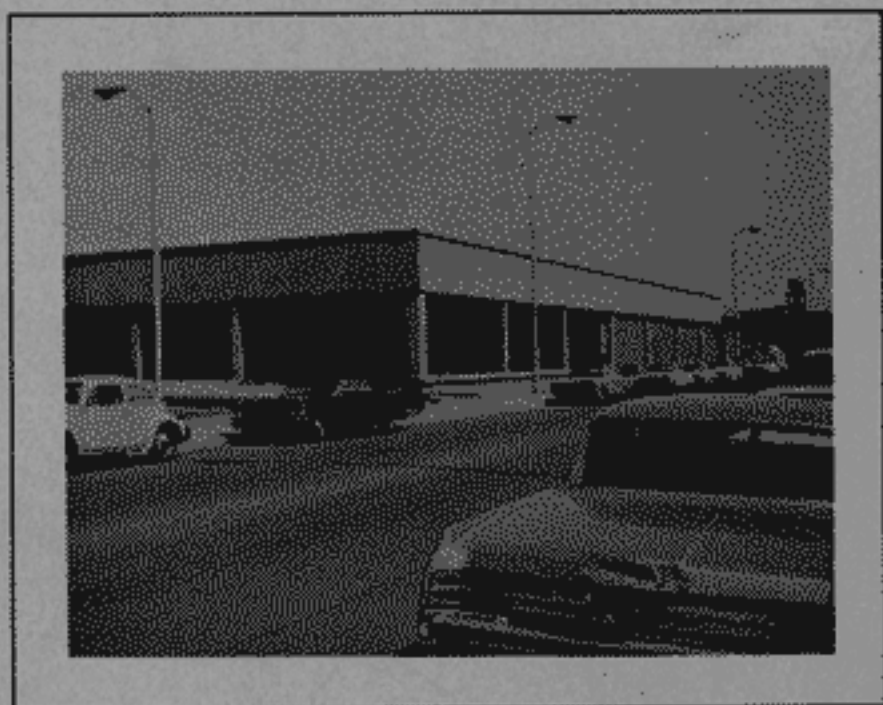


YOUR NEW UNITED STATES POST OFFICE



800 SYCAMORE ST.,
EVANSVILLE, INDIANA 47708

CHARLES L. OXLEY, POSTMASTER

Pam
383.497

PREFACE

The construction of a new and large building is at no time an easy proposition, especially when the building must be designed and constructed to meet specific demands and purposes.

This was certainly true of the Evansville Post Office, and it is my desire to express appreciation to the many people "behind the scenes"

First, at the Department level—for their assistance and cooperation in heeding our requests

Second, to the many Regional people involved—for their knowledgeable advice and frequent contact and participation

Finally, a special tribute and appreciation must be expressed to Robert Schellhase, Assistant Postmaster and Local Coordinator, for the time and effort he has expended on the minute details so necessary on a project of this magnitude.



It is my sincere hope that someday, in the future, postal personnel will feel and express the thought that "extremely good planning and foresight was involved when this building was planned". That will be the greatest compliment which can possibly be expressed to the planners and designers of this building.

If this booklet were to be dedicated, it would be to the thirty-one postmasters and acting postmaster, who have served this city since the first post office was established in our city way back in 1818 when Mr. Hugh McGary, founder of the city, was named postmaster, and also to the many members of the various crafts who will spend many, many hours in mailhandling activities within the confines of our new building.

CHARLES L. OXLEY, POSTMASTER

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The distinctive building design is very beautiful and it is a rarity among public buildings. It is our hope the old building will continue in some useful capacity in service to the people of Evansville.

Our present courthouse and post office was constructed in 1874 and 1875. With elaborate architectural style, suggesting French chateau influence, it was one of the most magnificent custom buildings in the Middle West, and the original building was constructed at a cost of \$250,000 for the land and completed building. Several additions were made in later years. In addition to the post office, it provided quarters for the Federal Court, Collector of Customs, U.S. Marshal, Collector of Internal Revenue and Deputy Clerk of the U.S. Court, serving a population of approximately 27,000.



FAREWELL TO OUR "DISTINCTIVE" OLD BUILDING

For those of us who have spent most of our working years in the old post office building, leaving will be similar to saying "good-bye" to an old friend because we will cherish all of the fond memories which are associated with it. Truly, the old office has served with distinction, and has been the fulfillment of the beautiful inscription found on the post office at Washington, D.C.:

"Carriers of news and knowledge, instrument of trade and industry, promoter of mutual acquaintance, of peace and goodwill among men and nations. Messenger of sympathy and love, servant of parted friends, consoler of the lonely, bond of the scattered family."

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BRIEF HISTORY OF CITY OF EVANSVILLE AND THE UNITED STATES POST OFFICE

Let's direct our thoughts back through the years and observe conditions in Evansville at the time of its founding, and during its early years. Hugh McGary bought 200 acres of land, the present site of downtown Evansville, from the land office in Vincennes March 27, 1812. Mr. McGary was appointed the first postmaster at Evansville on February 20, 1818, and served for about two years. He was much the man about town and his store was the center of activity as a trading post and as a gathering place for the village people and the country folk who came in to transact business and buy provisions. Mr. McGary moved from Evansville in 1825 and spent his last years with a married daughter living in Tennessee. The post office was located near the Ohio River and Mr. McGary did a thriving flat boat trade as well as post office business. In addition, court sessions were held at his home as he was an associate judge in those early days. Mr. McGary was considered a dependable, capable, pioneer citizen and he combined foresight, determination, hard work and ability to help create the city.

The first stage coach line in Evansville began operation in July 1824. It provided one round trip to Vincennes each week. The schedule provided the coach would leave Vincennes each Wednesday at 8:00 a.m. and would arrive in Princeton at 5:00 p.m. It would leave Princeton at 5:00 a.m., Thursday, and arrive at Evansville at 5:00 p.m. The return trip would leave Evansville on Saturday at 8:00 a.m. and would arrive in Vincennes late Sunday afternoon. Fare was \$3.50 for one way, not including meals or lodging.

