

POST OFFICE DEPARTMENT
BUREAU OF THE CHIEF INSPECTOR

CASE NO. 78549 - 1

POSTMASTER:

Ferrisdale, Fla.

Date Feb. 26, 1946

Careful adherence to the Postal Laws and Regulations and Departmental Instructions, with an excellent service to the public, are the marks of a well-managed post office. The purpose of an examination and audit is to ascertain whether proper postal methods and practices are in effect, whether the finances are correctly kept and in balance, and to point out any deviations from Departmental instructions and the requirements of the Postal Laws and Regulations. A careful and thorough examination is beneficial to both the postmaster and the Department.

The deficiencies in the manner in which your office is being conducted, as disclosed by this inspection, is reflected by the irregularities checked hereon. The asterisks before a checked irregularity indicate that it existed at former inspections and the number of consecutive times.

It is requested that you give your personal attention to seeing that each one of the irregularities is corrected promptly.

During this examination care has been exercised not to make assessments for errors as distinguished from chargeable irregularities. The errors are listed, however, as it has been found they often lead to irregularities, and you, as postmaster, should be informed of the exact condition of your office. The noting of these errors must not be taken as a desire to charge trivial mistakes or oversights when substantially the applicable instructions or regulations are being observed. The continuance of such errors may cause them to be considered as irregularities in subsequent examinations.

You and your employees should study and familiarize yourselves with the sections of the Postal Laws and Regulations and other instructions cited and, should doubts or questions arise, you should communicate with the Department or your Inspector in Charge. (See "Instructions to Postmasters—Official Communications" in current Postal Guide and sec. 28, P. L. & R.) Each employee should be held to strict accountability for the proper performance of the assigned duties.

Keep this form until your office is next examined.

~~The total of the assessments of the irregularities noted amounts to~~

The general rating of your office is Excellent

A. F. White

Post Office Inspector

POSTAL AND MONEY-ORDER BUSINESS

Government funds must be kept entirely separate from all other money and must not be deposited in the same account in a bank with the postmaster's personal funds. The cashing of the postmaster's or employees' personal check or that of any post-office patron (other than Government checks) out of Government funds is strictly prohibited. The acceptance by postmasters of checks of patrons in payment of postal business is entirely at the risk of the postmaster and they should be cashed promptly. The placing of due bills, I O U's, or other form of acknowledgment with Government funds in lieu of cash, withholding of e. o. d. collections, and the withdrawal of more compensation than has been earned is punishable as embezzlement (sec. 2312).

- 30.0 1. Misappropriation of funds by postmaster.
- 3.0 2. Shortage in funds induced by incorrect supervision (sec. 2312 and Postal Guide).
- 3.0 3. Funds mixed with personal moneys (sec. 106).
- 6.0 4. I O U's, due bills, or employees' checks in cash (Postal Guide).
- 3.0 5. Cashing checks for patrons (Postal Guide).
- 6 6. Government checks cashed for patrons must be immediately endorsed by the postmaster to the order of the depository (sec. 110 and Postal Guide).
- 3.0 7. Surplus funds (including paid money orders and postal notes) must be remitted as required. Failure to remit surplus funds on time makes the postmaster responsible for loss that may result from delay (sec. 117).
- 3.0 8. Regulation relative to use of checks in making remittances must be thoroughly understood and complied with (sec. 110).
- 3.0 9. In making remittances, only sufficient cash should be retained to pay money orders and postal notes and meet such authorized post-office expenses as will arise within 15 days. Coins should not be accumulated. If coin cannot be exchanged for currency it shall be securely wrapped and enclosed in a strong envelope. If the remittance is to be dispatched by catcher pouch service the coin shall be enclosed in coin bags which will be furnished by the depository upon request (sec. 111).
- 3.0 10. Copies of remittance letters to be retained (sec. 111). Remittance letters, Forms 1842-D and 1842-E, must give complete information, including date and hour of remittance, number of last money order issued, quarter in which credit is desired, balance at time of making remittance, and amount of cash retained and for what purpose.
- 1.8 11. All post-office receipts and payments must be entered in the space provided therefor in the cash book (Form 1550 C/S used at second-class offices, Form 1550 C/T used at third-class offices, and Form 1550 C/F used at fourth-class offices), the cash book balanced at the close of each day or on the following morning, and at third- and fourth-class offices cross-balanced semi-monthly (sec. 200). There should be no cut-off in the postal account business at any other time than at the close of the day (Cashbook).
- 6 12. Arrangements should be made for the payment of money orders and postal notes promptly upon presentation. If sufficient postal funds are not on hand, postage-stamp cash may be used and such cash replaced with paid money orders or postal notes (sec. 1428). Except at the close of a quarter, sufficient funds may be withheld from deposit to meet such payments expected to be made within 15 days (sec. 117).
- 6 13. In emergencies, district postmasters may obtain cash advances from central-accounting postmasters to pay money orders. When payments are normally in excess of receipts, application should be made to the Third Assistant Postmaster General, Division of Money Orders, for a credit on the Treasurer of the United States. When a Treasury check is written, the particulars in check and stub must be compared and verified by the postmaster who signs the check (secs. 1428, 1500, 1510, 1512). Blank checks must be safely kept.
- 6 14. Cash advanced by the central-accounting postmaster to meet authorized expenditures must be entered in Item 29 of the cashbook and quarterly account (sec. 250).
- 1.8 15. Within 5 business days (second class) and 3 business days (third and fourth class) after the close of each quarter, district postmasters must forward to the central accounting postmaster the full amount necessary to balance the account, accompanied with Form 1842-D or 1842-E: the quarterly account (Form 1550 S/C if second class, Form 1550 T/C if third class, and Form 1550 P/C if fourth class); and the quarterly list of money orders issued. If the amount on hand on the last day of the quarter, or near the end of the quarter exceeds the authorized allowance, the excess should be remitted promptly and should not be held until the quarterly account is ready for mailing. Copies of accounts and of vouchers, except those covering payments for personal services to employees, should be kept in the file (secs. 267, 268, 277, 278, and Postal Guide).
- 1.2 16. Federal tax must be withheld from all earnings subject to such tax. A Form W-4 must be on file for each employee, including the postmaster. The applicable "Tax Code" must be shown on vouchers or accounts covering salary payments (Forms 1550-C/F, 1550-C/T, and Postal Bulletins of June 21, 1945, and December 5, 1944).
- 1.2 17. Postmasters must keep on hand a supply of postage stamps and stamped paper of commonly used varieties sufficient to meet the public demands and the legitimate needs of the service (sec. 148).
- 1.2 18. Sheets of stamps in main stock must not be mutilated by removal of plate number blocks (July 1940, Supplement).
- 1.8 19. Stamp stock must be replenished by purchase from the Central Accounting Postmaster, remitting either cash, paid money orders, or paid postal notes; requisitions for stamps and stamped paper stock should be made at proper times and not between the 25th of one month and the 5th of the following month, except in cases of emergency; all money received from the sale of postage stamps shall be remitted for the purchase of new stock (secs. 148, 152, and Postal Guide).

