

## INSTRUCTIONS OF HEARING EXAMINERS

### FOREIGN FRAUD ORDER NOTICES

Foreign fraud orders have been issued against the following persons and concerns. Postmasters authorized to dispatch mail to the foreign countries listed should return to senders, stamped "Fraudulent—Mail to this address returned by order of Postmaster General" all mail addressed to these persons and concerns. No money orders in favor of these persons or concerns shall be issued, certified, or paid.

These orders are to be enforced at offices authorized to dispatch mail to foreign countries.

#### ARGENTINA

##### *Buenos Aires*

Taussig, A., Casa Otto, Avenida Santa Fe 5231.

Taussig, A., Esmeralda 964, Departamento 3.

Taussig, Adolfo, Casa Otto, Avenida Santa Fe 5231.

Taussig, Adolfo, Esmeralda 964, Departamento 3.

#### CANADA

##### *Mariville (Quebec)*

Maynard, Blanche, Mlle., 104 Rue Bombardier.  
104 Rue Bombardier.

#### IRELAND

##### *Banagher (Co. Offaly)*

Hyland, E. or Eileen, The Shannon Hotel.

##### *Charleville (Co. Cork)*

Grennan, Ann, Mrs., Kenmares Terrace.

##### *Claregalway (Co. Galway)*

Webster, Arthur, Telephone Office.

##### *Kiltimagh (Co. Mayo)*

Solon, Dudley, N. T., Mr., Aiden Street.

#### MEXICO

##### *Mexico City*

Bermudez, Rose Mary, Miss, Apartado Postal 14038.

Camps, Angel, Mr., Box 6991.

Cruz C., Isidro, Sr., Admon 45, Apartado 14502.

Dominguez, Don Abelardo, Sr., Apt. Postal 12042.

Frias, Gumersindo, Sr., Apartado Postal 14454.

Mendoza, Frank, Mr., Ap. Postal 7640.

Uribe, J. L., Mr., P. O. Box 24868.

## INSTRUCTIONS OF ASSISTANT POSTMASTERS GENERAL BUREAU OF POST OFFICE OPERATIONS BUREAU OF TRANSPORTATION

### MISSENT MAIL

Reports reaching the Department indicate that a considerable volume of mail is being missent. This results in unfavorable criticism of the postal service. It is indicated that employees are checking very few errors and are making very few special reports of missent mail. Missent mail is not being properly endorsed in accordance with the provisions of chapter VI, article 89 of the Post Office Manual. Because of these conditions, it is impossible to properly place the responsibility for missending and delay to mail.

This matter must be given vigorous attention by postmasters, supervisors in post offices, General Superintendents and District Superintendents of the Postal Transportation Service. Supervisors should make spot checks of incoming mail of all classes as often as possible to determine if missent mail is being received. When errors are found they should be promptly reported to the supervisor of the organization responsible for the missending. Corrective action should be taken when such reports are received. Employees should be impressed with the necessity of checking errors and of making special reports when large quantities of mail are missent.

This should be given continuous attention to avoid delay to mail and the resulting criticism of the postal service.

### MAIL MATTER ADDRESSED FORT SAM HOUSTON, TEXAS

Particular attention of all employees is invited to the following:

Fort Sam Houston is located at San Antonio, Tex., and all mail matter so addressed should be dispatched to that office. Information received in the Department would indicate that approximately one parcel per sack of incoming parcel post received at Houston, Tex., is intended for Fort Sam Houston, San Antonio, Tex.

First-class letter mail addressed to Fort Sam Houston is also being missent to Houston, Tex.

Where sufficient volume warrants, mail addressed to Fort Sam Houston, Tex., will be tied out direct.

All employees engaged in distribution and dispatch of mail matter will be guided by the above instructions.

## INSTRUCTIONS OF THE ASSISTANT POSTMASTER GENERAL BUREAU OF TRANSPORTATION

### MAIL MESSENGER SERVICE

Effective immediately, the biennial inspections made by Postal Transportation Service officials at offices where the compensation of the messenger is \$1,000 or more per annum, prepared on Form 5512, Report on Mail Messenger Inspection, are discontinued.

