

Presented with Respect to
L. d. P. 2000 & Co. August 1870.
C. W. ...

Part of ...

000664

Post Office Department
BUREAU OF ACCOUNTS
Washington - 25

OFFICE OF THE COMPTROLLER

October 15, 1945

Mr. David White
Administrative Officer, War Refugee Board
Executive Office of the President
Washington 25, D. C.

My dear Sir:

It is requested that you disregard our letter of October 3, 1945, in connection with the alleged difference of 500 pieces of articles bearing the penalty indicia through comparison of the various statements received during the fiscal year ended June 30, 1945.

The adjustment of 500 pieces on order covered in your letter of June 1, 1945 was overlooked and the account is now in balance.

Very truly yours,


J. J. Haggerty,
Comptroller.

GAS:rv

000665

Post Office Department

BUREAU OF ACCOUNTS

Washington 25, D. C.

OFFICE OF THE COMPTROLLER

October 3, 1945.

War Refugee Board,

Washington 25, D. C.

Dear Sir:

A comparison of your Form B/A-46, statement showing the number of articles bearing penalty indicia on hand and on order as of June 30, 1945 with the total obtained by using your statement of penalty articles on hand and on order June 30, 1944 plus acquisitions and minus mailings as reported by you during the past fiscal year reveals a discrepancy which should be accounted for before final presentation of the necessary reports to the Congress and the Bureau of the Budget pursuant to the Penalty Mail Act.

The following is a recapitulation of the penalty indicia articles as reported to this Department:

Adjusted Inventory as of June 30, 1944	4,200
(This amount has been adjusted where such requests have been received)	
Acquisitions	-
(Includes <u>0</u> pieces as Government Printing Office acquisitions)	
TOTAL TO BE ACCOUNTED FOR	4,200
Mailings	2,371
Constructed Inventory as of June 30, 1945	1,829
Inventory as reported June 30, 1945	1,329
DIFFERENCE	500

It will be appreciated if you will reconcile the difference noted above and promptly inform this office in regard thereto.

Very truly yours,

J. J. Haggerty
J. J. Haggerty
Comptroller

GAS:rv

000666

AUG 31 1945

Mr. J. J. Haggerty
Comptroller
Bureau of Accounts
Post Office Department
Washington 25, D. C.

Dear Mr. Haggerty:

In reference to your letter of August 20, 1945
the number of pieces of first class penalty matter mailed
by the War Refugee Board for the quarter which ended
June 30, 1945, is estimated at 368. We have mailed no
type of matter other than letters falling into the category
of first class mail.

Very truly yours,

David White
Administrative Officer

Goatchill ✓ *Data supplied by Dave White*

DWHITE: jem: 8/31/45

000667

Post Office Department

BUREAU OF ACCOUNTS

Washington 25, D. C.

OFFICE OF THE COMPTROLLER

August 20, 1945

Mr. David White
Administrative Officer
Executive Office of the President
War Refugee Board
Washington 25, D. C.

My dear Sir:

The instructions issued under date of August 8, 1944, pursuant to Public Law 364, contained a request that each Government Department and Agency submit to this office, as soon as practicable after the close of each quarter, a statement showing the total number of pieces of matter bearing penalty indicia mailed during the quarter.

The statement showing the total number of pieces of penalty matter mailed by your Department or Agency for the quarter ended June 30, 1945 has not been received. This information is desired promptly for use in preparing a report to the Congress and to the Bureau of the Budget.

Your cooperation will be appreciated.

Very truly yours,

J. J. Haggerty
J. J. Haggerty
Comptroller.

GAS:rv

000668

Post Office Department

BUREAU OF ACCOUNTS

Washington 25, D. C.

OFFICE OF THE COMPTROLLER

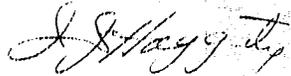
July 12, 1945

TO THE HEADS OF ALL DEPARTMENTS and AGENCIES:

Section 2 (c), Public Law 364, relating to penalty mail, reads as follows:

(c) Based on the estimated cost determined in accordance with subsection (b), each such department, agency, and independent establishment, except the Post Office Department, shall include in its annual estimates of appropriations an amount representing the anticipated costs to the Post Office Department of handling the penalty mail of such department, agency, or independent establishment.

In the preparation of estimates of appropriations for the fiscal year 1947 it is the responsibility of each department or agency to determine the number of pieces of penalty mail, 4 pounds and under, that will be mailed during the fiscal year. In determining the amount to be included in your estimates the cost to the Post Office Department for handling penalty mail should be computed at the rate of \$15.00 per thousand pieces.



J. J. Haggerty,
COMPTROLLER.

000667

Post Office Department

BUREAU OF ACCOUNTS

Washington 25, D. C.

OFFICE OF THE COMPTROLLER

July 10, 1945

Mr. David White
Administrative Officer
Executive Office of the President
War Refugee Board
Washington 25, D. C.

My dear Sir:

Pursuant to the requirements of the letter of instructions issued by this Department under date of August 8, 1944, in carrying out the provisions of Public Law 564, your Department or Agency was to have furnished this office with copies of all purchase orders for penalty indicia envelopes purchased under contracts made by the Postmaster General.

As no copies of purchase orders for such penalty indicia envelopes have been received for the quarter ended March 31, 1945, it is assumed that no such purchases were made. The account of penalty indicia envelopes chargeable to War Refugee Board is being noted accordingly.

Very truly yours,

J. J. Haggerty
J. J. Haggerty
Comptroller

000670

POST OFFICE DEPARTMENT
BUREAU OF ACCOUNTS
WASHINGTON

OFFICE OF THE COMPTROLLER

July 3, 1945

War Refugee Board

Washington 25, D. C.

My dear Sir:

In accordance with the procedure prescribed in section 2 (b) of Public Law 364, you are advised that the cost of handling the matter bearing penalty indicia mailed by your department or agency during the quarter ended March 31, 1945 amounted to \$9,22.

The amount is subject to such adjustment as may be found necessary upon receipt of your closing inventory figures for the fiscal year ending June 30, 1945.

Very truly yours,

/s/ J. J. Haggerty

J. J. Haggerty
Comptroller

OAS:rv

000671

Post Office Department
OFFICE OF THE COMPTROLLER
Washington 25, D. C.

