63843 No. 1.

OREGON.

Established and name changed.

51016 Hershall... 5159... Baker
 51014 Kilts... 5409... Jefferson
 51079 McGlynn... 5710... Lane
 50825 Seneca... 5210... Grant
 50997 y Sprague River* (N) 5464... Klamath
 50953 West Side... 5364... Lake

Station, Klamath Falls.

51103 No. 1.

Stations, Portland.

50156 No. 39.
 50159 No. 41.

Name changed.

50997 y Yainax*, to Sprague River.

Discontinued. Mail to

50009 y Albersen*, Harney..... Princeton
 50276 De Moss Springs*, Sherman..... Moro
 50878 Tallman*, Linn Lebanos
 50976 Wroe, Douglas..... Ada

Correction.

y Fairview, Multnomah County, omit 2 routes C. list.

PENNSYLVANIA.

Established and names changed.

41189 y Bradley Junction.. 1217 Cambria
 42378 y Durant City† (N) 1216.. Elk
 42388 y Eriton.. 1216... Clearfield
 41899 Folsom*.. 869.. Delaware
 42211 Helfenstein*... 967..... Schuylkill
 42453 Kelesterville... 1319..... Fayette
 42492 Krayn... 1218... Cambria
 42520 Lake Harmony... 916..... Carbon
 42654 Linwood... 869.. Delaware
 43353 Peach Glen. *1068 Adams
 43529 Reinholds* (N)... 968..... Lancaster
 44011 y Swedetown... 1217..... Cambria
 44172 Vanburen.. 1317 Armstrong

Branch office, Coraopolis.

41468 Groveton†.

Station, Erie.

44722 y C. O. D.

Station, Johnstown.

40912 C. O. D.

Branch office, Philadelphia.

44584 y Elkins Park†.

Station, Scranton.

40746 No. 37.

Station, Williamsport.

40823 C. O. D.

Name changed.

42378 y James City† to Durant City.
 43529 Reinholds Station* to Reinholds.

Station, Philadelphia.

40290 y Penn Square to Post Office Annex.

Number changed.

Bedford unit 1218 not 1168.

Discontinued. Mail to

40043 Alinda, Perry..... Landisburg
 40908 y Ashbourne†, Montgomery..... Elkins Park
 Branch, Philadelphia

44498 Bells Camp*, McKean... Derrick City

41030 Benore*, Center..... Port Matilda

41177 y Bruner Run*, Fayette.. Ohlpyle

41208 y Burdine*, Allegheny... Presto

44512 Greenwald†, Westmoreland.....Crabtree
 41746 Elkins Park†, Montgomery.....Elkins Park Branch, Philadelphia
 42436 Keffer*, Westmoreland... Ligonier
 42609 Lenape*, Chester..... West Chester
 43163 Nolo*, Indiana..... Homer City
 43219 Ogontz†, Montgomery... Elkins Park Branch, Philadelphia
 43301 Parryville*, Carbon..... Palmerton
 43726 Schnyler*, Northumberland.....Turbotville
 44152 Union Furnace*, Huntingdon.....Tyrone

Station, Philadelphia.
 40105 Fairhill†.
Station, Wilkes-Barre.
 40808 Lane (Rural).

Establishment rescinded.
 40894 Carey, Sta. Bethlehem.
Corrections.
 Buck Hill Falls and Mount Gretna, omit § S. list.

41905 Force, not 1905, S. list.
 42205 Hegin, not Heginst and insert † S. list.
 Northmont Sta. Reading, insert and Northmont, Sta. Harrisburg, omit A. list.

PORTO RICO.

Discontinued.
Stations, San Juan.
 X2002 No. 1.
 X2004 No. 2.

RHODE ISLAND.

Established.
Station, Warren.
 47445 No. 2.
Discontinued. Mail to
 47098 Rockland*, Providence. Clayville.
 47312 South Scituate*, Providence.....Clayville.

SOUTH CAROLINA.

Established and name changed.
 59275 Folly Beach§.....1333..... Charleston
 59465 Lowrys* (N).....1479..... Chester
Station, Charleston.
 59038 Citadel.
Name changed.
 59465 Lowryville* to Lowrys.
Discontinued. Mail to
 59498 Meeting Street*, Edgefield.....Edgefield
 59579 Palmerville*, Berkeley... Saint Stephen
 59647 Rose Lake*, Horry..... Conway

SOUTH DAKOTA.

Established.
 29040 Batesland 3562 Shannon
 29510 Parade...3458...Dewey
 29561 Ring Thunder*, 3412... Mellette
 29620 Stevens...2963...Union

County seat changed.
 Kennebec now (ch) Lyman County not Oa-
 coma, C. list.

Number changed.
 Bend, unit 3660 not 3610.

Discontinued. Mail to
 29003 Ada*, Perkins..Chance
 29630 Arpan*, Butte...Nisland
 29060 Boneita Springs*, Meade Elm Springs
 29239 Fort Bennett*, Stanley. Binder
 29247 Galena*, Lawrence..... Deadwood
 29279 Hanna*, Lawrence..... Englewood
 29420 Madra*, McPherson..... Greenway

TENNESSEE.

Established and name changed.
 57094 Blanche...2028...Lincoln
 57625 Brookside...1776... Campbell
 58790 Keys...1928...Grundy
 58802 Mineral Park...1878... Bradley
 58435 Purity...2178...Hardin
 58676 Verdun...1826...Scott
Station, Dyersburg.
 57706 C. O. D.

Name changed.
 Dekalb Co. to De Kalb

Stations, Nashville.
 57522 South Nashville to South Station.
 57507 West Nashville to West Station.

Discontinued. Mail to
 58150 Blaineville†, Grainger... Leas Springs
 57695 Chamberlain*, Roane... Kingston
 57825 Dogwood*, Montgomery Slayden
 57839 Dulac*, Henry..... Buchanan
 58014 Hartranft*, Claiborne... Fork Ridge
 58064 Ipe*, Monroe... Vonore
 58284 Montlake*, Hamilton... Soddy
 58368 Painville, Van Buren... Laurelburg
 58412 Plum Point, Lauderdale. Golddust

Corrections.
 58131 Lagger, insert*. S. list. Shea, Campbell not Anderson Co., C. list.
 Terrell*, Weakley Co., not Weakly S. list.