The Winter of 1832-3 was bitter cold and the Ohio River was frozen solid followed by a severe flood. Population numbered 314. Evansville was visited with an epidemic of cholera during the same year which threatened to wipe out the entire population.

It is a strange but fascinating contrast that from a disease ridden and poverty stricken situation in 1832, fortune smiled and Evansville started to grow and prosper. Evansville received a city charter in January 1847 and James G. Jones was the first mayor, serving from 1847 to 1852. By 1852 the population was more than 5,000.

Evansville has continued to grow surely but steadily to its present population. During this growth period in the forefront with leadership and ability many postmaster have served with distinction.

Following is a list of 31 postmasters who have held the office beginning with Mr. McGary:

Hugh McGary	1818-1819	T.R. McFerson	1873-1877
Ansel Wood	1819-1820	F.M. Thayer	1877-1878
Jacob Simmerman	1820-1822	H.S. Bennett	1878-1885
William Warner	1822-1823	J.W. Lauer	1885-1889
Harley Chandler	1823-1835	H.S. Bennett	1889-1893
Charles Bowen	1835-1837	John J. Nolan	1893-1897
F.E. Goodsell	1837-1841	James D. Parvin	1897-1906
Daniel Chute	1841-1845	Charles G. Covert	1906-1910
Benjamin F. Dupuy	1845-1849	Charles Sihler	1910-1914
William H. Chandler	1849-1853	John J. Nolan	1914-1923
Benjamin Stinson	1853-1857	Charles G. Covert	1923-1933
C.R. Rudd	1857-1861	Henry M. Mayer	1933-1946
James H. McNeely	1861-1867	W.R. Ethridge (Acting)	1946-1948
A.T. Whittlesey	1867-1869	J. Edgar Sachs	1948-1955
John W. Foster	1869-1873	Joseph E. Conley (Acting)	1956-1957
		Charles L. Oxley	1957-

OUR POSTAL SERVICE — TODAY

Numerous investigations have been made in recent years of postal operations with resultant recommendation for improvement. Much has been written as to what is "wrong" with the Post Office. It is hoped this booklet will assist in informing our patrons and employees of the many, many things which are "right" and "progressive" in our present operations.

Despite many handicaps such as the loss of considerable dependable rail transportation and greatly increased mail volumes, postal employees have been able to provide dependable postal services at reasonable prices. Many of the recent programs such as Nationwide Improve Mail Service (NIMS), Scheduled Mailings, ZIP Code and Mail Users Councils have been invaluable in enabling us to keep pace. The establishment of Sectional Center Mail Facilities (post offices which are served by major air routes and highways) has given the Post Office Department a transportation network with 552 transfer points to replace the old system based on railroad lines strung out across the nation. Possibly of the greatest assistance to us in providing the best possible mail service has been the development of the airlift of first-class mails. Today most all first-class mail which can be advanced by air if flown, and the air-highway networks are so scheduled to provide as much next day delivery to the destination office as possible. Many additional changes are in process, such as increased mechanization in the form of bulk mails conveyors, letter and parcel sorters, and many types of delivery vehicles.

DID YOU KNOW?

The post office is the largest single civilian employer of minority group workers in the world. Our workforce includes over 150,000 minority group members, mostly Negroes, who constitute 22 percent of our employment. About 40 percent of the nation's postmasters and 17.6 percent of our total workforce are women.

The post office has cooperated fully with the President's Council on Youth Opportunity to provide meaningful summer employment to students to enable them to continue their educational program. In addition, many young people, 16 to 22 years of age, have participated during the past few years in the year-round program of Youth Opportunity Back-to-School drive which permits employment of qualified "needy" students up to 16 hours weekly. Those qualifying for both types of employment are used in routine duties in the processing and movement of mail or assisting in the delivering of mail.

During Fiscal Year 1968 the post office led all agencies in the volume of suggestions received (211,700); in the suggestions participation rate (34 per 100) employees; gained \$6.6 million in benefits from adopted suggestions, an amount which was exceeded by only the Air Force, Army and Navy Departments; represented only 22.5% of employee strength but produced 39.4% of the suggestions, 35.6% of the adopted ideas, and 30.3% of the cash awards for the adopted suggestions. These facts are a tribute to the continuing interest of our postal personnel in improving postal operations.

Postal rates, thirty years ago, for first-class mail and airmail were—3 cents per ounce for mailing to an out-of-town address; 2 cents per ounce for mailing to a local address; domestic airmail was 6 cents per ounce.

Present rates are 6-cents per ounce for mailing to an out-of-town or local address; domestic airmail is 10 cents per ounce. Contrast the above rates with the increases from 30 years ago in other categories of our economy. (Source—April 1939 copies of the Evansville Courier Newspaper).

For instance, newstand prices of most newspapers were about 3 cents then; best quality 3-piece suits, \$35; best quality shoes, \$5 to \$7.50 per pair; new popular brand automobile (FOB Detroit) \$685; sirloin steak, 29 cents per pound; bread, three 24-ounce loaves for 23 cents. Please check today's newspaper for comparison prices. This list could go on and on, and our postal rates really look good by comparison.

ALL ABOUT OUR NEW FACILITY

A new United States Post Office and Federal Building has finally become a reality after about 30 years of anticipation. Back in the late 1930's we had hopes for the construction of a new building. Such hopes progressed through the securing of additional land, and the drawing of building plans, but they progressed no further due to circumstances beyond our control. During the interim years until the present time, it was necessary for our personnel to work under difficult conditions, and in separate, crowded, and totally inadequate quarters.