Form approved.
Budget Bureau
No. 48-1001

DO NOT WRITE IN THIS SPACE
Agency Code No.
Assignment Number

PENALTY MAIL

Section 1, Public Law 384, relating to the use of the penalty mail privilege, requires that the heads of all executive departments and agencies, all independent establishments of the Government, and all other organizations and persons authorized by law to use the penalty privilege, with the exception of the Department of War and the Department of the Navy as provided in Section 5 of the Act, shall submit to the Postmaster General within 60 days after the close of each fiscal year a statement showing the number of envelopes, labels, wrappers, cards, and other articles bearing penalty indicia on hand at the close of the fiscal year. It is desired that this information be supplied in the spaces below, showing the amounts on hand and on order June 30, 1945. The statement should be submitted for the department or agency as a whole and not by bureaus or appropriations.

Department or Agency..... War Refugee Board

TC-041
NUMBER ON HAND
JUNE 30, 1945

TC-041
NUMBER ON ORDER
JUNE 30, 1945

<input type="checkbox"/> 1 Envelopes (all sizes)	<u>1,329</u>	<u>None</u>
<input type="checkbox"/> 2 Labels		
<input type="checkbox"/> 3 Wrappers		
<input type="checkbox"/> 4 Cards		
<input type="checkbox"/> 5 Tags		
<input type="checkbox"/> 6 Other Articles		
Total Number of Articles Bearing Penalty Indicia	<u>1,329</u>	<u>None</u>

Signed David White

Certifying Officer

The completed inventory form should be submitted to the Comptroller of the Post Office Department, Washington 25, D. C., within 60 days after the close of the fiscal year.

P.S. The War Refugee Board is liquidating. These envelopes will not be used. They are being turned over to Foreign Funds Control as surplus.

000672

Post Office Department

BUREAU OF ACCOUNTS

Washington 25, D. C.

OFFICE OF THE COMPTROLLER

June 6, 1945.

Mr. David White, Administrative Officer
Executive Office of the President
War Refugee Board
Washington 25, D. C.

My dear Sir:

Pursuant to the requirements of the letter of instructions issued by this Department under date of August 8, 1944, in carrying out the provisions of Public Law 364, your Department or Agency was to have furnished this office with copies of all purchase orders for penalty indicia envelopes purchased under contracts made by the Postmaster General.

As no copies of purchase orders for such penalty indicia envelopes have been received for the quarter ended December 31, 1944, it is assumed that no such purchases were made. The account of penalty indicia envelopes chargeable to War Refugee Board is being noted accordingly.

Very truly yours,

J. J. Haggerty
J. J. Haggerty
Comptroller

000673

Post Office Department

BUREAU OF ACCOUNTS

Washington 25, D. C.

OFFICE OF THE COMPTROLLER

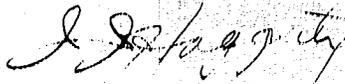
June 1, 1945

To the Heads of all Departments and Agencies:

Enclosed herewith are forms to be used in reporting the inventory of matter bearing penalty indicia on hand at the close of the fiscal year ending June 30, 1945. Any additional quantities of Form B/A-46 which may be needed to secure data from field offices or constituent units may be mimeographed, printed, or produced by departments and agencies. However, if the form is reproduced, the mailing instructions in the lower left corner should be deleted, and, in lieu thereof, field offices or constituent units should be furnished appropriate instructions to be followed in returning the completed forms to the headquarters of the department or agency concerned.

The inventory of each department or agency should be completed and forwarded to this office within 60 days after June 30, 1945. The original (one copy only), signed copy of the report will serve the requirements of this office.

Very truly yours,



J. J. Haggerty,
Comptroller.

atts.
JWA:gb

000674

Post Office Department
OFFICE OF THE COMPTROLLER
Washington 25, D. C.

Form approved,
Budget Bureau
No. 46-1001

DO NOT WRITE IN THIS SPACE
Agency Code No.
Document Number

PENALTY MAIL

Section 1, Public Law 304, relating to the use of the penalty mail privilege, requires that the heads of all executive departments and agencies, all independent establishments of the Government, and all other organizations and persons authorized by law to use the penalty privilege, with the exception of the Department of War and the Department of the Navy as provided in Section 5 of the Act, shall submit to the Postmaster General within 60 days after the close of each fiscal year a statement showing the number of envelopes, labels, wrappers, cards, and other articles bearing penalty indicia on hand at the close of the fiscal year. It is desired that this information be supplied in the spaces below, showing the amounts on hand and on order June 30, 1946. The statement should be submitted for the department or agency as a whole and not by bureaus or appropriations.

Department or Agency.....

TC-041
NUMBER ON HAND
JUNE 30, 1946

TC-041
NUMBER ON ORDER
JUNE 30, 1946

1	Envelopes (all sizes)
2	Labels
3	Wrappers
4	Cards
5	Tags
6	Other Articles
Total Number of Articles	
Bearing Penalty Indicia

.....
Certifying Officer

The completed inventory form should be submitted to the Comptroller of the Post Office Department, Washington 25, D. C., within 60 days after the close of the fiscal year.

000675

June 1, 1946

Mr. J. J. Haggerty
Comptroller
Bureau of Accounts
Post Office Department
Washington 25, D. C.

Dear Mr. Haggerty:

It has been brought to my attention that in our original report of June 30, 1944, the amount of envelopes on hand was given to you as 180.

This was an error, which unfortunately was not caught, and so that the record may be corrected, please change the figures as follows:

	<u>NUMBER ON HAND</u> <u>JUNE 30, 1944</u>	<u>NUMBER ON ORDER</u> <u>JUNE 30, 1944</u>
Envelopes (all sizes)	3700	None

We regret this error and trust you will make the necessary adjustments.

Very truly yours,

David White
Administrative Officer

DWhite:agr 6-1-46
dw

000676

April 3, 1945

Mr. J. J. Haggerty
Comptroller
Bureau of Accounts
Post Office Department
Washington 25, D. C.

Dear Mr. Haggerty:

The number of pieces of first class penalty
matter mailed by the War Refugee Board for the quarter
which ended ^{March 30, 1945} March 31, 1945, is estimated at 615. We 366
have mailed no type of matter other than letters
falling into the category of first class mail.