TEXAS.

Established and name changed.
 52551 Calliham 3192..McMullen
 53094 Fuqua...2838...Liberty
 53104 Garcias...3246...Starr
 53143 Genevieve 3382 Stonewall
 53366 Ibez...3283..Shackelford
 54547 Jester (N) 3035..Navarro
 53437 Karon...3142..Live Oak
 53714 McFaddin* (N) 3031..... Victoria

54129 Porters.....2888..... Montgomery
 54284 Rossville*. 3240..Atascosa
 54356 Sandlake...2984...Ellis
 54677 Utley...3088...Bastrop

Station, Laredo.
 53539 No. 2.
Station, Liberty Hill.
 53602 Andice (Rural).
Name changed.

53714 Marianna* to McFaddin
 54547 Switch to Jester.
Branch Office, San Antonio.
 52277 Kelley Field (Ind.) to Kelly Field.

Discontinued. Mail to
 X3753 Alcino, Floyd..Lockney
 52033 Aldridge*, Jasper..... Turpentine
 52537 Burrow, Hunt..... Royce City
 52890 Doyle, Limestone..... Groesbeck
 53149 Glendale*, Trinity Saron
 53821 Monington, Anderson... Palestine
 X3678 Nathan, Trinity Trevat
 53898 Nettle*, Polk...Patonia
 54036 Papalote*, Bee..... Skidmore
 54367 Sarco Creek, Goliad..... Goliad

Branch Office, Houston.
 52252 Logan.
Station, Orange.
 54003 No. 1.

UTAH.

Established.
 48489 Aneth...4274...San Juan
 48479 Greenwood...4570... Millard
 48542 Urado...4273...San Juan
Number changed.
 Spry, unit 4572 not 4573.

Discontinued. Mail to
 48024 Brimville*, Summit... Echo City
 48037 Castle Rock*, Summit... Wasatch
 48458 Ewell*, Carbon... Helper
 48518 Henderson, Garfield... Widtsoe
 48512 Wilson§, Grand..... Castleton

VERMONT.

Discontinued. Mail to
 02623 Millsite, Essex..... Island Pond
 02752 Surge Tank*, Bennington..... Readsboro
Correction.
 Lake Dunmore, Addison Co., insert. §S. list.

VIRGINIA.

Established and names changed.

83687 ✓Cricket Hill.....974.....
Mathews
83765 Diamond...1675....Lee
84063 Glenita...1625....Scott
84176 Happy Creek.....1171...
Warren
84456 State Farm* (N)...1123...
Goochland

Station, Norfolk.

85870 No. 25.

Stations, Roanoke.

83193 No. 3
83198 No. 4.

Name changed.

84456 Lassiter*, to State Farm.

Branch office, Hampton.

84323 Langley (Ind. to Langley Field. (Ind.))

Numbers changed.

84096 Goshen, not 84093, S. list.
85182 Ridgeway, not 35182, S. list.

Site changed.

Brewster, Russell into Scott Co.

Discontinued. Mail to

83033 Alden, King George.....
Ferrell
83089 Artia*, Buchanan.....
Grundy
85978 Az*, Wise.....Foraker
83263 Beamon*, Nansemond...
Suffolk
83276 Bellfair Mills*, Stafford.
Joplin
83609 ✓Cliff*, Alleghany.....
Lowmoor
83948 Fawcett Gap*, Frederick...
Opequon
83984 Fontaine*, Henry.....
Ridgeway
83909 Fort Hunt*, Fairfax.....
Alexandria
84055 Gladesboro*, Carroll....
Snake Creek
84655 Maycox, Prince George...
Wilcox Wharf
84825 New Bohemia*, Prince
George... Petersburg
85270 ✓Salt Petre Cave*, Bote-
tourt..... Eagle Rock
85571 Totaro, Brunswick.....
Freeman
85575 Traders*, Mathews.....
Port Haywood

Establishment rescinded.

85845 Melrose, R. Sta. Richmond

Corrections.

Batna, Bayard, and
Hematite, omit page 949.
✓Mart, omit A. list.
New Market, not New-
market, A. list.

WASHINGTON.

Established and name changed.

71583 ✓Black Carbon* (N) 5554.
Pierce
70782 Elkcoal...5504....King
70871 Grotto...5453....King
71071 ✓Mastic...5603...Jefferson
71116 Monte Cristo...5453...
Snohomish
71306 ✓Salkum...5603...Lewis
71440 Veradale*, 5053 Spokane

Branch office, Seattle.

70307 ✓U. S. Pacific Coast Torpedo Station, Keyport.

Name changed.

71553 ✓Morristown*, to Black Carbon.

Discontinued. Mail to

70674 Cleodell*, Klickitat.....
Roosevelt
71068 ✓Markham*, Grays Har-
bor.....Ocosta
71085 ✓Mendota*, Lewis.....
Centralia
71092 Meteor*, Ferry...Impach
71251 Reclamation, Kittitas...
Easton

Correction.

Fort Ward, supplied
from Port Blakely, not
Blakely, page 950.

WEST VIRGINIA.

Established.

86024 Adaland...1370...Barbour
86533 Balsden...1523...Mingo
86097 Beryl...1270...Mineral
86549 ✓Brohard...1470...Ritchie
86550 Brownton...1370...
Barbour
87179 Glen Morrison...1523...
Wyoming
87554 Little Otter...1421...
Braxton
87670 Madam Creek...1423...
Summers
88584 National...1369...
87993 Ramp*...1423...Summers
Monongalia
88024 Revel...1421...Gilmer
88067 ✓Rockcliff...1423...
Greenbrier
88389 Viola...1419...Marshall
88427 Warriormine...1924...
McDowell

Station, Clarksburg.

86199 ✓A.

Station, Huntington.

86412 ✓C. O. D.

Number changed.

Keyrock, unit 1523 not 1473

Site changed.

Hamlet, Fayette into Raleigh Co.

