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U.S. Division of Foreign Mails

FOREIGN MAIL SERVICE.

SEA POST-OFFICES.

INSTRUCTIONS

FOR THE

Conduct of Sea Post-Offices.

Promulgated by authority of
H. C. PAYNE,
POSTMASTER-GENERAL.

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POST-OFFICE DEPARTMENT,
SECOND ASSISTANT POSTMASTER-GENERAL,

WASHINGTON, *August 1, 1904.*

The following code of instructions for the conduct of sea post-offices has been approved and adopted, and is issued in this form for the guidance of those engaged in or having relations with the sea post service.

Sea post clerks shall familiarize themselves therewith and be governed thereby.

W. S. SHALLENBERGER,
Second Assistant Postmaster-General.

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INSTRUCTIONS

FOR THE

CONDUCT OF SEA POST-OFFICES.

SEA POST-OFFICES.

Section 1. Sea post-offices operated between the United States and Germany will be designated in the direction from the United States to Germany, "United States-German sea post-office. New York-Bremen" (or "New York-Hamburg"); and in the direction from Germany to the United States, "German-United States sea post-office. Bremen- (or Hamburg-) New York;" and the sea post-offices operated between the United States and Great Britain, in both directions, will be designated "United States sea post-office. New York-Southampton" (or "New York-Liverpool") or "Southampton-New York" (or "Liverpool-New York"), as the case may be.

How conducted
between United
States and Ger-
many.

Sec. 2. Sea post-offices operated between the United States and Germany will be conducted by the United States and German sea post clerks in accordance with instructions therefor mutually agreed upon by the Post-Office Department of the United States and the postal administration of Germany, which instructions, so far as they relate to the duties of the United States sea post clerks, are embodied in this code, and with the postal regulations; and sea post-offices operated between the United States and Great Britain, until the postal administration of Great Britain shall cooperate, will be conducted solely by United States sea post clerks in accordance with such of these instructions as are applicable, and with the postal regulations.

How conducted
between United
States and Great
Britain.

STAFF OF THE SEA POST-OFFICES.

Clerks, how fur-
nished.

Sec. 3. Clerks in sea post-offices between the United States and Germany will be furnished jointly by the postal administrations of the United States and Germany, and the clerks in sea post-offices between the United States and Great Britain will, until the postal administration of Great Britain cooperates, be furnished solely by the United States.

Vacancies, how
filled.

Vacancies among the United States clerks in the sea post-office service shall be

filled by transfer from the Railway Mail Service or classified post-offices in accordance with the postal regulations and the special instructions of the Second Assistant Postmaster-General.

Sec. 4. The staff of the sea post-office on board each steamer of the German lines consists of one German and one United States sea post clerk, or as many as the emergencies of the service shall require, and two German subalterns. The staff of the sea post-office on board each steamer of the American and White Star lines consists of two United States sea post clerks, with as many additional clerks as the emergencies of the service shall require.

Staff on German
lines shall consist
of.

Staff on Ameri-
can and White Star
lines shall consist
of.

2. On the German lines in the direction of Germany the United States sea post clerk, and in the direction of America the German sea post clerk, will be the chief official of the sea post-office on board, and consequently will be responsible for the mails. The subalterns are obliged to obey the orders of both the German and the United States clerk. In case conflicting orders are given, they will obey the chief official. The officials belonging to the staff of the sea post-office are provided by their respective administrations with written credentials.

The chief postal
official on German
lines.

Sea post clerks,
subordinate to
whom.

Sec. 5. The German clerks and subalterns employed in the sea post-offices are subordinate to the post-office 1 at Bremen or Hamburg; all United States clerks are subordinate to the Superintendent of Railway Mail Service, New York, N. Y., reporting in this respect to the Superintendent of Foreign Mails. While at New York the German clerks will obey all orders of the chief postal official of that city on the commencement of their duties on board the departing mail packet. The American clerks employed on the German lines, while at Bremen or Hamburg, will obey the orders of the chief post-office directors of those cities on the beginning of their duties on board the ship.

Consecutive order
of service fixed
by superior officers.

Sec. 6. The consecutive order in which the clerks of the sea post-offices shall serve will be fixed by the officials under the direction of whom they are placed. Said officials will fix the time when the clerks and subalterns are to begin their functions on board before the departure of the ship. For the United States sea post clerks such a time at New York is hereinafter stipulated.

Sickness, clerk to
report in case of.

Sec. 7. In case a clerk or subaltern during his stay in Bremen, Hamburg, or New York shall become sick, and be prevented thereby from attending to his duties on the steamer to which he be-

longs, he must report without delay such sickness to the official in charge of the sea post service.

Sec. 8. In case a United States sea post clerk thus disabled is relieved by a clerk from the Railway Mail Service or New York office on the trip from New York, such sea post clerk shall be entitled to take the place and perform the work of such relief clerk as soon as he is able to return to duty.

When relieved by
substitute the
clerk may perform
substitute's work
on recovery.

Sec. 9. If it should become necessary in consequence of the illness of one of the clerks of a sea post-office during the voyage to ask for a substitute from the crew, such substitute will be allowed to work in the sea post-office, but such work shall be done under the supervision of one of the regular sea post clerks.

Substitute from
crew in case of
clerk's sickness
during voyage.

Sec. 10. The clerk in charge of the United States crew shall be that clerk in charge of the assignment who ranks in seniority of service in the sea post-office.

Clerk in charge
of United States
crew.

ACCOMMODATIONS ON VESSELS FOR THE MAILS AND THE SEA POST CLERKS AND THE REQUIREMENTS FROM THE STEAMSHIP COMPANIES.

Sec. 11. For the purposes of the postal service every steamship with a sea post-office on board will be provided with—

Steamship will
be provided with—

(a) A large room for distributing and otherwise working and handling the let-

—room for distribution.

ters and articles, and which will be fitted up and furnished with the necessary postal conveniences, to be known as the sea post-office room.

—storage room.

(b) A large room for storing the mail sacks and for opening and sorting the mails, situated conveniently to the sea post-office room and suitably fitted to preserve the mails from damage. If such room does not afford sufficient space for the mails, the captain of the steamer will furnish additional rooms for such purpose. All such rooms, while containing mail, shall be under the care of the sea post-office clerks, to whom the keys thereof shall be entrusted during such time.

—such rooms to be under care of sea post clerks.

(c) One or more first or second cabin staterooms, as the necessities may require, for the use of the sea post clerks, and suitably fitted up and furnished. For the United States clerks, in addition to those for which provision is regularly made, the steamship company will assign similar accommodations upon the sailing, subject, however, to change which may be necessitated on account of its passenger list.

Berths for subalterns.

2. To the subalterns berths will be assigned in accordance with the agreement concluded between the German postal

administration and the steamship company.

