

February 1, 1904.

## REGULATIONS

### Governing the manner of Appointment to the position of Carrier in the RURAL FREE DELIVERY SERVICE.

The following regulations governing the manner of appointment to the position of carrier in the Rural Free Delivery Service are approved and promulgated to become effective February 1, 1904. All previous regulations, rules, and letters of instructions that may in any way conflict with the instructions herein contained are hereby rescinded and replaced:

1. The Civil Service Commission shall, in pursuance of the provisions of section 3 of the Civil Service Act, appoint, after consultation with the Postmaster General, a board of not less than three members, who shall be officers or employees of the Post Office Department, such board to be known as the Rural Carrier Examining Board.

2. The Rural Carrier Examining Board shall be located with headquarters at Washington, D. C., and shall consist of a chairman, a secretary, and a supervising examiner, who shall not be adherents of one political party. The chairman shall preside at all meetings of the Board, conduct correspondence, direct the movements of the examiners, and perform such other duties as the Commission may assign to him. He shall be responsible to the Commission for the work of the Board. The secretary shall keep the records and assist the chairman in conducting the correspondence and other work of the Board. The supervising examiner shall investigate complaints, supervise the work of the examiners in the field, and perform such other duties as may be assigned him. He shall personally attend not less than two meetings of the Board in each month, and shall act as chairman or secretary in the absence of either. There may be two other members of the Board, who may, at the request of any one of the three, be called in to join in the final decision upon any question on which there is a disagreement.

3. The Postmaster General shall furnish suitable office rooms, the necessary clerical force, stationery and other supplies for the work of the Board, and, whenever necessary, detail route inspectors or special agents for holding the examinations.

4. All special agents, route inspectors, and division superintendents of the Rural Free Delivery Service shall be appointed by the Commission as auxiliary members of the Rural Carrier Examining Board.

5. The Rural Carrier Examining Board shall have custody of all papers in connection with the rural carrier examinations, and shall act for the Civil Service Commission, subject to its supervision and direction, in all matters pertaining to such examinations.

6. The examinations shall, as far as it is practicable, be held at the most central point in each county, for all the rural free delivery routes in that county, and shall be conducted by a special agent or route inspector of the Rural Free Delivery Service. However, local examining boards, in cities where such boards exist, may be called upon to conduct the examinations whenever it is deemed advisable. An examiner must be constantly present during the examination.

7. The Rural Carrier Examining Board shall send to the postmaster at each office from which rural free delivery starts, three copies of a printed announcement calling for applicants for the position of rural carrier, and upon receipt of these announcements the postmaster shall conspicuously

post one of them in the lobby of his office and the other two in such other public places as may give them due publicity.

8. Any person coming within the requirements of these regulations who wishes to apply, may, by calling upon the postmaster at the office from which the Rural Free Delivery Service starts, be supplied with an application blank, a copy of these regulations, and a penalty return envelope, which shall be furnished said postmaster by the Rural Carrier Examining Board. The postmaster shall mail to the Board on the first day of every month a list of the names of persons whom he has during the preceding month supplied with application blanks and copies of the regulations, and shall keep on file in his office a copy of the list.

9. ~~The applicant, as soon as his application~~ blank has been properly filled out, should forward the same in the penalty envelope furnished him to the Rural Carrier Examining Board, Washington, D. C. A card will then be mailed the applicant, admitting him to an examination, at such time and place as may be designated upon such card, provided it is shown that the applicant meets the requirements of these regulations.

10. When it is announced that a rural carrier examination will be held at any city or town, it shall be the duty of the postmaster at such city or town to arrange for the use of suitable rooms, with proper seating capacity, for such examination.

11. All papers in connection with all rural carrier examinations shall be promptly forwarded by the examiner to the Rural Carrier Examining Board, Washington, D. C., where they shall be marked in their turn, and each applicant notified as to the grade made by him and his relative standing on the eligible register.

12. Whenever initial Rural Free Delivery Service from any post office is investigated and favorably reported by a special agent or route inspector, it shall be the duty of such special agent or route inspector to post announcements similar to those referred to in section 7 of these regulations, and immediately notify the Rural Carrier Examining Board of his action, so that application blanks may be furnished the postmaster for distribution.

13. The examiners will carefully observe the provisions of section 5 of the Civil Service Act, and under no circumstances shall they give out an examination blank in advance of an examination, nor shall they disclose any information as to the contents of said blanks or permit any person to peruse a copy of the same.

14. Applicants shall not be permitted under any circumstances to assist each other in the examination. An attempt to do so will cause the immediate rejection of both of the offending competitors.

15. ~~Political or religious affiliations of applicants can not be given any consideration whatever, nor shall political indorsements be received or entertained.~~ The merit and qualifications of the applicant and the good of the service shall alone be considered.