Very truly yours,

David White
Administrative Officer

DWHITE: rpj: 4/2/45

000677

March 8, 1945

Mr. J. J. Haggerty
Comptroller
Bureau of Accounts
Post Office Department
Washington 25, D. C.

Dear Mr. Haggerty:

Reference is made to your letter of March 2, 1945, requesting a statement showing the total number of pieces of penalty matter mailed by the War Refugee Board for the quarter ended December 31, 1944. The number of pieces of first class mail is estimated at 788 for the quarter. We have mailed no type of matter other than letters falling into the category of first class mail.

Very truly yours,

(Signed) David White

David White
Administrative Officer

DWHITE: rpj: 3/8/45

000678

Post Office Department

BUREAU OF ACCOUNTS

Washington 25, D. C.

OFFICE OF THE COMPTROLLER

March 8, 1945.

Mr. David White,
Administrative Officer,
Executive Office of the President,
War Refugee Board,
Washington 25, D. C.

My dear Sir:

The instructions issued under date of August 8, 1944, pursuant to Public Law 304, contained a request that each Government Department and Agency submit to this office, as soon as practicable after the close of each quarter, a statement showing the total number of pieces of matter bearing penalty indicia mailed during the quarter. Such statements may be based upon estimates, if accurate records of mailings are not maintained or are not available.

The statement showing the total number of pieces of penalty matter mailed by your Department or Agency for the quarter ended December 31, 1944 has not been received. This information is desired promptly for use in preparing the necessary reports to the Congress and Bureau of the Budget, as required by the Act. Your cooperation will be appreciated.

Very truly yours,

J. J. Haggerty
J. J. Haggerty
Comptroller

000679

February 7, 1945

Division of Bookkeeping and Warrants,
Treasury Department
Washington, D.C.

Attention: Mr. J.A. Woodson, Chief

Gentlemen:

In accordance with Accounts and Procedures Letter No. 8627 dated January 2, 1945 there is attached statement from the Post Office Department dated January 29, 1945 advising that the cost of handling the matter bearing penalty indicia mailed by the War Refugee Board during the quarter ending September 30, 1944 amounting to \$9.00. Accordingly, it will be appreciated if you will issue transfer and counter warrant in this amount charging the appropriation "1151800.003 Salaries and Expenses, War Refugee Board 1945" Penalty Mail Costs not to exceed \$36.00 and crediting the general fund receipt account "4400 Cost of Handling Penalty Mail", prescribed by Accounts and Procedures Letter No. 8102 dated July 31, 1944.

Very truly yours,

(Signed) David White

David White
Administrative Officer.

Enclosure

Dent:gab

000680

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD

INTER-OFFICE COMMUNICATION

DATE November 21, 1944

TO Files

FROM David White
dw

Mr. Bryan of the Bureau of the Budget called today with respect to inclusion in the language of the supplemental estimate the estimated amount for penalty mail for the final six months. The amount of mail handled under penalty for the quarter ending September 30, 1944 was 600 pieces, all first class, and this figure was reported to Mr. Bryan.

000681

November 11, 1944

Mr. J. J. Haggerty
Comptroller
Bureau of Accounts
Post Office Department
Washington 25, D. C.

Dear Mr. Haggerty:

Reference is made to your letter of November 9, 1944, requesting a statement showing the total number of pieces of penalty matter mailed by the War Refugee Board for the quarter ended September 30, 1944. The number of pieces of first class mail is estimated at 600 for the quarter. We have mailed no type of matter other than letters falling into the category of first class mail.

Very truly yours,

David White
Administrative Officer

DWhite:hmd

000682

Post Office Department

BUREAU OF ACCOUNTS

Washington 25, D. C.

OFFICE OF THE COMPTROLLER

*Call Mrs. Alexander
770
for information*

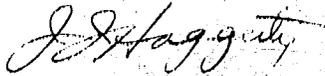
November 9, 1944

Mr. Ward Stewart, Assistant Director
War Refugee Board
Department of the Treasury Building
Washington 25, D. C.

Dear Sir:

The instructions issued under date of August 9, 1944, pursuant to Public Law 364, contained a request that each Government Department and Agency submit to this office, as soon as practicable after the close of each quarter, a statement showing the total number of pieces of matter bearing penalty indicia mailed during the quarter. Such statements may be based upon estimates, if accurate records of mailings are not maintained or are not available.

The statement showing the total number of pieces of penalty matter mailed by your Department or Agency for the quarter ended September 30, 1944 has not been received. This information is desired promptly for use in preparing a report which has been requested by a Congressional Committee. Your cooperation will be appreciated.



J. J. Haggerty,
Comptroller.

000683

Post Office Department

BUREAU OF ACCOUNTS

Washington 25, D. C.

November 2, 1944

OFFICE OF THE COMPTROLLER

**Mr. Ward Stewart, Assistant Director
War Refugee Board
Department of the Treasury Building
Washington 25, D. C.**

Dear Sir:

Pursuant to the requirements of the letter of instructions issued by this Department under date of August 8, 1944, in carrying out the provisions of Public Law 364, your Department or Agency was to have furnished this office with copies of all purchase orders for penalty indicia envelopes purchased under contracts made by the Postmaster General.

As no copies of purchase orders for such penalty indicia envelopes have been received for the quarter ended September 30, 1944, it is assumed that no such purchases were made. The account of penalty indicia envelopes chargeable to War Refugee Board is being noted accordingly.

Very truly yours,

J. J. Haggerty
J. J. Haggerty,
Comptroller

000684

POST OFFICE DEPARTMENT

WASHINGTON 25, D. C.

October 4, 1944

INSTRUCTIONS OF THE THIRD ASSISTANT POSTMASTER GENERAL
AND THE COMPTROLLER

(Modification of Instruction Letter dated August 8, '44)

The instructions issued in the letter of August 8, 1944, on page 3 under the heading "Identification of Penalty Mail on and after January 1, 1945", require that all penalty matter mailed on and after January 1, 1945 bear either (1) the identifying symbol "PMGO"; (2) the identifying symbol "GPO"; or (3) a permit number.

The above instructions are hereby modified to the extent that the date for placing the identifying symbols or permit number on penalty matter is extended to July 1, 1945.