Sec. 12. Passengers are not allowed to remain in the sea post-office rooms. Such rooms must be kept locked during the absence of the postal clerks, and that clerk or subaltern who is last to leave them will be held responsible for the proper locking of such rooms.

Passengers not allowed to remain in rooms. Rooms to be kept locked, when.

Sec. 13. Sea post clerks are entitled to first cabin board and are allowed free access to all parts of the vessel, the same as first cabin passengers.

Board of sea post clerks, and access to all parts of vessel.

Sec. 14. In necessary railway transportation abroad, sea post clerks are entitled to travel second class.

Necessary railway transportation abroad.

Sec. 15. Steamship companies are obliged, in consideration of payments made to them out of the postal funds, to render the following service, viz:

General obligations of steamship companies.

(a) To clean, heat, and light the rooms assigned to the sea post-offices.

—cleaning, heating, and lighting of rooms.

(b) To furnish the clerks of the sea post-offices with satisfactory board during the trip in the manner agreed upon. This obligation extends also to the day before the departure of the fast steamers from Germany, and the day of arrival at and departure from Liverpool.

—to furnish satisfactory board.

(c) To facilitate, as far as possible, the official duties of the sea post clerks, and, to facilitate the sea post clerks' duties.

—to furnish substitutes in case of clerks' sickness. in case of their sickness, to place substitutes for them at the disposition of the sea post-office as far as possible.

—to furnish necessary force for shipping and disembarkation. (d) To furnish the necessary force for the shipping and disembarkation of mail sacks, and for carrying them to and from the sea post-office rooms.

OFFICIAL DRESS.

Sea post clerk to file agreement regarding uniform, when. **Sec. 16.** Upon application for assignment to sea post service, or before such assignment, the clerk shall file with the Department his agreement to provide himself with a uniform coat and cap complying with the Department's specifications. Those who are now in the service shall, within a reasonable time, provide themselves with such coat and cap.

Those in service to provide themselves with coats and caps.

Character of official coat and cap.

Sec. 17. The coat required shall be a close-fitting jacket of dark-blue cloth trimmed with black braid; the cap shall be of dark-blue cloth and bear on its front the words in gold "U. S. sea post;" both to conform to specifications furnished by the Department.

When private dress may, and official dress must, be used.

Sec. 18. Sea post clerks are allowed to wear private dress when on duty within the sea post-office rooms. As soon, however, as they appear on deck or at meals, they must don their official dress.

CONDUCT AND DISCIPLINE.

Sec. 19. The sea post clerks and subalterns are, during their stay on board, obliged to obey the regulations of the ship, and are, in this regard, subject to the orders of the captain and chief officer. It is expected that the sea post clerks will behave in a thoroughly becoming manner, and that dissensions will be avoided. Any requests or complaints should be communicated by the clerks to the captain of the vessel, and if they do not receive prompt attention, should, after the voyage, be reported to the officer in charge of the service under whose authority such clerks are placed.

Conduct and discipline in general of sea post clerks.

Sec. 20. With special reference to the United States sea post clerks the following is obligatory:

Special directions as to conduct and discipline of United States sea post clerks.

(a) Clerks are subject in all respects to the ship's discipline. They shall observe the courtesies due the officers and obey their orders in all matters relating to the conduct of the ship. They shall not take on board the vessel nor drink while on board, any malt, vinous or spirituous liquor, except that malt or vinous liquor may be drank in moderate quantities as a part of and in connection with regular meals. No gambling with cards or dice,

or otherwise shall be indulged in. When not engaged in the performance of duties, intercourse with passengers and the privileges of the library and the smoking room with the above-noted exceptions are allowed. Clerks are the representatives of the Government and special care should be exercised at all times that their conduct should be gentlemanly and courteous, and that all acts which reflect discredit upon themselves, their positions, or the service, shall be avoided.

(b) Clerks are prohibited from smoking while on duty in the sea post-office rooms, at the steamship piers, or at the general post-office and foreign branch.

FUNCTION OF THE SEA POST-OFFICES.

Function.	Sec. 21. It is the function of the sea post-offices:
—to take charge of mails, etc.	(a) To take charge of the mails to be conveyed by steamers upon which such offices are established, and to watch over their safe-keeping.
—to open and distribute mails.	(b) To open, distribute and make-up the mail during the voyage, in accordance with instructions.
—to empty the letter boxes, etc.	(c) To empty the letter boxes, and to deal with the correspondence deposited therein and with that handed to them by the passengers or crew.

(d) To receive mail matter offered by passengers of the steamer, and to deliver mail matter, both ordinary and registered, to such passengers, when addressed to them in care of an officer of the ship, or in such other manner as to make its identification clear.

(e) To sell postage stamps, postal cards, stamped envelopes, etc., to the passengers and the crew of the vessel.

(f) To deliver the closed mails at intermediate and the terminal ports.

PREPARATION FOR THE TRIP.

Sec. 22. The German and the United States sea post clerks will be furnished the former by the post-offices under the authority of which they are placed, and the latter by the post-office at New York, N. Y., with a sufficient supply of postage stamps, postal cards, stamped envelopes, etc. The United States sea post clerks will carry at least fifty dollars' worth, provide themselves with special-delivery stamps, as well as others, and make requisition, in ample time before sailing, for all needed supplies and equipment. They shall see that their supplies include a complete list of blanks of the forms following.

Blanks.

Bulletins of verification.
 Envelopes.
 Facing slips and slides.
 Letter bills.
 Postage-stamp requisitions.
 Receipts for mails.
 Registry supplies.
 Statements of weights.
 Tally sheets of mails received and worked (Germany to New York).
 Tally sheets of mails made up—check list (Germany to New York).
 Trip reports.
 Way bills—mails made up (United States to Germany).
 Registered Record lists (countries beyond the United States).
 Recapitulation of registered articles.
 Transit bills.
 Subsistence blanks.
 Sea post bagging scheme.
 Requisition for supplies.

Supplies to be placed in basket, etc.

Stamps, seals, and forms, how provided.

2. Such supplies should be placed in their respective baskets on the day before departure and notice given the clerk in charge of the foreign room in order that such baskets may be sent to the steamer.

Sec. 23. On the German lines the necessary stamps, seals, and forms are furnished by each administration to its own clerks at its own cost, and they are to be used and accounted for by said clerks.

Sec. 24. The basket, together with ^{Basket and unused supplies, shall be returned to the} ~~unused supplies, shall be returned to the~~ foreign room, New York post-office, upon the completion of the homeward voyage.

REPORT FOR DUTY.

Sec. 25. Clerks shall be in their offices ^{Sea post clerks to be in their offices 24 hours before sailing.} on board the vessels at least twenty-four hours before the steamers sail, for the purpose of receiving mails and the performance of their duty.