- 1.2 20. Shipments of adhesive stamps in sheets, books, and coils must be opened and checked with invoice promptly upon receipt. Discrepancies should be reported at once and the stock and envelope or other wrapper held intact pending receipt of instructions. Bulk shipments of postal cards and stamped envelopes must be checked to see that the contents as indicated by the markings on the outside of the cases agree with the invoice (sec. 150 and Postal Guide).
- 6 21. The fixed credit should not be in excess of the public demand and must be kept in good condition (sec. 152).
- 1.2 22. Credit cannot be extended for postage (secs. 245, 503, 541).
- 6 23. An accurate record of all stamp stock transactions, including daily sales, must be kept in space provided therefor in Cashbook (sec. 250).
- 3.0 24. Stamps must not be used by postmasters or other postal employees in payment for merchandise or other obligations (sec. 138). Use by patrons for similar purposes should be discouraged (Postal Guide).
- 3.0 25. Sales for use at other offices must be reported (secs. 138, 148, 424).
- 3.0 26. Postmasters shall not accept checks from other postmasters in payment of stamp stock to be held uncashed and returned when the stamps are replaced (secs. 138, 148).
- 1.2 27. Record of excess from sale of stamped envelopes and newspaper wrappers must be kept, and the amount entered in the quarterly postal account (sec. 153).
- 6 28. Advance deposits are required on orders for special-request envelopes. Payments for same must be made to central-accounting postmaster immediately upon receipt of stock (sec. 143).
- 6 29. At the close of each quarter the postmaster shall make an actual count of the stamps and stamped paper then on hand and retain a copy of such inventory on file (sec. 250 and Cashbook).
- 6 30. Redemption of stamped paper should be understood (secs. 154, 155). Damaged or redeemed stamp stock must be sent to the central-accounting postmaster by registered mail to be exchanged for other stamp stock (sec. 155).
- 6 31. The sale and redemption of international reply coupons should be understood (sec. 2226). Coupons issued in foreign countries must be sent to central-accounting postmaster at close of each quarter for credit.
- 1.2 32. Commissions on calls through public telephones must be properly accounted for (sec. 247).
- 6 33. Money-order stamp must be kept clean and legible impressions made (sec. 1421).
- 1.2 34. A register of money orders issued must be well kept and written up daily at third- and fourth-class offices, except those at which the filing system has been authorized (secs. 1417, 1527).
- 1.2 35. Blank money-order forms must be verified promptly upon receipt, and be securely kept and properly protected (secs. 106, 1424, 1426).
- 1.2 36. Written application or receipted e. o. d. tag is required for each money order issued (secs. 1387, 1414, 1415, 1460, 1465, 1492).
- 6 37. Orders paid and repaid and coupons must be promptly stamped with date of payment (sec. 1434).
- 6 38. Coupons of paid money orders should be initialed by paying employees (Postal Guide).
- 6 39. Coupons of paid money orders must be properly filed each day (sec. 1441).
- 6 40. Manner of handling "Not Issued" money-order forms should be understood (secs. 277, 1425).
- 6 41. Manner of paying orders at offices other than the one on which drawn and the use and record of Forms 6126 and 6518 should be thoroughly understood (sec. 1429).
- 6 42. At offices authorized to transact international money-order business, such business should be thoroughly understood and properly conducted. To this end "International List," pamphlet XIV, should be frequently consulted, and Form 6749-a, "Conversion Tables for Use in International Money-Order Business," with the key thereto, Form 6749, which is sent at intervals to all international money-order offices, should be constantly used (secs. 1458-1488).
- 1.8 43. Neither the postmaster nor anyone connected with the post office should issue money orders of express companies or act as agent in competitive business (sec. 1404). The use of money orders should be encouraged.
- 1.2 44. The regulations concerning payment of postal notes, initialing, etc., must be understood and observed (Postal Bulletins January 19, 1945, and March 6, 1945).
- 1.2 45. Bank accounts must be properly designated. Funds may be deposited temporarily in a National or State bank for safekeeping, or placed in a receptacle under the postmaster's exclusive control in any bank for safekeeping at risk of postmaster (sec. 120, 121).
- 1.2 46. All trust funds should be properly recorded and kept separate from other funds (Cashbook).
- 1.2 47. When outstanding keys cannot be recovered from former box holders, the locks to such boxes must be changed before assignment to other applicants (Postal Guide).
- 1.2 48. Moneys received from the sale of internal revenue, migratory-bird and motor vehicle tax stamps must be accounted for as trust funds. The instructions concerning the sale of these stamps and disposition of proceeds must be understood (secs. 156, 1564, 157, and Postal Guide).
- 3.0 49. Credit must not be claimed for unauthorized expenditures nor for allowances authorized unless payments have been made and receipts have been obtained (secs. 267, 475).
- 3.0 50. Vouchers must not be signed in blank. They must be signed by and payments made in the full amount to the person actually performing the service (sec. 2313).
- 1.2 51. Boxes must not be assigned without collecting rental in advance and should be declared "Vacant" if rent is unpaid (secs. 245, 486, and Postal Guide).
- 6 52. Record of box holders should be kept as contemplated by section 488.