Discontinued. Mail to

86067 ✓Ardrossan, Logan.....
Monclo
86908 Delphi*, Nicholas.....
Tioga

86958 ✓Dudeon, Jackson.....
Kenma

87225 Halcyon, Logan.....

Ferrellsburg

87420 Judyton, Greenbrier.....
Anthony

87478 Krebs, Fayette...Mahan

87631 ✓Manaykat, Harrison....
Clarksburg87650 Marquess*, Preston.....
Newburg87718 Minerva, Lincoln.....
Marigold87731 Monitor*, Monroe.....
Pickaway

88748 ✓Newford, Clay...Crosby

88420 Warden*, Raleigh...Elley

Correction.

Bearsville and Willow
Grove, omit, page 950.

WISCONSIN.

Established and name changed.

36872 Manson 2307.....Oneida

36245 ✓Sturtevant† (N)...2113...
Racine*Station, Kenosha.*

36708 No. 6.

Station, La Crosse.

36720 No. 4.

Station, Madison.

36801 No. 1.

Stations, Milwaukee.

37153 No. 107.

37169 No. 108.

37182 No. 109.

37186 No. 110.

37246 ✓No. 111.

37250 ✓No. 112.

Name changed.

36245 ✓Corliss† to Sturtevant.

*Discontinued. Mail to*36121 Blueberry*, Douglas....
Maple

37433 Isons, Forest...Crandon

37146 Springlake*, Waushara...
Neshkora

WYOMING.

Established.

89098 Depasa...4112...Fremont

Number changed.

✓Wapiti, unit 4310 not
4260.

*Discontinued. Mail to*89019 Atlantic City†, Fremont...
South Pass City89459 ✓Fulton*, Goshen.....
Torrington89254 ✓Millbrook*, Albany.....
Laramie

89274 Ollicity*, Natrona...Miller

89298 ✓Pass Creek, Carbon.....
Walcott89425 ✓Stewart, Goshen.....
Torrington

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	1919.....	61	415-478
1915.....	46	51-152	1920.....	60	479-555
1916.....	49	153-212	1921.....	60	556-644
1917.....	53	213-347	1922.....	63	645-775
1918.....	48	348-415	1923.....	63	776-820

AMENDMENTS SINCE THE JUNE, 1923, SUPPLEMENT.

Insert number.	Order number.	Date of order.	Sections amended.	Insert number.	Order number.	Date of order.	Sections amended.
		1923.				1923.	
821.....	9183	June 2	523	831.....	9345	July 9	1281
822.....	9220	June 13	855	832.....	9408	July 23	825
823.....	9220	..do....	859	833.....	9599	Sept. 14	727
824.....	9220	..do....	869	834.....	9611	Sept. 15	884
825.....	9220	..do....	870	834.....	9611	..do....	895
826.....	9220	..do....	871	835.....	9612	..do....	944
827.....	9220	..do....	1096	836.....	9704	Oct. 8	793
828.....	9296	June 27	796	837.....	9714	Sept. 29	664
829.....	9320	July 3	523	838.....	9745	Oct. 19	1494
830.....	9345	July 9	1272	839.....	9762	Oct. 25	489

INSERTS TO THE POSTAL LAWS AND REGULATIONS.

INSERT NO. 836. ORDER NO. 9704.

OCTOBER 8, 1923.

The second paragraph of section 793, Postal Laws and Regulations, is amended to read as follows:
 "Special-delivery mail addressed to a patron of a rural route who resides within 1 mile of the post office or of the rural station from which the route is operated shall be delivered immediately by a person other than the rural carrier unless the mail is received before the carrier starts on the service of his route and the residence of the addressee is not more than one-half mile from the route."

INSERT NO. 837. ORDER NO. 9714.

SEPTEMBER 29, 1923.

Section 664, Postal Laws and Regulations, is hereby amended to read as follows:

(Effective November 1, 1923.)

Joint Regulations Adopted by the Secretary of the Treasury and the Postmaster General Governing the Treatment of Mail Matter Received from Foreign Countries Involving the Customs Revenue.

SEC. 664. In order to safeguard the revenue and expedite delivery of the mails, collectors of customs shall detail representatives for duty at exchange post offices and at other post offices to which mails of foreign origin may be forwarded for customs examination. Postmasters shall provide proper facilities for the treatment of such mails by customs officers and shall furnish them with information regarding prospective arrivals thereof.

2. (a) Customs officers should be present at the opening and distribution of the mails and segregate all articles known or believed to contain merchandise or printed matter, including those mailed originally in the United States and returned for any reason. Such articles shall be stamped "Supposed liable to customs duty," except those which are to be redispached, without customs examination, under seal, from New York, San Francisco, and Seattle. (See paragraph 11 (c).) Articles subsequently found on examination to contain dutiable matter shall be stamped "Examined by U. S. Customs (office): Duty to be collected," in addition to having the entry form attached. Articles found not to contain dutiable matter shall be stamped "Passed free; U. S. Customs (office)," and the "Supposed liable" impression effectually canceled. Registered articles shall be segregated and treated only in the presence of an authorized representative of the postmaster. Unregistered parcel post articles, books, and printed matter shall, when practicable, be delivered immediately to customs officers for examination.

(b) When it is not possible for customs officers to be present, and in order that the mails may not be delayed unnecessarily, the segregation shall be made by postal employees. All articles known or believed to contain merchandise as indicated above shall be properly stamped and held by the postmaster for inspection by customs officers.

(c) Unnecessary delay by customs officers in the treatment of articles submitted to them for examination should be reported to the Secretary of the Treasury by the postmaster.

(d) Should an article supposed or known to be dutiable, escape examination at an exchange post office of receipt, the postmaster handling it either in transit or for delivery, shall withhold delivery and submit the article to the nearest customs officer.

(e) Foreign mails in transit shall not be submitted for inspection by United States customs officers.
 3. All sealed articles containing merchandise shall, on arrival in the United States, bear an indorsement "May be opened for customs purposes before delivery to addressee," or words of similar purport, and shall be treated as provided in paragraphs 9 (a) and (b), and 10 (a) and (b). Sealed articles not so indorsed, and which from their outward appearance and character are believed to contain merchandise, shall be treated as hereinafter provided. (See paragraphs 9 (c) and 10 (c).)