Mail messengers are under the direct supervision of postmasters who shall instruct them as to their duties and prescribe schedules of arrivals and departures, and shall report all failures and irregularities with an explanation from the messengers. The high standards of the postal service must be maintained and any laxity on the part of persons handling mails must not be permitted.

The attention of all postmasters having supervision of mail messenger service is called to sections 94.1 to 94.13, Postal Laws and Regulations, and chapter VIII, articles 47 to 52, of the Post Office Manual. Postmasters will note particularly that they must report to the Bureau of Transportation when mail messenger service ceases to be necessary; when the route may be discontinued without detriment to the postal service, or when the cost of the service might be reduced by a readvertisement of a route.

## INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF FACILITIES

### CHANGE IN THE PROCEDURE FOR THE SUBMISSION OF FORM BOM-13 REQUISITIONS FOR CUSTODIAL SUPPLIES

Effective May 1, 1953, postmasters at post offices served by the supply centers located at Atlanta, Ga.; Washington, D. C.; Chicago, Ill.; Kansas City, Mo., and San Francisco, Calif., are instructed to submit their requisitions (Form BOM-13) for custodial supplies direct to the Custodial Supply Center serving that office and not to the Division of Buildings Management, Bureau of Facilities, as has been the practice in the past.

In order that postmasters may be fully informed as to the proper supply center to which requisitions should be sent, the following information is given:

Requisitions from Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, and Wyoming should be addressed to the "Post Office Department Supply Center, Main Post Office Building, Chicago, Ill."

Requisitions from Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virgin Islands should be addressed to the "Post Office Department Supply Center, Federal Annex Building, Atlanta, Ga."

Requisitions from Arkansas, Colorado, Kansas, Missouri, New Mexico, Oklahoma, and Texas should be addressed to the "Post Office Department Supply Center, Main Post Office Building, Kansas City, Mo."

Requisitions from Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, and Washington should be addressed to the "Post Office Department Supply Center, Main Post Office Building, San Francisco, Calif."

Requisitions from Delaware, District of Columbia, Maryland, Pennsylvania, Puerto Rico, Virginia, and West Virginia should be addressed to the "Post Office Department Supply Center, Division of Equipment and Supplies, City Post Office Building, Washington 25, D. C."

Postmasters are cautioned not to include on requisition Form BOM-13 any items not carried in stock in the Supply Centers. Requisitions for non-stock items should be forwarded to the Division of Buildings Management, Bureau of Facilities, Post Office Department, Washington 25, D. C.

**AMENDMENTS TO THE POSTAL LAWS AND REGULATIONS**

INSERT No. 588.

ORDER No. 55121; DATED APRIL 20, 1953.

Amend § 43.4 *Backstamping*, paragraph (b) *Mail for General Delivery*, to read as follows:

“(b) *Mail for General Delivery*. At all first-class post offices every piece of mail of any class that is subject to general delivery service shall be stamped, by machine or hand, or otherwise indorsed to show the date of its receipt in the general delivery section. Letter mail shall be so stamped or indorsed on the back; cards, parcels, and papers on the face.

“At all second-, third-, and fourth-class post offices every piece of mail of any class that is subject to general delivery service and has not been delivered at the end of the day shall be stamped, by machine or hand, or otherwise endorsed to show the date of its receipt in the general delivery section. Letter mail shall be so stamped or indorsed on the back; cards, parcels, and papers on the face.”

**SCHEDULES AND REGISTERS OF ARRIVALS AND DEPARTURES**

INSERT No. 589.

ORDER No. 55128; DATED APRIL 22, 1953.

§ 98.1 *Schedules and Registers of Arrivals and Departures*, is amended to read as follows:

“§ 98.1 *Schedules and Registers of Arrivals and Departures*. The Postmaster General shall furnish to the postmasters at the termination of each route a schedule of the time of arrival and departure of the mail at their offices, respectively, to be posted in a conspicuous place in the office; and he shall also give them notice of any change in the arrival and departure that may be ordered; . . . and he shall cause to be kept and forwarded to the Department, or designated field offices, such reports as he may consider necessary. (R. S. 3841, as amended by Public Law 17, approved April 4, 1953; 39 U. S. C. 7.)”

