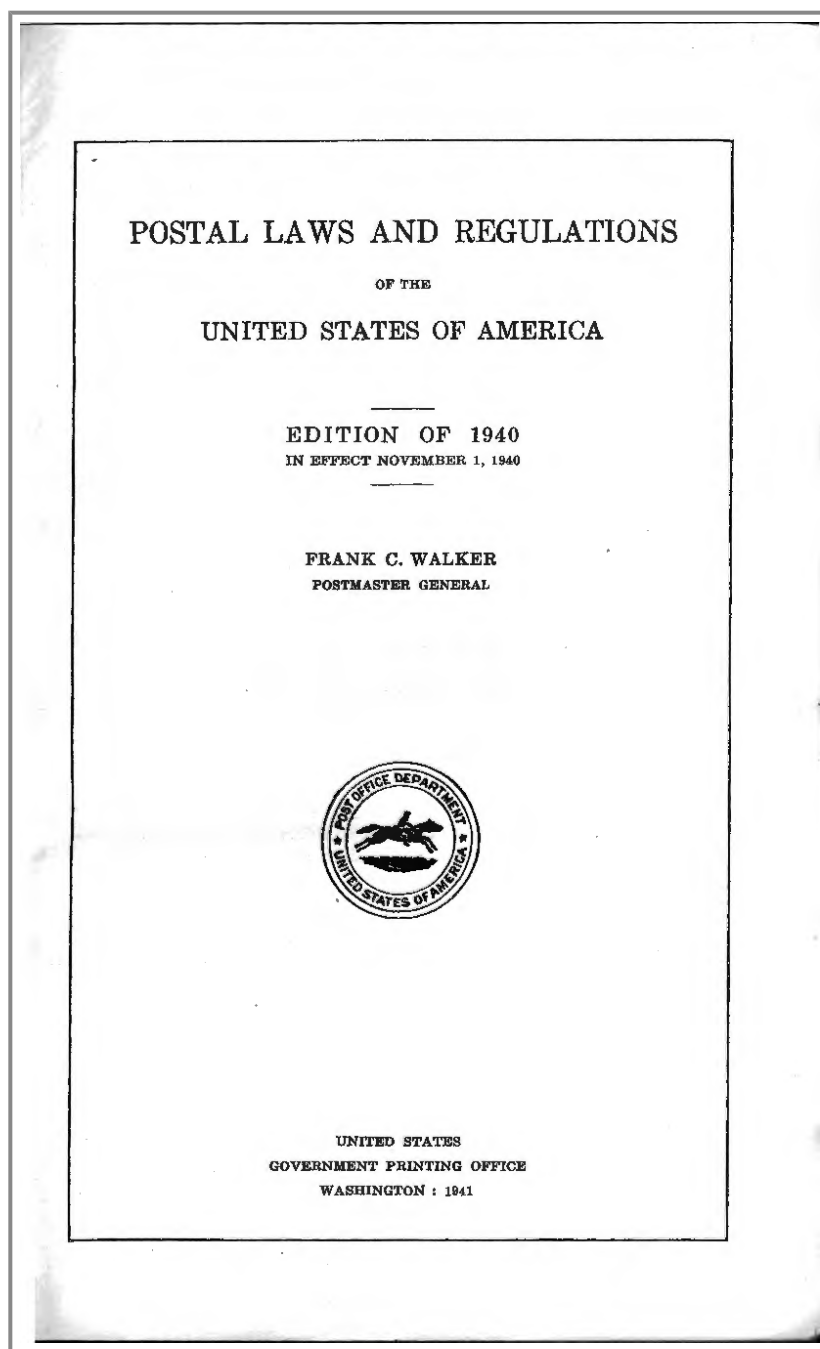


# US Postal Laws & Regulations

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Year: 1940

Rural routes



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issuance of postmasters' commissions; the consideration of charges and complaints against postmasters; all service matters in connection with fourth-class post offices; and the regulation of hours of business and changes of sites of post offices of the fourth class.

*Division of  
Dead Letters  
and Dead  
Parcel Post.  
Superintendent.  
—duties.  
Unmailable  
and unde-  
livered matter.*

4. The Division of Dead Letters and Dead Parcel Post, under the supervision of the superintendent, is charged with the treatment of all unmailable and undelivered mail matter sent to it, and the general supervision of the treatment of all such matter sent to its branches for disposition; the enforcement of the prompt sending of such matter according to the regulations, the correcting of errors of postmasters connected with the nondelivery of mail matter sent to the division of dead letters and dead parcel post or its branches, and the investigation, by correspondence, of complaints made with reference thereto; the verification and allowance of claims for credit by postmasters for postage-due stamps affixed to undelivered matter; the examination and forwarding or return of all letters which have failed of delivery; the inspection and return to the country of origin of undelivered foreign matter; recording and restoration to owners of letters and parcels which contain valuable inclosures; care and disposition of all money, negotiable paper, and other valuable articles found in undelivered matter; and correspondence, both foreign and domestic, relating to these subjects.

#### SECOND ASSISTANT POSTMASTER GENERAL

*Office of the  
Second Assist-  
ant Postmaster  
General.  
—duties.  
Transportation  
of mails.  
Mail lettings.*

*Contracts.*

*Deductions and  
fines.*

11. To the Second Assistant Postmaster General are assigned the authorization and management of the transportation of the domestic and international mails by means of railroads, electric and cable cars, steamships, steamboats, rural routes, mail messengers, star routes, and air-mail routes; the preparation of advertisements for mail lettings for the transportation of mail by steamboats and star routes, the preparation of orders of awards thereon, and the execution of contracts accordingly; the authorization of changes in schedules on steamboat routes and star routes where they are fixed by orders, and the passing upon schedules for air-mail routes; the receipt and examination of reports from postmasters and others as to the performance of such service and the preparation of orders for the Postmaster General making deductions for nonperformance and imposing fines for delinquencies; the issuance of statements of amounts found upon administrative examination to be due the various companies, contractors, and others for the performance of such service, and the forwarding of such statements to the General Accounting Office for payment; the authorization of payment of salaries to railway postal clerks and making allowances for their travel expenses; the distribution of pouches, sacks, and pouch locks used in the transportation of the mails; the designation and supervision of mail-bag depositories; the direction of the mail distribution and the course of the mails; the preparation of postal conventions and agreements (except those relating to the money-order system) and the regulations

5. The Division of Air Mail Service, under the supervision of the Superintendent, is charged with consideration of all matters within the jurisdiction of the Post Office Department pertaining to the operation of the domestic air mail service; the designation and preparation of air-mail schedules and the preparation of orders authorizing air mail service and changes therein on all domestic routes; the examination of regular and special reports covering the performance of service; the preparation of orders relating to deductions for the nonperformance of service or other delinquencies on the part of carriers; the preparation of monthly statements to the General Accounting Office of the amounts found upon administrative examination to be due carriers for the performance of service; the compilation of various statistics and the supervision and conduct of the domestic air mail service generally.

*Division of Air Mail Service.*  
Superintendent.  
—duties.

6. The Division of Rural Mails, under the supervision of the superintendent, is charged with the consideration of all matters pertaining to the Rural Delivery Service, and the appointment and discipline of rural carriers.

*Division of Rural Mails.*  
Superintendent.  
—duties.

#### THIRD ASSISTANT POSTMASTER GENERAL

12. To the Third Assistant Postmaster General are assigned the general supervision of the financial operations of the Postal Service; the supervision of the Postal Savings System and of the sale of United States savings bonds at post offices; the general conduct of the money-order system; the classification of domestic mail matter; questions pertaining to the use of penalty envelopes and the franking privilege; the enforcement of the laws relative to the limit of weight and size of domestic mail; the granting of authority to refund postage charges on domestic mail in excess of the lawful amounts; the supervision, through the Government agencies, of the manufacture of all postage stamps, postal cards, stamped envelopes, and newspaper wrappers, and migratory-bird hunting stamps, and their distribution; the distribution of internal-revenue stamps for sale in post offices; the supervision and management of the domestic registry system as well as the domestic insurance and collect-on-delivery services; the determination in complicated cases of responsibility for shortages of any kind in postmasters' accounts; the work of ascertaining the revenues derived from and the cost of carrying and handling the several classes of mail matter and of performing the special services; general supervision of investigations of methods designed to improve the Parcel Post Service; and the preparation of the Postmaster General's reports to Congress in cases involving loss of Government funds or stamped paper through embezzlement or otherwise.

*Office of the Third Assistant Postmaster General.*  
—duties.  
Finances.  
Classification of mail matter.  
Penalty envelopes, etc.  
Limit of weight.

Stamps, postal cards, etc.  
—manufacture.  
—distribution.

Preparation of special reports.

The divisions of this bureau shall perform duties as follows:

2. (a) The Division of Finance, under the supervision of the superintendent, is charged with gathering and distributing funds derived from the collection of the revenues of the Postal Service

## CHAPTER 3

## RURAL DELIVERY

## ESTABLISHMENT OF SERVICE

Authority to  
establish.  
39 U. S. C. 191,  
192.

Classes of  
service.

Petitions for  
establishment  
of motor-  
vehicle routes.

When horse-  
drawn vehicle  
service may be  
established.  
Extension of  
routes.

Conditions pre-  
cedent to  
establishment.

Frequency of  
service on new  
routes.

Consolidation  
of routes.  
39 U. S. C.  
192a.

964. Rural mail delivery shall be extended so as to serve, as nearly as practicable, the entire rural population of the United States.

2. All rural mail-delivery routes shall be divided into two classes to be known as—

(a) Standard horse-drawn vehicle routes, which shall be twenty-four miles in length, and

(b) Standard motor-vehicle routes, which shall be fifty miles in length, and shall only be established when a majority of the proposed patrons who are heads of families residing upon such proposed routes shall by written petition ask the Post Office Department to establish the same.

3. Nothing herein contained shall be construed to prohibit the establishment of horse-drawn vehicle routes of less length than the standard of twenty-four miles. If, in the discretion of the Postmaster General, in order to render more complete service, it should be necessary to do so the Postmaster General may increase the length of routes not to exceed fifty per centum above the standards herein prescribed.

4. Rural routes of a length above 36 miles and less than 50 miles, also, may be established there being no recognized standard route of 50 miles.

See decision of April 17, 1925, of Comptroller General (4 Comp. Gen. 862), citing act of February 28, 1925, 43 Stat. 1063.

5. Roads on which rural delivery service is established shall be in good condition and so maintained, unobstructed by gates, and there shall be no unbridged streams not fordable at all seasons of the year.

6. The frequency of service on a newly established route shall not exceed three times a week, unless such route is formed wholly, or in greater part, by rearrangement of six-times-a-week service.

7. No consolidation of rural routes shall be made otherwise than on account of the resignation, death, retirement, or dismissal on charges of carriers in the Rural Mail Delivery Service.