4. (a) Articles addressed to ambassadors, ministers, and chargé d'affaires representing foreign governments at Washington, shall be delivered to the addressees without submission to or intervention of customs officers.

(b) Sealed articles addressed to consular and other representatives of foreign governments not mentioned in the preceding paragraph, bearing the seal of a foreign government or inclosed in its official envelope, and indicating from a casual examination, without breaking the seal, that they contain only official documents, shall be forwarded immediately to the addressees. Such sealed articles when believed to contain merchandise, and also unsealed articles so addressed, shall be treated as provided in these regulations for other articles of the respective classes.

(c) Articles containing merchandise of any character shall not be forwarded in diplomatic or other official pouches, as such articles are subject to the customs laws and regulations.

5. Articles addressed to officials of the United States Government, known or believed to contain only official documents, shall be forwarded immediately to the addressees. Such articles, when known or believed to contain merchandise, shall be treated as provided in these regulations for other similar articles.

6. Regardless of the country of origin, customs declarations giving accurate statements of the contents and value shall accompany all parcel-post packages and be pasted upon or securely attached thereto. There shall be inclosed in parcels containing books and printed matter, when forwarded by parcel post, or otherwise, and in sealed articles containing merchandise imported under the provisions of paragraph 3, an invoice, in the case of commercial shipments, or statement, in the case of articles not purchased or consigned for sale, giving accurately the value of the contents, and the number of parcels covered thereby, signed for sale, giving accurately the value of the contents, and the number of parcels covered thereby, for customs purposes. If impracticable to inclose such invoice or statement in a sealed article, it may be securely attached to the article. When the aggregate value of a single shipment, regardless of the number of parcels, exceeds \$100, customs entry will be facilitated by inclosing the consular invoice required by law. When this is inclosed, no other form of invoice or statement will be necessary. When an invoice or statement of value is necessary, the package which it accompanies shall bear the word "Invoice" on the address side.

7. Post office, seapost, railway postal, and terminal railway postal clerks shall scrutinize letters handled by them (particularly sealed envelopes which may contain narcotics or other merchandise), also newspapers mailed by other than publishers, and packages, sealed and unsealed, of foreign origin, including matter from Canada, Cuba, Mexico, the Republic of Panama, and United States postal agencies, naval vessels, and naval stations abroad, whether or not such articles are marked "Supposed liable to customs duty." Railway postal, seapost, and terminal railway postal clerks shall forward supposed dutiable articles

to the post office nearest the end of their run, or nearest their terminal railway post office at which there is a customs officer, in locked pouches, sealed sacks, or envelopes, labeled "For customs inspection." Supposed dutiable articles shall not be stamped or otherwise treated by railway postal or terminal railway postal clerks. The postmaster, upon receipt of the supposed dutiable articles, shall treat them in accordance with these regulations.

8. Packages of letters labeled to "States," "cities," or to R. P. O. lines may be forwarded intact, provided the address label or wrapper be stamped "Supposed liable to customs duty." Postal employees shall treat such mail in accordance with the instructions in paragraph 7.

9. (a) Sealed articles *indorsed as required in paragraph 3*, and unsealed articles, supposed liable to customs duty, for delivery to addressees at exchange post offices or at distributing offices to which the mail may have been reforwarded in accordance with the special distribution scheme, for treatment, shall be opened by customs representatives (registered matter and sealed matter only in the presence of a representative of the postmaster), contents examined, appraised, duty assessed, and entry form attached when dutiable and when the value does not exceed \$100, after which such articles shall be retained by, or returned to, the postmaster for delivery or appropriate treatment under the Postal Regulations, except as indicated in paragraph 17, relating to matter subject to seizure. When the aggregate value of one or more packages composing a shipment from one sender to one addressee exceeds \$100, the addressee shall be notified by the postmaster to make formal customs entry.

(b) Immediately after customs treatment, sealed articles, except those opened by or in the presence of the addressee and delivery effected at the time of such opening, shall be inclosed in special penalty envelopes readdressed and resealed by postal employees in the presence of the customs representative who participated in the opening thereof. Both persons shall sign or initial the envelope in all cases; and when the article is found in bad order, shall note on the envelope, over their signature, the exact nature of its condition.

(c) When a sealed article believed to contain merchandise *is not indorsed as required by paragraph 3*, the postmaster shall notify the addressee (see paragraph 16) to appear and open it in the presence of postal and customs representatives, and submit it to the customs representative, but only after receipt has been given in the case of a registered article. Such sealed articles shall be retained by the postmasters until opened by the addressees, except as provided in paragraph 17, relating to seizures. If the article shall be found to contain only written communications; money; genuine postage stamps, facsimiles of canceled foreign or domestic postage stamps; or merchandise not exceeding \$1 in value, or on which the duty or fine is less than 25 cents, apparently intended as gifts or presents, it may be delivered to the addressee. If other merchandise is found, the article shall be reenvloped (see paragraph 9 (b)), marked "Not indorsed as required by departmental joint regulations," and treated as undeliverable mail to be disposed of in accordance with the Postal Regulations, except as provided in paragraph 17.

10. (a) Sealed articles *indorsed as required in paragraph 3*, and all unsealed articles, supposed liable to customs duty, received at exchange post offices (except New York, San Francisco, and Seattle; see paragraph 11) or at distributing offices to which the mail may have been redispached for customs treatment, for delivery to addressees at points outside the delivery limits of such offices, shall be treated from a customs standpoint as provided for similar articles in paragraph 9 (a) and (b), except as to articles exceeding \$100 in value and dispatched by the postmaster to destination.

(b) When a single shipment as described in paragraph 9 (a) exceeds \$100 in value, or includes articles of a fragile nature, and is addressed for delivery at a point where a customs officer is located, the customs officer handling the shipment at the exchange office of first receipt shall inclose, in lieu of the mail entry, a special customs card, Form No. — in the entry form envelope addressed to the collector of customs in care of the postmaster at destination, attach the envelope to the package and return it to the postmaster for dispatch to destination. When the shipment consists of more than one package, customs label Form 3435 shall also be used. The postmaster at destination shall submit such packages to the customs officer, who shall treat them as required in paragraph 9 (a), sign the special card form and return it to the issuing collector. When addressed to a point where there is no customs officer located, the postmaster at the office of first receipt shall notify the addressee to make formal entry as required in paragraph 9 (a) or to designate some person to act for him.

