

WAR FOOD ADMINISTRATION
DIRECTOR OF EXTENSION WORK
Washington 25, D.C.

July 29, 1944.

IMPORTANT! REQUIRES IMMEDIATE ACTION

TO STATE EXTENSION DIRECTORS:

Subject: Handling of penalty mail under Public Law 364.

We are attaching copy of Budget and Finance Circular #767, dated July 26, 1944, concerning the handling of penalty mail under Section 2 of Public Law 364. We wish to call your attention particularly to paragraphs 2, 3, and 4, and request that separate reports be kept by county extension agents and State extension workers on the actual volume of mail on which the individual mailings do not exceed 4 pounds in weight, sent under the penalty indicia of this Department during August and September, 1944. It will be necessary to have these reports in the Washington office by the 15th of September and 15th of October respectively, so they may be assembled and submitted to the Office of Budget and Finance as required. Please disregard the fifth paragraph which applies only to the Washington office.

A number of the States have advised us that postmasters at certain points have refused to accept for mailing from cooperative extension workers material without cover, on which the penalty indicia is placed directly on the material to be mailed. In these instances the postmasters are acting on instructions from the Post Office Department.

Order No. 25157 of the Postmaster General, issued in pursuance of Public Law 364, provides that in all cases where envelopes, labels, wrappers, cards, or other articles bearing the penalty indicia (including those without cover on which the penalty indicia are placed directly on the article) are prepared or procured other than under contracts made by the Postmaster General, or through the Government Printing Office, that organizations or persons mailing such material shall obtain from the Third Assistant Postmaster General, or from an authorized postmaster, a permit authorizing such mailings. 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.

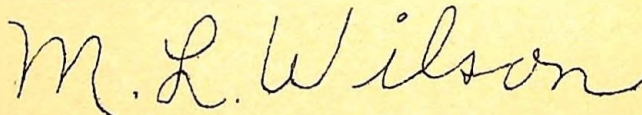
This order would not apply to penalty envelopes of this Service purchased by the States as these are procured under contract of the Postmaster General, but would apply to all material prepared in the States on which the penalty indicia appears, including envelopes and other material under the Director's free mailing privilege.

With respect to cooperative extension workers using the Federal penalty privilege, an overall permit will be obtained for the Extension Service which will include these workers. A permit will also be obtained to cover material mailed by the Directors under their free mailing privilege. The Department is

cooperating with the Post Office Department in obtaining these permits and we will advise you as soon as they are issued. Pending the receipt of these permits and instructions relative thereto, it is suggested that cooperative extension employees mail out their material in penalty envelopes.

As the Post Office Department will probably make a uniform charge of $1\frac{1}{2}$ cents per piece of mail, every effort should be made to reduce the number of pieces mailed by enclosing as many pieces of correspondence, etc., in one envelope as possible. It appears now that the cost to the Department for handling penalty mail of cooperative extension employees will be close to a million dollars a year unless there is a reduction in the amount of material mailed. Anything you can do to reduce such mailings will help materially. All mailing lists should be brought up-to-date at once in order to eliminate the many thousands of names of persons who have moved.

Very truly yours,

A handwritten signature in cursive script that reads "M. L. Wilson". The letters are fluid and connected, with a prominent "M" and "L".

Director of Extension Work

Enclosure