965. All persons, except those who reside within the city delivery limits of cities where city delivery service is in operation, or within the village delivery limits of cities, towns, or villages where village delivery service is in operation, may be served by rural carriers, provided they will erect approved boxes on the established line of the routes in the manner required by the department.

Who may be served.

#### CARRIERS: SUBSTITUTE AND TEMPORARY CARRIERS

966. Rural carriers shall be appointed by the Postmaster General upon certification by the Civil Service Commission from registers of eligibles resulting from examination.

Appointment of rural carriers.

967. Every regular, auxiliary, temporary, and substitute rural carrier shall, before beginning service, take the official oath prescribed in section 30, and no person who has not taken the prescribed oath shall be given custody of the mails.

Official oath.

968. Every regular, auxiliary, temporary, and substitute rural carrier shall, upon being appointed, execute a bond in the sum of \$500 with acceptable sureties, the bond to be forwarded to the department when executed.

Bond required.  
—amount of.  
—where filed.

2. Bonds to be acceptable shall be signed by two personal sureties, each of whom is worth the sum of \$500 in property over and above his debts and personal liabilities, or by an indemnity company that is authorized to qualify as sole surety on an official bond.

—surety companies or personal.

NOTE.—For a list of surety companies see Official Postal Guide.

Note.

3. When a person who has qualified as surety on a bond of a rural carrier dies, removes from the locality of the route, or becomes insolvent, the postmaster shall at once notify the Second Assistant Postmaster General, Division of Rural Mails.

Bondsmen.  
—report of death, removal, insolvency.

4. The execution of new bonds for regular, auxiliary, temporary, or substitute rural carriers may be required by the Postmaster General whenever it is deemed necessary or expedient.

New bonds.  
—may be required.

969. Postmasters at offices where rural delivery service is in operation shall familiarize themselves with the regulations, rules, orders, and instructions governing rural delivery, shall instruct the carriers and inform others concerning it, and shall supervise generally the rural service at their offices.

Postmasters to familiarize themselves with regulations and supervise and instruct carriers.

2. Postmasters shall supervise the work of the carriers and see that they perform their duties in an efficient manner and shall keep themselves informed as to the condition of the routes attached to their offices and the business transacted on them, and shall make prompt report to the Second Assistant Postmaster General, Division of Rural Mails, of any dereliction on the part of the carriers, such as dishonesty, immorality, intoxication, any irregularity in the transaction of money order, insurance, C. O. D., or registry business, continued failure, without excuse, to serve their routes completely; unsatisfactory service, persistent insubordination and disregard of postmaster's orders, or other conduct detrimental to the best interests of the service,

Details of supervision.

and await specific instructions before taking other action in the matter.

Permanent changes of travel.  
—report to be made to department.

3. Postmasters shall make prompt report to the department of any permanent changes of travel by rural carriers from the line of their routes as officially described, due to changes in roads by State or local authorities, or for other reasons, and should make recommendation for withdrawal of service from retraces or other portions of routes not regularly traveled, or on which the number of families served and the amount of mail delivered and collected do not warrant continuance of service thereon. They should make suggestions for extensions of routes for the supply of families not easily accessible to facilities, or to more conveniently serve patrons when, in their opinion the number of families, the distance they reside from rural or star routes or post offices and the condition of the roads to be covered warrant such extensions.

—extensions of routes.

Inspection trips and reports.

970. Postmasters, their assistants, or other competent employees shall make a trip of inspection over the rural routes each year in the month of May. The inspections shall be made without expense to the Department. Report of each inspection shall be prepared in duplicate on Form 4248. The original of the form shall be promptly submitted to the Second Assistant Postmaster General, Division of Rural Mails, and the copy shall be filed in the post office.

Carriers subordinate to postmasters.

971. Rural carriers shall be subordinate to the postmasters at the offices to which they are attached and shall comply with their instructions and obey their orders, subject to directions from the department.

Assistance in separating.  
—permitted, when.

972. Postmasters shall not permit rural carriers, without specific authority from the Department, to handle or have access to mail other than that of patrons of their routes. Postmasters shall obtain permission from the Department to allow rural carriers to assist in the separation of second-, third-, and fourth-class matter when such action is necessary to enable the carriers to depart for the service of their routes at the prescribed time and a change in the schedule is impracticable.

Carriers' compensation.  
39 U. S. C. 197.  
Supp. V.

973. The salary of carriers in the Rural Mail Delivery Service for serving a rural route of thirty miles six days a week shall be \$1,800; on routes less than thirty miles, \$60 per mile per annum for each mile or major fraction thereof. Each rural carrier assigned to a route served six days in a week shall receive \$20 per mile per annum for each mile or major fraction thereof said route is in excess of thirty miles, based on actual mileage, and each rural carrier assigned to a route served three days in the week shall receive \$10 per mile per annum for each mile or major fraction thereof said route is in excess of thirty miles, based on actual mileage. The Postmaster

General may, in his discretion, allow and pay such additional compensation as he may determine to be fair and reasonable in each individual case to rural letter carriers serving heavily patronized routes not exceeding thirty-eight miles in length: *Provided*, That in no case shall the total compensation of a rural letter carrier serving a heavily patronized route of thirty-eight miles or less in length exceed \$2,100 per annum, exclusive of maintenance allowance: *Provided, further*, That the Postmaster General shall report to the Committees on Post Offices and Post Roads of the two Houses the number and names of the routes, on which these increases shall be made, by January 1, 1940, after which date no further increases shall be made.

2. In addition to the salary provided in this chapter, each carrier in Rural Mail Delivery Service shall be paid for equipment maintenance a sum equal to 5 cents per mile per day for each mile or major fraction of a mile scheduled. Payments for equipment maintenance as provided herein shall be at the same periods and in the same manner as payments for regular compensation to rural carriers.

Additional for  
equipment.  
39 U. S. C. 206.

3. A rural carrier serving one triweekly route shall be paid a salary and equipment allowance on the basis of a route one-half the length of the route served by him. A rural carrier serving two triweekly routes shall be paid a salary and equipment allowance on the basis of a route one-half of the combined length of the two routes.

39 U. S. C. 198.

4. Each rural carrier assigned to a route on which triweekly service is performed shall receive \$10 a mile for each mile the route is in excess of 60 miles or major fraction of a mile in length, based on actual mileage. (See 4 Comp. Gen. 884.)

5. In the case of any carrier in the Rural Mail Delivery Service on July 1, 1934, who serves six days a week a rural route of less than thirty miles, or who serves three days a week a rural route of less than sixty miles or two routes of a combined length of less than sixty miles, the annual salary of such carrier shall not be reduced more than \$180 by operation of section 197 of this title. Should any such carrier be transferred to another route or other routes, the salary which he was receiving on June 30, 1934, shall be protected to the same

39 U. S. C.  
197a.  
Supp. V.

extent as such salary would, under the preceding sentence, have been protected had such carrier continued to serve the route or routes from which he was transferred and had the length of such route or routes been changed to correspond to that of such other route or routes.

Additional compensation for pouch mail.  
39 U. S. C. 205.

6. The Postmaster General may, in his discretion, allow and pay additional compensation to rural letter carriers who are required to carry pouch mail to intermediate post offices, or for intersecting loop routes, in all cases where it appears that the carriage of such pouches increases the expense of the equipment required by the carrier or materially increases the amount of labor performed by him, such compensation not to exceed the sum of \$12 per annum for each mile such carrier is required to carry such pouch or pouches.

Pay dependent upon length of route to be determined by department.  
39 U. S. C. 199.

7. The pay of rural carriers and substitute rural carriers, which depends upon the length of the route, shall be determined in accordance with the records of the Post Office Department, which records shall be promptly corrected whenever the Postmaster General determines that such records are not correct.

See 5 Comp. Gen. 626 and 6 Comp. Gen. 569.

Claim for additional compensation.

8. All claims for additional compensation on account of increase in the expense of equipment required, or of any material increase in the amount of labor performed because of the carriage of pouch mail, shall be submitted to the Second Assistant Postmaster General, Division of Rural Mails, with a full statement of the facts, through the postmaster, who shall make such comment or recommendation thereon as he may deem proper.

Pay of substitute carriers.  
39 U. S. C. 203.

974. \* \* \* substitutes for (rural) carriers on vacation to be paid during said service at the rate paid the carrier.

2. A substitute carrier who performs service for a regular carrier absent with pay shall be paid at the same rate paid the regular carrier for each day's service, exclusive of Sundays and authorized holidays.

3. A temporary carrier serving a route for which there is no regular carrier, or in place of a regular carrier absent without pay, shall be paid at the same rate paid the regular carrier, Sundays and holidays included, except at the beginning or ending of the period of employment.

4. A regular carrier when on annual or sick leave shall not accompany the substitute who is employed to serve the route, the substitute being expected to be qualified and able to serve without assistance. A regular carrier who performs service or

accompanies the substitute under such circumstances shall not be considered as on leave with pay, and payment shall be made only to the substitute carrier.

975. Certificates of service performed by rural carriers shall be carefully prepared by the postmaster on forms provided therefor and in accordance with instructions thereon. Promptly upon receipt of the certifying postmasters' certificates of service performed by rural carriers the disbursing postmaster shall compute the amount of pay due each carrier and issue his check in payment thereof on the Treasurer of the United States. (See sec. 985 as to deductions.)

Carriers' certificates.

976. Application for the salary due a deceased rural carrier for services rendered shall be made to the disbursing postmaster, who shall make payment to the person qualifying under the rules of the department to receive and receipt therefor.

Deceased carriers.  
—payment for services of.

977. Rural carriers shall be paid semimonthly, at the rates fixed by law, through certain designated post offices.

Salaries to be paid semimonthly.

2. Regularly appointed temporary carriers shall be paid for service at the same rates of pay as regular carriers.

Temporary carriers, rate of pay.

978. Carriers shall not be transferred from one route to another without specific authority from the department.

Transfers.  
—authority from department.  
—application for transfer.

2. The application of a rural carrier for a transfer from one route to another at the same office, or from the route to which he is assigned to a route at another office, should be submitted to the Second Assistant Postmaster General, Division of Rural Mails, through the postmaster at the office to which he is attached. In the latter case the application shall be accompanied with the recommendation of the postmaster at each office concerned.

See sec. 407 for transfer of postmaster to rural carrier, and sec. 54 as to giving consideration for procuring appointment, etc.

979. The official duties of rural carriers shall be the delivery into and collection from boxes on their routes of mail matter of all classes; serving of post offices with mail whenever such service is authorized; sale of stamp supplies; receiving and receipting for matter presented for registration; delivery of registered, insured, and C. O. D. matter; the handling of registered matter in transit over their routes; taking of applications for money orders and the money therefor; the acceptance of parcels for insurance, the acceptance of C. O. D. parcels, the forwarding of mail addressed to their patrons, and the transfer of mail of former patrons whose addresses have been changed to other routes; the erection of United States collection boxes; and the performance of such other duties as may be required of them by law and the regulations of the department.