(c) Sealed articles believed to contain merchandise and *not indorsed as required by paragraph 3* shall be retained by the postmaster, who shall notify the addressee in each case that the article is not so indorsed and to appear and open it for customs examination, or designate in writing some other person to do so. (See paragraph 16.) The collector of customs or his representative may be so designated. The article shall then be treated in the manner provided in paragraph 9 (c) for similar articles.

11. (a) Articles of all classes supposed liable to customs duty received at the exchange post offices of New York, San Francisco, and Seattle for delivery to addressees within the delivery limits of such offices shall be treated as provided in paragraph 9.

(b) When for delivery outside the delivery limits of said offices but within their distribution districts (as shown in the special distribution scheme) such articles shall be given customs treatment as provided in paragraph 9, and returned to the postmaster for dispatch to destination. Single shipments exceeding \$100 in value, including articles of a fragile nature, shall be treated in accordance with paragraph 10 (b) and (c).

(c) All articles for delivery at points outside the distribution districts of these three exchange offices shall be left in the custody of the postmaster, without customs examination, for redispach to other distributing post offices in accordance with the special distribution scheme, in sealed sacks, sealed Post Office Department penalty envelopes, or sealed registered sacks or jackets, as may be appropriate. No mail matter other than articles supposed to be liable to customs duty shall be sent in such dispatches. The sack labels or address side of penalty envelopes or jackets shall be conspicuously marked "Supposed liable to custom duty; treat in accordance with section 632, Postal Laws and Regulations." Upon receipt at the distributing post offices the dispatches shall be opened in the presence of customs officers and the mail handled as provided in paragraphs 9 and 10.

(d) The dispatching postmaster shall forward by the same mail, not registered, apart from the dispatches to which they relate, card notices advising the collector of customs as to the respective number of sacks, envelopes, and jackets forwarded, the date, and the R. P. O. or number of train by which dispatched. The dispatches shall be addressed to the main post office at which the customs officer is located, and not to a post office station unless a customs officer is located at such place or contiguous thereto.

12. (a) Postal and customs employees shall exercise proper care in repacking the contents of parcels examined by them. Where it can be shown that an article has sustained damage as the result of improper repacking, the negligent employee will be held responsible for the damage. When packages are received in damaged condition by postal employees notation shall be made on the address side of the wrapper showing the nature and extent of the damage, to be followed by the signature of the employee making the written statement.

(b) Envelopes containing entry forms shall be so affixed to mail articles that they will not become mutilated or detached in transit. When possible they should be placed under and attached to the twine used in wrapping the parcel, where the twine crosses on the address side. Upon receipt of such mail articles with entry form attached postmasters shall make appropriate record for tracing and accounting purposes. Any postmaster receiving or handling an article from which the entry form has become detached shall

endeavor to locate the entry form and reattach it to the article; and if unable to do so, shall hold the article and communicate with the collector of customs at the office where the article was examined, as shown by the stamp thereon.

13. (a) Postmasters and Navy mail clerks or assistants, upon delivery of dutiable articles to addressees, shall collect the duty (or fine) and immediately forward same, with the mail entry, as directed thereon, accompanied by customs receipt Form 3437, in triplicate, in penalty envelope by registered mail to the customs officer who issued the entry. The customs officer shall promptly acknowledge receipt.

(b) Customs officers shall review, weekly, the record of entries issued by them and make prompt request of delinquent postmasters on customs Form 3439 to account for such entry forms as have not been returned with the duty at the expiration of 30 days after the date issued. Should the postmaster fail to make such accounting, the customs officer issuing the mail entry shall report the facts to the chief inspector, Post Office Department, Washington, D. C., for investigation. Deputy collectors in charge will make such requests and reports through the headquarters ports. The chief inspector shall promptly advise the collector of customs of the result of the investigation.

(c) Entries covering undelivered dutiable articles shall be returned to the collector of customs who issued same, after first being marked by postmasters to show the reason for nondelivery of the articles and the disposition made thereof. The parcels shall be similarly marked to show why delivery was not made and forwarded to the proper exchange post office for return to the country of origin, unless the contents thereof are liable to deterioration or corruption, in which case they may be destroyed by the postal officials, if having no commercial value. If having commercial value, they shall be delivered, with the mail entries covering the same, to the nearest customs officer for disposition as unclaimed or seized articles. The customs officer receiving and disposing of such articles shall make proper notation on the mail entry and return it to the customs officer who seized it. Appropriate note should be made in the post-office record. (See paragraph 12 (b).)

(d) When an article covered by a mail entry is redirected to another post office, the postmaster at the forwarding office shall notify the customs officer who issued the entry, and shall inclose the entry in a properly readdressed penalty envelope securely attached to the article covered thereby.

14. Amounts collected on mail entry forms can not be refunded by postmasters. Should an addressee be dissatisfied with the charges he should notify the postmaster, in writing, who shall hold the package and report the facts to the collector of customs who issued the entry, forwarding such papers or statements as the addressee may submit.

15. Navy mail clerks or assistants shall mark with the words "Supposed liable to customs duty" all articles addressed for delivery in the United States or any of its possessions, mailed on board United States naval vessels, which may contain matter subject to United States customs duty. All articles of foreign origin received for delivery on board United States naval vessels, in the waters of the United States, which may contain subject matter to United States customs duty but not marked "Supposed liable" thereto and not showing evidence of having been passed upon by United States customs officers shall be marked "Supposed liable to customs duty" and forwarded to the nearest collector of customs for treatment in accordance with these regulations. If the vessel is in foreign waters articles may be delivered without submission to customs officers or the collection of duty, and if accompanied by mail entry such form shall be indorsed to show that the vessel was in foreign waters when delivery was made and then returned to the customs officer who issued it.

16. (a) If the addressee fails to respond within 30 days to a notice sent him, as required by paragraph 9, 10, or 11, the article shall be treated as undelivered, except in the case of a registered article which, under the postal regulations, is required to be held for a longer period; and except also as provided in paragraph 17 for articles subject to seizure.