This modification does not change the requirement that all penalty envelopes procured under contracts made by the Postmaster General after July 1, 1944 should bear the identifying symbol "PMGO"; that matter bearing penalty indicia procured through the Government Printing Office after July 1, 1944 should contain the identifying symbol "GPO"; and that all matter prepared or procured under permits on and after the dates such permits were issued should bear the permit number.

The extension of the date for identifying penalty matter applies to that which was included in the inventory as of June 30, 1944, or which was procured prior to the issuance of the instruction letter dated July 22, 1944.

Lawrence S. Black
Third Assistant Postmaster General.

J. Haggerty
Comptroller.

000685

POST OFFICE DEPARTMENT

WASHINGTON 25, D. C.

September 8, 1944

INSTRUCTIONS OF THE THIRD ASSISTANT POSTMASTER GENERAL,
AND THE COMPTROLLER

All departments, agencies or organizations of the government which are now using envelopes, labels or other articles bearing the penalty indicia printed with the return card of any other department, agency or organization should submit promptly to the Comptroller for the Post Office Department a statement showing, separately by each type of return card, the quantity of such penalty matter procured and the quantity mailed since July 1, 1944. All such penalty matter heretofore or hereafter procured or transferred should be overprinted (by means of hand stamp, if necessary) to show the return card of the department, agency or organization by which it will be used.

When envelopes, labels or other articles bearing the penalty indicia are transferred from one government agency to another, a receipt therefor should be obtained, for transmission to the office of the Comptroller for the Post Office Department, from the agency to which such matter is transferred and by which it is to be used.

The foregoing should not be construed as approving or authorizing any department, agency or organization of the government to use penalty envelopes, labels or other articles bearing the return card of any other such existing or former department, agency or organization.

All copies of purchase orders furnished the Comptroller for the Post Office Department should be endorsed to indicate whether or not the penalty clause is to be printed on the envelopes. Such documents should be endorsed either "With penalty clause" or "Without penalty clause", whichever is applicable. It is requested that the Comptroller be advised in the event copies of any purchase orders heretofore furnished, covering item numbers ending and identified with the letters (a), (b) or (d), represented orders for envelopes to be printed without the penalty clause.

The Comptroller for the Post Office Department should be notified in all cases where purchase orders for envelopes are canceled after copies of the original orders have been submitted to that office.

R. W. ...
Third Assistant Postmaster General.

J. H. ...
Comptroller.

000686

TREASURY DEPARTMENT

INTER OFFICE COMMUNICATION

DATE 8/21/44

TO Mr. David White
FROM Mrs. C. H. Alexander

R. H. Alexander

A check of all War Refugee Board mail outgoing through Foreign Funds Control mail-room, shows 50 pieces mailed during the week ending August 19, 1944.

This is in accordance with your telephone request for the information.

R.C. file

C.H. Alexander: bs 8/21/44

000687

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUG. AD

To: Mr. David White
(1) (Room) (Hdg.)
(2) (Room) (Hdg.)
(3) (Room) (Hdg.)

*Mem. Alexander on
amount mailed
will report to us
In S tel. 8/14/44*

From: 8/13
(Date)
..... (Room) (Hdg.)

000688

FROM
MR. BUCHHEIM'S OFFICE

Mr. Adams	War Finance	Mr. Highland	211
Mr. Barnes	1711	Mr. L. J. Jones	49
Mr. Bartlett	2784	Mr. Kelly	21
Mr. Bean	48	Mr. Larson	21
Mr. C. S. Bell	227	Mr. L. J. Miller	27
Mr. Barney	201	Mr. M. J. P. P. P. P.	27
Mr. Bergfeld	18	Miss Miller	27
Mr. Brongton	73	Miss Miller	27
Miss Carlson	2864	Mr. L. J. P. P. P.	2864
Mr. Hall	Bureau File	Mr. T. C. Wilson	17

Mr. Stewart
Room 190

000689



TREASURY DEPARTMENT

WASHINGTON

OFFICE OF THE ADMINISTRATIVE
ASSISTANT TO THE SECRETARY

August 12, 1944

Memorandum to MR. WARD STEWART,
War Refugee Board,
Treasury Building

For your information I am enclosing a copy of my circular letter of this date addressed to Treasury bureaus and divisions.

The last paragraph, you will note, provides for a quarterly report to be prepared by the Chief Clerk of the Department, covering all mail dispatched through the central mail room in the Treasury building.

If your mail is dispatched through the Treasury central mail room, it would be desirable, in order to avoid duplicating reports, if you made arrangements with the Chief Clerk's Office for the exclusion of your mailings from the Treasury's quarterly reports.

I presume you have also seen the recent communication (copy attached) from the Postmaster of Washington, with reference to the payment of postage on foreign mail?

P.S. - Since these two circulars have been taken from my files, will you please return them to me at your convenience.

Enclosures



000690

United States Post Office

Washington 13, D. C.

August 9, 1944

Reference is made to my letter of July 11, 1944, relative to Public Law No. 364 and the Postmaster General's Order No. 25157, dated June 30, 1944, which requires payment of postage on all articles or packages of official matter or a number of articles and packages of official mail constituting in fact a single shipment exceeding four pounds in weight, whether sealed or unsealed, including written matter.

In paragraph on page 2 of the letter it was explained that postage on foreign mail, which cannot be accepted under an official mailing permit, must be prepaid. The Post Office Department rules that mail weighing in excess of four pounds addressed to Bolivia, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Newfoundland, including Labrador, Nicaragua, Panama, Paraguay, Peru, El Salvador, Uruguay, and Venezuela, which heretofore has been accepted free of postage under the penalty mailing privilege, must now be prepaid at the appropriate rate, that is, "Letter", "Prints" (printed matter) or "Parcel Post" as the case may be, if conforming to the regulations prescribed for articles under those classifications, or the parcel post rate applicable to the country concerned.

The penalty mailing privilege does not extend to parcel post packages when mailed as such and intended for transmission in the international parcel post mails. Any parcel post packages presented for mailing to foreign destinations should therefore continue to be fully prepaid at the parcel post rates applicable to the respective country as set forth in Part II of the current Postal Guide.