POSTAL SAVINGS

- 1.2 53. Pamphlets, letters of instructions, and stock of certificates must be kept in good condition and properly protected (sec. 1609).
- 1.8 54. Funds must be kept separate from other funds, and promptly remitted (secs. 1615, 1617, 1626, 1627).
- 1.2 55. Monthly account current and statistical report must be in proper form and promptly forwarded (sec. 1622).
- 1.2 56. Accurate copies of all reports and accompanying abstracts must be kept on file (sec. 1622).
- 1.2 57. Applications of depositors on card Form PS 600 must be carefully prepared and certificates issued and paid entered thereon (secs. 1604, 1605, 1618).

- 1.2 58. Balances shown by depositor's cards (Form PS 600) must be added monthly and should agree with total shown in monthly report (sec. 1642).
- 1.2 59. Care must be exercised in paying certificates, which must be endorsed in presence of paying employee, stamped "Paid," and initialed by paying employee (sec. 1618).
- 1.2 60. Proper record must be made of interest payments (sec. 1618 and PS 100).
- 6 61. Regulations concerning deposits or withdrawals through representatives or by mail must be observed (secs. 1607, 1619).
- 6 62. The instructions in the booklet, PS 100, concerning payment of interest on certificates must be understood. When certificates are surrendered, the paying clerk must always observe the logical safeguarding procedure of entering in ink the amount of interest due in the receipt form on the certificate before securing the endorsement of the depositor. The original entry must never be increased. Form PS 606 should be used if an additional amount is due and paid.
- 6 63. Manner of settling account of deceased depositor should be understood and followed (sec. 1640).
- 1.8 64. Postal-savings records must be properly kept in ink and up to date (secs. 1608, 1618, 1622).
- 1.2 65. Manner of correcting errors in records should be understood and followed (sec. 1610).
- 1.2 66. Paid postal-savings certificates must not remain in custody of the postal-savings window clerk (sec. 1618).
- 1.2 67. Applications for duplicate certificates must be properly completed and delivery of certificates made in accordance with instructions on Form PS 607.
- 1.2 68. Only one draft may be drawn each month and that at the close thereof to replace postal or postage stamp fixed credit funds used to meet postal-savings withdrawals (sec. 1617).
- 1.2 69. The serial numbers of certificates issued and spoiled shall be recorded daily in Abstract A, and the date of payment and the serial numbers of certificates paid shall be recorded daily in Abstract B, a permanent record (secs. 1610, 1618, and Postal Guide).

UNITED STATES SAVINGS BONDS

- 6 70. An adequate supply of descriptive literature must be on hand (sec. 158).
- 6 71. Application blanks, Form 920, must be kept available for use of the public (sec. 158).
- 6 72. Letters of instruction and Treasury Department Circular No. 530 must be kept in good condition and readily available (sec. 158).
- 1.2 73. The savings-bond stock must be adequate and properly protected (sec. 158 and Postal Guide).
- 1.8 74. Funds must be kept separate from other funds and promptly remitted (sec. 158 and Postal Guide).
- 6 75. Instructions concerning the issuance of bonds must be observed (sec. 158 and Postal Guide).
- 1.2 76. Copies of remittance letters, Form 990 and monthly accounts current, Form 904, must be completely and correctly filled out and retained (sec. 158 and Postal Guide).
- 1.2 77. Duplicate registration stubs of issued, spoiled, and canceled bonds and application Forms 920 must be properly completed and filed (Postal Guide).
- 6 78. Instructions concerning the certification of bonds for payment must be observed (Postal Guide).

WAR SAVINGS STAMPS

- 6 79. Stock of savings stamps and albums must be kept in good condition (sec. 158½).
- 1.2 80. Adequate stock of stamps of denominations suitable to the local demand must be kept on hand at all times (sec. 158½).
- 1.2 81. The amount of savings stamp fixed credit, as shown by the fixed credit receipt (Form 3307), must remain intact in unsold stamps, redeemed stamps, cash, or other representation of value (sec. 158½).
- 6 82. Name of office must be stamped on surrendered savings stamp albums and cards. The value of the stamps surrendered and the reason (whether for "Cash," "Bonds," or "Certificates") should be written in the upper right-hand corner of the back cover page of albums or front page of cards (sec. 158½).

MAIL MATTER—GENERAL PROVISIONS

The postmaster and employees must comply with instructions and requirements relating to—

- 6 83. Keeping records of postmarks, postmarking, and cancellations of stamps (secs. 717-720). Stamps must be canceled thoroughly to prevent reuse (Postal Guide).
- 6 84. Backstamping special delivery, returned to senders, undeliverable, etc. (secs. 761, 801).
- 6 85. Endorsement of all general delivery mail of every class to show date of receipt (secs. 761, 801).
- 1.8 86. Disposal of unmailable, unclaimed, and undeliverable matter and indicating reasons for nondelivery; also treatment and disposal of money, uncanceled postage stamps and articles of merchandise found loose in the mails (secs. 387-607, 716, 725-728, 756, 769-775, 790-808, 813-820, 2203, 2204, 2223, 2227, 2230, 2231). Undeliverable matter of the third and fourth classes of obvious value which cannot be returned to the sender under the provisions of section 805 shall be sent to the post office at the headquarters of the Division of the Railway Mail Service and should be listed on Form 1522.
- 6 87. Holding letters in general delivery (secs. 761, 800, 801, 815, 816).
- 6 88. Treatment of first-class matter received unsealed or in bad order (secs. 705, 1310).
- 6 89. Use of postage-due stamps and treatment of short-paid matter (secs. 134, 511, 513, 763-768, 1320, 2315, and Postal Guide). Advance deposits for postage due matter must be properly safeguarded and applied only to the use intended.
- 6 90. Correction of mailing lists (sec. 702 and Postal Guide).
- 1.2 91. Business-reply cards and envelopes and bulk mailings of third-class matter (secs. 510, 562). One-cent-apiece rate under section 562 does not apply to miscellaneous printed matter when there are less than 12 pieces to a pound, or to books, catalogs of 24 pages or more, seeds, etc., when there are less than 8 pieces to a pound.