(b) If the addressee of an article declines to accept delivery, it shall be rewrapped or reenclosed, marked "Refused," and treated as other undeliverable mail matter, except as provided in paragraph 17 for articles subject to seizure. In the case of registered matter, the receipt also shall be marked "Refused."

(c) If for any reason an undelivered article known or supposed to be dutiable is not returned to the country of origin, it shall be delivered to the proper customs officer for disposition under the customs laws and regulations governing seized or unclaimed articles, as the case may be.

17. (a) Articles arriving at a post office where no customs officer is located, and with respect to which the postmaster may have information as to their seizable character, shall be detained by the postmaster and forwarded to the nearest customs officer for appropriate treatment under the customs laws and regulations. Sealed articles not indorsed as required by paragraph 3 should first be opened by the addressee. In the case of registered articles the addressee's receipt should be obtained.

(b) Articles brought into the United States contrary to law and placed in the mails shall, upon the production to the postmaster or postal employee of satisfactory evidence to that effect, be marked "Imported contrary to law; seizable." Unsealed articles, not registered, when so marked, shall be delivered immediately to the nearest customs officer to be treated as required by the customs laws and regulations. Sealed articles and all registered articles, when so marked, shall be forwarded to the post office of delivery to be opened by the addressee (after receipt has been given in the case of a registered article) in the presence of the postmaster, who shall then deliver the article to the nearest customs officer for treatment as provided above for unsealed articles. If the addressee refuses to receipt for or open the article it shall be delivered to the customs officer for disposition under the customs laws and regulations.

(c) All articles which are prohibited importation and all articles subject to seizure as being imported or brought into the United States in any manner contrary to law, including articles subject to seizure under the customs laws because of a false or fraudulent invoice or declaration covering the same, or for any willful act or omission on the part of any consignor, seller, owner, importer, consignee, or agent, by means whereof the United States shall or may be deprived of the lawful duties, shall be immediately taken and held by the customs officers for appropriate treatment under the customs laws. All articles known or believed to contain merchandise of which the addressee refuses to take delivery, or declines to make formal entry when requested by the customs officer in cases where the appraised value exceeds the value shown in the declaration or entry, shall be delivered to customs officers for treatment under the customs laws upon production to postmasters of satisfactory evidence of fraudulent intent on the part of any of the persons mentioned in this section. In all cases where articles are seized by customs officers they shall notify the addressee of that fact and the reason therefor. Such reason shall be noted also on the receipt covering registered matter.

18. The requirements of the customs laws regarding the marking of imported merchandise shall be strictly enforced. Customs officers shall place in the envelope containing the mail entry full instructions to postmasters for the marking, stamping, branding, or labeling of all articles not marked, stamped, branded, or labeled as required by law, and which are addressed for delivery at a point other than the point where the mail entry covering the same is issued. Postmasters shall require such articles to be marked, stamped, branded, or labeled in accordance with the instructions before delivery. On failure of an addressee to comply with the requirements indicated in the instructions, the article and mail entry shall be treated as required in paragraph 13 (c) for undelivered articles.

19. Postmasters and other postal employees shall permit customs officers to examine newspapers received in the mails from foreign countries as often as they may desire to do so, and shall assist in such examinations when necessary.

20. Postal and customs officers and employees shall keep themselves informed as to the laws and regulations covering obscene and lottery matter, copyrighted, trademarked, and other articles prohibited importation in the mails. The importation of intoxicating liquors, opium, morphine, cocaine, and other narcotics by mail is prohibited. (See paragraph 17 (c).) Plants and plant products, including seeds and bulbs of all kinds, for or capable of propagation, may be imported into the United States only under conditions set forth in the plant quarantine act, amendments thereto, and regulations thereunder. All such articles must be submitted to customs officers for fulfillment of the requirements of the law. Viruses, serums, toxins, and other biological products covered by the act of July 1, 1902, may be imported only in accordance with the provisions of the act and the regulations thereunder, and shall therefore, in all cases, be submitted to customs representatives, who shall, before returning the merchandise to the country of origin, communicate with the addressee to determine whether such importations are in compliance with the law and regulations.

(The special distribution scheme referred to in the preceding joint regulations is appended hereto.)

SCHEME FOR THE REDISPATCH FROM THE EXCHANGE OFFICES OF NEW YORK, SAN FRANCISCO, AND SEATTLE OF MAIL MATTER "SUPPOSED LIABLE TO UNITED STATES CUSTOMS DUTY."