The new post office is located on Sycamore street, between 7th and 10th streets, in a one-story wing of a new beautifully designed three-story Post Office, Courthouse and Federal Office Building complex constructed according to plans and specifications determined by the General Services Administration. The post office wing is located on the northeast side of the building, has mezzanine areas on two sides and provides a workroom area of approximately 42,340 square feet. The workroom operations are confined to the main floor. The service and lock-box lobbies and administrative offices are located on the south and east sides of the building and open onto the entrance court and the corridors to the Courthouse and Federal Office Building wing. A combined truck and mailing platform, accessible from Sycamore street on the east and Vine street on the west, extends along the rear of the building and provides for seven truck positions at 50-inch height and 19 truck positions at 30-inch height. The site includes a Motor Vehicle Maintenance facility, a maneuvering area and off street parking areas for post office, employee and patron vehicles.

In addition to serving the City of Evansville, the new facility is a Sectional Center with 58 associated post offices (37 in Kentucky and 21 in Indiana). It is a mechanized facility which will efficiently handle present and ten-year projected mail volumes. In addition, it is designed to house additional mechanization or other equipment should future volumes demand. Present mechanization includes an inbound non-preferential transport conveyor system designed to transport sacked mail from the truck platform to a central break-up area on the workfloor. One mechanical letter sorter, console type, is due for installation during June 1969.

The very latest in culling, facing, and cancelling equipment has been installed. The combination of a modern building and a most up-to-date mail handling equipment will assist us in handling of the ever-increasing mail volumes in an efficient and safe manner. The work should be less tedious, more interesting, and the mechanization will assist, but not replace, our personnel in giving the best possible mail service at the most reasonable cost. We, of the Evansville post office, feel that our past history of performance has been one of the best of any business or government organization, and with the continuing policy of close-workmanship between our supervisors and employees, and our new facility with its adequate space, and new equipment, fervently hope to have one of the most efficient post offices in the nation.

POST OFFICE WORK ROOM

The foregoing pages contain much information concerning our early postal system, brief history of Evansville and our "old" post office, as well as general information about our "new" facility. Now lets take a brief, written tour of the work room area. On the last page of this booklet is a print of the post office work-room layout. Diamond shaped alphabetical letter emblems are shown on the print, and the following narratives represent brief descriptions of these areas.

Area

Name

Description

A

Maintenance Cage

Provided for storage of parts and work area for Maintenance Mechanics engaged in servicing Letter Sorter machine which is scheduled for future installation.

B

Outgoing First-Class Flats

This area consists of cases for distribution of first-class mail too large for letter case distribution. Such flat mail is distributed, pouched and dispatched at the same time and along with first-class letter size mail.

C

Cull, Face and Cancellation

This combined operation requires the use of conveyors and several pieces of recently installed sophisticated machinery. The primary purpose of this operations is to "cull", or separate, collected mail into categories or classes preparatory to postmarking, and case distribution. The culling operation is performed on a belt conveyor. All mail items such as metered mail (not requiring machine cancellation), and items not having the characteristic size and shape of letters are "culled" and placed in utility carts for further separate handling. The residue letters are carried to a second (waterfall type) belt conveyor, then onto an Edger-Stacker machine, and finally to a high-speed Automatic Canceller.



D

Outgoing First-Class, Special Delivery, Airmail, and Pouching Area

After cancellation, mail from the facing unit and from the pouching area is given a "primary" distribution in 49-hole cases.

This distribution is engineered to provide the disposition of the largest amount of mail efficiently in a single handling. The residue of mail requiring additional handlings is distributed in secondary cases. These are cases used to break down the mail into "direct

<u>Area</u>	<u>Name</u>	<u>Description</u>
D	(Cont'd.)	<p>city" or "state" bundles preparatory to dispatch. (Engineers have found a 49-hole case to be practical and efficient for such distribution.)</p> <p>Evansville is scheduled for installation of one mechanical letter sorter, console type, during June 1969. This machine will provide a larger first-handling breakdown than is possible with manual sorting, and will be used in the "primary" unit.</p> <p>The Airmail section receives airmail from the facing and culling unit; from the handstamp operation; the parcel post, metered mail, outgoing primary, and from the pouch rack. It is afforded the air transportation to which entitled.</p> <p>Special Delivery matter is segregated in the Outgoing Mails operation, and is dispatched to destination on first available dispatch to provide the special service purchased.</p> <p>Finally, first-class, airmail and special delivery outgoing mail from all sources ends up in the Outgoing Pouch Rack area. Tied-out letter bundles, flats, small parcels are thrown or placed into pouches which are labelled to various post office, sectional centers and Distribution Offices based on schedules provided by Cincinnati, Ohio Regional Post Office. The great bulk of first-class mail addressed to distant offices is airlifted to destination either on commercial airlines on space available basis, or by air taxi star route. Resulting service has been excellent.</p>
E	Incoming Letter Distribution	<p>Mails for this area are received from trucks, highway post offices, star routes, air lines, local mails from outgoing primary section and pouch racks. Pouches are dumped and segregated as to letter size, flat size and special delivery mail.</p> <p>Special Delivery mail is postmarked to show time of receipt and transferred to Special Delivery Section for prompt delivery. Letter mail is trayed and is given Primary and Secondary case distribution.</p>