Carriers' duties.  
—defined.

2. The services of rural carriers may be utilized by postmasters at offices where either city delivery or village delivery service is in operation to deliver fourth-class mail addressed to patrons of either of these services and to relay bundles of mail to be deposited in collection boxes or other suitable places for subsequent delivery by city or village carriers. However,

they shall not be required to take such fourth-class mail or mail to be relayed in quantities in excess of the reasonable capacity of their conveyances after making provision for the loading of the mails for the rural routes, nor make any additional trips or travel, nor leave their conveyances out of their sight or at a greater distance than 50 yards in order to perform this work.

**Delinquencies.**  
—penalty for.  
39 U. S. C. 207.

980. The Postmaster General may, in his discretion, whenever for disciplinary purposes he deems it advisable to do so, reduce temporarily the pay of rural carriers. In no case shall such a reduction in pay be of more than one grade as fixed by law, nor extend over a greater period of time than one year.

**Discipline.**

2. A rural carrier may be reprimanded, temporarily reduced in pay, suspended from duty, or removed from the service, in accordance with the gravity of the offense, for dishonesty, immorality, intoxication, or improper conduct of any character; irregularities in the transaction of money-order, registry, insured, or C. O. D. parcel-post business; for continued failure, without excuse, to serve his route completely; unsatisfactory service, neglecting to take mail to and from a post office which he has been ordered to serve; for leaving behind or throwing off any portion of the mail; for allowing the mail or any part of it to be damaged, lost, or destroyed; for frequent failures to reach an intermediate office at about the same time each day; for total or partial abandonment of service, or for persistent insubordination disregard of the orders of the department or of postmaster.

**Leave of absence.**

981. Carriers in the service on the 1st day of July may be granted 15 days' annual leave at any time during the fiscal year when their services can be spared. Carriers entering the service after the 1st day of July are entitled to leave of absence at the rate of  $1\frac{1}{4}$  days for each month of actual service.

—for service as  
Government  
witnesses or  
for civil-service  
duty.

2. A rural carrier serving in court as a witness for the Government or serving as a member of a civil-service examining board shall be allowed leave with pay during the period of such service in addition to the annual leave to which he is otherwise entitled, but in every such case immediate report shall be made to the department, with dates and the name of the temporary carrier who served the route.

See sec. 44 as to statutes covering leaves of absence of employees in the Postal Service; sec. 46 to 49 as to military duty.

**Leave of absence  
without pay.**

982. Postmasters may, in addition to the leave of absence with pay provided by law, grant leave of absence without pay for not exceeding 30 days in any one fiscal year to rural carriers without making report thereof to the department. Entries of such leave shall be made on Form 4251. Applications for leave of absence to cover a longer period in cases of illness, or disability received in the service, shall be submitted by the post-

master to the Second Assistant Postmaster General with a full statement of the facts, but leave of absence for more than one year shall not be granted in any such case. Rural carriers who desire to be absent for longer periods shall be dropped from the rolls without prejudice. The dropping of a rural carrier after one year's continued absence because of illness or disability would not prevent his filing an application for retirement with annuity on account of total disability if he has enough service to his credit to entitle him to such retirement under the law.

2. Application for leave without pay on account of sickness shall be accompanied, if possible, with a statement from the attending physician certifying as to the nature of the carrier's illness and its probable duration.

Physician's certificate.

3. When a rural carrier is granted leave of absence without pay for a definite period he shall be given credit for Sundays and holidays occurring at the beginning and end of such period, but not for those occurring within the period. If the leave of absence without pay is for an indefinite period, a carrier shall not be given credit for Sundays or holidays occurring within or at the close of the period of absence, nor shall he be given credit for being in a pay status until he actually returns to duty. When a rural carrier is suspended from duty by the department as a disciplinary measure, pay shall be deducted for every day included in the period of suspension.

Leave without pay; suspension from duty.

4. When a carrier is absent from duty on account of an injury sustained while on duty, the first date of absence and the name of the temporary carrier employed shall be reported promptly to the Second Assistant Postmaster General. A report of the injury shall be made to the United States Employees' Compensation Commission, Washington, D. C., upon a form which may be obtained from the nearest post office of the first class. An employee who is injured in the performance of his duties, and is paid compensation under the Act of September 7, 1916, shall not be separated from the service, but shall be continued on the rolls without pay until the Employees' Compensation Commission discontinues his compensation, or the employee has been given an opportunity to retire in accordance with the provisions of the Act of May 29, 1930.

Absence on account of injury.

See sec. 458 as to leave of absence without pay of other post office employees.

983. A rural carrier who is absent without permission from the postmaster shall forfeit his pay for the period of such absence, and in addition may be reprimanded, suspended without pay, or removed from the service, as the circumstances may warrant.

Absence without permission.  
—penalty for.

984. When a rural carrier is absent, or when a vacancy in the rural carrier force at an office exists for any reason, the bonded substitute shall be employed to serve the route; if a bonded substitute is not available some other capable person shall be employed. A regular carrier shall not be employed as a substitute

Another carrier not to serve as substitute.



for another carrier nor to serve a route other than that to which he is assigned.

**Deductions for failure to perform service.**  
39 U. S. C. 200.

985. Deductions for failure to perform service on a standard rural delivery route for 30 miles and less shall not exceed the rate of pay per mile for service for 30 miles and less; and deductions for failure to perform service on mileage in excess of 30 miles shall not exceed the rate of compensation allowed for such excess mileage.

—partial service.

2. If a rural carrier shall fail to serve any part of his route and such failure is due to lack of proper endeavor, proper equipment, or to any reason personal to the carrier, deduction shall be made from his salary for such partial failure at the rate of pay per mile for service on routes of 30 miles and less; and for failure to perform service on that part of a route in excess of 30 miles deduction shall be made at the rate of pay for such additional mileage.

—where service impossible.

3. Deductions shall be made from the pay of rural carriers for each schedule day on which no service is rendered by them, unless it is found impossible after the carriers have reported at the post office to serve any part of their routes because of weather and road conditions, and for failure to serve their routes on any holiday not designated in section 986. On tri-weekly routes deductions shall be made of two days' pay for each schedule day on which no service is performed.

**Holidays.**

986. Service shall not be required on rural delivery routes on New Year's Day, Washington's Birthday, Memorial or Decoration Day (May 30), Fourth of July, Labor Day, (the first Monday in September), Armistice Day (November 11), Christmas Day, or on such day as the President may set apart as Thanksgiving Day.

When holiday falls on Sunday.

2. When a holiday on which service is not required falls on Sunday, the following Monday shall be observed unless otherwise specially provided.

Neatness and courtesy required.

987. Rural carriers while on duty shall present a neat appearance and be courteous to patrons.

Exemplary conduct required.

988. Rural carriers shall not use intoxicants while in charge of the mail, shall not drink to excess at any time, and shall refrain from improper conduct of any character under penalty of appropriate punishment, or, in repeated instances, of separation from the service.

Passengers.  
—carrying of, forbidden.  
—exception.

2. Rural carriers shall not carry in their vehicles while on duty any unauthorized person, but shall allow post-office inspectors and other agents of the department, on presentation of proper credentials, to accompany them on their regular trips.

Petitions for changes of route.  
—circulation of, forbidden.

3. Rural carriers shall not circulate or encourage the circulation of petitions for changes in the service, the appointment or removal of postmasters, or for any other object in connection with the Postal Service.



989. Rural carriers and clerks in charge of rural stations are not, by reason of their official character, entitled to any special privileges, nor are they exempt from performing jury or road duty (unless the court should excuse the employee summoned to serve on a Federal grand jury), or from any other obligations imposed by the laws of any State, county, or municipality upon its citizens, but are exempt from militia duty without regard to their ages.

See sec. 46 as to military and other public duties.

990. Rural carriers shall have access to the copies of the Postal Laws and Regulations and Official Postal Guides in post offices so that they may inform themselves regarding all regulations, rules, and orders relating to the Rural Delivery Service. Carriers shall receive their instructions and obtain information concerning the service from the postmasters to whom they are subordinate and shall not write to the department in regard to such matters. In cases of uncertainty postmasters shall submit questions to the department and await definite instructions.

2. Rural carriers may submit directly to the department suggestions pertaining *solely* to methods of improving the service, either by enlargement of the local delivery zone to serve more patrons at reduced postal rates, through the direct exchange of mail matter between carriers, or by any other means that will promote the efficiency of the service or increase the patronage thereof. Copies of all suggestions at time of transmission shall be furnished the postmaster, whose duty it shall be to forward the same to the Second Assistant Postmaster General, with such recommendation or comment as may be deemed proper.

991. Any special rules or instructions which postmasters may desire to promulgate for the guidance of their rural carriers with a view to promoting efficiency and maintaining proper discipline shall be submitted to the Second Assistant Postmaster General for approval.

992. Every rural carrier shall procure the name of each patron on his route, using for that purpose the "Patron's name and address slip," and shall enter the names in alphabetical order in the roster book and place opposite each name the number of the box through which mail is delivered.

2. Postmasters shall make a quarterly examination of each rural carrier's roster of patrons and ascertain the correctness thereof.

993. Space shall be provided for the rural carriers in some part of the post office not accessible to the public, which space shall be sufficient to enable them properly to perform their office work. Carriers shall have access to this portion of the office only for such time as may be required to arrange their mail and to make necessary records and reports before and after serving their routes.

994. In all cases of impassable roads, bad condition of roads, unsafe bridges, dangerous fords, or other obstructions to service

Jury and road duty, etc.  
—carriers and rural-station clerks not exempt.

—exempt from militia duty.

Access to Postal Laws and Regulations to be given by postmasters.

Carriers not to write to department.

—exception.

Special rules proposed by postmasters.  
—approval of, by department.

Roster of patrons.  
—maintenance of, required.

—postmasters to make examination of.

Room for carriers.

Obstruction of travel to be reported to postmaster.

on rural routes, the postmasters at distributing offices shall notify the patrons affected and the road supervisors or officials in charge of such matters and request that the necessary repairs be made, using for the purpose Forms 4024 and 4024-A. If the repairs are not made within a short time the postmaster shall report the facts to the Second Assistant Postmaster General, Division of Rural Mails, with recommendation for an amendment of the route to withdraw it from impassable or unsuitable roads. Postmasters shall in like manner report every instance where a nonautomatic gate is being maintained on any road covered by rural delivery service.

Deviations from routes forbidden.

995. Rural carriers shall serve their routes as ordered by the department and as officially described, except in cases of emergency, when they shall make such deviations and use such roads as may be available and will enable them to serve the greatest possible number of their patrons. When the deviations involve but slight additional travel and are likely to be of short duration, reports thereof to the department are not necessary. If the changes from the established route are of considerable extent, or likely to be necessary for a period of at least two months, prompt and full report shall be made to the Second Assistant Postmaster General, Division of Rural Mails.