State.	New York standpoint.	San Francisco standpoint.	Seattle standpoint.
Alabama.....	Atlanta.....	Memphis.....	Memphis.
Alaska.....	Seattle.....	Seattle.....	Seattle.
Arizona.....	El Paso.....	Los Angeles.....	Los Angeles.
Arkansas.....	St. Louis.....	Kansas City.....	Kansas City.
California.....	San Francisco.....	San Francisco.....	San Francisco.
Ex-Los Angeles, San Diego, and the Counties Imperial, Orange, and Riv- erside.....	Los Angeles.....	Los Angeles.....	Los Angeles.
Colorado.....	Denver.....	Denver.....	Denver.
Connecticut.....	New York.....	New York.....	New York.
Delaware.....	Philadelphia.....	Philadelphia.....	Philadelphia.
District of Columbia.....	Washington, D. C.....	Washington, D. C.....	Washington, D. C.
Florida.....	Jacksonville.....	Jacksonville.....	Jacksonville.
Georgia.....	Atlanta.....	Atlanta.....	Atlanta.
Idaho.....	Great Falls, Mont.....	Great Falls, Mont.....	Great Falls, Mont.
Illinois.....	Chicago.....	Chicago.....	Chicago.
Indiana.....	do.....	do.....	Do.
Iowa.....	do.....	Omaha.....	Omaha.
Kansas.....	Kansas City, Mo.....	Denver.....	Denver.
Kentucky.....	Louisville.....	Louisville.....	Louisville.
Louisiana.....	New Orleans.....	New Orleans.....	New Orleans.
Maine.....	Portland.....	Portland.....	Portland.
Maryland.....	Baltimore.....	Baltimore.....	Baltimore.
Massachusetts.....	Boston.....	Boston.....	Boston.
Michigan.....	Detroit.....	Detroit.....	Detroit.
Minnesota.....	St. Paul.....	St. Paul.....	St. Paul.
Mississippi.....	New Orleans.....	Memphis.....	Memphis.
Missouri.....	St. Louis.....	Kansas City, Mo.....	Kansas City, Mo.
Ex-Kansas City.....	Kansas City, Mo.....	St. Louis.....	St. Louis.
St. Louis.....	Great Falls, Mont.....	Great Falls, Mont.....	Great Falls, Mont.
Montana.....	Omaha.....	Denver.....	Denver.
Nebraska.....	Ex-Omaha.....	Omaha.....	Omaha.
Nevada.....	Salt Lake City.....	San Francisco.....	San Francisco.
New Hampshire.....	Boston.....	Boston.....	Boston.
New Jersey.....	New York.....	New York.....	New York.
New Mexico.....	El Paso.....	El Paso.....	El Paso.
New York.....	New York.....	Buffalo.....	Buffalo.
Ex-Buffalo.....	Buffalo.....	New York.....	New York.
New York.....	Washington, D. C.....	Atlanta.....	Atlanta.
North Carolina.....	St. Paul.....	Great Falls, Mont.....	Great Falls, Mont.
North Dakota.....	Cleveland.....	Cleveland.....	Cleveland.
Ohio.....	Kansas City, Mo.....	Kansas City, Mo.....	Kansas City, Mo.
Oklahoma.....	Portland.....	San Francisco.....	Seattle.
Oregon.....	Ex-Portland.....	Portland.....	Portland.
Pennsylvania.....	Philadelphia.....	Pittsburgh.....	Pittsburgh.
Ex-Philadelphia.....	Philadelphia.....	Philadelphia.....	Philadelphia.
Pittsburgh.....	Pittsburgh.....	Pittsburgh.....	Pittsburgh.
Porto Rico.....	San Juan.....	San Juan.....	San Juan.
Rhode Island.....	Boston.....	Boston.....	Boston.
South Carolina.....	Washington, D. C.....	Atlanta.....	Atlanta.
South Dakota.....	St. Paul.....	Omaha.....	Omaha.
Tennessee.....	Louisville.....	Memphis.....	Memphis.
Ex-Memphis.....	Memphis.....	El Paso.....	Dallas.
Texas.....	Dallas.....	El Paso.....	Dallas.
Ex-El Paso.....	El Paso.....	Dallas.....	Dallas.
Dallas.....	Salt Lake City.....	Salt Lake City.....	Salt Lake City.
Utah.....	New York.....	New York.....	New York.
Vermont.....	Washington, D. C.....	Washington, D. C.....	Washington, D. C.
Virginia.....	Seattle.....	Seattle.....	Seattle.
Washington.....	Washington, D. C.....	Washington, D. C.....	Washington, D. C.
West Virginia.....	Washington, D. C.....	St. Paul.....	St. Paul.
Wisconsin.....	Milwaukee.....	Salt Lake City.....	Salt Lake City.
Wyoming.....	Denver.....	Salt Lake City.....	Salt Lake City.

INSERT No. 838. ORDER No. 9745.

OCTOBER 19, 1923.

Amend paragraph 2, section 1494, Postal Laws and Regulations, 1913, by substituting therein the words "Washington, D. C." for "To the Second Assistant Postmaster General, Division of Railway Mail Service" which appears under the heading "To postmaster at ———."

INSERT No. 839. ORDER No. 9762.

OCTOBER 25, 1923.

Paragraph 13, section 489, of the Postal Laws and Regulations, authorizing the collect-on-delivery service with the Philippine Islands, is hereby rescinded, *effective December 1, 1923.*

MODIFICATION OF THE "INTERNATIONAL MONEY ORDER LISTS," PAMPHLET XIV.

MODIFICATION No. 27. ATTACH TO PAGE 13.

MONEY-ORDER BUSINESS TO BE RESUMED WITH GERMANY.

A convention for the exchange of international postal money orders between the United States and the Republic of Germany has been concluded whereby the money-order service between the two countries, interrupted by the war, will be resumed on November 1, 1923.

Payment will be made in Germany on a card order (Form 3309) which is to be made out by the issuing postmaster in addition to the other four international money-order forms, i. e., money order, advice, coupon, and receipt.

The receipt is delivered to the remitter. Directions as to the disposal of the other forms are given in the third paragraph of the "Instructions" printed on every international money-order form, which reads as follows:

"If the amount is payable in Germany, both order and advice should be left blank and stamped "Canceled," and a German card order should be properly filled out by issuing postmaster and sent to the exchange office with filled-out coupon and canceled order and advice."

The postmaster will enter the amount in dollars only on the card order leaving the spaces for the equivalent in marks to be filled in by the Cologne exchange office, which will arrange for payment at the rate prevailing on the date of the arrival of the money-order advice list accompanied by the card orders.

The card orders are not numbered. The postmaster will be careful to insert thereon the number printed on the other forms of the money order before dispatching it with the coupon and the canceled order and advice to the New York exchange office.

Payment in this country is made on the usual reissued money orders.

MODIFICATION No. 28. ATTACH TO PAGE 14.

MONEY ORDERS ON THE PRINCIPALITY OF LICHTENSTEIN.

International postal money orders for the Principality of Lichtenstein are now paid through the intermediary of Switzerland instead of Austria as in pre-war days.

Such orders are, therefore, to be drawn in all respects as Swiss money orders and in accordance with the model shown on page 22 of this pamphlet.