<u>Area</u>	<u>Name</u>	<u>Description</u>
E	(Cont'd.)	Flat size mail is normally handled in same manner with exception a complete secondary distribution is not always performed in this unit, sometimes being performed at the delivery station involved to expedite delivery.
F	Station Dispatch	Mail, both letter and flat, on which final distribution has been completed which is for delivery at our stations is given final handling in the Station Dispatch area. It is pouched and dispatched to the stations involved.
G	Incoming Papers Flat Circulars and Small Rolls and Papers (SPR's)	Sacks of mixed circular letters, flats and SPR's (commonly known as "Term" sacks) are dumped and given the initial handling on a conveyor. Letter size circulars are trayed by delivery zones and transported to Incoming Letter Section for further handling. Flats are placed on skids adjacent to the conveyor and transported to the Incoming Flat cases for distribution. Three sided portable tables are used in the flat secondary operation where distribution is made direct from the tables into flat cases without ledges, to carrier routes, box sections, directs, etc. Such mail for station delivery is sacked out to individual carrier route and dispatched to station delivery units.
H	Mounted and Foot Carriers	This area is reserved for the cases used by delivering employees in serving the business routes located in unit 47708, and the business and residential patrons in units 47710, and 47713. These employees serve their patrons entirely on foot, or dependent on nature of territory to be served, by truck or mailster.
I	Registry, COD & Key Cage	Registered mail is received from Stations; Window Service Counter; from other Post Offices and Mail Transportation Facilities; at the Pouch Racks and Receiving Sections. Receipt is properly acknowledged and the mail is given further handling by employees working in this cage, such as local delivery by carrier, or delivery to box patrons, special delivery service, or given further outgoing mails dispatch. Accountable items such as C.O.D.'s for delivery, "left notice" insured, COD's or ordinary parcels, foreign customs

<u>Area</u>	<u>Name</u>	<u>Description</u>	<u>Description</u>
I	(Cont'd.)		articles, and postage due mail are assigned from the cage. In addition, cage employees are responsible for assignment of official keys to employees requiring them, and the securing of the necessary delivery receipts from delivering employees.
J	Special Delivery		The area is located alongside the end of the Registry, COD & Key cage. Delivery service is performed throughout the day and evening by mounted delivery employees on prescribed trips designed to afford the most expeditious delivery of such mail.
K	Incoming Parcel Post		This area utilizes the use of a large 35 foot conveyor; whereat the Primary sorting is made from the conveyor into large hampers which are labelled to our local delivery units.
			The hampers of parcels are given a secondary handling at each delivery unit being distributed into sacks labelled to delivery routes.
			The delivering employees serving four Manufacturer's Truck Routes, and those serving in the delivery of parcels are assigned work areas in the Incoming Parcel Post section.
L	Outgoing Parcel Post		Mails for this area are received from the Sawtooth Sack Separation Platform; from our stations; from the Service Lobby Counter; from the Weigher's Section, and from the Dock area. A large 35' conveyor is used to make the primary breakdown of this mail into local, state, or geographical separations. Large hampers are used in this process. The hampers of parcels are then wheeled to the respective local, state or geographical unit for further handling by distribution into sacks labelled to cities, Sectional Centers, or other distribution facilities.
M	Sectional Center Area		We serve 58 associated post offices in the Evansville Section Center. Thirty-seven are located in Kentucky (ZIP 424-) and twenty-one in Indiana (ZIP 476-). Mail for this area is received from Star Routes; HPO's; Sawtooth Sack Separation Platform; from the Weigher's Section; from the Dock area and

Area

Name

Description

M

(Cont'd.)

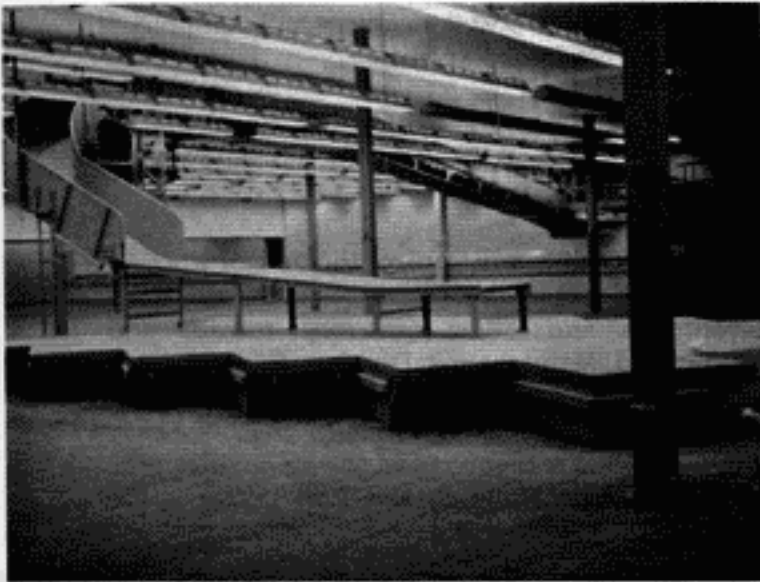
Outgoing Mails Sections. Separate distribution cases, pouch racks, and sack racks are provided in this and other areas of the work room for speedy and prompt handling of mail for our associated post offices.

N

Sawtooth Sack Separation Platform

The action of Conveyors F-1, F-2 & F-3 results in the mechanized transportation of the sacks of inbound non-preferential mail to the break-up area on the workroom floor.

The break-up area consists of a roller-top table mounted on a sawtooth dock. The sawtooth dock is an elevated 20" platform which provides for a sack sort to 18 hand trucks, and is approximately 36' long and 22' wide. The roller table is 3½' wide and 21' long.



Platform (nutting) trucks are fitted into the slotted areas provided by the sawtooth dock and provide an efficient method of distributing sacked mail to transportation routes or to distribution areas on the workroom floor.

The purpose of the 20" elevation of the sawtooth dock is to make for easier loading of these mails onto the platform trucks, and the notched dock provides a systematic manner of placing more trucks in a smaller overall area.

O

Outgoing and Third Class Flats and Circulars

This area is reserved for the necessary cases, pouches and sacks for the distribution of flat-type third class mails. The mails are received from the Weigher's Office; Facing, Culling and Handstamp area; and Sawtooth Sack Separation Platform.