Enclosed is a sheet listing those countries of the Postal Union of the Americas and Spain to which penalty mails were admissible free of postage prior to enactment of Public Law No. 364. The limits of weight and size for "Letter" mails, "Prints", and "Parcel Post" are indicated. Postage on "Letter" or "Prints" mails exceeding four pounds and on parcel post to foreign countries may be prepaid by stamps or postage meter indicia.

Very truly yours,

J. C. Burke

Postmaster.



000691

	Limit of Weight of "Letter" Mails	Limit of Weight of "Prints" Mails	Limit of Weight of "Parcel Post" Mails (Include printed matter prepared as parcel post)
Bolivia	4 lbs. 6 oz.	22 lbs.	44 lbs.
Canada	60 lbs.	4 lbs. 6 oz.	16 lbs.
Chile	4 lbs. 6 oz.	22 lbs.	22 lbs.
Colombia	4 lbs. 6 oz.	22 lbs.	44 lbs.
Costa Rica	4 lbs. 6 oz.	22 lbs.	44 lbs.
Cuba	4 lbs. 6 oz.	22 lbs.	22 lbs.
Dominican Republic	4 lbs. 6 oz.	22 lbs.	44 lbs.
Ecuador	4 lbs. 6 oz.	22 lbs.	44 lbs.
Guatemala	4 lbs. 6 oz.	22 lbs.	44 lbs.
Haiti	4 lbs. 6 oz.	22 lbs.	44 lbs.
Honduras, Republic of	4 lbs. 6 oz.	22 lbs.	22 lbs.
Mexico	4 lbs. 6 oz.	22 lbs.	44 lbs.
Newfoundland (& Labrador)	4 lbs. 6 oz.	11 lbs.	16 lbs.
Nicaragua	4 lbs. 6 oz.	11 lbs.	44 lbs.
Panama	4 lbs. 6 oz.	22 lbs.	70 lbs.
Paraguay	4 lbs. 6 oz.	11 lbs.	44 lbs.
Peru	4 lbs. 6 oz.	11 lbs.	44 lbs.
Salvador, El	4 lbs. 6 oz.	22 lbs.	44 lbs.
Uruguay	4 lbs. 6 oz.	22 lbs.	44 lbs.
Venezuela	4 lbs. 6 oz.	22 lbs.	44 lbs.

"Letter" mails:-

- Rate of postage - 3 cents per ounce or fraction.
Dimensions - Length, breadth, and thickness combined, 36 inches; greatest length, 24 inches. When sent in the form of a roll the length (the maximum of which is 32 inches) plus twice the diameter is limited to 40 inches.

"Prints" mails:-

- Rate of postage - 1½ cents for each two ounces.
Dimensions - Same as letters.

"Parcel Post" mails:-

- Rate of postage - According to table applicable to country involved. Consult Postmaster, Office of Superintendent of Mails, DI 7272, ext. 329 - 350
Dimensions - In general, 3½ feet greatest length. 6 feet length and girth combined.
Forms - Copies of Forms 2922, 2966, and 2972 to be supplied according to requirements of country of destination as shown in Part II of the Postal Guide. A supply of these forms will be furnished on request.

000692

INSTRUCTIONS GIVEN BY SENDER

IF UNDELIVERABLE AS ADDRESSED:

(A) Deliver to _____

(B) Abandon _____

(C) Return to sender. Return charges guaranteed.

Signature of sender _____

Address of sender _____

RECEIPT OF THE ADDRESSEE

The undersigned declares he has received the parcel designated on this bulletin

Signature _____ 19 _____

INTERNATIONAL PARCEL POST
Enlis Postal International
INSTRUCTIONS GIVEN BY SENDER
Dispositions de l'Expéditeur

If undeliverable as addressed:
Au cas de non-livraison:

(a) Deliver to. *(Le colis doit être livré à):* _____

(b) Abandon. *(Abandon du colis).* _____

(c) Return to sender. Return charges guaranteed. *Le colis doit être renvoyé à l'expéditeur, qui s'engage à payer les frais de retour.* _____

(Sender's signature—*Signature de l'Expéditeur*) _____

Weight _____ lbs. _____ OZ.

POSTAGE _____

SENDER'S INITIALS _____

UNITED STATES OF AMERICA
CUSTOMS DECLARATION

To be filled out at the DISPATCHING OFFICE

Parcel Bill No. _____

Entry No. _____
 (Date Stamp of Mailing Office)

QUANTITY	DESCRIPTION OF CONTENTS	VALUE	
		Dollars	Cents

DESCRIPTION OF PARCEL
 (State whether Box, Package, Bag, etc.)

Gross Weight (Parcel) lbs. oz. Insured No.

Net Weight (Contents) lbs. oz. Amount of Insurance \$

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COUPON

STAMP OF OFFICE (Le Cachet)
(Timbre de Bureau d'origine)

Form 2572

CUSTOMS STAMP
(Timbre de la Douane)

UNITED STATES OF AMERICA

DISPATCH NOTE
(Bulletin d'Expedition)

Number of Customs Declarations
(Nombre de Déclarations en douane)

Weight
(Poids)

Postage Paid
(Affranchissement payé)

CUSTOMS DUTIES
(Droits de Douane)

Invoice No.
(Nombre d'assurance)

Amount of Insurance
(Valeur déclarée)

Bill No.
(Frais de Frais No.)

Entry No.
(Inscription No.)

INSTRUCTIONS GIVEN BY SENDER
(Dispositions de l'expéditeur)

Senders must provide for an alternative destination, striking out the requests not employed, as follows:
IF UNDELIVERABLE, AN ADDRESS:
Au cas de non-délivrance, le colis doit être

- (A) Deliver to
Livré à M.
 - (B) Abandon.
Abandonné.
 - (C) Return to sender. Return charges
Renvoyé à l'expéditeur, qui s'engage à payer
les frais de retour.
- (Signature of sender - Signature de l'expéditeur)
(Address of sender - Adresse de l'expéditeur)

The address of the package, box, bag, etc., should be written below as well as on the package, etc., itself.

(Name of addressee - Nom du destinataire)

(Street and number - Rue et numéro)

(City, Province, State, etc. - Ville, Province, Département, etc.)