- 1.2 92. Acceptance and records relating to first-, second-, third-, and fourth-class nonmetered permit matter. Certificate on the reverse side of Form 3602 (Statement of Mailing) must be completed and be signed by two receiving employees and the same two employees must sign the receipt, Form 3603. A record of all mailings of nonmetered matter must be kept on Form 3609 by employees accepting such mail (sec. 579, Forms 3601 and 3610-A).
- 1.2 93. Setting of postage meters must be witnessed by two employees, both of whom must sign receipt on Form 3603-A (sec. 579).
- 1.2 94. Collection of fees for all applications for nonmetered permits and cancellation of permits not used for 12 months (sec. 579).
- 1.2 95. Precanceled stamps (Postal Guide). May be used only at offices where precanceled. Postage-due and commemorative stamps must not be precanceled.
- 1.2 96. Acceptance of newspapers and periodical publications at second-class rates (secs. 528-532, 545, 547, 555, 556). Publication's own advertising should be included in calculating percentage of advertising matter (sec. 541).
- 6 97. Weighing of second-class mail, examination, issuance of receipts for postage; per copy rates required on copies of all publications, except weeklies, mailed by publisher or registered news agent for local delivery by letter carriers at office of entry or registry. Publishers' free in county mailings acceptable only for subscribers residing in county in which publication is both printed, in whole or in part, and published, when for delivery at or from post offices not having letter-carrier service (secs. 538-544, 550, 552, 557-559, 2066, 2067).
- 6 98. Use of Forms 3578 and 3579 in notifying publishers (sec. 808).
- 6 99. Air-mail rates (secs. 511, 577) and local connections and dispatches.
- 1.2 100. Special delivery matter must be given proper supervision, record, and promptly delivered (secs. 1028, 1075-1103, 2219, 2319, and Postal Guide).
- 1.8 101. Fee must not be claimed unless actual special-delivery service is performed as authorized (secs. 1028, 1083, 1092, 1094, 1096, and 2319).
8. R. 102. Sender's name and address must be on all parcels (sec. 585). Wrapping and packing of parcel-post mail and treatment of fragile matter (secs. 581, 590, 591).
- 6 103. Postage rates, classification, and conditions applicable to international mail service (secs. 2203-2206, 2212, 2216, 2221, 2223, 2227, 2228-2232).
- 6 104. Zone key must be used (Postal Guide).
- 6 105. Manner of reporting loss, rifling, or other irregularities in the handling of mail matter on proper forms (secs. 809-811, 2233, and Postal Guide). (S. R. 2d CL.)
- 6 106. The Department's instructions concerning the postal unit numbering system should be understood and complied with (Postal Guide).

CITY AND VILLAGE DELIVERY

- 6 107. Pamphlet entitled "Supervision of City Delivery Service" must be on file, understood, and kept corrected with amendments.
- 3.0 108. The instructions relative to semiannual 5-day count and weight of mail handled on each route and annual inspections of routes should be understood and complied with. Route adjustments should be made promptly (Pamphlet on Supervision of City Delivery Service).
8. R. 109. At offices where Government-owned motor vehicles have been provided, the rules and regulations pertaining thereto must be thoroughly understood (secs. 453, 464).
- 1.2 110. Some supervisory officer must be designated to supervise and test work of carriers in office and on routes (sec. 904).
- 1.2 111. Each carrier should be familiar with the casing of mail for at least one other route (Pamphlet "Supervision of City Delivery Service").
- 6 112. Carriers' cases should be properly arranged with reference to proximity of distributing cases and provided with sufficient number of separations, properly labeled (Pamphlet "Supervision of City Delivery Service").
- 6 113. Carriers should take proper care of supplies and inspection of equipment should be made at regular intervals.
- 6 114. Letter-box keys to be checked out and in to carriers and properly protected at all times (secs. 946, 1894).
- 6 115. Departmental orders regarding city delivery service must be suitably kept and in proper form (sec. 904).
- 1.2 116. Allowances granted for vehicle hire on annual or quarterly basis must be properly and economically used (sec. 85).
- 6 117. Carriers granted allowance for maintaining conveyance must provide good equipment.
- 6 118. Changes of address should be recorded by carriers and should be observed for 2 years (secs. 770, 927).
- 6 119. A list of street letter boxes, showing number and location, should be kept on file (sec. 945).
- 6 120. Correct time cards must be on collection boxes (secs. 943, 945).
- 6 121. Condition and appearance of boxes must be noted and report made by postmaster if any need repairs or painting (sec. 946).
- 3.0 122. Limits of city delivery and number of deliveries and collections must not be changed without authority from Department (secs. 903, 950).
8. R. 123. Authority for expenditures for city delivery service must be obtained in advance, except in case of urgent necessity (secs. 903, 954).

REGISTRY BUSINESS

- 1.2 124. Employees must be competent, qualified, and thoroughly familiar with the fees and limits of indemnity and surcharge, and alert to detect any deficiencies in postal revenues on registered mail (secs. 1203, 1209, 1218, 1369, 1380-1383, 2207, 2234, and Postal Guide, Part II).
- 1.8 125. Registered mail must be properly protected until disposed of and not exposed to depredations (secs. 443, 703, 1335, 1369, 1370). Losses and improper handling must be reported promptly (secs. 443, 809, 811, 1261, 1265, 1288, 1383, 2233). Prompt report should be made to the Department of any instance noted wherein it is believed that registered mail, particularly that known to be of more than nominal value, is not given adequate safeguards either in transit or in post offices (Postal Guide).
- 1.8 126. Articles known to be of unusual value must be afforded extra care (secs. 1203, 1351, and Postal Guide).
- 6 127. Numbers assigned to registers must start anew on July 1, unless otherwise authorized (secs. 1207, 1208, 1342).