BEHIND THE SCENES

Not all of the postal operations involve the actual distribution and dispatch of mail. Considerable support functions are required. The units engaged in such support action are indicated numerically on the print of the post office workroom layout. Brief descriptions are:

1. **Maintenance Shop**
Evansville is an Area Maintenance Office, and does all possible machine repair work, vault and safe repairs, screenlines alterations, cancelling machine and stamp vending machine repairs, scale corrections, and air conditioning work for approximately 375 post offices in Indiana and Kentucky. When possible, the work is performed in our Maintenance Shop.

In addition, this shop is used for maintenance and repair of the many and great variety of postal machines and equipment used in our Evansville Post Office operation.
2. **Tool and Parts Storage**
The above function requires the stocking of hundreds of small parts, tools and other items used in servicing postal equipment.
3. **Maintenance Office**
The Superintending Engineer will control the overall work of his unit from this office. Maintenance control, work schedules, inventories and other necessary records and controls pertaining to Maintenance Division functions are maintained here.
4. **Air Conditioning Equipment Room**
The work of maintenance and control of the air conditioning needs of the new Federal Building and Post Office is the responsibility of the General Services Administration.
5. **Medical Unit**
This room is equipped with emergency first-aid equipment, including a cot, blankets, stretcher, bandages, disinfectants, etc. First aid cabinets are located in strategic positions on the workroom floor and in the Vehicle Maintenance Facility (Lubritorium).
6. **Civil Service Office**
This office is furnished for the use of the Civil Service Examiner in Charge for his advice and instruction to patrons concerning Federal employment. (The Civil Service Examination Room is located in the northeast corner, second floor of the Federal Building.)
7. **Evansville Post Office Credit Union**
This is the office to which will come all Federal and postal employees desiring to do business with "Friendly Ed" Williams. The Credit Union is very popular with most all of us.
8. **Postal Service Office**
The office is for the Postal official who represents the Regional Post Office, Cincinnati, Ohio. He guides and counsels postmaster within his prescribed territory on postal service matters, and is of great assistance in resolving problems having to do with postal operations.

9. Real Estate Office

This office is furnished for use of the Real Estate Officer for the Cincinnati Regional Post Office. This official investigates the needs and negotiates leases and agreements for real estate facilities used in postal operations.

10. Service and Box Lobby

The window service counter is located in the west half of the service lobby and is separated from the box lobby by a glass partition and doors. Through use of the partition the hours of the window unit can be controlled while permitting the lobby box section to be open 24 hours daily. The window unit is of the open counter type with small identifying plates available at each window unit to indicate the type of service available. The following services are available: Registry; Money Orders; Parcel Post; Stamps; Meter Settings; Bulk Mail Deposits; General Delivery. During light volume periods some of the available window services will be combined.

Next to the service lobby is our self-service unit. It consists of a multi-commodity vending machine, currency and coin changes, stamp vender, parcel post scale along with a parcel drop. A mail drop for airmail and ordinary mail is provided.

These machines are available for the convenience of the patrons either during or after service hours.

Next to the self-service unit are located 1,090 post office lockboxes which are available for use by postal patrons. These are finished in chrome and add to the beauty of the lobby.



11. **Administrative and Executive Section** These sections occupy the entire southeast corner of the main floor of the building. The postmaster, receptionist, assistant postmaster, superintendent and assistant superintendent of mails occupy private offices in this unit. In addition there are general offices provided for the transaction of personnel functions and mail operations. In the general office of the superintendent of mails the following services will be handled: Claims and Inquiry; Safety; Delivery and Collection Service; Scheme Examinations; Distribution and Dispatch Reviews.
- The personnel office functions will be: Employment and Placement; Separations; Fringe Benefits including Leave, Retirement, Life Insurance, Health Insurance; Training; Compensation; Incentive Awards.
12. **Timekeepers** Space is supplied in this area for use of timekeepers engaged in making daily time card verifications and related reports.
13. **Weigher's Office** This office is available to the workroom floor as well as to the dock area. Platform scales, flush with and built into the dock floor, are located just outside the office. Information and mailing records for all second-class and third-class bulk mails are maintained here. All bulk mailings **MUST** clear through this office prior to distribution and dispatch.
14. **Mail Bag Room** A working supply of empty sacks and pouches is kept in this room. Empty pouch and sack equipment is examined, bundled and shipped to Mail Bag Depositories, if surplus, or if needed for immediate or near future use, stored here.
15. **Truck Drivers' Swing Room** This room is for the exclusive use of Star Route or other Contract Mail Service operators. The only entry is from the Dock, and the room has toilet facilities, tables and chairs. A bulletin board is maintained for information of the drivers and contracts.
15. **Letter Sorter Training Room** A training room is furnished for the training of Letter Sorter Machine operators. Extensive training is required for dexterity in operating the machines, and for the attainment and retention of postal scheme efficiency.

SECOND FLOOR (FRONT)

Post Office operations which are not directly connected with mail handling are also performed on the second floor of the post office. A print has not been furnished for the second floor area. The occupants of these offices perform very important functions in a successful operation of a post office, or the postal service, as a whole.

Postal Inspectors

Several offices are furnished for the local postal inspector. This official investigates and reports on all phases of the postal service, including postal law violations such as obscene matter and frauds; thefts, fires and other casualties, as well as mail operations and handling of finances in post offices. He

Postal Inspectors (Cont'd.)

serves a prescribed territory and is responsible to the Postmaster General, through the Postal Inspector in Charge, Cincinnati Region, and the Chief Postal Inspector, Washington, D. C.

Conference and Training Room

A fine, large training and conference room has been supplied having approximately 1,050 square feet of space.

Chief Accountant and Finance Examiner

The accounting functions of the office will be conducted in two offices. A private office has been provided for joint use of the Chief Accountant and the Finance Examiner. A general office will furnish sufficient space for office clerks and the necessary accounting machines and equipment.