(Country - Pays)

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Post Office Department
OFFICE OF THE COMPTROLLER
Washington 25, D. C.

June 27, 1944.

To the Heads of all Departments and Agencies:

There are enclosed self-explanatory forms for the inventory of penalty envelopes and other penalty articles required by section 1, H. R. 4633.

Inventories must be of June 30, 1944.

It is realized there is but a limited time for you to advise your field offices. Therefore, such adjustments as you find necessary may be made to have the inventory as of June 30, 1944, as accurate as possible.

J. J. Haggerty
Comptroller of the
Post Office Department

Encls.

000695

Post Office Department.
OFFICE OF THE COMPTROLLER
Washington 25, D. C.

Form approved,
Budget Bureau
No. 46-1001

PENALTY MAIL

Section 1, H. R. 4089, relating to the use of the penalty mail privilege, requires that the heads of all executive departments and agencies, all independent establishments of the Government, and all other organizations and persons authorized by law to use the penalty privilege, with the exception of the Department of War and the Department of the Navy as provided on Section 5 of the Act, shall submit to the Postmaster General within 60 days after the close of each fiscal year a statement showing the number of envelopes, labels, wrappers, cards, and other articles bearing penalty indicia on hand at the close of the fiscal year. It is desired that this information be supplied in the spaces below, showing the amounts on hand and on order June 30, 1944. The statement should be submitted for the department or agency as a whole and not by bureaus or appropriations.

Department or Agency.....**WAR REFUGEE BOARD**.....

	NUMBER ON HAND JUNE 30, 1944	NUMBER ON ORDER JUNE 30, 1944
Envelopes (all sizes)	150	300
Labels		
Wrappers		
Cards		
Tags		
Other Articles		
Total Number of Articles Bearing Penalty Indicia	150	300

(Signed) Ward Stewart

Ward Stewart
Certifying Officer

The completed inventory form should be submitted to the Comptroller of the Post Office Department, Washington 25, D. C., within 60 days after the close of the fiscal year.

000696

Post Office Department.
OFFICE OF THE COMPTROLLER
Washington 25, D. C.

Form approved,
Budget Bureau
No. 4B-1001

PENALTY MAIL

Section 1, H. R. 4099, relating to the use of the penalty mail privilege, requires that the heads of all executive departments and agencies, all independent establishments of the Government, and all other organizations and persons authorized by law to use the penalty privilege, with the exception of the Department of War and the Department of the Navy as provided on Section 5 of the Act, shall submit to the Postmaster General within 60 days after the close of each fiscal year a statement showing the number of envelopes, labels, wrappers, cards, and other articles bearing penalty indicia on hand at the close of the fiscal year. It is desired that this information be supplied in the spaces below, showing the amounts on hand and on order June 30, 1944. The statement should be submitted for the department or agency as a whole and not by bureaus or appropriations.

Department or Agency..... WAR REFUGEE BOARD

	<u>NUMBER ON HAND JUNE 30, 1944</u>	<u>NUMBER ON ORDER JUNE 30, 1944</u>
Envelopes (all sizes)	<u>150</u>	<u>500</u>
Labels		
Wrappers		
Cards		
Tags		
Other Articles		
Total Number of Articles Bearing Penalty Indicia	<u>150</u>	<u>500</u>

(Signed) Ward Stewart

.....
Certifying Officer

The completed inventory form should be submitted to the Comptroller of the Post Office Department, Washington 25, D. C., within 60 days after the close of the fiscal year.

000697

United States Post Office

Washington 13, D. C.

U. S. DEPT. OF POSTS
MRD

OFFICE OF THE POSTMASTER

War Relocation Board,
Department of the Treasury Building,
Washington 25, D. C.

July 11, 1944

By Special Agent

Your attention is directed to the attached reprints of Public Law No. 364, approved June 28, 1944, and to the Postmaster General's Order No. 26157, dated June 30, 1944.

The Post Office Department has authorized the Postmaster at Washington to act for the Third Assistant Postmaster General in the issuance of official mailing permits for matter in excess of 4 pounds to be deposited in the mails here.

Your particular attention is directed to Sections three and four of Public Law No. 364 and the Postmaster General's order which require that on and after August 1, 1944 all articles or packages of official matter or a number of articles and packages of official mail constituting in fact a single shipment exceeding four pounds in weight, whether sealed or unsealed, including written matter, will be admitted to the mails only when postage is prepaid at the fourth class rate.

Obviously, any such matter that is presented fully prepaid by postage stamps or postage meter indicia will be accepted. Government agencies not equipped to weigh and rate mailings of articles in excess of four pounds may secure the cooperation of this office in performing that task, provided an application for an official mailing permit is filed with the Postmaster, Washington 13, D. C., sufficiently in advance of the effective date to enable the permit to be issued and agreements made.

Agencies desiring to take advantage of the permit and monthly billing arrangement will be assigned an official mailing permit number and such agencies will be required to include this permit number directly under the return address either in printing or by rubber stamp on all such articles mailed on and after August 1, 1944.

In preparing articles weighing over four pounds for mailing such articles which can be sacked should be placed in separate mail sacks whether dispatched to this office through the Official Mail and Messenger Service or presented directly by the mailing agencies. All such sacks must carry a separate tag indicating the contents are presented for mailing under the official mailing permit number.

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In the case of direct sacks, i.e., sacks of mail addressed to one individual, the proper address must be placed on a label in the sack slide and a tag attached indicating that the contents are mailed under an official mailing permit with the permit number. Postage charges will be based on net weight of contents of direct pouches and sacks. When such mail is received in the Post Office it will be weighed and rated by two employees who will endorse the articles "Postage paid, Washington, D. C."

The daily mailings of each official mailing permit holder will be recorded. At the close of the month, this office will submit a bill to each holder of an official mailing permit, showing the number of pieces and total postage weight destined to each zone and the total amount of postage charged.

The holders of such official mailing permits must agree when the permit is issued to make payment to the Postmaster, Washington 13, D. C. within a reasonable time after rendition of bills.

Agencies requiring special handling or especially expeditious service on matter weighing in excess of four pounds should indicate on each parcel that special handling or special delivery service is desired. THE ADDITIONAL FEES FOR SPECIAL SERVICES MUST BE PREPAID WHEN PRESENTED, either by postage stamps or postage meter indicia.