2. Upon arrival at New York they shall report with the mails to the post-office at that city, and as soon as practicable thereafter to the Superintendent Railway Mail Service in charge, and at Bremen and Hamburg to the Director of Posts; and while in port they will also report daily to the Superintendent Railway Mail Service in charge (except as provided by section 106), and to the Director of Posts at Bremen and Hamburg, unless excused by such official at such port.

SUPERVISION OF LOADING AND STORAGE AND THE ASSUMPTION OF CHARGE OF THE MAILS.

Sec. 26. The United States sea post clerk in charge, or some other clerk ^{Sea post clerk to accompany mail to steamer and supervise unloading and storing.} for him, shall accompany the advance and last loads of mail dispatched from the foreign

branch to the steamer, and he shall supervise the unloading and the proper separation of all mail sacks. It is also his duty to see that the mails are properly stored in the room provided therefor in the vessel in such manner as shall facilitate handling.

Clerk in charge to verify number of sacks signed for.

2. The clerk in charge shall verify the number of sacks he signs for at the foreign branch by the number of sacks tallied from each load by the clerk designated for that purpose.

Storing of mails.

Sec. 27. Such mail sacks as are not immediately taken in hand for sorting, etc., must be deposited in a methodical manner within the mail storage room, the key of which shall be delivered to and in the keeping of the clerk in charge while the mails are so stored.

Removal or deposit of sacks under supervision of clerk in charge.

Sec. 28. The removal of mail sacks from the storage room, or the depositing of them in it, must always take place under the supervision of the clerk in charge of the mails or of a clerk designated by him.

Inspection of storage rooms, etc.

Sec. 29. Sea post clerks will carefully inspect the mail storage rooms of their respective steamers previously to the placing therein of any sacks of mail, and if any articles of a miscellaneous character are found therein they shall request the captain or the chief officer to have such articles removed before any mails are

placed therein. In case such articles are not removed at once, the sea post clerk shall immediately report the matter to the Superintendent Railway Mail Service in charge.

Sec. 30. In supervising the storage of the mail sacks, those for delivery at intermediate ports of call should be kept separate from other transit sacks in order to insure their delivery in accordance with instructions.

DELIVERY OF MAIL TO THE SEA POST-OFFICES.

Sec. 31. On the German lines the receipt of the mails in New York takes place under the responsibility of the United States sea post clerk; in the German port of departure, under the responsibility of the German sea post clerk; and the dispatch and receipt of mails in the ports of call take place under the responsibility of the sea post clerk in charge. On the American and White Star lines the receipt and dispatch of mails by the sea post-office are under the responsibility of the United States sea post clerk.

Mails for delivery at intermediate ports.

—to be stored separate.

On the German lines—
—in New York.

—in German port.

On American and White Star lines.

DIVISION OF WORK DURING THE TRIP.

On German lines—east bound—

—United States sea post clerk in charge.

—German sea post clerk and others.

—German clerk to supervise distribution.

West bound—
—order the reverse of above.

Transfer of mails.

On American and White Star lines.

Sec. 32. On the German lines on east-bound voyages it is the particular duty of the United States sea post clerk in charge to deal with the registered articles, to sell postage stamps, etc., to receive ordinary mail matter from the passengers and to deliver mail matter thereto, and to assist in the distribution of the ordinary mail; while it is the duty of the German sea post clerk and the other clerks to deal especially with the ordinary letters and the printed matter. The work of distribution, however, should be under the direction of the German sea post clerk, but in no other respect is the authority or the responsibility of the clerk in charge modified.

2. On the west-bound voyages the reverse of this shall obtain, the German sea post clerk being in charge with the supervision of the distribution under the United States sea post clerk.

3. A formal transfer as hereinafter provided will take place a short time before the arrival of the vessel at the terminal port.

Sec. 33. On the American and White Star lines the division of work between the clerk in charge and the other clerks shall follow the same general rule as stated above.

HANDLING THE MAILS IN THE SEA POST-OFFICES.

Sec. 34. All instructions under this heading which do not specifically relate to the mails of either the German lines or the American and White Star lines are applicable to the handling of the mails on both. Instructions relating specifically to either the one or the other are applicable only to lines to which reference is made.

Sec. 35. On the German lines the practical operation of the service and the mutual transfer, etc., will be regulated in accordance with the rules for the execution of the Universal Postal Convention in such a way that the sea post-offices in the direction of Germany will be considered to be United States post-offices, and in the direction of the United States German post-offices.

2. On the American and White Star lines the sea post-offices, in the absence of cooperation of the postal administration of Great Britain, are all United States post-offices.

Sec. 36. It is the duty of the clerk in charge to deal with the registered articles, and he is required to see to their protection and safety. He will be held responsible for the proper conduct of the distribution of the mails and the completion of the work.

Applicability of instructions, specified.

On German lines, operation, transfer, etc., under agreed rules, etc.

United States post-offices. German post-offices.

On American and White Star lines, United States post-offices.

Duty of clerk in charge.

Special care to be taken of registered mail.

—locked up, when.

On German lines, toward United States.

—order of working mail.

—entries on letter bills to be verified.

—letter bills to be forwarded.

—distribution in accordance with scheme furnished by Post-Office Department.

—United States clerk to decide which mails shall be opened.

Sec. 37. Special care must be taken for the safe-keeping of the registered articles. During the night or when the clerks are absent from the office the registered articles must be locked up in the receptacle provided for that purpose.

Sec. 38. On the German lines on the trip to the United States the mails dispatched from Germany to the United States must be dealt with first; thereafter the mails for the United States from countries other than Germany; and afterwards, if time allows, mails from Germany for countries beyond the United States. Of these mails, those for the post-office of New York and those directed to the sea post-office should be opened first, and the closed mails addressed to other post-offices of the United States should be sent on unopened to their respective places of destination. The entries upon the letter bills must be verified, and the bills for United States offices must be enclosed and sent on to the offices addressed with endorsements explaining the opening of the mail and bearing the sea post stamp. The distribution will be in accordance with the distribution schemes furnished by the Post-Office Department, and the United States clerk will decide which closed mails for New York will be opened.

2. In making this distribution the work must be continued upon mails addressed to the United States as long as there remains any to be worked, and the work of distribution should be continued as long as possible, and the mails closed only when it becomes necessary for the transfer and preparation for disembarkation.

—distribution of mail addressed to United States to continue until completed.

—distribution to continue as long as possible.

3. On the trip to Germany the mails from the United States to Germany must be dealt with first. Bundles of letters for German post-offices, made up according to agreement by exchange office, will be sent on unopened. Mails sent from countries beyond the United States directed to German post-offices will be opened and dealt with as far as possible.

Toward Germany.

—order of working mail.

The distribution will be in accordance with the distribution scheme furnished by the postal administration of Germany, and the German clerk will decide which closed mails shall be opened. The entries on the letter bills must be verified and the bills for German post-offices must be sent on to the post-offices concerned, with an endorsement explaining the opening of the mail, and an impression of the stamp of the sea post-office.