Postal Source Data System

This room is for future installation of the Postal Source Data System. Our office will be equipped with badge readers, electronic scales for weight mail, input stations for a wide variety of transactions, and printers for the feedback of inquiries and management reports.

Through the use of this facility along with Automatic Data Processing Centers at Paramus, N. J. and in the St. Louis, Mo., area, increased and timely reporting of postal data will be possible.

SECOND FLOOR (REAR)

Lunch Room

Located on the mezzanine floor at the north end of the building is the lunch room (formerly called the swing room). Vending machines are located in this room and sandwiches, cold drinks, hot soups, coffee, candy, ice cream, cigarettes, etc. are available. A number of tables and comfortable chairs have been provided. A coin changer is also available in the room. The Welfare Committee determined what type of machines and items to be vended. The profits from use of the machines are determined and distributed by the Welfare Committee which is composed of post office personnel representing the various craft organizations. This room is for the use of all postal employees.

Men's Locker Room

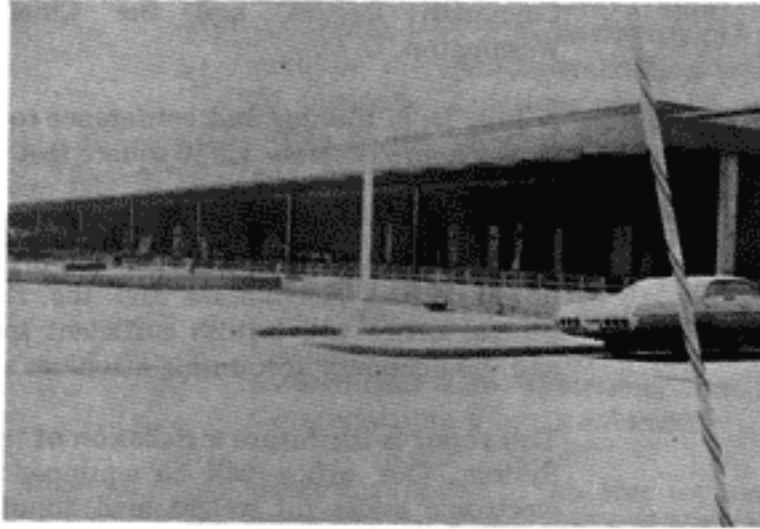
An adequate number of lockers have been supplied in a large room with 2320 square feet space located west of the Lunch Room.

Women's Locker Room

The women's locker room (260 Sq Ft) is located east of the Lunch Room.

Sufficient lockers are available to furnish a locker, equipped with a lock, to each employee desiring one.

DOCK



The dispatch and receiving platform is 274 feet long, 23 feet 2 inches wide, and is protected by an 11-foot roof overhang extending to the north. On the east end of the dock is a gradual-rise ramp for custodial equipment, carrier push carts and container carts, and other wheeled equipment. On the west end of the dock access stairs are located, and in the middle area are two sets of rails and steps allowing access.

Three sets of mailing vestibule doors are provided. All are power operated with one near the east end, one in the middle and one near the west end of the dock.

Dock lighting is provided through use of an adequate number of 250 watt mercury vapor lamps, and spot lights.

An adjustable loading platform, approximately 6 feet by 12 feet, power operated, is furnished at the dock to provide instantaneous compensation (automatic float) with our dock for the loading and unloading of motor vehicles with out-of-level and/or out-of-height truck beds.

Transfer and inbound nonpreferential sacks arriving at the truck and mailing platform are unloaded from the truck tailgate onto the conveyor F-1 via any one of the ten platform receiving chutes (1) located along the loading edge of the platform. Conveyor F-1 operates in a conveyor tunnel below these chutes and in series with conveyors F-2 and F-3 to comprise the inbound nonpreferential transport-surge conveyor series to the break-up area. This series, designated "F." emerges from the conveyor tunnel through an opening (2) in the northwest corner of the workroom floor, continues upward and overhead in this area and discharges via a down chute onto a roller-top table located on a sawtooth sack separation platform on the workroom floor. ALL THE ABOVE CONVEYORS ARE FURNISHED AND INSTALLED FOR HANDLING OF NONPREFERENTIAL SACKS MAIL ONLY.

Sacks, pouches, loose parcels and outside pieces, including transfers, are received at the receiving platforms and unloaded by category onto hand trucks and/or otherwise for transportation to the appropriate holding or processing units on the workroom floor. This type mail is handled and processed in the conventional manner, and is not given bulk conveyor handling.

Conveyors F-1, F-2 and F-3 are interlocked and start in inverse sequence. They are controlled with series "Start" and "Stop" push buttons and a "Run" light at either one of the two start-stop push button stations (4) located on the building columns on the truck platform, and with unload "Start" and "Stop" push buttons at a group control station GC-1 (3) located on the side of the roller-top table on the sawtooth sack separation platform.



VEHICLE MAINTENANCE FACILITY

This facility provides 6,162 net interior square footage. It consists of a main floor together with a mezzanine. An office is provided for the use of the Superintendent, and a second office is used for the general work of the facility. Both of these, together with a stock room, are on the main floor. Space is provided on the mezzanine floor for locker and lunch room, mechanical equipment and storage area.

The vehicle service area consists of about 4000 square feet on the main floor. It is equipped with all necessary garage equipment and hydraulic lifts to permit efficient vehicle servicing, together with a wash room and rack.