Airmail cannot be accepted under an official mailing permit or billed as above indicated. ALL AIRMAIL MUST BE PREPAID WHEN PRESENTED by the mailing agencies either by the use of postage stamps or postage meter indicia.

Foreign mail cannot be accepted under an official mailing permit or billed as above indicated. FOREIGN MAIL MUST BE PREPAID BY MEANS OF POSTAGE STAMPS WHEN PRESENTED for mailing.

It will not be possible to furnish a list showing addresses or destinations of articles. Agencies requiring that information should make such lists themselves before presenting the matter for mailing.

Matter carried in the Mail and Messenger Service outside of the mail, i.e., matter clearly addressed to run and stop numbers within the Washington delivery area, is not subject to postage.

REGISTERED MAIL

The provisions of Sections three and four of Public Law No. 364 apply to registered mail as well as to the ordinary mail on all articles weighing in excess of four pounds. Registered mail may be presented under the same official mailing permit number as that used for the mailing of ordinary parcels. In all cases where agencies now prepare direct rotary lock pouches for destinations outside of Washington, i.e., pouches made up in the agency, the entire contents going to one individual, such practice may be continued, provided a tag is attached to each pouch, indicating that it is mailed under an official mailing permit with the proper number and the postage will be computed in the Registry Division of this office.

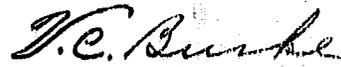
Postage on registered articles and pouches may be prepaid by postage stamps or postage meter indicia.

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Enclosed is an application form for an official mailing permit.

Agencies may secure as many separate permits as they may require for proper accounting for separate appropriations. Please telephone this office--District 7272, Branches 332--725--329----for additional application forms and for such other information on this subject as you may require.

Very truly yours,



Postmaster

000700

**APPLICATION TO MAIL OFFICIAL MATTER AT WASHINGTON, D. C.
EXCEEDING 4 POUNDS IN WEIGHT WITHOUT STAMPS AFFIXED**

19

POSTMASTER,
WASHINGTON 13, D. C.

Application is hereby made for a permit to mail official matter exceeding 4 pounds in weight at the fourth-class postage rate without stamps affixed, in conformity with the provision of Public Law 364 and Postmaster General's Order No. 25197, dated June 30, 1944.

It is requested that the Postmaster at Washington issue a distinctive permit number to this agency, which number will be placed on all articles and parcels weighing more than 4 pounds deposited in the mails at Washington; that this agency be relieved of the requirement of affixing the necessary postage before mailing, and in lieu thereof the Postmaster at Washington arrange to weigh and properly rate all such matter presented under the said permit, and to bill this agency for the postage involved at the close of each calendar month.

This agency agrees to make payment to the Postmaster at Washington of the full amount of the postage charged within a reasonable period after the rendition of such bills.

I hereby certify that I have the necessary authority to make expenditures under the appropriations of this agency and to obligate the agency for the postage involved.

BUREAU OR UNIT: _____

APPROPRIATION CHARGEABLE: _____

DEPARTMENT OR AGENCY: _____

(Signature of Applicant)

(Title)

000701

"Reprint of notice which appeared in the postal bulletin of July 6, 1944"

ORDER OF THE POSTMASTER GENERAL

PENALTY MAIL

ORDER No. 25157; DATED JUNE 30, 1944.

This order is issued in pursuance of Public Law 364 relating to the use of the penalty mail privilege.

When penalty envelopes are ordered under contracts made by the Postmaster General as provided by section 93, Postal Laws and Regulations, 1040, by any executive department or agency, or independent establishment of the Government, or other organizations and persons authorized by law to use the penalty privilege, the number of envelopes so ordered shall be reported to the Comptroller of the Post Office Department at such intervals and in such manner and detail as directed by him.

When any executive department or agency or independent establishment of the Government, or other organizations and persons authorized by law to use the penalty privilege, orders labels, wrappers, cards, or other articles bearing the indicia prescribed for matter mailed free of postage under the penalty privilege from or through the Government Printing Office, a report of the number or quantity of each such item or article so ordered or furnished shall be submitted to the Comptroller of the Post Office Department by the Government Printing Office at such intervals and in such detail as may be necessary to enable the Postmaster General to transmit this information quarterly to the Congress and the Bureau of the Budget as required by section 2 of Public Law 364.

In all cases where envelopes, labels, wrappers, cards, or other articles bearing the penalty indicia, including those mailed without cover on which the penalty indicia are placed directly on the articles, are prepared or procured otherwise than as set forth in paragraphs 1 and 2 of this order, each executive department or agency, and independent establishment of the Government, or other organizations and persons, shall obtain from the Third Assistant Postmaster General, or from a postmaster authorized by the Third Assistant Postmaster General to grant such permit, a permit authorizing mailings and setting forth the regulations governing such preparation or procurement. A report of all permits so issued shall be furnished the Comptroller. Each holder of such a permit shall submit with every mailing a statement showing the department or agency for which the mailing is made and the number of pieces mailed, as in the case of regular permit matter, and such statements shall be forwarded by the postmaster to the Comptroller of the Post Office Department at the close of each month.

Penalty mail shall not be accepted which bears penalty indicia hand-stamped thereon or in handwriting.

The Third Assistant Postmaster General and the Comptroller of the Post Office Department shall collaborate with executive departments and agencies, independent establishments of the Government, and other organizations and persons in working out necessary and suitable methods, procedures, and forms, as may be necessary to carry out the provisions of Public Law 364.

Departments, agencies, or others having mailings weighing over 4 pounds which are subject to postage under section 3 of the act may, upon request submitted to the Third Assistant Postmaster General, arrange for the payment of such postage periodically on rendition of bills.

Section 5 of Public Law 364 exempts the Department of War and the Department of the Navy from the provisions of the act for the duration of the present war and 6 months thereafter.

597801* (Ed. 5,000.)