—distribution in accordance with scheme furnished by German administration.

—German clerk to decide which mails to be opened.

—entries on letter bills to be verified.

—letter bills to be forwarded.

Sec. 39. On the trip to New York registered articles directed to Boston, Mass., Buffalo and Brooklyn, N. Y.,

Separate registered sacks for certain cities.

Philadelphia and Pittsburg, Pa., Newark, N. J., Baltimore, Md., Washington, D. C., Cincinnati and Cleveland, Ohio, Chicago, Ill., St. Paul, Minn., St. Louis, Mo., New Orleans, La., and San Francisco, Cal., must be made up in separate registered sacks for the said post-offices and so labeled.

Registered articles must bear mark of sea post stamp—

—or data noted in writing.

Great Britain, Germany, Austria, and France will make up separate registry packages—

—for New York, N. Y., including certain mails.

—for Boston, Mass., including certain mails.

2. The registered articles dealt with by the sea post-offices must bear on the back an impression of the sea post stamp showing the date of the departure. If some articles, owing to their form or quality, should not admit of this distinct stamping, the data shown by the stamp must be noted in handwriting.

Sec. 40. In accordance with the distribution scheme indicated by the Post-Office Department, exchange offices in Great Britain, Germany, Austria, and France have been given necessary instructions to make up separate registry dispatches, as follows:

(a) *New York, N. Y.*—Matter for New York, Massachusetts (excepting the cities of Boston, Haverhill, Lawrence, Lowell, Lynn, and Salem), Connecticut, New Jersey, Ohio, Indiana, Michigan, Vermont, the Island of Porto Rico, Baltimore, Md., and Wheeling, W. Va.

(b) *Boston, Mass.*—Matter for Maine, New Hampshire, and Rhode Island, and

cities of Boston, Haverhill, Lawrence, Lowell, Lynn, and Salem, Mass.

(c) *Washington, D. C.*—Matter for District of Columbia, Alabama, Mississippi, Louisiana, Kentucky, Tennessee, Virginia, North Carolina, South Carolina, Georgia, Florida, West Virginia (except Wheeling), and Maryland (except Baltimore).

(d) *Chicago, Ill.*—Matter for Illinois, Wisconsin, Minnesota, Iowa, Nevada, North Dakota, South Dakota, Nebraska, Idaho, Oregon, Washington, Wyoming, Utah, and Montana.

(e) *Philadelphia, Pa.*—Matter for Pennsylvania and Delaware.

(f) *St. Louis, Mo.*—Matter for Missouri, Colorado, Kansas, Arkansas, Texas, and Territories of Arizona, New Mexico, Oklahoma, and Indian Territory.

(g) *San Francisco, Cal.*—Matter for California, Alaska, Samoa, and Hawaii.

Sec. 41. Registered mails from Germany, Denmark, Norway, Sweden, and Austria shall be opened and distributed first, and registered mails from other countries may be opened thereafter if there be time to do so.

Sec. 42. Registry dispatches for United States interior exchange offices from any foreign exchange office must be enclosed in the registered mail made up by the

—for Washington, D. C., including certain mails.

—for Chicago, Ill., including certain mails.

—for Philadelphia, Pa., including certain mails.

—for St. Louis, Mo., including certain mails.

—for San Francisco, Cal., including certain mails.

Order of handling registered mails westbound.

Registry dispatches to interior exchange offices from foreign exchange offices, to be treated, how.

sea post-office for such United States exchange offices and entered on the descriptive list as one piece of mail, instead of being brought into the New York office.

Verification of entries on registered lists.

Sec. 43. In the verification of entries on registered lists care should be taken in the opening of registered mails to check off each piece, in order to establish its identity with the entry upon the descriptive list.

Sacks bearing evidence of containing registered matter, and not opened, to be treated, how.

Sec. 44. Sacks from foreign countries which in course of regular distribution are not opened, bearing evidence of containing registered matter, must be delivered to the post-office at New York, in order that such registered matter may be handled in accordance with our domestic regulations.

Recapitulation to be given on delivery of registered mail—

—must show what.

Original bills must be furnished—

—discrepancies must be corrected.

Sec. 45. Sea post clerks must prepare a complete and accurate recapitulation and deliver it to the Registry Division with the registered mail. Such recapitulation sheet must show in detail all registered articles handled, the source from which received, and the disposition made of same. The original bills from the mails opened must also be furnished to the Registry Division, and whenever a discrepancy appears between the total number of registered articles received as indicated on the original bills and the

total number disposed of on the recapitulation sheet, the sea post clerks must immediately check back the entire account until all totals balance.

2. Coupons from bills representing outgoing registered foreign mail should be returned to the Foreign Branch, New York post-office, for filing, and not to the Registry Division, general post-office.

Forwarding of coupons representing outgoing registered mail.

3. At the head of each letter bill must be stated the name of the steamer on board of which the mail is made up.

State name of steamer on letter bill.

Sec. 46. The registered articles are, by means of carbon paper, entered in triplicate lists, of which one copy is to be annexed to the letter bill, one copy delivered to the New York post-office, and the original retained. In the sea post-offices, New York-Bremen or Hamburg, the German clerk will certify the lists made up by the United States clerk by signing them with his name.

Entry of registered articles.

Disposition of lists—

—certification of lists.

Sec. 47. In the direction of the United States the weight of the mails is stated by the foreign exchange offices in accordance with the regulations issued by the respective postal administrations; in the direction from the United States it is stated and noted by the United States exchange offices. The mail sacks so noted are marked "Weights reported."

Stating the weight of mails—

—sacks to be marked how.

—ascertainment of weights when sacks are marked "Weights not reported." If mail sacks are received by the sea post-offices not so marked, or marked "Weights not reported," their weights must be ascertained by the sea post-office and entered in a statement of weights by the United States clerk, which statement will be delivered by him immediately after his return to New York, to the New York post-office.

Hours of daily work.

Sec. 48. The sea post clerks must begin their official duties every day during the voyage at 8 o'clock A. M., and continue them, excepting an intermission of one hour and a half for dinner, so long each day as may be necessary, by mutual agreement, to fully distribute the mails. Due zeal and diligence should be exercised with the object of distributing as much of the mail as possible before the port of landing is reached.

Certificate of ship's physician as to illness, when required.

Sec. 49. If a clerk has been prevented by illness from doing his duties to such an extent that it has been impossible to finish the work of the sea post-office before the arrival at the place of destination, he will be required to file the certificate of the ship's physician showing his disability.

Labels on sacks, to be stamped, how.

Sec. 50. All labels on mail sacks made up by sea post clerks must be stamped "Letters" or "Printed matter," as the case may be.

