

**INSTRUCTIONS OF  
ASSISTANT POSTMASTER GENERAL  
BUREAU OF POST OFFICE OPERATIONS**

**ACCEPTANCE OF MAIL INCORRECTLY ADDRESSED**

There is being received a considerable quantity of mail of all classes addressed merely to Long Island, N. Y., without any post office being named.

Long Island is a part of New York State and comprises a large area with approximately 200 post offices and stations. Mail addressed merely to Long Island, N. Y., is undeliverable and should not be accepted or dispatched from the originating post office.

Postmasters are requested to bring this matter to the attention of mailers and postal employees.

**ANNUAL INSPECTIONS OF RURAL ROUTES BY POSTMASTERS**

The attention of postmasters of all post offices from which rural delivery routes are operated is directed to the requirement of section 52.4, Postal Laws and Regulations, that a trip of inspection over the rural routes be made in the month of May each year by postmasters, their assistants, or other competent employees.

The postmaster or other person making the inspection trip should give careful and special attention to every phase of the service covered by each item appearing on Form 4248. It is very important that the official description and blueprint map of the route be carried on the inspection trip and that the person making the trip determine definitely whether the route is being served in exact accordance with the description and map. If it is not being so served, except when a temporary detour is necessitated by road conditions, prompt and full report must be made to the Department.

It is desired to impress upon postmasters the fact that the making of annual inspections of rural routes is a real responsibility and that if the inspections are properly made they should bring to light any conditions which need to be corrected in the interest of a more efficient and economical service.

Special attention should be given to mail boxes which should be relocated on the right hand side of the road as traveled by the carrier, in accordance with instructions issued in the POSTAL BULLETIN of September 24, 1953.

It will be necessary that postmasters prepare only one copy of Form 4248, which copy should be retained in the post office files. In a case where it is desired to report a condition which needs attention, the report should be made, by letter, to the Assistant Postmaster General, Bureau of Post Office Operations, Rural Service Section, or to your Regional Operations Director, if your office is located in an area where regional operation is in effect.

**INSTRUCTIONS OF  
ASSISTANT POSTMASTER GENERAL  
BUREAU OF FINANCE**

**STOLEN MONEY-ORDER FORMS**

Since January 1, 1954, the blank domestic money-order forms listed below have been reported stolen:

2-94,126,201 to 2-94,126,400	Jan. 10, 1954	Brooklyn, Sta. 62, N. Y.
4-9,500,001 to 4-9,506,000	Apr. 1, 1954	Holland, Ohio.
4-80,738,501 to 4-80,738,519	Jan. 21, 1954	Chalmers, Ind.
4-94,251,785 to 4-94,252,000	Apr. 1, 1954	Holland, Ohio.
4-95,238,286 to 4-95,239,600	Feb. 11, 1954	Pine Knot, Ky.
5-1,390,198 to 5-1,391,000	Mar. 6, 1954	Baltimore, Sta. 28, Md.
5-3,127,316 to 5-3,127,330	Feb. 16, 1954	Rembert, S. C.
5-4,247,398 to 5-4,248,000	Jan. 29, 1954	McClure, Va.
5-4,803,689 to 5-4,804,000	Feb. 20, 1954	Hanover, W. Va.
5-6,298,498 to 5-6,298,600	Apr. 10, 1954	Westwood, Md.
5-10,193,401 to 5-10,193,650		
6-5,073,201 to 6-5,074,000	Feb. 22, 1954	Wakulla, Fla.
6-89,920,920 to 6-89,921,000		
6-91,216,920 to 6-91,216,925	Jan. 15, 1954	Copeland, Fla.
6-91,309,907 to 6-91,309,950	Jan. 13, 1954	Starrsville, Ga.
6-98,087,221 to 6-98,087,296	Feb. 15, 1954	Miami, Sta. 14, Fla.
6-98,087,474		
6-98,413,825 to 6-98,413,846	Feb. 15, 1954	Fort Lauderdale, Sta. 1, Fla.
7-1,988,201 to 7-1,988,400	Jan. 24, 1954	Chicago, Sta. 44, Ill.
7-7,523,167 to 7-7,523,500	Feb. 15, 1954	Shirland, Ill.