128. Statistical registry, insured, and c. o. d. report on Form 3848 must be rendered promptly (second- and third-class offices) (sec. 1379 and Postal Guide).
129. Firm mailing and delivery books should be used when quantity mailed and received for delivery justifies (Postal Guide).
130. Registered mail must be properly prepared, plainly and conspicuously marked "Registered" on its face, and legibly postmarked (secs. 1202, 1216, 2208, 2218).
131. Defective pouches, sacks, or locks must never be used. Examine carefully (secs. 1235, 1240).
132. Registered letters must be postmarked on the back twice at crossing of upper and lower flaps immediately after acceptance (secs. 1216, 2208).
133. Registers for delivery must be backstamped once over the flap immediately upon receipt (secs. 761, 2208).
134. Postmaster and employees must not make enclosures or seal envelopes for patrons (sec. 1202).
135. The particulars of each article must appear on office record; and accepting employee must place initials in space provided when delivery is restricted; also show amount of fee paid when return receipt is requested (sec. 1209, and Postal Guide, Part II).
136. Notation of hour of handling, both incoming and outgoing, should be made if required. (March 1940 Supplement.)
137. Instructions relative to handling of registered matter by city, village, and rural carriers must be strictly observed. (Secs. 1334-1335.)
138. Rules governing acceptance of matter for registration must be understood and observed (secs. 1202-1205, 1216, 2203).
139. Receipts must be given senders at time of registration (sec. 1209).
140. Records must show particulars of dispatch (sec. 1268).
141. Return of registry receipts must be promptly checked on record of dispatch and failure to secure receipts promptly reported (secs. 1288, 1290).
142. Registered mail dispatched in catcher pouch must be placed therein the last thing before locking (sec. 1278). For fragile or bulky articles see sections 1202, 1274.
143. Registered mail in transit must be promptly receipted for, re-recorded under original number and office of origin only, and forwarded by the first available dispatch (secs. 1240, 1290, 1295, 1304, 2213).
144. Unless otherwise authorized, the dispatch and receipt must be witnessed when practicable. The witnessing must not be perfunctory (secs. 758, 1242, 1261, 1268, 1314).
145. Registered mail for delivery must be promptly recorded, checked, examined, and if damaged should be repaired or reenvoloped; also examined for customs duties (secs. 1294, 1310, 1320, 2229, 2230, and Postal Guide).
146. Rules governing delivery and retention of records should be understood and observed (secs. 1314-1326, 1354-1366, 1370, 1374, and Postal Guide).
147. Form 3808 to be given delivering employees (sec. 1358 and Postal Guide).
148. Receipts must be taken on office delivery records from carriers for registers to be delivered by them (secs. 1356, 1356).
149. Rule for supplying return receipts should be understood and observed (secs. 1218, 1322).
150. Date of delivery and initials of delivering employee must be shown on records (sec. 1322, Forms 3849, 3850).
151. Matter on hand and delivery records must be frequently examined to see that all registers have been delivered and none held beyond proper period (secs. 1330, 1332, 1333, 2227).
152. Registers mislaid, forwarded, returned to sender, etc., must be dispatched under original number and office of origin, not reentered in window book, but notation made against entry on transit or delivery records (secs. 1305, 1328).
153. Registered jacket envelopes must be made up in all cases when the quantity dispatched warrants use of jackets (secs. 1242, 2213). At delivery offices they should be opened properly and retained the required period (sec. 1314 and Postal Guide).
154. Rotary keys must be attached to interior of safes by means of chains unless otherwise authorized and rotary locks must be properly protected (sec. 1267).

INSURED, C. O. D., AND CUSTOMS PARCELS

The postmaster and employees must encourage, be familiar with insured and collect-on-delivery business, including fees and limits of indemnity, and comply with instructions and requirements relating to—

155. Making inquiry as to contents, packing, and insurance when accepting parcels and placing of endorsements "Fragile," "Perishable," etc. (secs. 581, 585-596, 1385, and Postal Guide).
156. Observing deficiencies in postage on insured and c. o. d. mail (secs. 581, 723, 763, 765, 766, 1385-1388, and Postal Guide).
157. Regulations concerning insured and c. o. d. service with certain foreign countries and insured service with Canal Zone and Philippine Islands (sec. 1386 and Postal Guide and Supplements).
158. Making selective check at least quarterly at offices having carrier service, to ascertain whether all employees are obtaining receipts for insured mail delivered and whether receipts are properly filed (Postal Guide and November 1940 Supplement).
159. Use of firm mailing books when quantity mailed by any firm or person justifies (Postal Guide).
160. Examination of parcels mailed by firms with firm mailing books to determine whether correct postage affixed (sec. 581, and Postal Guide).
161. Acceptance on rural routes (secs. 1017, 1385-1387, and Postal Guide and Supplements).
162. Keeping separate record, unless otherwise authorized, of postage and fee on each insured and c. o. d. parcel (sec. 1355 and Postal Guide, Part II).
163. Name and address of sender on parcel and tag (secs. 585, 1385, 1387 and Postal Guide, Part II).
164. Placing of insured or c. o. d. endorsement conspicuously on such parcels and legible numbering thereof (secs. 1385-1387 and Postal Guide, Part II).