Sec. 51. Domestic sacks should be used for mails made up on the trip to the United States, except as otherwise directed on the German lines. Domestic sacks to be used, when.

2. Canvas sacks must be used for letters and postal cards, the same to be securely tied with twine and sealed with lead seals. The sacks to be used for "prints" and "samples" need not be sealed. Canvas sacks to be used.

Sec. 52. In order to expedite the safe delivery of parcels-post packages from Germany for the interior of this country, the German office will cause parcels for Boston, Philadelphia, Baltimore, Chicago, and St. Louis to be placed in separate sacks labeled for those cities, respectively; each sack to contain only parcels addressed for delivery in the city for which the sack is labeled. Articles of a nature too fragile to be safely conveyed in sacks will be included in baskets or hampers used for conveying such articles, and labeled "New York." Parcels-post packages from Germany to certain cities, how put up.

Sec. 53. Parcels-post mails should be included on the transit bills. Parcels-post mails included in transit bills.

Sec. 54. Instructions relative to tying up separate packages of mail for any office, irrespective of scheme, whenever there is enough mail to make up such packages, apply to mail for Canada as well as to that for the United States. Instructions as to tying up separate packages, etc., apply to Canada.

Mail for New York, N. Y., not completely distributed, and defectively addressed mail for New York, how disposed of.

Articles of "Supposed liable to customs duties," disposition of.

Unpaid letters, short-paid articles, unsealed packages, etc., disposition of.

Additions to waybills, how made.

Necessary corrections to be made on British waybills.

Sec. 55. When letter mail for New York City is not fully completed in its distribution, such letters, together with others for New York bearing no number or street address, should be placed in sacks labeled "New York City."

Sec. 56. Separate sacks should be made up for all articles of "Supposed liable to customs duties," and such sacks which contain articles for New York City delivery should be labeled "Inquiry department, N. Y. P. O., supposed dutiable articles," and such sacks as contain articles for New York distribution should be labeled "N. Y. distribution, second division, N. Y. P. O., supposed dutiable articles."

Sec. 57. All unpaid letters, short-paid articles of every kind, and unsealed packages of printed matter and samples, must be turned in to the post-office at New York for rating of postage due and for inspection by customs officers.

Sec. 58. Sea post clerks will make the necessary additions in *red ink* to the waybills made out by the post-office at New York, i. e., they will enter thereon the number of sacks of mail for Germany and Great Britain and of "supplementary mails" made up in the sea post-office.

Sec. 59. Sea post clerks in charge of sea post-offices on steamers of the Ameri-

can and White Star lines will, after checking mail from the British waybills, make any corrections thereon that are necessary as to the number of mails received and labels of the sacks, and will also invariably place their initials on the waybills.

All mails received, east bound, to be weighed.

Sec. 60. All letters and other articles for Germany and Great Britain and countries beyond received in the sea post-offices, loose or in bulk, from all sources, must be weighed, and the weights reported by sea post clerks immediately on their return to the United States.

—articles to be examined to see that they are admissible.

—unpaid and short-paid to be rated up.

—articles mailed on wharf to be postmarked.

"Supplementary mails," when to be made up.

—how entered on letter bills.

Such articles must be examined to see that they are admissible to the foreign mails, and all unpaid letters and short-paid articles shall be stamped "T," and rated with the deficient postage. Articles mailed on the wharf or on the steamers must, in addition, be postmarked.

Sec. 61. All articles and letters for countries beyond Germany and Great Britain must be made up into "supplementary mails" for the proper foreign exchange offices when closed mails for such offices are dispatched. The necessary entries respecting said supplementary mails will be made in red ink by sea post clerks, as additions to the letter bills received with the regular mails.

Treatment of mail on homeward same as on outward voyage, on American and White Star lines.

Empty sacks received from foreign offices.

—account of, etc.

—report, etc.

Daily distributions to be made.

American and White Star lines, order of working mail on.

Sec. 62. All letters and other articles received on the homeward voyage loose or in bulk in sea post-offices operating between the United States and Great Britain will be treated the same as on the outward voyage, except that supplementary closed mails will not be made up for countries beyond the United States.

Sec. 63. Sea post clerks opening mails on trip to New York will be careful to keep a proper account of the number of empty sacks received from each foreign office, comparing the number found in any mail with the number advised in letter bill, and reporting in writing any discrepancy. They will also report, whenever such is the fact, the number of empty sacks from any foreign office without advise of same on the letter bill. The Washington convention requires that the number of empty sacks returned to any country be entered on a letter bill.

Sec. 64. If the whole time of the trip will not be required to complete the work, a daily distribution should nevertheless be made until the entire work is completed.

Sec. 65. The order of working the mail on the American and White Star lines shall follow the order observed on the German lines. That is, the registered mail shall be dealt with first, then the

ordinary letters and postal cards, and finally the printed matter and samples of merchandise, etc.

Sec. 66. On all east-bound trips of the American and White Star lines a full separation of mails for Switzerland will be made. This mail will be dispatched to the sea post-offices in sealed sacks labeled "Switzerland—weights reported."

Sec. 67. Mails dispatched from Germany to the American Line sea post clerks at Southampton will be accompanied by duplicate bills, one bill to be attached to registered mail and the duplicate to be in ordinary correspondence, the sack containing the same to be marked "bill" on label in pencil in order to facilitate the work.

Sec. 68. Articles for countries beyond Germany and Great Britain for which no closed mails have been received will be included in the regular mails for Germany or Great Britain, in accordance with the distribution schemes in force.

Sec. 69. Mails will be delivered in New York in accordance with schemes furnished by the postmaster at New York, and in Great Britain in accordance with the instructions of the Superintendent of Foreign Mails.

Sec. 70. If it has been impossible to deal with the whole mail during the trip,

Switzerland, separation for.

—mail for, how dispatched and labeled.

Mail from Germany dispatched to sea post clerks at Southampton—to be accompanied by bills.

—sack containing bill, to be labeled, how.

Mails for countries beyond Germany and Great Britain for which no closed mails have been received, to be handled, how.

Delivery of mail at New York and in British ports according to schemes and instructions.

Undistributed mail, to be disposed of, how.

the unfinished portion must be handed over—

(a) In New York, to the general post-office.

(b) In Bremen, to the post-office 1.

(c) In Hamburg (1) letters and post-cards to the post-office 1, and (2) printed matter and samples of merchandise to the post-office 10.

CLOSED MAILS.

Special lists for.

Sec. 71. Special lists prepared and furnished by the post-offices to which the sea post-offices are subordinate will show the closed mails that are to be carried and made up by the sea post-offices, and the places at which such mails are due for receipt, and where they should be delivered. These lists must be corrected in accordance with all alterations occurring.

—to be kept corrected.

MAKING UP AND DISPATCHING REGISTERED MAILS.

Registered articles for the United States, to be dispatched, how.