—postmasters to make reports regarding.

Assistant to carrier.

2. A rural route shall be served each schedule day when by the use of suitable equipment the performance of the service is practicable. When essential to the performance of full service a rural carrier shall employ, at his own expense, some suitable person, preferably a bonded substitute, to assist him, and in such circumstances the assistant may accompany the regular carrier, if by such an arrangement more nearly complete service can be performed than otherwise would be possible. Ordinarily, when the employment of assistance is necessary, the person employed by the carrier shall, if practicable, serve a different part of the route from that covered by the regular carrier. A rural carrier when serving his route shall not be accompanied by any person to serve as driver or in any other capacity except as herein provided.

Service on tri-weekly routes.

3. When, owing to climatic or other conditions which cannot be controlled, a carrier serving one triweekly route is unable to perform service on the days prescribed by the department, he shall, if conditions permit, be required to perform service on the next working day.

Horseback service permitted, when.

4. Postmasters may permit carriers to perform service on horseback when, on account of storms or other causes, roads are temporarily impassable for vehicles. In such cases the mail shall be completely protected from loss or damage.

Funds received.

—accounting for and disposition of.

996. Rural carriers shall account for and promptly pay over to the proper officials each schedule day all funds belonging to the United States which may come into their possession, and make proper disposition of any money intrusted to them as agents of the Post Office Department.

997. Rural carriers shall report at the offices for duty in accordance with schedule without regard to the condition of the weather and make every effort to perform full service. If a carrier is temporarily prevented from traveling over his route as officially described, he shall, if necessary to serve some of his patrons, reverse the order of travel, and shall, in case of any obstruction to travel over the regular route, use any available roads in order to serve his patrons.

Carriers to report for duty regardless of weather conditions.

—partial service, when required.

998. Postmasters at distributing offices shall not permit suspension or interruption of service on rural delivery routes because of the absence of regular carriers or substitutes, but in such emergency shall employ a suitable person to perform service temporarily.

Constant service required.

999. Rural carriers shall report at the post offices to which they are attached, not less than 30 minutes prior to the scheduled hour of departure to serve their routes, or as much earlier as may be necessary to enable them to assort their mail for delivery, shall have their conveyances at the post offices by the starting time, and shall return with their collections before going to their homes. They shall cover their routes expeditiously, but so regulate the rate of travel that the respective boxes will be reached at about the same hour each day.

Schedules. Carriers to report for duty, when.

Routes to be covered expeditiously.

2. In case of emergency a temporary deviation from the schedule may be permitted, but no permanent change in a carrier's schedule shall be made except by direction of the department.

Changes of schedules by carriers or postmasters forbidden, except. Necessary changes to be reported to the department.

3. When a change of schedule is rendered advisable by reason of change in the time in arrival or departure of mails or for any other reason, the postmaster shall notify the Chief Clerk of the Railway Mail Service of the district in which the office is located and submit a new schedule. The length of the route, the existing schedule, and the proposed schedule shall be stated together with reasons for the change. Upon receipt thereof, the Chief Clerk of the Railway Mail Service will forward the notification to the Second Assistant Postmaster General, Division of Railway Mail Service, with appropriate recommendation.

4. Postmasters shall require carriers to delay departure for service of their routes one hour when advisable on account of delay of incoming mails at the post office, provided such delay in departure will not prevent the complete performance of service on the route or the regular dispatch of mails collected by the carrier.

Awaiting of belated mails permitted, when.

5. Carriers, while serving their routes, may stop not to exceed 30 minutes for dinner, provided such stop will not prevent their return to the distributing office on schedule time. During such interval the carrier shall retain personal custody of the mail and equipment.

Stop for dinner permitted, when.

1000. The exact time a rural carrier reports at the office, leaves to serve his route, returns at completion of the trip and leaves the office after completing his duties shall be reported daily by him on Form 4240. In case of partial failure the carrier shall note in his report the cause of his failure to complete the trip,

Trip reports, how made.

Robert E. Horst

the number of miles traveled, and the number of miles of the route served. The entries shall be made at the beginning and end of his trip. The carrier shall not be permitted to take the report away from the post office, and at the end of each month he shall complete the report promptly.

**Loop routes.**

—under supervision of postmasters at distributing offices.

**Outside employment, restrictions.**  
39 U. S. C. 196.  
—soliciting forbidden.

1001. Rural carriers who serve "loop routes" shall report to the postmasters at offices to which they are attached at stated intervals for instructions and to have checked their accounts of stamps and other postal supplies, and the postmasters shall exercise as close supervision as practicable over the service and keep themselves advised, as far as possible, through inquiry of patrons and otherwise, as to the character of service rendered by the carriers.

1002. Letter carriers of the rural free-delivery service shall not solicit business or receive orders of any kind for any person, firm, or corporation, and shall not, during their hours of employment, carry any merchandise for hire: *Provided*, That said carriers may carry merchandise for hire for and upon the request of patrons residing upon their respective routes, whenever the same shall not interfere with the proper discharge of their official duties, and under such regulations as the Postmaster General may prescribe.

**Soliciting of patronage forbidden.**

**List of patrons not to be furnished.**

2. Rural carriers shall not, either in person or through others, directly or indirectly, or by any method whatever, cooperate with or assist publishers or others in securing the patronage of the public, nor furnish, directly or through others, the names and addresses of patrons of the service, with or without compensation, to any individual or company, except to officers who are, under the regulations, entitled to them.

See sec. 57 as to conduct of employees; sec. 702 as to giving information.

**Business in which carriers shall not engage.**

**Express business.**

3. Rural carriers shall not engage in any business while on or off duty which offers temptation to solicit patronage on their routes or in which their official position would give them special advantage over competitors.

4. Rural carriers shall be permitted to carry outside of the mails, for and upon request of patrons of their routes, articles and packages of merchandise which under the law and regulations are unmailable provided there is no delay or interference with the regular mail service; but intoxicating liquors, explosives, or any articles exhaling bad odor shall not in any circumstances be carried by them while on duty.

**Mailable matter shall not be carried unless postage prepaid.**

5. Rural carriers shall not carry while on duty any package of mailable matter the weight of which is within the limit prescribed for admission to the mails (except franked and other matter entitled under the law to free transportation), unless postage shall have been paid thereon at regular rates. Admissi-

ble matter shall be properly prepared for mailing and carried only in the mails.

6. Rural carriers shall not while on duty convey outside the mails any package which has been rendered unmailable by the addition of extraneous matter, nor any package containing articles or parcels to be delivered by the carrier to different persons.

7. Articles and packages which patrons desire conveyed outside the mails shall be delivered to the carrier in person. Carriers shall not leave their routes while on duty to receive or deliver such matter.

8. Any fees charged by the carriers for transporting and delivering matter outside the mails shall be paid by the patrons for whom such service is rendered. Carriers shall not receive compensation from merchants for such service.

1003. The passage of a carrier on a rural route shall not be willfully obstructed, but rural carriers are not entitled to privileges on public highway not possessed by private individuals. (See secs. 2349 and 2357.)

1004. The resignation of a rural carrier or substitute shall be made in writing and forwarded through the postmaster to the Second Assistant Postmaster General, Division of Rural Mails. In transmitting the resignation of a substitute carrier, the postmaster shall furnish the name of some suitable person agreed upon by himself and the regular carrier for appointment to fill the vacancy.

2. If deemed advisable by the postmaster, a substitute may be assigned to two or three routes, but not more.

3. When a substitute is no longer available for service, the postmaster shall promptly report that fact to the department.

Carriers not to carry packages rendered unmailable by addition of extraneous matter.

—not to leave route to receive or deliver packages carried outside the mails.

—fees to be paid by patron.

Passage of carrier not to be obstructed.

Resignations.

—postmasters to forward.

—new substitute to be named.

Substitute may serve more than one route.

—when none available.

#### DELIVERY AND COLLECTION OF MAIL

1005. The mail for each rural route shall be separated by the postmaster or his assistants at the distributing office and handed to the carrier for delivery.

1006. Before starting from distributing offices rural carriers shall assort their mail, arranging it in the order in which it is to be delivered, placing together, so far as practicable, the entire mail for each box, in order that prompt and accurate delivery may be effected.

1007. Rural carriers shall be held strictly accountable for the care and proper delivery or dispatch of mail intrusted to them; they shall not carry mail in the pockets of their clothing, throw it into yards, nor leave it where it is likely to be lost.

See secs. 2345 and 2346 as to destroying or improperly disposing of mail matter.

2. All ordinary parcel-post packages for patrons of rural routes shall be carried out on the routes on the first trip after their receipt at the post office. Where a patron lives within hailing distance of the route, the carrier shall make reasonable effort

Separation of mail by office force required.

Arranging by carriers.

Rural carriers accountable for mail matter.

Parcel-post mail.

to hail him and have him meet the carrier to receive parcels too large to be placed entirely within the mail box. If delivery is not effected in this manner and a written request for delivery outside of the box has not been filed with the postmaster by the patron in accordance with the provision hereinafter stated, a notice on Form 4233 shall be left in the box requesting that the patron indicate thereon the day on which he will meet the carrier to receive the parcel. A parcel that is too large to be placed in the box of the addressee shall not be left outside of the box unless the patron shall, by written request filed in the post office, direct that parcels be delivered in this manner, with the express proviso that the Department and the carrier are relieved of all responsibility in case of loss or depredation.

See secs. 1028, 1357, 1385, 1387, and 1388 as to delivery of special-delivery, registered, insured, and C. O. D. parcels.

**Exhibition of mail to unauthorized persons forbidden. Fees forbidden.**

1008. Mail shall not be exhibited by rural carriers to others than the addressees.

2. Rural carriers shall not request or receive from patrons fees for the delivery or collection of mail, and shall not require the payment of postage on mail in excess of that prescribed by law. (See sec. 902.)

**Mail addressed to box and route number merely may be delivered.**

1009. Mail, other than registered, insured, and collect-on-delivery mail, for delivery by rural carriers which is addressed merely to the box and route number may be delivered to the owner of the box as long as no improper or unlawful business is conducted in this manner. Matter which is unaddressed shall be treated as undeliverable.

See par. 6, sec. 585, as to mail addressed to box holders.

**Mail matter returnable to box numbers.**

2. First-class matter mailed by a patron and returned on account of failure of delivery to the addressee shall be placed in the box of the sender if the name of the post office and the route and box numbers are given on the return card, regardless of the absence of the sender's name.

3. Insured and collect-on-delivery mail shall be delivered in accordance with the regulations that govern the delivery of registered mail.

See sec. 775, which requires postmasters to report suspected fictitious addresses, and sec. 1323, par. 12, regarding registered matter.

**Delivery to none but addressees or duly authorized persons.**

1010. Ordinary mail shall be delivered only into boxes of patrons to whom it is addressed, or into those of persons duly authorized to receive it. Carriers may deliver such mail directly to patrons whom they meet provided their identity is known and carriers are not thereby unduly delayed.