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.
Alabama—Paint Rock.....	20797 to 20800.....	Sept. 6, 1923
Arkansas—Ben Lomond.....	19451 to 19454.....	Apr. 1, 1923
Arkansas—Clarkedale.....	30330 to 30400.....	Apr. 17, 1923
Arkansas—Franklin.....	10123 to 10200	Oct. 11, 1923
California—Bloomfield.....	11837 to 12000.....	Aug. 1, 1923
California—Davenport.....	16778 to 16800	Oct. 19, 1923
Connecticut—Hartford, Sta. 11.....	27944 to 27948, and 27985 to 27987.....	June 25, 1923
Georgia—Priors.....	1235 to 1400	Sept. 15, 1923
Illinois—Assumption.....	123626 to 124400.....	May 18, 1923
Illinois—Chicago, Sta. 67.....	26148 to 26200.....	June 7, 1923
Illinois—Chicago, Sta. 153.....	50918 to 51000.....	May 30, 1923
Illinois—Chicago, Sta. 160.....	49930 to 50000.....	Sept. 20, 1923
Illinois—Chicago, Sta. 168.....	39535 to 39600.....	Sept. 10, 1923
Illinois—Chicago, Sta. 192.....	45950 to 46000.....	May 19, 1923
Illinois—Chicago, Sta. 310.....	24114 to 24200.....	May 28, 1923
Illinois—East Alton.....	76146 to 76200.....	Apr. 25, 1923
Illinois—Hazel Dell.....	18547 and 18548.....	May 1, 1923
Illinois—Manville.....	10230 to 10400.....	Aug. 18, 1923
Indiana—Lincoln.....	18401 to 18600.....	Apr. 6, 1923
Iowa—Maple Hill.....	1340 to 1400.....	Aug. 10, 1923
Iowa—Orleans.....	2870 to 3000.....	May 8, 1923
Iowa—Ulmer.....	6671 to 7000.....	July 26, 1923
Kansas—Bavaria.....	10512 to 10600.....	Aug. 6, 1923
Kansas—Kackley.....	12376 to 12400.....	Sept. 4, 1923
Kansas—Kansas City, Sta. 25.....	17601 to 17800.....	Aug. 26, 1923
Kansas—Ransom.....	48601 to 49200, and 49401 to 51000.....	Apr. 20, 1923
Kansas—Redfield.....	29019 to 29200.....	July 19, 1923
Kentucky—Horse Branch.....	22531 to 22600.....	Apr. 2, 1923
Kentucky—Strunk.....	17936 to 18000.....	May 25, 1923
Maine—Hinckley.....	11443 to 11600.....	May 24, 1923
Massachusetts—Elmwood.....	13667 to 13672.....	May 29, 1923
Michigan—Detroit, Sta. 81.....	43217 to 43400.....	Apr. 1, 1923
Minnesota—Stanton.....	10994 to 11000, and 11191 to 11200.	Date un- known.
Mississippi—Carthage.....	65187 to 65200.....	Aug. 21, 1923
Missouri—Almartha.....	5171 to 5200.....	May 1, 1923
Missouri—Vera.....	825 to 1000.....	July 10, 1923
New Jersey—Newark, Sta. 58.....	10194 to 10200.....	July 27, 1923
New York—Brooklyn, Sta. 126.....	23255 to 23400.....	June 23, 1923
New York—Buffalo, Sta. 28.....	32434 to 32600	Oct. 2, 1923
New York—East Worcester.....	34388 to 34400.....	Aug. 25, 1923
New York—New York, U. S. S. Rainbow.....	209 to 220, 340 to 344, 350 to 354, and 370.....	June 27, 1923
New York—New York Sta. 169.....	146037 to 146200.....	June 11, 1923
North Carolina—Salemberg.....	14590 to 14594.....	Aug. 1, 1923
Oklahoma—Dacoma.....	26639 to 26800.....	July 8, 1923
Oklahoma—Mazie.....	7162 to 7200.....	Aug. 20, 1923
Oklahoma—Panama.....	25554, 25556, 25581, 25582, 25585, 25587, and 25588.....	Aug. 21, 1923
Pennsylvania—Berwick, Sta. A.....	21888 to 22000.....	July 2, 1923
Pennsylvania—Climax.....	10049 to 10200.....	May 31, 1923
Pennsylvania—Gibsonia.....	37444 to 40000.....	Sept. 19, 1923
Pennsylvania—Philadelphia, Sta. 16.....	34319 to 34400.....	June 28, 1923
Pennsylvania—Pittsburgh, Sta. 64.....	2948 to 2976, and 2982 to 3000.....	Aug. 11, 1923
South Dakota—Stratford.....	19434 to 20000	Sept. 27, 1923
Tennessee—Bakewell.....	6791 to 6800.....	Date unknown.
Tennessee—Bogota.....	11001 to 12000.....	May 23, 1923
Tennessee—Palmer.....	14501 to 14600	Oct. 1, 1923
Texas—Goose Creek.....	88776 to 88800.....	June 6, 1923
Texas—Montalba.....	27764 to 29000.....	Aug. 2, 1923
Texas—Murchison.....	46243 to 46400.....	May 7, 1923
Texas—Schulenburg.....	201601 to 202000.....	Date unknown.
Washington—Du Pont.....	28405 to 28600	Oct. 18, 1923
Wisconsin—Gays Mills.....	46601 to 46800.....	May 24, 1923
Wisconsin—Glen Flora.....	37401 to 38000.....	Sept. 3, 1923
Wisconsin—Ingram.....	22801 to 23000.....	Sept. 12, 1923

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 reference.

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

THE UNITED STATES OFFICIAL POSTAL AND PARCEL POST GUIDE

PUBLISHED ANNUALLY IN JULY

This Guide contains three complete lists of post offices, arranged one by States, one alphabetically, and one by States and counties; a list of post offices of the first, second, and third classes, with salaries of postmasters; 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, \$0.75 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.

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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, \$0.25 per set.

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

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

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


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Christmas is Near!

EVERY POSTMASTER SHOULD
IMMEDIATELY START HIS . . .

“Mail Early for Christmas” Campaign

Q

HAVE THE UNDERSTANDING AND CO-OPERATION OF YOUR PUBLIC, THEN ORGANIZE YOUR OFFICE FOR AN EXPEDITIOUS AND ECONOMICAL HANDLING OF ALL MAIL. ☉ LET US PULL TOGETHER AND MAKE THIS THE MOST SUCCESSFUL CHRISTMAS IN THE HISTORY OF THE POSTAL SERVICE

Change in Price of Treasury Savings Certificates

See important notice
on page 31

Exchange and Payment of 1919 War Savings Stamps

See important notice
on page 32

Discontinuance of C. O. D. Service to Philippine Islands

Effective December 1, 1923

See important notice on page 36