165. Examination of all incoming parcels to guard against delivery of insured mail without taking receipts and without collection of charges on c. o. d. and customs-duty parcels (secs. 1386, 1387, 2229, 2230, and Postal Guide).
166. Postmarking of c. o. d. tags on incoming parcels to show date of receipt (Postal Guide).
167. Recording of all incoming c. o. d. and customs-duty parcels on proper forms, and making record to show disposal of parcels or date and numbers of money orders issued in payment of c. o. d. collections (secs. 1370, 1385, 1387, 2229, 2230, and Postal Guide).
168. Recording of all incoming custom-duty parcels on Form 2985 and the making thereon of proper record of remittance of customs charges when collected, or of disposition of customs-duty parcels when undeliverable (secs. 2229, 2230).
169. Proper delivery of insured and c. o. d. mail, the receipt to bear signature of addressee, or authorized agent, and date of delivery (secs. 1323, 1370, 1385, 1386, 1387, and Postal Guide).
170. Exchange of receipts with carriers handling c. o. d. mail (sec. 1387 and Postal Guide, Part II).
171. Examination of contents of c. o. d. and customs-duty parcels before payment of charges not permitted (secs. 1387, 2229, and Postal Guide, Part II).
172. Proper recording of undeliverable insured, c. o. d., and customs-duty parcels (secs. 804, 1385, 1386, 1387, 2229, 2230).
173. Collection of demurrage charges (sec. 1388 and Postal Guide, Part II).
174. Holding undelivered insured or c. o. d. mail for the maximum retention period prescribed by the sender or permitted by the Department (not exceeding 30 days) (secs. 804, 805, 1385, 1388, and Postal Guide).
175. Issuing notices of nondelivery (Forms 3540 or 3849-D) when required. Maintaining record of notices of nondelivery. Form 3849-D (secs. 805, 1388, Postal Guide and January 1945 Supplement).
176. Returning or otherwise disposing of undeliverable insured or c. o. d. mail at the expiration of the proper retention period, rated up with the postage for forwarding or return, and any demurrage charges due if c. o. d. (secs. 804, 805, 1385, 1388, and Postal Guide).
177. Prompt issuance of separate money order for c. o. d. collections and prompt remittance of customs duties collected (secs. 1387, 2229, 2230, and Postal Guide).
178. Furnishing return receipts for insured parcels when required (secs. 1322, 1386).
179. Filing of coupons and c. o. d. tags (sec. 1387 and Postal Guide).
180. Keeping of prescribed record of claims on Form 1516 at third- and fourth-class offices, and on Form 3841-P at second-class offices (Postal Guide).

RAILWAY MAIL SERVICE

181. Schemes of distribution must be corrected to date (sec. 733).
182. Outgoing mail must be distributed in accordance with instructions and general schemes. There must be no massing of mail matter by small offices on larger offices beyond that permitted by the schemes (sec. 733 and November 1940 Supplement).
183. Clerks must be regularly examined on distribution when required (sec. 462).
184. Direct locked pouches must not be made up for offices on star routes nor registered mail included therein unless properly authorized (sec. 747).
185. Report should be made if railway postal clerks do not make direct packages and sacks when practicable for offices supplied from separating office (secs. 750, 2073).
186. All errors in distribution of mail must be properly checked and checked slips sent to Division Superintendent, R. M. S. (sec. 759).
187. Defective pouches, sacks, and locks must never be used and must be disposed of promptly as provided by sections 1870, 1873, 1883, 1884.
188. Pouches and sacks must be opened one at a time, in the presence of a witness when practicable, and carefully examined when emptied to see that no mail remains therein (sec. 758).
189. Pouch record, when required, must be properly kept and prompt report made to Division Superintendent, R. M. S., of failure to receive or dispatch a pouch due and duplicate or report filed (secs. 745, 762, 1779).
190. Matter liable to damage the mails must not be accepted (secs. 588-591).
191. Mail keys must be properly kept and recorded (secs. 1894-1898).

RURAL, STAR ROUTE, AND MAIL MESSENGER SERVICE

192. Postmasters shall supervise the work of carriers and see that they perform their duties in an efficient manner. Report of inspection on Form 4248, or copy thereof, must be on file in office (secs. 999, 970).
193. Conditions of roads, unbridged streams not fordable, nonautomobile gates, etc., must be reported (secs. 964, 994).
194. Correct copies of maps and descriptions should be on file (sec. 995).
195. Carriers must serve routes as officially described, observe schedules and give service personal attention (secs. 995, 997, 999).
196. Any advisable changes in routes or schedules must be reported (secs. 999, 999).
197. When serving his route, carrier should not be accompanied by any person except as provided by section 995.
198. Carriers on annual or sick leave may not accompany substitutes (sec. 974).
199. Carriers should present a neat appearance (sec. 987).
200. Carrier cases must be neatly and correctly labeled and kept free from extraneous papers and personal effects of carriers (secs. 444, 1000, 1003).
201. Mail shall be separated to routes by postmasters or clerks, and carriers must assort mail before leaving office (secs. 972, 1005, 1006).
202. Carriers must comply with provisions of section 1002 concerning outside employment and handling of merchandise on routes.
203. Alphabetical list of patrons and their box numbers should be maintained by the carrier for each route (sec. 992).
204. Trip report, Form 4240, shall be headed by postmaster and daily entries made thereon by carrier. Report must be verified by postmaster and filed in the office at the close of the month (sec. 1000, Form 4240).

205. Service on "loop routes" must be closely supervised and carriers must report at the post office at stated intervals (sec. 1001).
206. Carriers must be familiar with and comply with the regulations concerning pension mail, special-delivery, money-order, registry, insured, and collect-on-delivery business (secs. 1014, 1024, 1028-1034, 1276, 1321-1326, 1334, 1347-1350, 1352, 1356, 1360-1366, 1370, 1372, 1385-1389, 1534-1541, 2234, and Postal Guide).
207. Unpaid matter deposited in patrons' boxes must be held for postage (sec. 1020).
208. Postmaster must number stubs and receipts of each money-order receipt book in ink before giving it to carrier, who must not be allowed access to reserve stock of receipt books (secs. 1534, 1538).
209. Carriers must endorse receipt number and signature on back of money-order applications (sec. 1535).
210. Carriers must be provided with a fixed credit of stamp supplies adequate for the needs, to be replenished daily, and account for excess revenue (secs. 152, 153, 1024, 1047).
211. Carriers must regularly take over their routes all necessary service books, blanks, and equipment, which must be kept in good condition (sec. 1045).
212. Carriers must furnish vehicle equipment suitable for prompt handling and protection of the mail (sec. 1045).
213. Failure to perform full service must be reported (secs. 969, 990, 993).
214. Duplicate of monthly reports of star route service must be kept (sec. 1854).
215. Records of arrival and departure of mails on star routes must be properly kept and reports promptly made (secs. 1852, 1854).
216. Delinquencies on the part of persons engaged in carrying mails on star and mail messenger routes must be promptly reported (secs. 1774, 1855, 1856).
217. Temporary service must be employed on star and mail messenger routes when contractor fails to provide service (secs. 1777, 1849).