Sec. 72. Registered articles directed to the United States must be dispatched by means of closed mails to those offices for which registered mails are made up as specified in section 39, and in accordance with directions in section 40, except that articles for Buffalo and Brooklyn, N. Y., Pittsburg, Pa., Newark, N. J., Baltimore, Md., Cincinnati and Cleveland, Ohio, St.

Paul, Minn., and New Orleans, La., must be included in closed mails made up for those offices. Such articles as are directed to points beyond the United States should be included in the closed mails to the appropriate United States offices among those named, unless by special agreement closed mails are made up for some appropriate office beyond the United States.

2. In entering the articles in the separate lists (see sec. 46) care must be taken to make up for New York four different lists. In these the articles are to be entered as follows:

Registered articles for points beyond the United States, to be dispatched, how.

Four lists for New York to be made up—

(a) In the list of "New York City," only letters and postal cards directed to New York City.

(b) In the list for "New York dis." all other letters and postal cards forwarded to New York for distribution.

(c) In the list "New York City newspapers," registered printed matter and samples of merchandise for the city of New York.

(d) In the list "New York dis. newspapers," the other printed articles and samples of merchandise sent to New York for distribution.

3. At the foot of the list mentioned under (a) the aggregate number of items stated from the four lists together must be stated.

—aggregate number of items to be stated.

—lists to be stamped.

4. All lists must be stamped in the upper left-hand corner, with an impression of the stamp of the sea post-office, and such stamp must bear the date of departure from Europe.

Registered articles from United States to be entered, how.

Sec. 73. In the direction from the United States the registered articles must be entered in the letter bills for the several post-offices and traveling post-offices with which there is an exchange of closed mails.

Entry of acknowledgments for delivery of registered articles.

Sec. 74. Only the total number of acknowledgments for delivery of registered articles returned to the sender is to be entered at the foot of the respective letter bills or the lists of registered letters.

Registered articles for United States, to be enclosed in what kind of sacks.

Sec. 75. Registered articles directed to the post-offices in the United States must invariably be enclosed in red (German) or in red-striped (United States) sacks. Sacks of this kind are not allowed to be forwarded loose, but must be enclosed in ordinary sacks.

When red-striped sacks are not obtainable, registered articles to be forwarded, how.

Sec. 76. If in some letter sacks registered articles must be forwarded with ordinary correspondence, the bundle of registered letters is to be wrapped in red paper in case no red-striped sacks shall be available.

LABELING AND CLOSING THE LETTER SACKS.

Sec. 77. The red and red-striped sacks with registered letters directed to New York must be provided with labels indicating the classification of their contents, as, whether such be articles mentioned under *a*, *b*, *c*, or *d* of paragraph 2, section 72.

Sacks with registered articles for New York must have labels indicating their classification.

Sec. 78. The sacks used for the conveyance of the closed mails must be fastened by means of a lead seal, adding the embossed inscription "Sea post," or "U. S. mail," as the case may be.

Sacks of closed mails must be fastened, how.

Sec. 79. The labels of the sacks opened by the sea post-offices must be handed over at the termination of each trip to the post-office of destination.

Labels of sacks opened, to be handed in at termination of trip.

Sec. 80. In case only inconsiderable quantities of letter correspondence are to be forwarded, it will be allowable to make packages of letters instead of using sacks for that purpose.

Inconsiderable quantities of letters, may be forwarded, how.

ACCOUNTING FOR REGISTERED ARTICLES AND THE SACKS CONTAINING THE MAILS.

Sec. 81. On the trip to New York the German clerk on the German lines and the United States clerk on the American and White Star lines must keep a record of all registered articles and of mails received and dispatched, and prove,

Record to be kept of all registered articles and other mails received and dispatched; by whom kept, on the trip to New York.

by balancing the entries, that the number of registered articles and mails dispatched, including the diplomatic pouches, tallies with the number received.

Sec. 82. On the trip from New York to Europe the United States clerk must keep a record of all registered articles and mails received and dispatched, and prove, by balancing the entries, that the number of registered articles and mails dispatched, including the diplomatic pouches, tallies with the number received.

TREATMENT OF UNDELIVERABLE MAIL MATTER.

Sec. 83. When articles are returned from the United States to Germany as unclaimed the original place of destination must be canceled in the sea post-office and the word "Zurück" substituted.

Sec. 84. Undelivered articles, when returned to the United States, must be sent to the dead-letter office in Washington, except when the name of the sender appears on the article, in which case the sea post-office will return the same direct to the place of origin.

Sec. 85. Printed matter apparently of no value, mailed within the United States and found to be undeliverable, should not be returned to its place of origin, but

Record to be kept of all registered articles and other mails received and dispatched: by whom kept, on the trip to Europe. —entries to balance.

Unclaimed articles returned from United States to Germany, to be stamped, how.

Undelivered articles returned to United States, to be handled, how.

Undeliverable printed mail matter, to be disposed of, how.

should be treated as waste paper. Printed articles signed with the name of the sender, or which are of intrinsic value, or the nondelivery of which would apparently be of concern to the sender, as, for instance, proof sheets, books, music, are excepted from this treatment and should be forwarded to the dead-letter office in Washington.

TREATMENT OF MISSENT MAIL MATTER.

Sec. 86. Mail matter sent by mistake to the sea post-office must be delivered, if possible, to the post-office of the first port of call, in order to avoid further delay. Such matter should be reported by means of a bulletin of verification. If origin is in Italy, the bulletin of verification to the Italian office should be made out in duplicate.

LETTER BOXES.

Sec. 87. Sea post clerks must collect all mail from boxes placed on the steamers' wharves. The letter boxes with which the steamers are provided must be opened and the contents removed at least once a day during the voyage and immediately before the arrival at every port touched

— in special cases, how.

Missent mail matter, how handled.

—how reported.

Sea post clerks must collect from the letter boxes, when.

—letters so collected to be stamped with dating stamp. on the line. All such letters must be stamped with the dating stamp in use at the time such mail is taken from the box.

—mail so received, to be treated, how. In the direction of Europe such mail matter will be treated in all respects as originating in the United States, in the direction of the United States as originating in a foreign country.

—ship's letterboxes to be kept closed in ports of call. 2. During the stay of the steamer at the ports of call the ship's letter boxes must be kept closed, to avoid receipt of mails in that manner at those points.

—clerk in charge responsible for removal of mail from boxes, and their proper closure. 3. The clerk in charge of the sea post-office will be held responsible for the regular removal of mail matter, as above stated, from the letter boxes, and for their closing during the stay of the vessel at the ports of call.

SALE OF STAMPS—RECEIPT OF MAIL MATTER FROM PASSENGERS AND THE POSTAGE APPLICABLE THERETO—DELIVERY OF MAIL ON SHIP.