U. S. GOVERNMENT PRINTING OFFICE: 1944

ORDER OF THE POSTMASTER GENERAL

PENALTY MAIL

Public Law 364, approved June 28, 1944, reads as follows:

"As it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That all envelopes, labels, wrappers, cards, and other articles, bearing the indicia prescribed by law for matter mailed free of postage under the penalty privilege by all executive departments and agencies, all independent establishments of the Government and all other organizations and persons authorized by law to use the penalty privilege, shall be prepared or accounted for through the Postmaster General under such regulations as he shall prescribe. The head of each such department, agency, establishment, or other organization, or each such person, shall submit to the Postmaster General within 60 days after the close of each fiscal year a statement showing the number of envelopes, labels, wrappers, cards, and other articles bearing such indicia on hand at the close of such fiscal year.

"Sec. 2. (a) The Postmaster General shall report to the Congress and to the Bureau of the Budget as soon as practicable after the close of the fiscal year ending June 30, 1944, and within 60 days after the close of each subsequent fiscal year, the number of envelopes, labels, wrappers, cards, and other articles bearing such penalty indicia used during such fiscal year by each executive department and agency, by each independent establishment, and by each organization and person authorized by law to use the penalty privilege.

"(b) The Postmaster General shall, beginning with the fiscal year beginning July 1, 1944, report quarterly to the Congress and the Bureau of the Budget the number of envelopes, labels, wrappers, cards, and other articles bearing such penalty indicia prepared or accounted for, through him, by each such department, agency, establishment, and other organization and person, together with the estimated number of pieces and weight of matter mailed free of postage under the penalty privilege and the estimated cost of handling such matter as determined by the cost ascertainment procedure of the Post Office Department.

"(c) Based on the estimated cost determined in accordance with subsection (b), each such department, agency, and independent establishment, except the Post Office Department, shall include in its annual estimates of appropriations an amount representing the anticipated costs to the Post Office Department of handling the penalty mail of such department, agency, or independent establishment.

"(d) Within 30 days following determination and advice by the Postmaster General of the estimated cost of handling the penalty mail, each such department, agency, and independent establishment shall deposit in the general funds of the Treasury as miscellaneous receipts from its appropriations an amount equivalent to such costs.

"Sec. 3. On and after August 1, 1944, no article or package of official matter, or number of articles or packages of official matter constituting in fact a single shipment, exceeding 4 pounds in weight shall be admitted to the mails under the penalty privilege, except (1) stamped paper and supplies sold or used by the postal service; and (2) books and documents published or circulated by order of Congress when mailed by the Superintendent of Public Documents or under the franking privilege.

"Sec. 4. (a) Official matter not within the provisions of section 3 which is over 4 pounds in weight, if otherwise mailable, whether sealed or unsealed, including written matter, shall, if such matter does not exceed the limit of weight or size prescribed for fourth-class matter, be accepted for mailing upon the payment of postage at fourth-class rates.

"(b) Shipments of official matter shall be sent by the most economical means of transportation practicable, and the Postmaster General may refuse to accept any such matter for shipment by mail when in his judgment it is in the public interest that it be forwarded by other means at less expense.

"Sec. 5. Sections 1, 2, 3, and 4 of this act shall not apply to the Department of War and the Department of the Navy, and their activities outside of the city of Washington, for the duration of the present war and 6 months thereafter.

"Sec. 6. All executive departments and agencies, all independent establishments of the Government, and all other organizations and persons authorized by law to use the penalty privilege, are directed to supply as soon as practicable, all necessary information requested by the Post Office Department to carry out the provisions of this act.

"Sec. 7. There are authorized to be appropriated such sums as may be necessary to carry out the provisions of this act.

"Sec. 8. This act shall take effect July 1, 1944."



TREASURY DEPARTMENT
BUREAU OF CUSTOMS
WASHINGTON 25



June 3, 1944.

UNREPLY OFFER TO

BUREAU OF CUSTOMS
LOCAL ADMINISTRATION CIRCULAR LETTER NO. 119.

SUBJECT: Discontinuance of Government Exemption from Federal Excise
Taxes Payable on Certain Items.

TO COLLECTORS OF CUSTOMS AND OTHERS CONCERNED:

1. With the exceptions set forth in paragraph 2 of this circular, the agencies of the United States Government, effective June 1, 1944, will be required to pay the Federal excise tax on various items, some of which are enumerated below, except with respect to an article purchased pursuant to a contract entered into prior to June 1, 1944, or pursuant to any agreement supplemental to such contract bearing the same Government contract number:

Parts and accessories for automobiles
Tires and tubes
Photographic apparatus
Electric light bulbs
Gasoline
Lubricating oil

2. By virtue of authority contained in section 307(c) of the Revenue Act of 1943, the Secretary of the Treasury on April 29, 1944, authorized exemption (a) from the taxes imposed as to payment for telephone, telegraph, cable, radio or leased wire services or facilities furnished directly to the United States, (b) from the tax imposed as to payment for transportation furnished to the United States for persons traveling on official business upon presentation of United States Government transportation requests, and (c) from the tax imposed as to payment for transportation of property shipped on a United States Government bill of lading.

3. It will be noted that where exemption from the tax is authorized it is applicable only when the service is rendered and billed directly to the Government. When issuing transportation requests for official travel, the fares, exclusive of the tax, shall be entered by the traveler on the memorandum copies of the used transportation requests. Where, under proper authority, an employee in a travel status

BEST AVAILABLE COPY

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... shall be required to pay the Federal tax thereon but he shall be reimbursed for the expenditures inclusive of tax. Any refunds by employees of overpayments of such items shall, therefore, be inclusive of the tax and the entire amount deposited to the credit of the appropriation from which paid.

4. Federal taxes on personal telephone calls or personal telegrams, etc., stated on bills against the Government, shall continue to be scheduled for deposit to the special deposit account of collectors of customs for subsequent transmission to the appropriate collector of internal revenue for deposit as internal-revenue collections.

5. The use of internal-revenue Form 731, Exemption Certificate, in obtaining exemption from the Federal tax on accounts paid from personal funds for official passenger transportation shall be discontinued after May 31, 1944.

6. United States Government Tax Exemption Certificates, standard Form 1094, shall continue to be used in securing exemption from applicable State or local taxes on purchases made by customs field officers and from Federal taxes on articles purchased pursuant to a contract entered into prior to June 1, 1944, or pursuant to any agreement supplemental to such contract bearing the same Government contract number.

W. R. Johnson
Commissioner of Customs.

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