

T.P.T. & T. Co.
Wash. & Idaho Area
Traffic Dept.

Our Bk

CHANGE NOTICE

LOCAL OPERATING PRACTICE

Seattle, November 10, 1940

DISTRICT TRAFFIC MANAGERS:

TRAFFIC CHIEFS:

CHIEF OPERATORS:

Attached: Copy of sections to the new Local Operating Practice as listed below:

Title Page.

Notice Regarding Secrecy of Communication. (Take copy from present book)

Foreword and Contents - Part I - Condensed Table of Contents.

Contents - Part II - Section Titles.

Contents - Part III - Gen.Div. - Side Headings of Sections - Gen.Div.

Contents - Part III - Div. A - Side Headings of Sections - "A" Oprs.

General Div. - Sec. 1 - Dealing with Customers.

General Div. - Sec. 2 - Some Fundamental Principles of the Operating Practice.

General Div. - Sec. 4 - Service Criticism.

General Div. - Sec. 6 - Pronunciation of Names and Numbers.

General Div. - Sec. 7 - Codes and Abbreviations.

General Div. - Sec. 8 - Explanation of Terms.

Division T - Sec. 1 - Handling Cords.

Division T - Sec. 2 - Handling Keys.

Division T - Sec. 3 - Use of Sleeves.

Division T - Sec. 4 - Watching for Signals.

Division T - Sec. 25 - Managing Your Work.

The new operating practice when issued in its entirety will cancel the present local manual, No. 11 and panel operating practices which are now in effect. The material now being forwarded should be filed in the practice now effective in your office and where more than one book is maintained the material should be filed in the local operating practice binder. The following sections of the present practices should be canceled:

Manual, Div.II, Sec.25

Panel, Div.II, Sec.22

No.11 Manual, Div.II, Sec.31

The sections now transmitted to you especially stress basic principles in regard to dealing with customers and fundamentals of the operating practice, which was not included in the old practice. Future sections which we plan to issue to you individually will deal with the more technical details of the operating job.

The section on service criticisms provides closer association with separate routes on this subject and less specific supervisory directions are given.

The list of codes and abbreviations is provided for uniformity where use is made of them.

The sections covering the explanation of terms gives broad definitions of the terms appearing in the practice.

In connection with the order of attention to signals the generally accepted order given in the office management circular has been made part of the practice.

As the new practices are introduced, they will supersede the former procedures with respect to any details contained in sections of the old practices that have not been completely canceled.

The attached sections of the new local operating practice should be properly filed in your operating practice binder and the canceled sections properly removed and held with this change notice until the Traffic man in charge has had an opportunity to review the changes with you.

V. L. SYLLIAASEN
General Traffic Manager