**Examination of boxes by carriers not required, when.**

1011. Rural carriers shall open and examine boxes of patrons only when signals are displayed to indicate that they contain mail for dispatch. When the mail is collected from the box, the carrier shall lower the signal, whether he has deposited mail in the box or not.

—signal not to be raised.

2. The carrier shall not raise the signal on a box at any time.

**Office delivery to rural patrons, when required.**

1012. Postmasters shall deliver newspapers to patrons of rural-delivery routes who call therefor at the offices when they are



open for business on Sundays and holidays, and shall deliver mail of any class to rural patrons who call for it during business hours on ordinary week days at times when such delivery will not interfere with the business of the office nor delay the rural carriers in departing to serve their routes.

1013. When mail matter on which the required postage has not been fully paid is received at a distributing office, addressed to a patron of a rural route, the postmaster shall note thereon the amount of postage due and hand the mail to the carrier for delivery on collection of the amount due. If the deficient postage can be collected by the carrier without leaving his route he shall, on receiving the required amount in coin, affix postage-due stamps to the matter, cancel them, and deliver the mail; otherwise the carrier shall fill in a notification card (Form 4233), deposit it in the addressee's box, and return the unpaid or part-paid matter to the post office to be held until the amount of postage due is paid or directions are received from the addressee as to disposition of such mail. (See sec. 768.)

Postage-due  
mail at rural  
delivery offices.  
—treatment of.

Use of Form  
4233.

2. When matter on which postage is to be collected is sent out for delivery upon a rural route, the carrier shall be furnished by the postmaster with postage-due stamps in the required amount, but such stamps shall not be affixed to the mail until the carrier shall receive in coin the amount due.

Stamps shall be  
supplied to car-  
riers.

See sec. 1320, governing the collection of deficiencies on short-paid registered mail.

1014. Letters from the Veterans' Administration bearing upon the envelope reference to the act of June 3, 1936, addressed to a patron of a rural route, shall be delivered at the residence of the addressee by the carrier on his regular trip if such residence is not more than one-half mile from the line of travel and there is a passable road leading thereto.

Pension mail,  
delivery of, at  
residence re-  
quired, when.

2. If the patron's residence is more than one-half mile from the route, or there is no passable road leading to his residence, a note shall be placed in his box informing him of the receipt of pension mail at the post office and that he or a proper representative may receive such mail at his box, or by calling at the post office for it.

—exceptions.

See sec. 784 for treatment of pension mail.

1015. Postmasters and rural carriers shall not divert in transit any mail addressed to a post office other than the distributing office for the purpose of effecting more expeditious delivery thereof by carrier to the box of the addressee. All mail shall be delivered from the post office to which it is addressed except as otherwise provided by the Postal Laws and Regulations.

Diversion of  
mail in transit  
prohibited.

See secs. 776 and 1044 for exceptions.

1016. Rural carriers shall stop regularly at intermediate offices on their routes for mail addressed to such offices for patrons of the rural delivery routes. If such patrons reside on the part of the route already traveled by the carrier, the mail shall be left overnight in the distributing office and delivered by the carrier

Intermediate  
offices.  
—carriers to  
stop at, when.

on his next trip. Such action shall not be considered as forwarding mail and no additional postage shall be required. Carriers shall enter intermediate offices to obtain mail from the postmasters or their assistants, provided it is not necessary for them to go a greater distance than 50 yards from their vehicles or out of sight of them.

Acceptance of any mail required, when.

—exceptions.

1017. A rural carrier shall accept any mailable matter which may be tendered to him by any person for delivery or dispatch provided the postage is fully prepaid or money equal to the postage required is furnished, unless it is ascertained that the purpose of thus handing mail to the carrier for deposit into one office is to "boycott" another office, or deprive it of its legitimate revenue. This provision applies also to registry business, the insurance of third- and fourth-class matter, the sale of stamped paper supplies, and to money-order business.

Amount of postage, how determined.

1018. When matter is tendered to a rural carrier for mailing, the weight of which or the postage rate for which he is unable to ascertain, he shall receive from the sender an amount sufficient to insure full payment of postage, take the mail to the post office, and affix the necessary postage, returning to the sender on the next trip any excess amount collected.

Collections by carriers.  
—to be deposited in distributing office.  
—exceptions.

1019. All mail collected by rural carriers shall be taken by them to the offices from which the respective routes are operated, and shall be properly faced by the carriers for cancellation and for delivery or dispatch, unless the regulations provide, or instructions are specifically issued by the department, for the delivering or depositing of the mail in some other manner. (See secs. 1021 and 1022.)

Unstamped matter found in boxes, treatment of, when money for postage is provided.

1020. When a rural carrier finds unstamped mail in a patron's box and the requisite amount of money for postage, he shall collect the mail and money and affix the necessary stamps, provided that, if the mail box does not have a corrugated bottom, the money is properly wrapped, is in a coin-holding receptacle, or is attached to the mail by means of a clip or other suitable fastener.

Unpaid or part-paid matter for dispatch.

2. When mailable matter is deposited in a box for dispatch and the required postage has not been paid nor sufficient money left for the purchase of stamps, a rural carrier shall, when the identity of the sender is known, place in the box a notice that such matter cannot be dispatched until the necessary postage is paid. If the identity of the sender is unknown, the matter shall be taken to the distributing office and treated as prescribed in section 723.

Patrons' boxes to be used for mail only.

3. Mail boxes erected on rural routes shall be used exclusively for the reception of matter regularly in the mails, and any mailable matter, such as circulars, sale bills, etc., deposited therein shall be treated in accordance with the rules governing the mails, including proper addressing and the payment of postage at the regular rate.

Unpaid matter deposited in patrons' boxes.

4. When a rural carrier finds deposited in a box mailable matter on which postage has not been paid, addressed to or intended for the person in whose box it is deposited, the car-



rier shall take such matter to the distributing post office to be held for postage and treated as prescribed by section 723.

1021. Where the exchange of mail by rural carriers through a United States collection box is authorized, each carrier shall open the box and deposit in it, without canceling the stamps, mail collected on his route addressed to patrons of the intersecting route, to intermediate post offices or stations located thereon, or to the distributing office, delivery or dispatch of which will be thereby advanced, to be collected by the carrier on the connecting route.

United States collection boxes at points of exchange.

2. When carriers on intersecting rural routes are authorized to make hand-to-hand exchange, each shall deliver to the other all mail which would be thereby advanced in delivery or dispatch.

—hand exchange.

1022. When mail is collected by a carrier en route, or received by one carrier from another, which can, in regular course of service, be delivered in the addressee's box by the receiving carrier prior to his return to the distributing office, he shall cancel the stamps thereon by writing legibly across them the date, the name of the distributing office, the State, and the number of the route and deposit the mail in the proper box.

Cancellation by carriers of mail delivered en route.

2. The value of stamps canceled by a carrier on mail collected and delivered by him shall be reported to the postmaster of the distributing office.

Report of value of stamps.

3. Any mail collected or received by a rural carrier on his route addressed for delivery at a post office other than the one from which his route starts shall be delivered, uncanceled, at the office of address, if an intermediate post office, or dispatched to the office of address, even though the addressee is a patron of the carrier's route and a more expeditious delivery could be effected by the carrier.

—addressed to post office, how handled.

4. Except as provided in this section, no stamps on mail shall be canceled by carriers.

—exception.

1023. Mail which has come into the custody of a rural carrier shall not be returned by him to any person. Any application for return of a letter or package shall be referred to the postmaster at the distributing office.

Return of mail by carriers forbidden.

1024. Rural carriers shall deliver to the postmaster or other authorized person, each day, immediately after completing their trips, the undelivered matter and the mail collected by them and all postal funds and stamped paper supplies, and complete their money-order and registry business records and make all required reports before going off duty. When conditions warrant it, postmasters may require carriers before going off duty, to arrange for delivery by them mail received after the departure of the carriers upon the service of their routes. Carriers shall not, except by specific authority of the department, or in cases of extreme emergency, retain any mail in their possession overnight.

Undelivered mail and postal funds to be immediately delivered to postmaster by carrier.

See sec. 152, par. 4, and sec. 1047 as to stamps and funds.

2. Carriers shall note on the face of each piece of mail which they are unable to deliver the reason for nondelivery.

Notation of nondelivery.

Unidentified mail.

—to be examined by carriers.

Two rural routes on one road.

Service where contagious disease prevails.

Special delivery at residence within half mile of route.

—fee allowed.

—outside half-mile limit to patron's box.

—no fee allowed.

To whom delivery may properly be made. Special-delivery matter, when to be deposited in patron's box.

—notice to patron, form of.

—within mile limit, immediate delivery.

Special-delivery matter collected and delivered en route.

—procedure.

1025. When the addressee of mail received at a distributing office is unknown, such mail shall be placed in the hands of the rural carriers for possible identification and delivery before it is treated as undeliverable matter.

1026. A patron residing on a road traveled by two or more rural carriers may select the carrier by whom he prefers to have his mail delivered and collected, in which case only the designated carrier shall handle his mail. Unless such selection is made by the patron, each carrier passing the box shall deliver mail into it and collect therefrom any mail which he can expedite in dispatch or delivery, provided the box is on the right-hand side of the road as traveled by the carrier.

1027. A rural carrier shall deliver mail into the box of a patron in whose family a contagious disease exists, when this can be done without exposure to contagion, but no mail other than first-class mail or printed matter shall be collected from such box while quarantine is in force.

1028. Special-delivery mail addressed to a patron of a rural route who lives more than 1 mile from the post office shall be sent out by the carrier on his first trip after the receipt of such mail and shall be delivered by the carrier at the patron's dwelling or place of business, provided it is not more than one-half mile from the route and there is a passable road leading to it, for which service the carrier shall be paid the regular fee. If the patron resides more than one-half mile from the route, the mail, after being properly recorded, shall be delivered by the carrier into the patron's box the same as ordinary mail. (See sec. 1007 as to parcels too large for box.) In the latter case, or in any case where delivery is effected without extra travel or special effort, the special-delivery fee shall not be paid to the postmaster, the clerk in charge of a rural station, nor the rural carrier.

2. Special-delivery mail shall be delivered to the addressee or to some one authorized to receive his mail.

1029. If a rural carrier cannot make personal delivery of special-delivery matter at the residence or place of business of the addressee, it shall not be returned to the post office, but shall be deposited in the patron's box, and the carrier shall leave at the residence or place of business notice of nondelivery (Form 3955-A).

2. Special-delivery mail addressed to a patron of a rural route who resides within 1 mile of the post office or of the rural station from which the route is operated shall be delivered immediately by a person other than the rural carrier unless the mail is received before the carrier starts on the service of his route and the residence of the addressee is not more than one-half mile from the route.