Postage stamps, etc., to be kept for sale. Sec. 88. The sea post-offices on the German lines shall keep a stock of postage stamps, special-delivery stamps, postal cards, etc., of the German and United States postal administrations, and on the American and White Star lines the same supplies of the United States administration, for sale.

Articles from passengers and crew to be received, when. 2. The clerks shall receive articles (except registered) from passengers and the crew during the trip or while in English or

German ports or in the port of New York, but not during the stay in other ports, unless fully prepaid as hereinafter stated.

3. On the German lines the German postage stamps must be used when mail matter is posted in German ports or on the trip from Germany to New York, and the United States postage stamps must be used when mail matter is posted in ports of the United States or during the trip from New York to Europe. On the White Star Line British postage stamps must be used for mail matter posted on the high seas or during the stay at British ports; on the American Line British postage stamps must be used on mail matter posted while at British ports, and United States stamps on matter posted on the high seas. Articles bearing postage stamps other than as stated will be treated as entirely unpaid. United States postage stamps shall be used for mail matter posted while in American waters; if for delivery in the United States, the domestic rates of postage shall apply.

4. The stock of postage stamps, etc., must be renewed before every departure. Stock must be renewed.

5. During the stay of the steamer at ports of call only such articles can be received as are prepaid by postage stamps of the country in which the port of call is located. Only articles prepaid by stamps of country of port receivable at ports of call.

Delivery of mail to passengers or crew, when.

Sec. 89. Ordinary and registered mail addressed to passengers of the ship and in care of an officer of such vessel, or in such other manner as to make its identification clear, shall be delivered from the sea post-office.

RECEIVING OF TELEGRAMS FOR FORWARDING.

Telegrams to be received, when.

—how handled.

Sec. 90. The sea post-offices in the direction of Germany are obliged, after leaving the last port of call, to receive telegrams for forwarding. These telegrams must be prepaid by means of German postage stamps, which are to be canceled by the sea post clerk with the stamp of the sea post-office. Immediately after landing in the German port the telegrams must be forwarded to the post-office of the place under closed cover bearing the direction, "Telegrams from the sea post-office," and by a telegraph messenger who will be provided for this purpose by the said post-office.

DELIVERY AND RECEIPT OF MAIL AT PORTS OF CALL.

Mail to be delivered on basis of waybill.

—receipt.

Sec. 91. The mail of the sea post-office for delivery at a port of call will be delivered on the basis of a waybill. The person receiving the mail will give a receipt for it on the duplicate of the waybill, stating thereon the total number of mail sacks delivered to him.

2. In case the mail is not delivered direct to the officials of the post-office at the port of call, this shall be done through the agent of the steamship company, who must come on board the steamer for the purpose of receiving mail. The same method is to be followed with reference to the mail sacks to be delivered to the sea post-office.

How delivery made when not made direct to officials, etc.

Delivery to sea post-offices.

3. The sea post clerks and the subalterns must supervise the delivery and receipt of the mail, the chief responsibility resting with the clerk in charge.

Clerks to supervise receipt and delivery of mails.

Sec. 92. On the German lines mail made up at the office of Cherbourg, France, for the passengers and crews of these steamers may be delivered directly to the German clerk on both the voyages to and from Germany, and such mail may be delivered to the addressees by such clerk. The American sea post clerk does not participate in this nor assume any responsibility, as it is a provision made by the German administration and which is acquiesced in by the postal administration of the United States.

Delivery on German lines at Cherbourg to passengers and crew.

MUTUAL DELIVERY OF THE MAILS BETWEEN THE CLERKS OF THE SEA POST-OFFICES ON GERMAN LINES.

Sec. 93. The delivery of the mail to the United States clerk before the arrival in New York, and to the German clerk

Mutual delivery to be made, on what basis.

before the arrival at the German port, Statement must show, what. will take place on the basis of a statement which shall show by separate entries the sacks of mail made up by the sea post-office, and also the closed mails and the diplomatic pouches received by the said office. The statement must be made in duplicate, one copy to be retained by each clerk. The receiving clerk will acknowledge the receipt of the mails on the copy retained by the other. Each clerk shall forward his statement to the post-office to which he is attached. —made in duplicate. —to be forwarded.

REMOVAL OF SACKS OF MAIL TO THE DECK, AND THEIR SEPARATION AND PROTECTION, PREPARATORY TO DELIVERY.

Sec. 94. Within a sufficient time before arrival at port, the clerk in charge shall notify the ship's officer that the mails are ready to be taken on deck preparatory to disembarkation, if the ship's officer has not previously signified the time when such removal may be made. The ship's officer shall determine the time when the removal may be accomplished and the place on deck where the mails shall be placed and the separations of sacks made. In this matter the clerk will defer to the convenience and seamanship as well as to the authority of the officer, though he is at liberty to offer such suggestions as seem to him proper. Clerk in charge to notify ship's officer. The ship's officer to determine the time of removal, etc.

2. The removal of the sacks from the storage room should be made under the supervision of the clerk in charge, assisted by the other clerks, and he must know that all sacks which are to be delivered at any port are so removed and are delivered safely, and should satisfy himself, by checking them upon the waybill, that all for delivery have been removed. Removal under supervision of clerk in charge. —must satisfy himself that all sacks have been removed.

3. Where separations of sacks are to be made on deck they should be made under the supervision of the clerk in charge, assisted by the other clerks, in order that the instructions and the purposes of the Department shall be carried out. Separation of sacks on deck to be made under supervision of clerk in charge.

4. The actual handling and care of the mails, and their protection from loss or damage during such undertaking and during the time they are on deck and during delivery shall be the concern of the ship's officer, but such work shall be done in furtherance of the plan of the clerk as far as consistent with the conduct of the business of the ship. The place where the mail sacks are deposited on deck shall be separated from the passengers by a barrier, and the space above the railing shall be protected by a covering of canvas. The sacks shall be protected from water on the deck, and not piled so high as to endanger their safety by slipping over the railing. Handling, care, and protection of mails the concern of the ship's officer. Work done in furtherance of plan of clerk. Mails to be protected.

Clerk's scope of duty.

5. Nothing herein is to be construed as giving the clerk any authority to direct the ship's crew, or in contravention of the authority of the ship's officer, but imposes upon him the duty of observing, suggesting, and, so far as lies within his power, of securing the safe and proper placing, separation, care, and delivery of the sacks.

DELIVERY OF MAIL AFTER ARRIVAL OF STEAMER.

Sea post clerks to be present at delivery.

—must watch disembarkation.

—transfer made under responsibility of clerk in charge.

Separation of sacks, for delivery at Plymouth.

Sec. 95. During the conveyance of the mail sacks from the steamer to the tender all the sea post clerks must be present.

2. Sea post clerks of both the United States and German administrations are obliged to watch the disembarkation of the mail, but the supervision of such transfer takes place under the sole responsibility of the sea post clerk in charge.