**REFUNDS OF POSTAGE AND FEES (INTERNATIONAL MAIL)**

INSERT No. 590.

ORDER No. 55131; DATED APRIL 27, 1953.

In section 114.11, *Postage Refunds*, make the following changes:

1. Rescind paragraphs (a), (b), (c), (d), (e), and (f).
2. Add a new paragraph (a) reading as follows:

(a) Refund of postage paid on international mail for which no service has been rendered shall be made subject to the conditions prescribed in the official Post Office Manual.

**EMPLOYMENT OF SPECIAL CARRIER**

INSERT No. 591.

ORDER No. 55132; DATED APRIL 27, 1953.

In § 97.51 *Employment of Special Carrier*, amend paragraph (a) to read as follows:

“(a) *Upon Direction of Department*.—A postmaster at a post office not on an established route may employ, when directed by the Department, a suitable person to perform special mail service as often as practicable. The oath of office of the person so employed shall be transmitted to the proper General Superintendent, Postal Transportation Service.”

**CHANGES—POST OFFICE MANUAL**

**U. S. SAVINGS BONDS—DISTRICT OFFICE REPORTS**

CHANGE No. 167.

Chapter XVIII, article 31, is changed to read:

“Immediately after the close of business on the last day of each month district postmasters shall prepare reports on Form 904, in duplicate, showing their savings bond business for the entire month; and on Form 905, in triplicate, showing by denominations the inclusive serial numbers of bonds sold, spoiled, or damaged during the month covered by the report. A separate supplemental abstract on Form 905 shall be submitted for each month shown in the issue dates on savings bonds when that month is prior to the month of the report. They shall retain one copy each of Form 904 and Form 905, and shall forward to their respective central accounting postmasters by ordinary mail one copy of Form 904 and two copies of Form 905, together with the original registration stubs of all bonds sold during the month and the original stubs and bonds that have been spoiled or damaged. The envelope or label shall be plainly marked ‘Form 904 for ----- (month),’ and no savings bond funds nor canceled savings stamps shall be included in this dispatch. If no business was transacted during the month, a report on Form 904 shall be submitted showing the stock balances and the notation ‘No business transacted’ written across the cash account.”

**U. S. SAVINGS BONDS—DIRECT ACCOUNTING OFFICE REPORTS**

CHANGE No. 168.

Chapter XVIII, article 33, is changed to read:

“Direct accounting postmasters shall prepare and forward to the Savings Bond Examiners (Postal Section), . . . 536 South Clark Street, Chicago . . . 5, Ill., monthly U. S. savings bond reports on Form 904 as soon as practicable after the close of the month for which the account is rendered. An abstract (Form 905), in duplicate, shall be prepared showing the quantity and serial numbers of all bonds sold, spoiled, or damaged during the month covered by the account. A separate supplemental abstract on Form 905 shall be submitted for each month shown in the issue dates on savings bonds when that month is prior to the month of the report. An individual abstract shall be submitted for the main office and each branch and station authorized to sell savings bonds. This abstract, together with the original registration stubs listed thereon and all spoiled or damaged bonds, shall be forwarded with the account current (Form 904) by ordinary mail. A copy of the account current (Form 904) and of each abstract (Form 905) shall be retained.”

**U. S. SAVINGS BONDS—CHANGE OF ADDRESS**

CHANGE No. 169.

Chapter XVIII is changed as follows:

1. In article 19 change the address of the Savings Bond Examiners (Postal Section) to 536 South Clark Street, Chicago 5, Ill.
2. In article 29 change the address of the Register of the Treasury, Chicago Branch, to 536 South Clark Street, Chicago 5, Ill.
3. In article 38 change the address of the Chicago Branch of the Division of Loans and Currency, Treasury Department, to 536 South Clark Street, Chicago 5, Ill.

