

his best endeavors to prevent excessive and wasteful use of materials.

"He should keep in touch with the commercial world, to enable him to determine when and how to replace requisitions, so that the material may be furnished with as little delay as possible.

"He must inform himself by personal observation, with work under way or contemplated, and ascertain what material is likely to be wanted.

"It is his duty to keep in touch with his stock by personal observation, instilling into his subordinates the necessity of having ample supplies on hand at all times, to prevent delays. He must dispose of all obsolete material. Keep his stock standard to power and equipment and avoid carrying dead stock.

"He must systemize his store house in such a manner that material may be handled promptly and economically.

"It is his duty to instill into his subordinates the necessity of cleanliness—store houses, lumber yards, scrap bins—all should be models of neatness, etc.

"It is his duty to prevent the store house being made a loitering place by employees.

"He must see that store department material is unloaded promptly from cars to prevent loss of revenue by such cars being out of service.

"It is his duty to help all departments, at any and all times, in all possible ways, and do his best to promote the general welfare of the service."

"It is his duty to maintain the strictest discipline, with store employees, especially in regard to pilfering, etc."

"He must be ready at all times to listen to suggestions, which would improve the efficiency of the store house.

"It is his duty to economically order material. He must keep accurate record of all such, ordered and received, check and inspect same and protect his employers from cheap and inferior goods, etc.

"He must understand the nature of material, and store it so that it does not deteriorate.

"He must assume full control of all scrap and surplus material that may accumulate, etc.

"He must keep a book record of all material issued, etc.

"He should meet all officers and employees with that due respect that designates the true gentleman, and treat all employees with the same courtesy as if he was conducting a commercial business.

"He should inspect all sub-store houses at outlying points under his jurisdiction, etc.

"He should be subject to order of the general storekeeper