

On Train No. _____ Date _____ 19_____
[See Instruction (h)]
Report covers run of this employee:

From _____ To _____

SECTION (A): RECORD OF STORAGE MAIL TAKEN ON AND PUT OFF:
[Make separate Section (A) report to cover each
car described in Instruction (k) on back]

In Car No. _____ Car Origin _____
Car Destination _____

On run of this report this car operated:

From _____ To _____

Is car used for mail only? Check Yes () or No ()

TAKEN ON See Instructions (o) and (p)		NAME OF STATION [See Instruction (g)]	PUT OFF See Instructions (o) and (p)		BALANCE (for office use) (4)
Pieces (1)	Feet (1-a)		Feet (3-a)	Pieces (3)	
		(2) ← Found In Car [See Instruction (m)]		(3) XXX	
(b)		← Loaded (Enter first station on this line) ↙		XXX	
(a)					
(u)					
(w)					
(k)					
XXX	(Enter last station on this line) Unloaded ↘		(3-a)		
XXX		Left In Car → [See Instruction (n)]			
(c)		← Column Totals →			

Conductor or Train Baggage Master

[SEE INSTRUCTIONS ON BACK]

SECTION (B): RECORD OF RAILWAY POST OFFICE (R.P.O.) SERVICE BY POSTAL TRANSPORTATION SERVICE (P.T.S.) CLERKS ON THIS RUN
[See Instruction (f)]

[SEE INSTRUCTIONS ON BACK]

SECTION (D)

[See instruction (q)]

If excess mail is carried under circumstances set forth in Instruction (q) did PTS employee request it?

Check Yes () or No ()
If "No", explain below:

REMARKS:

INSTRUCTIONS:

- (a) One of these reports to be made up by conductor or train baggage master for each passenger train.
- (b) Send original of this report to Auditor of Passenger Accounts with conductor's pass and cash fare reports. Turn over one copy of this report to Postal Transportation Service at the end of your run, either by delivering to P.T.S. clerk on your train or to P.T.S. transfer clerk at the station, or handling in other channels as covered by separate instructions for particular runs.
- (c) Attach to original of Form 320 report, for transmittal to Auditor of Passenger Accounts, all station slips and P.T.S. forms received by you relating to mail service on your run.
- (d) If no U. S. Mail space is authorized and no U. S. Mail is carried write "None" across face of report.
- (e) When report requires more than one sheet, number the sheets consecutively and place "X" after the sheet number of the last sheet.
- (f) For SECTION (B) —Record of Railway Post Office Service—entry is necessary only on Sheet 1. If no RPO service is authorized, make no entry in this section.
- (g) Show station **names**, in station order. Do not show station **numbers**. Form 320 reports are checked by P.T.S. people, who do not know our station numbers.
- (h) Date of this report is date train is **scheduled** to depart from station where your run begins.
- (j) Make record in SECTION (C) for each car containing any storage mail, as per column headings and notes (1) and (2). When the report requires more than one sheet for purposes of SECTION (A), the record in SECTION (C) need not be repeated on the second or subsequent sheets. However, train number, date, and signature must be entered on all sheets.
- (k) Make separate sheet, SECTION (A), for each car to which **any** of the following conditions apply:
 1. Each car from which mail is unloaded or into which mail is loaded at any intermediate station on your run.
 2. Each car which **enters** your run (either at the point where your run starts or elsewhere on your run), and there is mail in it due to be shown on "Found in car" line [see Instruction (m) below] and mail is also loaded into it at the point where the car enters your run.
 3. Each car which **leaves** your run (either at the point where your run ends or elsewhere on your run), and there is mail in it due to be shown on "Left in car" line [See Instruction (n) below] and mail is also unloaded from it at the point where the car leaves your run.
- (m) "**Found in car**": On line so designated entry is due to be made only if the **car origin** was some station preceding the station where the car entered your run; and this entry must show only the amount of mail (loaded at preceding stations) remaining in the car for continued movement on your run. Do not include mail unloaded from the car at the station where the car enters your run, as this is not mail handled on your run. Do not include in "Found in car" entry mail loaded into the car at the station where the car enters your run, but report such mail in a "Taken on" entry on line next below the "Found in car" line.
- (n) "**Left in car**": On line so designated entry is due only if the **car destination** is some point beyond the station where the car ends its movement on your run; and this entry must show only the amount of mail due to remain in the car in continued movement beyond the station where it leaves your run. Do not include in "Left in car" entry mail which is to be put off at the station where the car leaves your run, but show such mail in a "Put off" entry for that station on line next above the "Left in car" line.
- (o) Count as a piece each pouch, each sack, each individual box of baby chicks (when two or more boxes of chicks are tied together, count each **box** as a piece), and each other parcel separately carried outside of a mail bag.
 1. **Make all entries by count of pieces** except as provided in paragraph (p) below, and as provided in Note 2 of SECTION (C) on face of form.
- (p) Postal Regulations specify that space used for storage mail shall be determined and reported in feet (based on measurement or observation of space occupied) in straight storage mail cars fully loaded, and in any car in which the volume of mail exceeds 30 feet, when the mail in such car is covered by a 60' or 70' regular or emergency storage car authorization. (Aisle space and doorway space necessarily left unoccupied because **needed** to permit proper dispatch of the mail en route are to be included in space occupied.) In making SECTION (A) of Form 320, when record for such a car (on Form 322 or equivalent P.T.S. slip) is furnished you in feet at the loading terminal or point where car enters your run, make your entry accordingly in the sub-column 1-a, headed "Feet", on "Found in car" line, or as "Taken on" entry on line next below the "Found in car" line, whichever is proper. If the record is furnished you both in count of pieces and in feet, enter each in proper column and on proper line.
 1. Show count of pieces in entries of mail unloaded or loaded thereafter at intermediate stations for this car on your run.
 2. If the last station of car on your run is also the **car destination**, enter as "Put off" at that station, on line next **above** the "Left in car" line, **all** the mail in the car arriving at that station.
 - a. If count of pieces is available, make the entry by count of **pieces** "Put off" at such station, in column 3.
 - b. If count of pieces is **not** available, estimate the linear footage occupied (jointly with P.T.S. clerk if possible) and enter this as "Put off" in feet in sub-column 3-a on line next above the "Left in car" line.
 3. If last station of the car on your run is **not** the car destination, and **all** the mail in the car arriving at that station is to continue in the same car beyond such station, follow same procedure as outlined in (p-2-a) and (p-2-b) above, except that your entries will be made **on the "Left in car" line**.
 4. If last station of the car on your run is **not** the car destination, and part of the mail in the car is to be put off there, while part is to ride through in the car beyond, make entry on the "Put off" line for that station showing the mail due to be unloaded there, and on the "Left in car" line showing the mail which will continue in the car beyond such station. [See paragraph (n) above.] Observe procedure outlined in (p-2-a), (p-2-b) and (p-3) above in making "Put off" entry for the last station, and in making "Left in car" entry.
 5. If uniform record by count of pieces is not available throughout in SECTION (A), for a car, column totals need not be shown for that car.
- (q) On trains having RPO authorization, and on **any** train at points where P.T.S. transfer clerk is on duty, mail in excess of the regular mail authorization should not be loaded unless requested by the P.T.S. RPO clerk or P.T.S. transfer clerk. Make entries in SECTION (D).
- (r) Make no entries in "Balance" column of SECTION (A)