THE POSTMASTER

218. Must give his personal attention to the office, perform appropriate duties, and not engage in business that will interfere therewith. At second-class and third-class offices must give not less than 8 hours daily to the business of the office; at fourth-class offices where the compensation is from \$493 to \$1,100 from 5 to 8 hours daily, depending upon size of office; at fourth-class offices where compensation is less than \$493, from 2 to 4 hours daily (sec. 445 and Instructions to Postmasters in current Postal Guide).
219. Should be familiar with the use and purpose of the Postal Laws and Regulations and current Postal Guide, which should be kept corrected with amendments and changes; also, with supplements and Postal Bulletins (secs. 438 and 439).
220. Must immediately report to the proper inspector in charge any violations of the postal laws coming to his notice (sec. 2303).
221. Must make immediate report to inspector in charge whenever officers of the law are given information regarding mail matter which relates to a violation of the postal laws (sec. 702).
222. Must give Departmental correspondence proper attention and answer official communications promptly (sec. 440 and "Instructions to Postmasters" in current Postal Guide).
223. Must not absent himself from his office without prior written authority of inspector in charge except for periods not longer than 2 days in emergencies (sec. 445).
224. Absences without prior authority must be reported to inspector in charge; and accurate record of leave accrued and taken must be maintained on Form 1590 at second-class offices or in the space provided therefor in the cashbook at third- and fourth-class offices (sec. 445).
225. Must have office in condition to be inspected by a representative of the Department at any time. In postmaster's absence a competent person, having access to all funds, stamp stock, and records, must be left in charge (secs. 418-421).
226. Fixed credits must be checked at least once a month at the main office and stations, and once each quarter at contract stations (sec. 152).
227. Fixed credit receipts must be kept on Form 3367-B and proper record of checking of such credits must be noted on the back of that form or on Form 3367-C after each check (sec. 152 and March 1944 Supplement).
228. Fixed credits must be properly adjusted immediately after each check (secs. 152, 153).

THE POST OFFICE

229. Must be open for business in accordance with the regulations (secs. 435-437).
230. Instructions relative to Sunday and holiday service must be observed (secs. 436, 437).
231. Should be conducted in a well-regulated manner and be conveniently arranged for the proper dispatch of business. Objectionable business, or business not specified in contract, if premises are leased, must not be conducted in post-office quarters (sec. 475).
232. Quarters, boxes, fixtures, and furniture must be kept in good condition and repair (sec. 476).
233. Box equipment must be adequate for the needs of the service (secs. 482-484).
234. Combination of safe or vault must not be known to unauthorized persons (sec. 106).
235. Unauthorized persons must not be allowed access to workroom or permitted to handle mail, and mail must not be exposed to depredations (sec. 703).
236. Must be kept clean and orderly and free from unnecessary personal effects, mail matter, etc., of postmaster and employees (sec. 453).
237. Should be kept free from accumulation of such old papers and records as should be disposed of as waste (sec. 101).
238. Public funds and property must be properly protected (secs. 105, 106, 120, 121, 1504).
239. Lobby must not be open at night or at times when employees are absent unless it is protected as required by section 435.
240. A slot cut in the outer door of the office, or outside letter box, must be provided for the deposit of mail when the lobby is closed (sec. 481).

241. Necessary forms and cards must be posted in a conspicuous place in the lobby (sec. 434, Postal Bulletins).
- Placard showing domestic postage rates and other postal information (Form 3550-C).
- Envelope price list (Form 3200).
- Placard-notice to public relative to registry, insurance, and e. o. d. services (Form 3840).
- Placard of postal-savings information, if a postal-savings office (Form PS 75).
- Up-to-date placard of United States Savings Bond Information. Postmaster General's notice of reward (Form 512).
- Typewritten notice relative to sale of documentary internal-revenue stamps.
- Interior Department Form 65 or 68, "Hunters' Attention."

EMPLOYEES

242. Assistant postmasters and other employees must be required to furnish bonds (secs. 446, 472, 473, and Postal Guide).
243. Officially designated assistant postmasters must be bonded for not less than 25 percent of the postmaster's bond and perform appropriate duties (sec. 446 and Postal Guide).
244. Bonds must be approved by the postmaster, recorded, and properly filed. No employee shall have access to his own bond (secs. 446, 472, 473, 908, and Postal Guide).
245. Window assignments and other financial assignments, including registry and e. o. d. work, should be arranged to permit the fixing of direct responsibility at all times (Postal Guide).
246. The opening of remittances should be witnessed (sec. 123).
247. Changes in the classified clerical or carrier forces must be reported (sec. 455).
248. When an employee is brought within the purview of the Retirement Act, notice thereof should be forwarded immediately to the Bureau of Accounts on Form 2806 (second-class offices) or Form 1280-P (third-class offices), and when any employee eligible for retirement benefits, including the postmaster, separates from the service, Form BA-201 (second-, third-, and fourth-class offices) must be prepared and forwarded immediately to the Bureau of Accounts (Postal Guide).
249. Proper efficiency records of all employees must be kept at offices where applicable and recommendations for promotions based thereon. (Secs. 452, 453, 908 and pamphlet "Postal Service Rating System.")
250. Allowances for auxiliary clerical, carrier, and laborer assistance must be properly and judiciously used (Postal Guide).
251. Employees must register their own time, using automatic time recorder if one is provided, and accurate records must be kept (secs. 464, 927).
252. Instructions relating to recording and reporting time as outlined in joint letter of First and Fourth Assistants "Instructions for the Recording and Reporting of Time in Post Offices" should be thoroughly understood and complied with at offices where applicable.
253. Employees must be paid exact amount for which they receipt, no payments to be made unless service is rendered or leave with pay granted (sec. 2313).
254. Order books must be kept and all orders brought to the attention of employees (sec. 732).
255. Postal Bulletins must be available to all employees (Postal Bulletin).
256. Regulations relative to leave of absence must be observed (secs. 458, 931, 932).
257. Clerks, city letter carriers, village letter carriers, and employees of Government-owned motor vehicle service (secs. 464, 465, 924-928, 959): Schedules must be arranged in accordance with 8-in-10 hour law. Supervision must be given to prevent unnecessary overtime or waste of time.
258. Overtime must be reported.
259. Sunday, and holiday service must be restricted to a minimum and compensatory time given.
260. Eight hours of continuous duty by employees without a swing interval of at least 30 minutes should not be approved.
261. The regulations relating to the Voluntary Pay Roll Savings Plan, maintenance of records, etc., should be thoroughly understood and complied with (Postal Bulletin, March 6, 1945).