1030. When a rural carrier collects on his route special-delivery mail addressed to a patron of his route which can be delivered before he returns to the office, he shall make proper entry on Form 3954, or on messenger's receipt book (Form 3951), as the

case requires, cancel the stamps, and make delivery in the regular way, and upon arrival at the distributing office promptly notify the postmaster or clerk in charge of such collection and delivery so that the proper entry can be made on the records.

See sec. 1076 as to amount of special-delivery charge.

**1031.** Special-delivery matter shall be transferred by one carrier to another at a point where regular exchange of ordinary mail is authorized, either in person or through a United States collection box, if such action will facilitate delivery. The carrier who makes or attempts to make delivery to the addressee shall be paid the regular fee by the postmaster at the office from which his route emanates.

Exchange of  
special-delivery  
matter by car-  
riers.  
—allowed  
when.  
—effected how.  
—compensa-  
tion for.

**1032.** A rural carrier starting from an office having city delivery service shall take a receipt on Form 3951 for special-delivery matter delivered. At other than city delivery offices receipts shall be taken on sheets (Form 3954). If receipts cannot be obtained on delivery, proper record shall be made of the reasons for failure to obtain them. (See secs. 1089 and 1090.)

Record and re-  
ceipts.

**1033.** Special-delivery matter addressed for delivery along a rural route, beyond the special-delivery limits of an office, shall be recorded in the post office and treated in accordance with the regulations governing the handling of such mail.

Record of spe-  
cial-delivery  
matter in post  
office.

2. For recording special-delivery matter received, Form 3951 shall be used at city delivery and village delivery offices, and Form 3953 at all other offices.

—blanks for.

3. At city delivery offices the postmasters shall keep a record of the number of articles specially delivered by each rural carrier, and at the end of each month shall pay him the fee earned, taking his receipt therefor on Form 1907.

Deliveries from  
city-delivery  
offices.  
—method of  
payment.

**1034.** In registering special-delivery mail and in making delivery of registered special-delivery matter, the rules and regulations governing the registry system also shall be observed.

Registered spe-  
cial-delivery  
matter.  
—treatment of.

**1035.** During the first 15 days in the month of May of each year a count shall be kept and record made on Form 4240, in duplicate, of the number of pieces of mail delivered and collected on every rural route on which the service is daily, except Sunday; also of the number of applications for money orders received, of the value of stamps (including permit matter) on mail collected by the carrier, and of the value of the stamps and other stamped paper sold by the carrier. One copy of the report shall be forwarded promptly to the Second Assistant Postmaster General, Division of Rural Mails; the other shall be retained in the files of the post office.

Statistical re-  
ports to be pre-  
pared.

—rural routes.

2. On all triweekly routes the same count and records shall be made as required on routes served daily except Sunday, except that they shall be made every schedule day of the year. Report shall be made to the Second Assistant Postmaster General on Form 4240, showing the business transacted on each of such routes only during the first 15 days in the month of May of each year.

—triweekly  
routes.

## SUPPLY OF INTERMEDIATE OFFICES

**Transportation of locked-pouch mail by carriers required.**  
Equipment and supplies to be conveyed, when.

**Protection of mail.**

**Punctuality and regularity obligatory.**

**Carriers to enter post offices in exchanging mails.**  
—when.

**Return of pouch undelivered, when allowed.**

**Detention of carriers.**  
—limited to 10 minutes.

**Postmasters to report irregularities.**

**Restrictions as to handling mail and equipment.**

**Mail in transit.**

—delivery of, when permitted.

1036. Rural carriers shall transport mails between post offices located on their routes whenever the performance of such service is specifically ordered by the department. They shall also convey, without extra pay, post-office blanks, mail bags, locks, keys, postal supplies, and official equipment to and from the intermediate post offices or stations to which they render regular service.

1037. Mail pouches and their contents shall be carefully protected from injury, depredation, or loss. They shall not at any time be intrusted or delivered to a person who is not a sworn employee of the Post Office Department.

1038. Rural carriers who supply post offices shall make special effort to exchange mails at the post offices in accordance with prescribed schedules even though at times adverse conditions of weather or highways prevent them from traveling over their entire routes.

1039. Rural carriers in serving intermediate post offices shall enter the offices to make exchange of mails with the postmasters or their assistants: *Provided*, That in order to do so it will not be necessary for them to go a greater distance than 50 yards from their vehicles or out of sight of them.

1040. When a rural carrier finds it impossible to effect exchange of mail at an intermediate post office he shall return the pouch to the postmaster at the distributing office with a statement of the reason for such failure, and such postmaster shall promptly report the facts to the Second Assistant Postmaster General, Division of Rural Mails.

1041. Postmasters shall not detain carriers at intermediate offices more than 10 minutes to effect the exchange of mails except by express authority of the department.

1042. Postmasters at offices supplied by rural routes shall make report to the Second Assistant Postmaster General, Division of Rural Mails, of all cases of abandonment or interruption of service, or continued irregularity in time of arrival of the carrier; when mail arrives in bad condition or exposed to depredation, loss, or damage; when a pouch is received unlocked or without lock or fastened with other than a regulation lock; when mail is carried by an unauthorized person; and any other irregularity in the performance of service or the conduct of the carrier.

1043. Rural carriers shall not open or close mail pouches, handle mail to be pouched, or have in their possession locks or keys to locks used on mail pouches.

1044. Upon the personal application or written request of the addressee, ordinary mail in transit to a postoffice, which is supplied by rural carrier, may be delivered from the distributing office on Sundays and holidays, when the office is open to the public.

## VEHICULAR AND OTHER EQUIPMENT AND STAMP SUPPLIES

1045. Carriers in rural mail-delivery service shall furnish all necessary vehicle equipment for prompt handling of the mail. Nothing herein shall be construed, and no order shall be issued, to prevent the use of motor vehicles on horse-drawn vehicle routes. The Postmaster General in his discretion may require all carriers to furnish sufficient equipment to properly handle postal business on their routes.

Carriers shall furnish equipment.  
39 U. S. C. 193, 194, and 195.

2. The conveyances provided by rural carriers shall be so constructed and maintained as to accommodate the mail and thoroughly protect it from damage or loss. The automobiles used by rural carriers in the performance of service shall be of sufficient capacity to enable the carriers properly to handle the business on their routes. When the use of horses is necessary or desirable the stock shall be kept in such condition as will enable the carriers to perform complete and uninterrupted service under adverse weather and road conditions.

Conveyance provided and maintained by carrier.

3. Rural carriers shall not display advertising matter of any character upon their equipments.

Animals to be in good condition.

Advertisements on equipment not permitted.  
Equipment.—requisitions for.

1046. General equipment for rural delivery service, such as carriers' furniture, satchels, straps, record books, vouchers, report, and other official blanks, etc., when not otherwise provided, shall be furnished by the department upon requisitions of postmasters.

2. Postmasters shall see that the rural carriers attached to their offices are constantly supplied with, and regularly take over their routes, all necessary service books and blanks and every article of equipment required in the performance of their official duties.

—carriers shall be provided with.

3. Rural carriers on receiving equipment shall give dated and itemized receipts therefor, specifying the quantity and condition of articles received. These receipts shall be filed and preserved as vouchers by postmasters.

—carrier's receipts for.

4. All satchels, straps, record books, official blanks, etc., furnished by the department for carriers' use, shall be carefully preserved and always deposited in the post offices or rural stations when carriers are off duty, except in cases of extreme emergency.

—care of.

5. When carriers' satchels or other articles of equipment are in bad condition, the facts shall be reported promptly to the Fourth Assistant Postmaster General, Equipment and Supplies Branch. Satchels shall not be repaired by carriers.

—reports regarding conditions.  
—repairing by carriers forbidden.

6. When a rural carrier leaves the service he shall satisfactorily account for and return to the postmaster, or some duly authorized person, every article of the official equipment, including all master keys and keys to patrons' boxes.

—accounted for.  
—return of, when required.

Expenditures  
by postmasters  
forbidden.

7. Postmasters shall not make expenditures on account of the rural service for the purchase or repair of service equipment, or for any other purpose, without specific authorization from the department.

Stamped-paper  
supplies.  
—sale of, by  
carriers.

1047. Rural carriers when on duty shall carry, for sale, a stock of postage stamps, postal cards, and stamped envelopes to the value of \$3 or more sufficient to meet the demands of purchasers. (See secs. 152 and 1024.)

—stock, how  
kept.

2. The amount advanced by the postmaster shall be kept intact, and the stock of each carrier shall be replenished each schedule day by purchase from the postmaster from the proceeds of the sales of the day. The excess from sales of stamped envelopes accruing each day shall be turned over to the postmaster at the close of each quarter, to be charged to his accounts as provided in section 153.

Checks not ac-  
ceptable.

3. Carriers shall not accept checks in payment for postal supplies purchased of them.

#### RURAL STATIONS

Establishment  
of rural stations.

1048. Rural stations shall be established and maintained in connection with rural delivery service when considered necessary to facilitate the transaction of postal business in communities where a considerable number of people would be seriously inconvenienced if compelled to transact business with the rural carrier only, or at such points where rural carriers are required to exchange mails and it is deemed inadvisable to establish post offices.

Clerk in charge,  
subordinate to  
postmaster.

2. A rural station shall be tributary to a post office and shall be in charge of a clerk subordinate to and under the control of the postmaster of such office, who shall frequently visit and inspect the station with a view to correcting irregularities and seeing that it is conducted properly.

Appointment.  
—compensa-  
tion.  
—bond re-  
quired.  
—quarters.

3. Clerks in charge of rural stations shall be appointed by the Postmaster General at an annual compensation fixed by him, and shall furnish bonds in a designated sum. The person appointed shall provide quarters and equipment suitable for the transaction of the business of the station. If call boxes or lock boxes are provided, the rentals must be at the rates prescribed by the regulations and paid to the Department.

Clerks in charge  
to exercise su-  
pervision over  
carriers.

1049. Clerks in charge of rural stations shall exercise supervision over rural carriers on routes emanating from their stations, shall receive and certify to the correctness of the required reports, and transmit them to the postmasters at the offices to which they are attached.

Functions.

1050. At rural stations mail shall be dispatched, received, and delivered, money orders issued, mail registered, and stamp supplies sold.

Receipt and dis-  
patch of mails.

1051. Mail shall be supplied to rural stations by rural carriers unless otherwise specifically authorized. Mail for delivery at a rural station or for a rural route emanating therefrom shall be properly separated at the distributing office, tied in bundles,

and transported in the carrier's satchel to the station, where it shall be delivered to the clerk in charge. Dispatch of mail from rural stations shall be made in the same manner.

1052. Rural stations shall be kept open during ordinary business hours each week day, except on holidays when service on routes emanating therefrom is not required, and shall invariably be open in ample time to permit the rural carriers to work their mail, and shall be open when the rural carriers return from their routes, in order to permit them to deposit collections and attend to other duties.