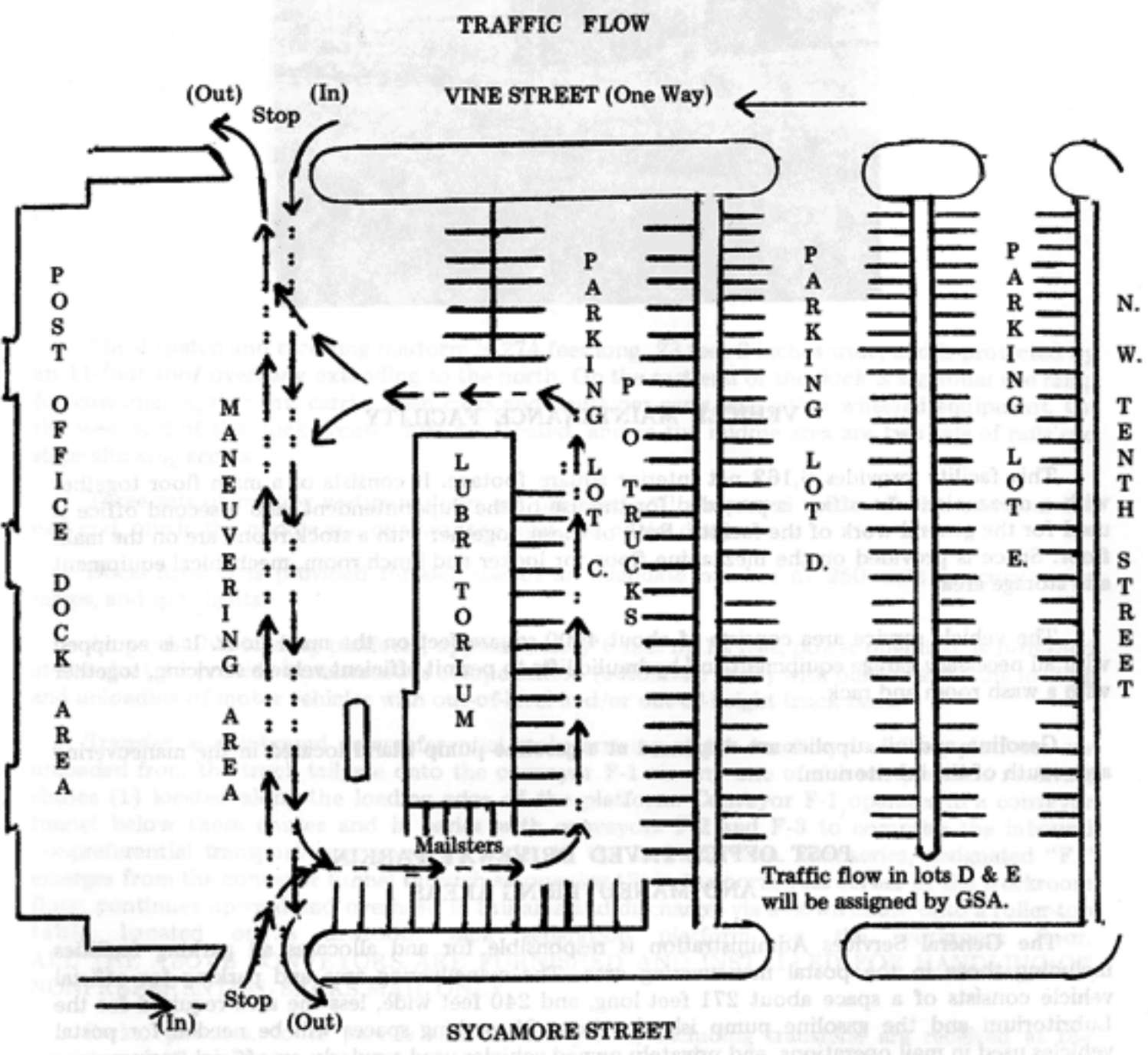
Gasoline and oil supplies are dispensed at a gasoline pump island located in the maneuvering area south of the lubritorium.

POST OFFICE PAVED DRIVEWAY, PARKING AND MANEUVERING AREAS

The General Services Administration is responsible for and allocates all parking facilities including those in the postal maneuvering area. The maneuvering area and parking for official vehicle consists of a space about 271 feet long, and 240 feet wide, less the area required for the Lubritorium and the gasoline pump island. About 85 parking spaces will be needed for postal vehicles used in mail operations, and privately owned vehicles used regularly on official business.

General Services Administration will allocate the assignment of parking in the two block-long bays at the north end of the property. This space will be used by federal and postal employees.

**POST OFFICE PAVED DRIVEWAY, PARKING AND
MANEUVERING AREAS**



SAFETY

No booklet concerning the post office and its operation would be complete without some emphasis on "safety".

SAFETY IS A COMBINATION OF MANY THINGS AND A GOOD PROGRAM BENEFITS EACH OF US.

Our new facility has been planned with safety in mind, and certain safety rules, presently established, will continue to be enforced at the new office.

Several, but by no means all, good safety rules are:

Make written report on proper form of unsafe conditions.

Why risk an injury? Don't over-reach or twist when handling parcels or sacks.

Be careful—avoid pinch points on postal equipment.

Walk around—not over obstructions.

Prevent fires—use ash trays—smoke in prescribed areas.

Whatever your job—use protective equipment.

MECHANIZATION IS HERE TO STAY —

One of the most drastically changed and unfamiliar areas will be increased mechanization—some guidelines are:

Repairs, maintenance, unjamming, etc., will be done by authorized maintenance personnel **ONLY**.