Sec. 96. Prior to the arrival of the sea post-office at Plymouth, England, and in the placing of the mail sacks on the deck of the steamer preparatory to delivery to the tender, the sea post clerks will arrange for a separation of the mail sacks into the following-named classes, and see that each class is placed separately upon the deck in order that the mail may be delivered to the tender so separated, viz:

1. Closed mails in transit.

2. Letters for London.
3. Printed matter for London.
4. Letters for England.
5. Printed matter for England.
6. Mails for particular English towns.
7. Mails for particular Scotch towns.
8. Mails for particular Irish towns.
9. Mails for South Africa.

Sec. 97. On arrival at New York the United States sea post clerks shall supervise the transfer of the mails to the mail boat at quarantine, and accompany them on said boat to the piers and see that they are promptly landed and dispatched. The mails for New York City (except the printed matter) must be kept separate from the other mail in order that when it reaches the pier it may be conveyed directly and without delay to the city post-office.

United States sea post clerk to supervise delivery of mails at New York.

—mails for New York City to be kept separate.

REPORTING OF THE STAFF OF THE SEA POST-OFFICES— THE KEEPING OF A TRIP JOURNAL.

Sec. 98. The sea post clerks, upon arrival, must report personally to the Superintendent of Railway Mail Service in charge, or to the Director of Posts in Bremen or Hamburg, on the day of arrival, if possible, or, if not, upon the next day; and also on the day preceding their departure.

Sea post clerks to report personally on arrival.

—preceding departure.

Sea post clerk in charge shall keep a trip journal.
—what must be entered therein.

Sec. 99. The United States sea post clerk in charge shall keep a journal during the trip, in which he will enter the number of mail sacks received, the number of sacks dealt with in the office, the number of hours employed each day, all cases of sickness, and any extraordinary occurrences in any way affecting the postal work. In the trip journal must also be stated—

- (a) The departure from New York.
- (b) The arrivals at the ports of call.
- (c) The departures from the ports of call.
- (d) The arrival at port of destination.

— must be presented for inspection on return.

2. This trip journal must be presented for inspection when the clerk personally reports upon return from the voyage.

Trip report must show, what.

Sec. 100. In the preparation of the trip report, which should be made out in duplicate, the following information must be furnished, viz:

- (a) Total number of *outside* sacks received, including sacks in transit.
- (b) Number of *outside* sacks completely worked.
- (c) Number of *outside* sacks partly worked.
- (d) New York or sea post sacks not opened and sacks in transit. If on trip to Europe, "N. Y." should be changed

to read "Southampton," or "Plymouth" and "Cherbourg." If any New York or sea post sacks are not opened, failure to open should be explained under the heading "Remarks."

2. If all the sacks unworked consist exclusively of mails in transit, the word "including" should be struck out, leaving the entry to read: "Mails brought to New York (Southampton, etc.), unworked, closed mails in transit — sacks."

3. Sacks of "City," "Dis." "Unpaid," and "Foreign" articles brought in unworked must be entered, with the reason therefor, under the heading "Remarks."

4. In the recapitulation only *outside* sacks should be counted, and second and fourth entries should balance the first entry.

Sec. 101. Upon arrival at New York the sea post clerks shall immediately report to the auditor's office and render their account for stamp supplies, and statement of per diem expenses claimed for the trip. Report to the auditor.

2. The safe in the office of the superintendent of mails, general post-office, will, upon application, be at their disposal for the safe-keeping of such supplies until departure. Supplies may be kept in safe.

Sea post clerk to make necessary requests or complaints to the captain of the ship.

—should report to Superintendent Railway Mail Service, when.

Special reports and correspondence.

—to and with whom.

Instructions received, how.

Trip reports to be submitted.

Reports forwarded to Superintendent of Foreign Mails.

Sec. 102. With respect to all matters arising on the voyage in which it becomes necessary or desirable for the sea post clerk to make complaint or request, he should communicate respectfully with the captain of the ship. If the clerk feels that there has been a grievance which has not been adjusted, or that there is a just cause for complaint which has not been removed, he should report all the facts and circumstances to the Superintendent of Railway Mail Service in charge upon his arrival in New York.

Sec. 103. All special reports and correspondence of an official character should be addressed by the sea post clerks to the Superintendent of Railway Mail Service in charge, New York. They will receive all instructions from his office, and upon arrival turn in to him their trip reports, and not leave the office until they have been examined and, if deficient, properly completed. If arriving during the night, this will be done upon reporting in the morning.

The Superintendent of Railway Mail Service in charge will forward reports to the Superintendent of Foreign Mails.

SALVAGE OF THE MAIL IN CASE OF ACCIDENT.

Sec. 104. In case an accident should occur to the steamer on the voyage which renders it necessary to abandon the ship, the sea post clerks must, after agreement with the master of the ship, see that measures for the salvage of the mail are taken with due care. In an emergency of this kind the registered articles, the cash and stock of postage stamps, etc., must be saved before the ordinary letters, the articles of furniture, or the materials for official use. Information about the accident and the measures taken in consequence thereof must be given by the sea post clerks immediately and by the speediest means—if possible by telegraph—to the Superintendent of Railway Mail Service in charge at New York.

Sec. 105. If mail sacks become wet in consequence of accident or the influence of the weather, the sea post-offices must open them, dry their contents, and resack them, and this must be done even in cases where the sacks were to have been forwarded unopened. The sacks must then be closed in conformity with the regulations.

Sea post clerks to take proper measures for salvage of mails in case of accident.

Order of mails to be cared for.

Report.

Mail sacks becoming wet, to be treated how.

SHORE TIME AND PER DIEM ALLOWANCE.

Sec. 106. Upon the arrival at New York, sea post clerks shall be excused

On arrival at New York, clerks excused, etc.

To report personally, when.

May be employed, how.

Subsistence.

Per diem allowance.

Stewards' fees, no allowance for.

Time of regular examinations.

from further duty during a period of three days, exclusive of the day of arrival. At the expiration of the three days the clerk shall report for duty daily to the Superintendent of Railway Mail Service in charge, and may be employed in connection with the mails for and from foreign countries in such manner as the interests of the service require until he is again due to report at the steamer for his next voyage.

Sec. 107. All United States sea post clerks are entitled to subsistence on the steamer during the voyage and on the day of sailing from and arrival at the terminal ports.

2. They are, therefore, entitled to \$2.50 per diem while in Southampton or Liverpool, and to 10 marks per diem while in Bremen or Hamburg, not counting day of arrival at or departure from terminal port.

3. No allowance or reimbursement for stewards' fees can be made.

Sec. 108. Sea post clerks will be regularly examined on the first of January and the first of July of each year, or as soon thereafter as practicable, without further notice. The date and time of examination of each clerk will, however, be arranged some time before the dates mentioned, of which he will be informed.