**Stations open.**  
—when.

1053. Mail addressed to a rural station shall be retained there to be called for, unless the addressee is a patron of a rural route starting from such station or of a route contiguous thereto, in which case the mail shall be delivered in the patron's box by the carrier of the route. The usual notices for registered, insured, and collect-on-delivery mail addressed to a rural station for delivery shall be issued in accordance with the requirements of section 1321.

**Handling of mail matter.**

1054. Postage on all mail deposited at a rural station for delivery or dispatch, whether by rural carrier or local patrons, shall be canceled by the clerk in charge, who shall make report thereof to the postmaster at the distributing office.

**Canceling of stamps to be done by clerks in charge.**

1055. Clerks in charge of rural stations shall conduct all official correspondence with the postmasters at the offices to which the stations are attached, make remittances and accountings to them, and make requisitions on them for all necessary supplies.

**Correspondence.**  
—requisitions, etc.

1056. Postmasters at offices to which rural stations are tributary shall furnish the clerks in charge of such stations with postage stamps, stamp books, stamped envelopes, postal cards, registry supplies, etc., in sufficient quantities to meet their demands, for which the postmaster shall take proper receipts.

**Supplies to be furnished by postmasters at distributing offices.**

2. When clerks in charge of rural stations issue stamp supplies to rural carriers they shall require receipts therefor similar in form to those required by postmasters in such cases.

—receipt for, by clerks in charge and by carriers.

1057. Accurate detailed accounts of business transacted at rural stations shall be kept by the clerks in charge and reports rendered monthly to the postmasters of the offices to which they are attached.

**Monthly reports.**  
—to be made to postmasters.

#### PATRONS' BOXES

1058. Persons wishing to become patrons of rural routes shall provide and erect, at their own expense, standard boxes of either the No. 1 or the No. 2 size, the manufacture of which has been approved by the Department.

**Patrons' boxes.**  
—shall be provided by patrons.

The box of the No. 1 size is 18½ inches long, 6¼ inches wide, and 7½ inches high.

**Dimensions.**

The box of the No. 2 size is 23¾ inches long, 11 inches wide, and 13¾ inches high.

2. Copies of the specifications and drawings to be followed in the manufacture of these standard boxes may be obtained on application to the Second Assistant Postmaster General, Division of Rural Mails.

**Specifications.**



Use and transfer of boxes.

3. Patrons shall not be required to discard boxes which were in use on and before July 1, 1929, while they remain serviceable. A box which has been approved for use in the Rural Delivery Service, although it may not be either a No. 1 or a No. 2 size box, may be transferred by the owner to another route when he moves, or it may be continued in use at the old location by a person moving into the place occupied by the former owner of the box, but a box which is not a standard box of either the No. 1 or the No. 2 size or which has not been approved by the Department, obtained by one patron from another, may not be erected and used by the former at a different location.

Inscriptions.

1059. The following inscriptions shall be placed on rural mail boxes, other inscriptions not being permitted:

(a) Name of owner.

(b) Name and address of manufacturer, inconspicuously placed.

(c) The words "Approved by the Postmaster General," "U. S. Mail."

2. The display of advertising matter on rural mail boxes or on the posts, stands, or other supports upon which such boxes are erected or placed is prohibited.

Approval of boxes.  
—how obtained.  
—conditions prescribed for manufacturer.

1060. Individuals, firms, or companies proposing to manufacture rural-delivery mail boxes for sale shall submit to the Second Assistant Postmaster General, Division of Rural Mails, a full-size sample constructed in exact conformity with the specifications and drawings adopted by the Department. If the sample be approved, the manufacture and sale of the box will be authorized on condition that the manufacturer shall emboss or stamp in a conspicuous place on each box the words "Approved by the Postmaster General" and inconspicuously the name of the manufacturer. No box shall be approved for manufacture or sale that does not conform in every respect with the specifications adopted by the Department.

Sale and purchase of boxes.

2. Authorized manufacturers may employ agents throughout the country to promote the sale of their boxes. But, regardless of any contracts or arrangements between manufacturers and agents, patrons may purchase boxes direct from manufacturers at authorized prices, patrons paying cost of transportation. (See Official Postal Guide for list of authorized manufacturers of rural-delivery mail boxes.)

Erection of boxes.  
—accessibility required.

1061. Each box shall, if practicable, be erected on the right hand side of the road regularly traveled by a rural carrier and in such position as to be easily and safely accessible for the delivery and collection of mail by the carrier without leaving his conveyance.

Removal of obstructions required.

2. The posts or other supports upon which rural mail boxes are erected shall be of neat design and may be of wood, metal, or concrete, of suitable strength and dimensions. They may be either round or square, plain or ornamental, and with or without fixed or movable arms. Supports shall not be in the form of effigies or in forms intended to represent figures or mechanical objects, either grotesque or otherwise.



3. No receptacles of any kind, or for any purpose, shall be attached to the posts, stands, or other supports upon which rural mail boxes are erected, placed, or maintained.

4. Patrons shall, as far as practicable, keep clear the approaches to their boxes by promptly removing obstructions which may render difficult or impossible the delivery of mail by the carrier.

1062. More than one family, but not more than five families, may use the same box, provided that written notice of agreement, signed by the respective heads of families or individuals desiring to join in the use of such box, shall be filed with the postmaster at the distributing office.

1063. Service shall not be withdrawn from any box owner by a postmaster or carrier without specific authority of the department.

1064. Rural carriers shall make report to postmasters of any boxes erected which do not conform to the regulations in the matter of type, condition, location, or inscriptions, and to the owners of these boxes the postmaster shall send Form 4056 (notice to patron of irregularity in rural-mail box), requesting that the irregularities or defects be remedied. If, after a reasonable time, any patron fails to comply with the requirements, the postmaster shall make report thereof to the Second Assistant Postmaster General, Division of Rural Mails, giving the name of the patron and a statement as to what is required in connection with the box. The same action shall be taken by postmasters in respect to boxes which they note in making the annual inspection required by section 970 are not in conformity with the regulations. The form (4056) shall be obtained by requisition on the Equipment and Supplies Branch.

1065. Officials and employees of the Post Office Department and Postal Service shall not act as agents for manufacturers of rural-mail boxes and shall not be interested, directly or indirectly, in the manufacture or sale of any rural-mail box. A postmaster may, however, order, without compensation or profit to himself, on request of a patron or prospective patron, a standard box as required by the regulations.

1066. Cases of depredations on or interference with United States collection boxes or their contents, or with rural-mail boxes or their contents, shall be promptly reported by the postmaster of the distributing office to the post-office inspector in charge of the division where such depredation occurs.

2. When a United States collection box becomes broken, or is in bad condition, the carrier on the route shall notify the postmaster, who shall report the facts to the Fourth Assistant Postmaster General, Equipment and Supplies Branch. If the lock is out of order or the key broken, appropriate report shall be made to the Fourth Assistant Postmaster General, Manufacturing and Repair Branch.

See sec. 2342 relative to injuries to mail boxes.

1067. The use of locks on boxes shall not be required, but is considered advisable as a measure of protection. If patrons

Obstructions to be removed.

Several families may use same box.

—agreement required.

Withdrawal of service.

Insecure or badly located boxes.

—report to be made.

Manufacture or sale of boxes by employees forbidden.

Damage to or depredation upon collection boxes to be reported.

Locks to boxes.

—carriers must accept keys.

—master-keys.

Giving out of master keys.

—protection of.

—lost ones to be replaced by carriers.

Report required regarding new routes.

Assignment of numbers.  
—system.

—to be entered in carrier's roster book.

Notification of assignment of numbers to patrons.

Numbering of boxes subsequently erected.

provide locks, carriers shall accept keys and unlock and lock boxes when serving them. To facilitate the carrier's work, patrons should, as far as practicable, adopt locks for each route of such pattern that a master key may be provided the carrier for use in unlocking the boxes.

1068. Master keys to locks on rural-mail boxes intended for carriers' use shall be delivered only to postmasters, who shall place them in the hands of the carrier. Carriers shall protect from misuse, loss, or destruction master and other keys to patrons' boxes. The loss of a key by rural carrier shall be promptly reported to the postmaster, who shall require the carrier to replace the key at his own expense.

1069. Box numbers shall not be assigned until the expiration of two months from the date of installation of new service. If at that time 75 percent of the heads of families residing on the route have not erected boxes, the postmaster shall report that fact to the Second Assistant Postmaster General, Division of Rural Mails, stating how many boxes have been erected.

1070. Each mail box on a rural delivery route shall have a number assigned to it, beginning with No. 1 for the first box reached by the carrier after leaving the office, succeeding boxes to be numbered in regular sequence in the order reached by the carrier in traveling over the route in accordance with the official description.

2. A box served by more than one route shall be given a number in the regular order for each route.

3. The box numbers so assigned shall be entered in the carrier's roster as required by section 902, but shall not be inscribed upon the boxes.

1071. When the assignment of box numbers on a route is completed, the postmaster shall furnish each box owner with the official number of his box, with request that he advise his correspondents to include in his address the number of the rural route and his box number.

1072. New boxes erected between those already numbered shall be given any regular numbers which may have been vacated, and which would appear in order of sequence; otherwise new boxes shall be designated in the following manner: Those between the carrier's starting point and box No. 1, as A, B, C, etc.; those between Nos. 1 and 2, as 1-A, 1-B, etc., and so on throughout the route.

#### UNITED STATES COLLECTION BOXES

U. S. Collection Boxes.

—when supplied.

—where erected.

1073. United States collection boxes shall be supplied by the department for use in the rural delivery service, to be erected only at points where, after proper investigation, it is ascertained that they are necessary for the proper and convenient handling of the mail, such as at junction points of two or more routes, as a means for effecting exchange of mail by carriers, or as a depository for mail for dispatch in communities where there are

no post offices. After such boxes have been erected at designated points in accordance with official instructions they shall not be removed therefrom except by order of the Second Assistant Postmaster General.

—removal not allowed.

2. Postmasters shall from time to time take count of the amount of mail matter taken by carriers from United States collection boxes, and if it shall appear that the maintenance of a box is no longer necessary they shall so report to the Second Assistant Postmaster General, Division of Rural Mails.

—when not sufficiently used, report to be made to the department.

3. A record shall be kept in the distributing offices of all United States collection boxes erected on rural delivery routes, giving the location thereof, and full information concerning exchange through them.

—record of, shall be kept.

See sec. 1066 as to damage or depredation upon collection boxes.

1074. Keys to United States collection boxes shall be furnished to rural carriers by postmasters at distributing offices. For each key delivered to the carrier the postmaster shall take a separate receipt, on which shall be indicated the designative number of the key and date of its delivery to the carrier.

Keys to collection boxes.

—receipt for, by carriers.

2. Every carrier having possession of a United States collection-box key shall, when on duty, wear it securely attached to his clothing by the chain. When off duty, the key shall be deposited in the distributing office with the postmaster, or person designated by him, for safe-keeping, and shall never be passed over to, handled, or examined by any person not a sworn officer of the postal service, nor be left where there is danger of losing it or exposing it to theft. These keys shall not be tampered with nor shall any attempt be made to repair or alter them. A violation of this rule or the loss of a key, shall be considered sufficient cause for removal of a carrier.