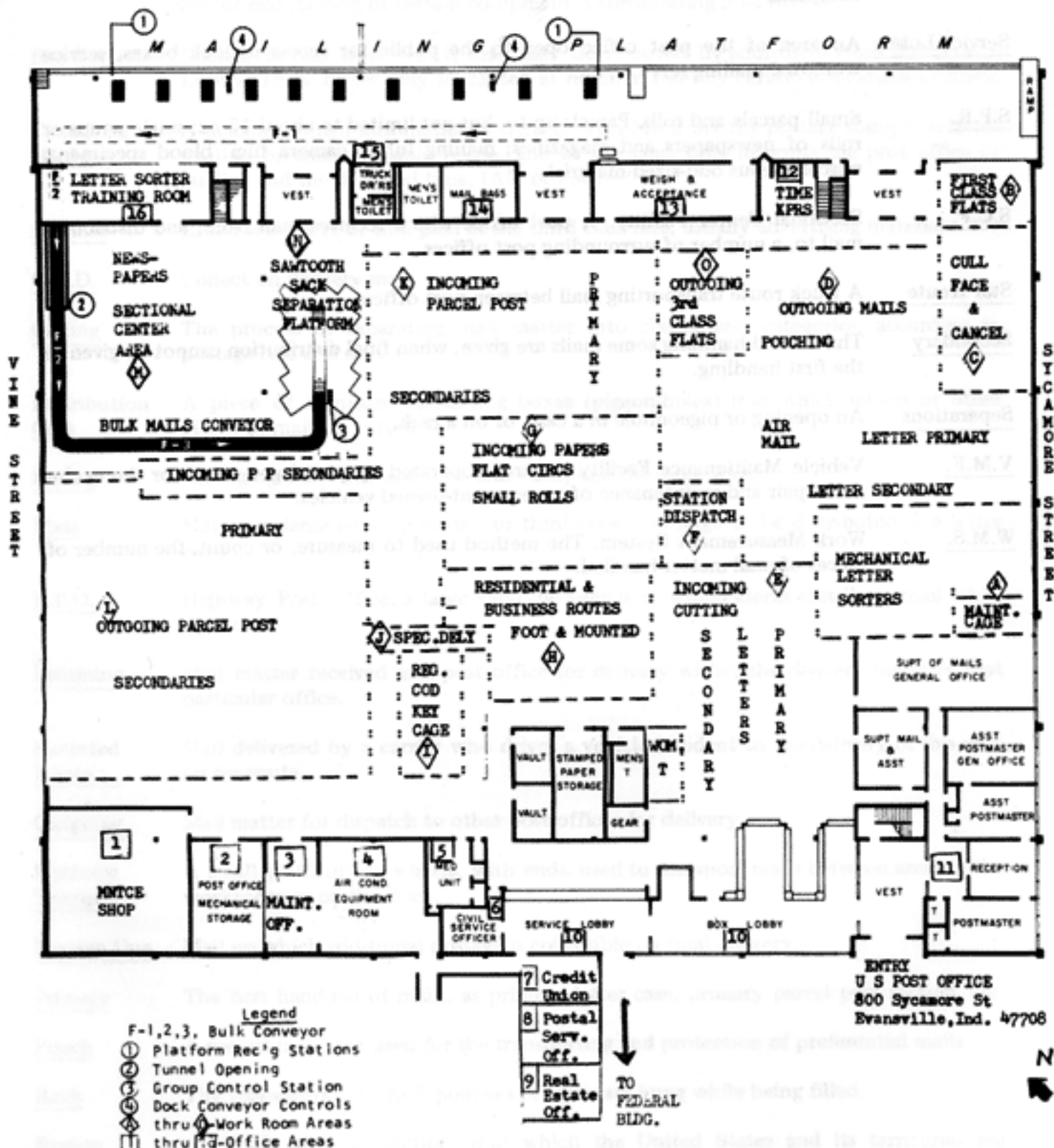
Shut off malfunctioning machinery and notify your supervisor.

Do not ride, climb on or over conveyors; do not expose yourself to the hazards of this equipment.

GLOSSARY OF POSTAL TERMS

<u>A.M.O.</u>	Area Maintenance Office. A post office which is charged with the servicing, repairing, or maintaining of certain equipment is surrounding post offices.
<u>Box Section</u>	Locked boxes, from which mail may be removed by addressees from the Service Lobby. These boxes may be rented at nominal rates by certain individuals or firms.
<u>Cancelling Machine</u>	A machine which automatically defaces with black ink the postage stamps on letter mail to preclude possible re-use, and at the same time imprints the post office of mailing and the date and time, (AM or PM).
<u>Circular</u>	Either letter size or flat, paid at the third class rate, usually advertising material.
<u>C.O.D.</u>	Collect on delivery mail.
<u>Culling</u>	The process of separating mail matter into classes and categories, according to postage rate and size.
<u>Distribution Case</u>	A piece of furniture containing boxes (pigeon-holes) into which letters or other pieces of mail are sorted.
<u>Facing</u>	Arranging mail with addresses and stamps all the same way.
<u>Flats</u>	Matter in large envelopes, first or third class, too large to be distributed in a letter case.
<u>H.P.O.</u>	Highway Post Office; a large van-type vehicle in which clerks distribute mail while enroute.
<u>Incoming</u>	Mail matter received in a post office for delivery within the delivery limits of that particular office.
<u>Mounted Route</u>	Mail delivered by a carrier who drives a vehicle incident to the delivery of this mail on his route.
<u>Outgoing</u>	Mail matter for dispatch to other post offices for delivery.
<u>Platform Trucks</u>	A small platform on wheels, with ends, used to transport mails between areas in the workroom or on the dock.
<u>Postage Due</u>	Mail on which additional postage is collectible on final delivery.
<u>Primary</u>	The first handling of mails, as primary letter case, primary parcel post section, etc.
<u>Pouch</u>	A special mail sack used for the transporting and protection of preferential mails.
<u>Rack</u>	The framework on which pouches or sacks are hung while being filled.
<u>Region</u>	A certain area, or section, into which the United States and its territories are divided, for postal accounting purposes. For example, the Cincinnati, Ohio Region is comprised of the states of Indiana, Kentucky, and Ohio. The regional officials advises and assists the post offices located within its boundaries in operational, accounting, staffing, and other matters.

POST OFFICE WORKROOM LAYOUT



INDIANA COLLECTION

69
73-1

74-1
80-7

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