SUPPLIES

259. Manner of ordering, economical use, and care of supplies should be understood (sec. 480 and Postal Guide).
260. The entire stock of official card forms for mailing to the public, excepting Forms 3578 and 3579, must have name of office stamped or written thereon. (October 1939 Supplement.)
261. At second-class offices, overstock of supplies, including city and rural delivery equipment and supplies for Government-owned motor-vehicle service, and obsolete supplies of any kind on hand, should be promptly reported to the Fourth Assistant, giving description. At third- and fourth-class offices, overstock of supplies should be returned to the designated supply office. (Feb. 1935 and Nov. 1941 Supplements, Postal Guide.)
262. Postmarking, rating, and canceling stamps, etc., must be kept in good order and timely requisition made to replace unserviceable or broken stock (sec. 720).
263. Typewriters and adding machines should be properly cared for. Scales should be regularly tested for accuracy (Postal Guide).
264. Firearms should be frequently examined, cleaned, oiled, and tested to prevent deterioration and malfunctioning. They must be locked in safe or other container when no one is on duty. (Form E & S 112.)
265. Complete parcel-post equipment of zone keys, scales, etc., should be kept in stock (Postal Guide).

MISCELLANEOUS

266. Due protection must be afforded to guard against fire and robbery, and action to be taken in either event must be understood (secs. 106, 159, 440, 443, 809, 2303, 2304).

267. Provisions of sections 100½ and 101 governing disposal of old files in post offices must be complied with.

ITEMS NOT CHARGEABLE WHEN FIRST CHECKED

A charge has not been made for any of the items checked below, unless they were also checked during previous inspection while you were postmaster:

1(a). Box rents must be collected in accordance with schedules or at rates authorized by the Third Assistant Postmaster General, Division of Finance (sec. 485).

2(a). Stock of stamped paper for which there is no public demand should be reported to the central accounting postmaster (Postal Guide.)

3(a). Separate advice is required before paying money orders issued by postmasters in countries with which the United States transacts money-order business on domestic basis except Canada, Canal Zone, Cuba, Jamaica, Newfoundland, and the Philippine Islands (secs. 1493-1495).

4(a). A separate money order advice on Form 6006-a should be sent only to St. Vincent. The other countries with which the United States transacts money-order business on a domestic basis do not require advices (sec. 1493).

5(a). Postal savings depositor's balance must be kept within the maximum of \$2,500 (sec. 1603).

6(a). Postmasters at offices of delivery shall watch the mails from foreign countries and properly endorse such mail suspected of containing lottery or other prohibited matter that was not endorsed at office of first receipt (sec. 2232).

7(a). Postmasters at offices of delivery receiving mail endorsed "Supposed to contain matter prohibited importation" (sec. 2232) must not send such mail matter out for delivery by carrier but shall hold the matter at the main office or station and notify the addressee to call and open the matter (sec. 2232).

8(a). Postmasters shall forward to the inspector in charge daily, letters opened by the addressee and found to contain lottery or other prohibited matter (sec. 2232).

9(a). Surplus pouches, sacks, and locks must be disposed of promptly and improper use or abuse prevented (secs. 1256, 1266, 1267, 1874, 1877, 1885).

10(a). Pouch labels must be postmarked, initialed when required, and preserved 30 days (sec. 758).

11(a). Report must be made if boxes of patrons on rural routes do not conform to specifications (secs. 1058-1072).

12(a). Postmaster must reside within the delivery of his office or within the city or town where it is situated (sec. 469).

13(a). Postmaster must give prompt and personal attention to instructions received from the Solicitor with copies of fraud orders against persons or concerns conducting fraudulent enterprises in foreign countries (sec. 2204).

14(a). Postmasters at exchange offices shall watch the mails from foreign countries and endorse any suspected of containing lottery or other prohibited matter (sec. 2232).

15(a). Postmaster must understand the prohibitions against political activity, participation in political management and political campaigns, and solicitation of political contributions (secs. 39 and 50-54).

16(a). Postmaster must not be a candidate for, accept or hold, any elective office under a State, county, or municipal government, or any appointive office, except as provided in section 39.

17(a). Postmaster must write date of commission, name and address of sureties, penalty of bond, and record of mail keys in current postal account book (secs. 412, 1894).

18(a). Postmaster must notify Department if one of his sureties dies or becomes insolvent (sec. 413).

19(a). Postmaster must require all employees to take oath of office on form provided by the Department, which should be retained in the office (secs. 30, 447).

20(a). Suitable exterior sign containing the words "Post Office" and the name of the office should be displayed (March 1931 Supplement).

21(a). Acceptance of interstate parcel-post shipments of meat, dead bodies, or parts thereof, of wild animals or birds, live animals, insects, plant products, nursery stock, etc. (secs. 592-596).

22(a). Postmaster must give personal attention to complaints (Postal Guide).

23(a). Postmaster must require employees to become familiar with the regulations and instructions (Forms 1028-B and 1036-B).

24(a). Standard quality envelopes to be sold only in lots of 250 or multiples thereof (Postal Guide).

25(a). Credit for money order commissions must be taken at the close of each month (see cashbook).

26(a). Regular, auxiliary, temporary, and substitute rural carriers must execute bonds, which must be forwarded to the Rural Delivery Disbursing Postmaster (sec. 968).

The inspector will add below any irregularities disclosed by the inspection which are not specifically or sufficiently treated in this form and other matters which should be brought to the attention of the postmaster, inserting appropriate penalties to be included in the total of assessments when proper.