—care of.

—repairs to, not permitted.  
—loss of, penalty for.

3. When a carrier loses or breaks a key to a United States collection box, the fact shall be immediately reported by the postmaster to the Second Assistant Postmaster General, Division of Rural Mails, with a full statement of the circumstances and the number of the key.

—report regarding loss, how made.

## CHAPTER 4

### SPECIAL DELIVERY

#### ESTABLISHMENT: RATE: DISPATCH

1075. Every article of mailable matter upon which \* \* \* (a) special (delivery) stamp shall be duly affixed (in addition to the lawful postage thereon) shall be entitled to immediate delivery, within the carrier-delivery limit of any free-delivery office, and within 1 mile of any other post office which the Postmaster Gen-

Mail matter entitled to special delivery.  
39 U. S. C. 167.  
—immediate delivery of.

the regulations governing postmasters and other postal employees, except as otherwise provided in this chapter.

2. The regulations in this chapter apply to city, village, and rural carriers, unless otherwise stated.

1335. No unauthorized person shall be permitted to have access to registry records or registered mail while in possession of a carrier. Carriers will be held responsible in case of the loss or depredation of a registered letter or parcel while in their custody.

See secs. 703 and 1369 as to protection of registered mail, and secs. 812 and 1370 as to responsibility.

1336. Carriers shall not change the address of any registered article without proper order, nor shall city or village carriers transfer registered mail from one district to another except through the registry clerk at the post office or station. When the address is changed by carrier he shall write his initials and number over or near the new address and indicate that the order was verbal, if such is the case.

—except.

Unauthorized persons forbidden access to registered matter or records. Responsibility of carriers.

Address not to be changed by carriers without order.

#### REGISTRATION BY CARRIERS

1337. Each carrier shall be furnished one carrier's registration book (Form 3897, if office record Form 3807 is kept at the post office on which to record the post office or city carrier registrations; Form 3896, if Form 3807 is not kept at the post office for office or city registrations), an adequate supply of registry delivery notices (Form 3849), and such other forms as may be prescribed from time to time. Carriers, when out on their routes, shall have with them the required registry forms, and immediately upon accepting a letter or parcel for registration shall issue the prescribed receipt and deliver it to the sender.

Forms and blanks. —for carriers, list of.

Receipt.

—issue of.

2. Carriers on routes on which experience has shown that mail is seldom, if ever, presented for registration may be relieved, in the discretion of the postmaster, from carrying the registration book.

1338. The clerk in charge of each rural station shall be supplied with a window registration book (Form 3805), a registry delivery book (Form 3850), registry return receipts (Form 3811), and registry delivery notices (Form 3849).

Forms for rural stations.

1339. If a carrier loses his registration book or is unable satisfactorily to account for a missing receipt, the facts shall be reported immediately to the post-office inspector in charge of the division in which the post office is located.

Missing receipt, report of.

1340. City and village carriers shall receive and register all mailable matter of the first class that is not cumbersome on account of size, shape, or weight, when properly offered them for registration.

Registration of mail by city and village carriers. —first class.

See sec. 1337 as to supplies.

2. Small packages of matter other than of the first class, proper for registration (see sec. 939), may also be registered by city and village carriers, provided it does not interfere with their other duties. (See secs. 1202 and 1209.)

—other than first class.

Mail registered  
en route to be  
delivered en  
route.  
—when.

1341. When a rural carrier accepts for registration a piece of mail addressed to a patron residing on a portion of the route over which the carrier is to pass before returning to the post office or station with which he is connected, he shall endeavor to effect its delivery before reaching such office or station, making the usual entries in the registration and delivery records and obtaining proper receipt for the article, which receipt shall be filed at the post office or station. The carrier's record shall be marked to show how the piece was disposed of, and signed by the postmaster or superintendent of the station.

See sec. 717 as to canceling stamps.

Numbering of  
registered mail  
of carriers.

1342. All mail registered by carriers and the registration receipts issued therefor shall be numbered by them in consecutive series, consisting of 100 numbers for each carrier, beginning on July 1 of each year and continuing throughout the fiscal year. (See sec. 1368.)

2. The numbers of articles registered by each city and village carrier shall correspond in "hundreds" with the series assigned to the carrier according to his number. The first registration number in each carrier's series shall be represented by each carrier's number followed by two ciphers. For example:

|                |                          |
|----------------|--------------------------|
| Carrier No. 1  | 100 to 199, inclusive.   |
| Carrier No. 5  | 500 to 599, inclusive.   |
| Carrier No. 10 | 1000 to 1099, inclusive. |

3. At large offices where it is impracticable to assign a separate cycle series of numbers to each city carrier, one distribution series may be utilized at the main office or at stations for all city carrier registrations, but the receipts in the city carriers' registration books shall be numbered consecutively, commencing with No. 1, and continuing throughout the book. The articles registered by carriers shall bear registration numbers corresponding with the numbers shown by the receipts issued to the senders. These numbers shall be crossed off lightly when the articles are given numbers in the station or main office distribution series assigned for city carrier registrations. The carrier's registration book and the proper office records shall show both the registration numbers under which the articles were accepted by the carriers and the numbers in the series under which the articles were dispatched.

Assignment of  
cycle series  
of numbers.

4. A cycle series of 100 registration numbers shall be assigned to each rural route and used in numbering mail accepted for registration and the receipts issued therefor, which series shall commence with a number formed by affixing two ciphers ("00") to the route number and end with a number formed by affixing "99" to the number of the route, the series to commence anew as soon as 100 numbers have been used and on July 1 of each year. For example:

The first article registered on rural route No. 1 on July 1 would be given No. 100 and the numbers continued through 199, when the series will again commence with "100." Likewise the first article registered on route No. 5 would commence with "500," continue through 599, and then commence anew with "500."

5. This cycle series number shall be used as the dispatching number for city and rural carrier registration by the post office or station to which the carrier or route is attached.

6. When a carrier has exhausted his series of numbers the same series shall be started anew without regard to date and continue in this manner until June 30 of each year. The number of the carrier who registered an article or the rural route on which it was registered may be ascertained by striking off the last two figures of the registration number borne by the article, the remaining figure or figures indicating the number of the carrier or of the route.

7. Each carrier shall number consecutively the registration books used by him during any fiscal year, beginning with No. 1. The first receipt in a new book shall be given the proper registration number in the series above prescribed following that of the last receipt in the book previously filled unless the series is commenced anew because exhausted or of commencement of new fiscal year.

Numbering of registration books and receipts.

1343. Rural carriers shall register any matter proper for registration (see secs. 1202, 1206, 1209, 1329, 1344, 1347, 1349, 2210, and Official Postal Guide) which may be offered to them while on duty, handle registered mail in transit over their routes, and deliver such mail to patrons on their routes, issuing and taking the necessary receipts on forms prescribed for the purpose.

Authorization of registration.—handling in transit and delivery of registered mail by carriers.

See sec. 1017 for exceptions.

1344. When a rural carrier finds in a rural mail box an acceptable letter or parcel marked for registration bearing name and address of sender, with sufficient stamps affixed to pay postage, registry fee and any required surcharge, or money to pay for same, he shall at once register the article, and, if the sender is a patron of the route, leave the registration receipt in the box. If the sender is not a patron of the route, the registration receipt shall be mailed in a penalty envelope to his address. The same procedure shall be followed if the article is marked to indicate that the sender desired it to be registered even though it does not bear the name of the sender or sufficient postage is not affixed.

Matter found in rural mail box, treatment of.

See secs. 1205 and 1210 as to when an article may be considered as registered.

1345. Carriers shall not address matter tendered for registration, place contents in envelopes or seal them, but may act as agents of patrons, without remuneration, to inclose money orders, procured for the remitters, in addressed envelopes furnished by senders for the purpose, and seal or present the same for registration at the office or station to which they are attached.

Carriers not to address mail for or place contents in envelopes.—may act as agents.

See sec. 1202 as to assistance by postal employees in preparation of matter for registration.

1346. When a piece of matter accepted for registration by a carrier is found to be unmailable, but the irregularity can be properly corrected by the sender without taking the article from the carrier's custody, the sender shall be permitted to make such

Unmailable matter.—treatment of.

correction. It shall then be taken to the distributing office or station for dispatch without requiring the payment of additional postage, registry fee, or surcharge. Corrections so made shall be noted on the sender's original receipt and on the office or station records.

—return of,  
to sender.

2. If an unmailable piece of matter cannot be rendered mailable by the sender while in the custody of the postal service, it shall be returned to him with a statement of the reasons for its rejection, and the sender's registration receipt indorsed across the face "Returned to sender," with the reason therefor. When mail is returned to the sender in this manner the carrier shall receipt to the post office for it by signing his name and number under the indorsement "Returned to sender," the sender's receipt taken by the carrier on the proper form, and the sender requested to surrender the original registration receipt, which shall be similarly indorsed and signed by the carrier and pasted on the edge of the stub in the carrier's registration book.

#### TREATMENT AT POST OFFICES OF MATTER REGISTERED BY CARRIERS

Checking and  
record of car-  
rier registra-  
tions at post  
office or  
station.

1347. Immediately upon returning to the post office or station after serving his route, each carrier shall deliver to the postmaster or authorized representative all matter accepted for registration (except as provided in sec. 1351), who shall check the matter and any postage, fees, or surcharges collected by the carrier against the record in the book (see sec. 1341) and give the carrier proper receipt therefor at the time.

2. After mail registered by the carrier has been found acceptable, the postmaster or representative shall complete the office record of the matter.

Examination  
by postmasters  
of matter  
registered by  
carriers.

1348. Postmasters or their authorized employees shall examine all letters and parcels registered by carriers to see that the requirements of the Postal Laws and Regulations have been complied with. (See secs. 513, 723, 1202, 1310, and 1311.)

Excess cash  
received with  
mail matter.  
—return of.

1349. Any cash in excess of the amount required to pay postage, registry fee and any required surcharge shall be handed to the sender on the carrier's next trip or inclosed in an envelope and deposited in the sender's mail box. The amount required shall be noted on the office record by the receiving postmaster or authorized employee directly beneath the amount received, as written by the carrier, the subtraction being made so as to show the amount received and the amount returned to the sender. (See sec. 1018.)

Carbon copy of  
sheets from  
carrier's reg-  
istration  
books to be  
filed.

1350. The carbon copy of the sheets taken from the manifold carrier's registration books (Form 3896) shall be filed in the post office according to dates, the most recent on top, and shall be the permanent office record of articles registered by carriers attached to a post office or station. The window registration book shall not be used for recording such matter. Form 3807 shall be used as the office record of registrations by rural carriers when "quick-receipt" Form 3897 is issued.