

INSTRUCTIONS TO CONDUCTORS

1. This report should be made and signed in duplicate using ink or indelible pencil. Changes should be made in like manner and should be initialed by the conductor who makes the change, also the officer or other person in charge.
2. The original should be sent to the audit office with train collections.
3. The duplicate should be given to the officer or other person in charge of the movement, for disposition as follows:

WAR DEPARTMENT MOVEMENT (including National Guard and C. C. C.): Send to the Finance Office, U. S. Army, Transportation Division, Washington 25, D. C.

NAVY DEPARTMENT MOVEMENT: Send to Chief of the Bureau of Navigation, U. S. Navy, Washington 25, D. C.

MARINE CORPS MOVEMENT: Send to the Quartermaster, U. S. Marine Corps, Washington 25, D. C.

4. Except as provided in Paragraph 8, each conductor jointly with the officer or other person in charge of the movement, must make an actual count of the passengers on the train.
5. Under the heading "Description of Tickets," conductors will show details of all tickets presented for the movement, including those held by members thereof who board the train en route.
6. Under the heading "Number of Passengers Carried on Train—Actual Count," each conductor en route will show the exact number of men and the points between which they were carried, separately as between passengers in Standard sleeping or parlor cars, Tourist cars (first class), Troop Sleepers, or coaches, as follows:
 - (a) If all the passengers are carried over the conductor's run between the same stations, the stations will be indicated in the columns headed "From" and "To."
 - (b) If all of the passengers are carried from the same station on the conductor's run, but some leave the train en route before the end of his run, the conductor will report on separate lines the number leaving the train en route and the number going through, showing the station in each case.
 - (c) If passengers board the train at points en route on the conductor's run, the station at which they board the train and number of men will be shown on a separate line.

NOTE.—The purpose of this report is to show the exact number of men on the train when each conductor takes charge, the number boarding or leaving the train on his run, and the number carried to the end of his run.

7. If, after an entry has been made, a passenger leaves the train because of sickness or any other reason, the necessary change should be made and initialed as provided in Rule 1.
8. The officer or other person in charge, should be requested to sign the reports made by the first and last conductors en route, also any other reports involving changes or discrepancies in the number of passengers carried. Conductors should use discretion, so that if the officer or person in charge has retired for the night, he should not be aroused in order to verify the number of men on board or to obtain his signature. The conductor should prepare the report and arrange for the necessary verification and signature the next morning or request the connecting conductor to do so, if any changes were made in the personnel during the night.