**POST OFFICE CHANGES**

**Discontinued—Fourth Class**

**PENNSYLVANIA**

41-35520. Hawstone, Mifflin County, route 210289. Effective as of Apr. 11, 1953. Mail to Lewistown.

41-55760. Mooween, Indiana County, route 210653. Effective May 15, 1953. Mail to Saltsburg.

**SOUTH DAKOTA**

46-05760. Bear Butte, Meade County, route 59160. Effective May 31, 1953. Mail to Sturgis.

46-65880. Pactola, Pennington County, route 59218. Effective Apr. 30, 1953. Mail to Silver City.

**Change of Name—Fourth Class**

**NORTH CAROLINA**

36-66400. Roe, Carteret County. Changed to Cedar Island under No. 36-13080. Effective June 1, 1953.

**Summer Post Offices—Opened**

**ALASKA**

02-17940. Coal Creek. Effective May 1, 1953.

**INDIANA**

17-92400. Wawasee, Kusciusko County. Effective May 15, 1953.

**MICHIGAN**

25-27000. Eagle Harbor, Keweenaw County. Effective May 1, 1953.

**NEW YORK**

35-77200. Shinnecock Hills, Suffolk County. Effective May 16, 1953.

**NORTH CAROLINA**

36-08480. Blue Ridge, Buncombe County. Effective May 16, 1953.

**OREGON**

40-64160. Oregon Caves, Josephine County. Effective June 1, 1953.

**PENNSYLVANIA**

41-16040. Conneaut Lake Park, Crawford County. Effective May 16, 1953.

41-25240. Echo Lake, Monroe County. Effective May 1, 1953.

41-85960. Twin Lakes, Pike County. Effective May 15, 1953.

**VIRGINIA**

51-61440. Mountain Lake, Giles County. Effective May 15, 1953.

**Modification—Winter Post Office—Closed**

**ALASKA**

02-62010. Nikolai. The order closing this winter office, effective May 1, 1953, is hereby modified to show the effective date as Apr. 20, 1953.

**POST OFFICE BRANCHES**

**Established**

**CALIFORNIA**

San Francisco: The following money-order units of the following A. P. O.'s will be established, effective May 1, 1953:

- Unit 1, A. P. O. 354.
- Unit 2, A. P. O. 354.
- Unit 5, A. P. O. 971.
- Unit 6, A. P. O. 971.

**POST OFFICE BRANCHES**

**Established**

**FLORIDA**

Cocoa: Money-order unit 5 of Patrick Air Force Base (classified), effective May 1, 1953.

**NEW YORK**

New York: The following money-order units of A. P. O. 231 will be established, effective May 4, 1953:

- Unit 2.
- Unit 3.

Syracuse: Mattydale (classified) Onondaga County, effective May 1, 1953.

**Change of Name**

**CALIFORNIA**

Redwood City: Fifth Avenue (contract) name changed to Middlefield Road (contract), effective May 1, 1953.

**SOUTH CAROLINA**

Charleston: North Area (classified) name changed to Charleston Heights (classified), effective May 1, 1953.

**POST OFFICE STATIONS**

**Established**

**CALIFORNIA**

Santa Rosa: No. 3 (contract) Sonoma County, effective May 1, 1953.

**DELAWARE**

Rehoboth Beach: Dewey Beach, rural, Sussex County, effective June 1, 1953. For the period from June 1 to Sept. 15, each year.

**RHODE ISLAND**

Wakefield: Scarborough Beach, rural, Washington County, effective June 20, 1953. For the summer months from June 20 to Sept. 19, each year.

**Reestablished**

**ILLINOIS**

Harvey: No. 1 (contract) Cook County, effective July 1, 1953.

**Discontinued**

**INDIANA**

Fort Wayne: No. 13 (contract), effective as of Apr. 24, 1953.

Indianapolis: The following contract stations are discontinued effective as of Apr. 24, 1953:

- No. 28.
- No. 35.
- No. 40.
- No. 43.

**KENTUCKY**

Paducah: No. 6 (contract) effective as of Apr. 24, 1953.

**OHIO**

Cleveland: No. 138 (contract) effective June 30, 1953.