16. The application shall be written in the handwriting of the applicant and sworn to before an officer duly authorized to administer oaths. His physical ability to perform the work under all conditions of weather must be certified to by a practicing physician. Four patrons of the Rural Free Delivery Service from the office out of which the applicant wishes to become a carrier must vouch for the applicant's good character, his fitness and ability to do the work, and the location of his residence. In addition, five patrons of the route must be named as references by the applicant.

17. The examination shall be a simple and practical test, touching only such subjects as must be brought into daily use by rural carriers, such as answering questions as to registry and money-order fees, making out receipts, simple addition, and reading and writing addresses.

18. The Rural Carrier Examining Board shall prepare a list of all those who become eligible as a result of the examination, arranged in the order of their rating, with the highest first: *Provided*, That the names of eligibles who are entitled to preference under the provisions of section 1754 of the Revised Statutes shall be placed at the head of the list in the order of their ratings, if such persons

are found to fully possess the business capacity and physical ability necessary to perform the service. After the papers in any examination have been rated and a list of eligibles prepared, the Rural Carrier Examining Board shall furnish a copy of the eligible list to the Post Office Department and to the postmaster at the office for which the examination was held.

19. The eligible register thus established shall hold good for one year, unless in the discretion of the Commission the period of eligibility should be extended, and it shall apply to all vacancies that may occur in the Rural Free Delivery Service already established at the post office for which the examination was held, and for initial appointments in any additional service that may be inaugurated there during that period. A mark of 70 per cent shall be made by a competitor and his application be in satisfactory form before his name may be placed on an eligible register, except in cases of persons preferred under section 1754, Revised Statutes, who are required to make a mark of not less than 65 per cent.

20. Whenever a vacancy exists or an initial appointment is to be made, the person shall be selected whose name is at the head of the list of eligibles as a result of the examination held for the Rural Free Delivery Service from the office for which the appointment is to be made: *Provided*, That when a selection is to be made for filling a vacancy on an established route, the appointing officer of the Post Office Department may call for the certification of the person who may have been serving as a regularly bonded substitute for a period of not less than six months, if such person has previously competed in an examination and his name stands upon the eligible register.

21. The postmaster at each office from which rural free delivery emanates shall furnish the Rural Carrier Examining Board with a certified copy of lists containing the names of the heads of all the families residing on and patronizing each of the rural free delivery routes from his office.

22. Whenever five or more patrons of a rural free delivery route submit to the Rural Carrier Examining Board, in writing, over their own signatures, sworn statements that an applicant is unsuitable for appointment, giving specific reasons therefor, each of the heads of the families may be requested by the Rural Carrier Examining Board to express an opinion as to the fitness of such applicant. If, upon the evidence thus submitted, it is shown to the satisfaction of the Commission that the applicant is not suitable for appointment, his name shall be stricken from the register. The sworn statements referred to in this section must be submitted before certification is made, otherwise they will not be considered.

23. Applications of persons under 17 or over 55 years of age will not be considered, except in the cases of honorably discharged United States soldiers or sailors of the civil war or of the Spanish-American war, and of those entitled to the benefits of Section 1754 of the Revised Statutes, who are physically able to perform the service required.

24. An applicant will be required to show in his application that he possesses the necessary equipment for the service, namely, a suitable horse and wagon or cart, or that he can furnish the same.

25. Application shall not be considered from a person who is badly crippled or deformed, or who can not show that he possesses the physical ability to do the work.

26. Application shall not be considered from a person who has not lived for at least one year immediately prior to the date of the examination within the territory supplied or to be supplied by the post office from which the route starts, except in cases where no other suitable persons apply.

27. Application shall not be considered from a member of the postmaster's family, especially if other members of his family are already in the Government service, unless there is a lack of a sufficient number of other applicants.

28. A carrier who resigns will not be permitted to discontinue the service until his successor is appointed and qualified.

29. A carrier will be required to furnish a suitable substitute to act in cases of emergency. Whenever a carrier becomes separated from the service, the postmaster shall employ a substitute

carrier if there be one at the time, and, if not, any suitable person until regular appointment can be made.

30. A carrier and the substitute will each be required to give bond to the amount of \$500.

31. A substitute shall not be promoted to the position of regular carrier in the event of a vacancy, unless he has previously competed in the required examination.

32. All persons who can comply with the requirements, and who desire to enter the examination which may be held for the position of rural carrier, should so notify the postmaster at the office out of which the route may extend, and be furnished by him with application blanks.

33. A willful violation of any of the provisions of these regulations by a special agent, a route inspector, a postmaster, or any other employee of the Post Office Department, will be considered sufficient cause for dismissal from the service.

UNITED STATES CIVIL SERVICE COMMISSION.

Approved December 3, 1903. By direction of the Commission.

*John R. P. Water*

President.

POST OFFICE DEPARTMENT.

Approved December 3, 1903.

*A. C. Payne*

Postmaster General.