7-8,220,835 to 7-8,220,857	Apr. 7, 1954	Au Gres, Mich.
7-95,028,229 to 7-95,028,400	Jan. 24, 1954	Chicago, Sta. 40, Ill.
10-50,626,501 to 10-50,626,800	Jan. 4, 1954	Melvorn, Kans.
10-51,997,396 to 10-51,997,400	Feb. 16, 1954	Copan, Okla.
10-52,526,892 to 10-52,526,900	Apr. 4, 1954	Peggs, Okla.
10-58,897,401 to 10-58,897,700		
11-62,712,047 to 11-62,712,050	Mar. 10, 1954	Orient, Tex.
11-64,790,807 to 11-64,791,000	Feb. 15, 1954	San Antonio, Sta. 8, Tex.
11-66,613,248 to 11-66,614,000	Apr. 18, 1954	MADISONVILLE, LA.
11-73,634,501 to 11-73,635,500		
12-38,259,818 to 12-38,260,000	Jan. 30, 1954	San Francisco, Sta. 8, Calif.
12-44,887,775 to 12-44,888,300	Jan. 7, 1954	Los Angeles, Sta. 9, Calif.
12-46,293,378 to 12-46,293,900	Feb. 27, 1954	Boardman, Oreg.
12-57,964,001 to 12-57,964,900		

If any of the above-numbered forms are presented, payment should be refused, and the inspector in charge of your division notified immediately. In this connection, attention is called to the instructions appearing on page 402, chapter XVI, articles 16 and 17, of the Post Office Manual, and the provisions of section 71.2 (e), Postal Laws and Regulations.

**STOLEN CANADIAN MONEY-ORDER FORMS**

Blank money-order Forms Nos. 79,533,105 to 79,533,132, inclusive, have been reported stolen from the post office at Winnipeg, Manitoba, Canada.

If any such forms are presented, the postmaster will refuse payment and notify the inspector in charge of his district.

Postmasters are cautioned especially that these money-order forms are not printed for a specific office and may be filled in to show any post office in Canada as the office of issue.

**POST OFFICE CHANGES**

<b>Discontinued—Third Class</b>	
VIRGINIA	
51-12600. Buell, Norfolk County.	Effective Apr. 30, 1954. Consolidated with Norfolk. Mail to Norfolk.
<b>Discontinued—Fourth Class</b>	
CALIFORNIA	
05-83520. Westhaven, Fresno County.	Effective June 15, 1954. Mail to Hanford.
PENNSYLVANIA	
41-16640. Corning, Lehigh County.	Effective May 31, 1954. Mail to Zionsville.
41-37920. Hosensack, Lehigh County.	Effective May 31, 1954. Mail to Zionsville.
TEXAS	
48-10500. Brice, Hall County.	Effective May 15, 1954. Mail to Clarendon.
WEST VIRGINIA	
55-41520. Jordan Run, Grant County.	Effective May 31, 1954. Mail to Maysville.

<b>Modification—Discontinued—Fourth Class</b>	
CALIFORNIA	
05-52020. Mountain Rest, Fresno County (summer office).	The order discontinuing this office, effective Oct. 31, 1953 is hereby modified to show mail to Auberry instead of Tollhouse.
VERMONT	
50-60480. Pomfret, Windsor County.	The order discontinuing this office, effective Mar. 31, 1954, is hereby modified to show mail to North Pomfret instead of South Pomfret.

<b>Rescinded—Discontinued—Fourth Class</b>	
ILLINOIS	
16-85020. Wilson, Lake County.	The order discontinuing this office, effective Apr. 30, 1954, is hereby rescinded.

<b>Summer Post Offices—Opened</b>	
ALASKA	
02-17940. Coal Creek.	Effective May 1, 1954.
CALIFORNIA	
05-14220. Cedar Crest, Fresno County.	Effective May 16, 1954.
MAINE	
22-70050. Prouts Neck, Cumberland County.	Effective May 15, 1954.

**POST OFFICE CHANGES**

<b>Discontinued—Fourth Class</b>	
NEW YORK	
35-48400. Loon Lake, Franklin County.	Effective May 15, 1954.
35-77200. Shinnecock Hills, Suffolk County.	Effective May 16, 1954.
NORTH CAROLINA	
36-08480. Blue Ridge, Buncombe County.	Effective May 16, 1954.
WYOMING	
57-85120. South Pass City, Fremont County.	Effective May 1, 1954.

**POST OFFICE BRANCHES**

<b>Established</b>	
ALABAMA	
Ozark: Money-order unit 1,	effective June 1, 1954.
VIRGINIA	
Norfolk: Portlock (classified) Norfolk County,	effective May 1, 1954.
WASHINGTON	
Vancouver: Walnut Grove (contract) Clark County,	effective May 1, 1954.
<b>Discontinued</b>	
ALABAMA	
Ozark: Camp Rucker (classified) effective May 31, 1954.	
Ozark: The following money-order units will be discontinued, effective May 31, 1954:	
Unit 1.	
Unit 2.	
Unit 3.	
Unit 4.	
Unit 5.	
Unit 6.	
MARYLAND	
Aberdeen Proving Ground: Money-order unit 3,	effective as of Apr. 8, 1954.

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