

# Post Office Personnel Girds For Holiday Onslaught; Request Early Christmas Mail

Christmas season is jolly for just about everyone except the weary post office employee who sags beneath the burden of processing and delivering spectacular volumes of greetings and gifts.

As the graph reproduced here shows, the volume of mail handled in Klamath Falls during the peak of the holidays is about three times as high as during the average day of the year.

But the work force is increased by only around 40 men and women—or two-thirds. They supplement the 67 workers employed the year around.

Incidentally, the extras will be interviewed by Postmaster Chet Langslet at his office in the Federal Building during working hours Dec. 1, 2 and 3.

## WOMEN ELIGIBLE

Those who have passed the civil service clerk-carrier test and who are on the waiting list for permanent placement will first be considered. When that list is exhausted, next will come disabled veterans who are able to do postal work, able-bodied veterans and non-veterans, in that order.

Women are eligible to apply, too. All applications will be checked out by local police.

The pay is a standard \$1.96 per hour. No overtime will be allowed. Shifts and work will vary. Some will be used sorting, others on foot routes and perhaps vehicular beats.

Postal employees have some tips that not only will make their job easier, but will speed mail.

Probably nothing will help more than use of the bundle labels that postmen will deliver to every home in the city and to every business.

Residents who are going to mail a stack of greeting cards, for instance, are asked to sort those addressed locally from those whose destination is out-of-town. Addressed sides all should face up and stamped corners all should be on the upper right side.

Then senders should bind the bundles with rubber bands and secure a label to each.

Starting about Saturday, Dec. 10, a woman will be stationed in the post office lobby to receive the bundles. When she's not there, they should be deposited in the bundle chute by the rows of mail boxes.

## SPEEDS SERVICE

If the bundles are mailed early enough each day, postal employees will be able to sort them quickly and get them aboard the proper truck, plane or train faster.

Post office patrons are also asked to buy up enough stamps in one trip to the window to last

all season. Those who buy just a few stamps at a time and who return many times burn up a great deal of the clerks' time and increase the length of the waiting lines that inevitably form.

Cards going third class need only a three-cent stamp, but they may contain only the signature of the sender and no written message. They must not be sealed. The post office will not forward them if they are sent to the wrong address, and the sender will not get them back.

Good insurance is use of the four-cent stamp that will speed the mail first class, allow a reasonable message and guarantee forwarding service and return if need be.

## PARCEL TIPS

As for parcels, postal workers like to see them addressed on one side only, the postage side, so that they don't have to turn them over for postage inspection. That is a time-consuming little chore when the huge Christmas mail volume is considered.

They also ask patrons not to use gummed labels, since these sometimes come off. Each package should include a return address.

Inside, the sender should include a tab inscribed with the recipient's and the sender's address, so if the package is ruined, the sender may be notified.

Fragile articles, naturally, should be well-packed, and liquids should be packed in enough absorbent material to soak up the contents in case of breakage.

Very important; send overseas mail right away, since it is processed by armed services post offices and is sent abroad when room is available on military transport vehicles.

Cards should be sent earlier than usual this year since they have become popular as Christmas decorations in homes that receive them.

Langslet recommends they be sent between December 10 and 15.

## MASKED SHOPPERS

RAWLINS, Wyo. (AP)—A man and two women wearing scary Halloween masks entered a Rawlins food store, which had been struck by the local clerks union for several months. Fearing a holdup attempt, the manager called police. The trio's explanation for their masks: They didn't want to be identified crossing a picket line to do their weekly grocery shopping.

Production of pulp and paper has increased 850 per cent in the last 50 years.



**MAIL CARRIERS** in Klamath Falls are preparing for another tough Christmas season. Besides snow, rain, sleet and gloom of night, they face mail volume that runs about three times heavier than normal during the peak of the holiday season.

## Post Office Department Lease Plan Reduces Investment In New Buildings

Nearly 5,000 post office buildings have been constructed since the launching of the department's modern improvement program by Postmaster General Arthur E. Summerfield shortly after his appointment to this position by President Eisenhower in 1953.

In an announcement on this subject by Klamath Falls Postmaster C. L. Langslet, it was pointed out that while these facilities have been equipped and furnished by the department, the buildings themselves are either leased or rented in line with the completely new policy which has been closely followed during the past seven years. On the basis of this experience, it is estimated that at least 1,600 new buildings will be added to this total during the current fiscal year.

It was explained that this program not only reduces the government's original expenditure substantially but also means substantial additions to the tax rolls in the communities where the new structures are located since they are not tax-exempt.

"This type of operation has resulted in more and more new mail handling facilities each year since it was first inaugurated," Langslet said, "and it is my understanding that the annual report

which is now being prepared will reveal a new all-time high for the fiscal year 1960 ending June 30 when agreements were signed for 1,602 new buildings costing a little over 100 million dollars. We have been told that this is part of a program to completely modernize between 12,000 and 15,000 postal facilities during the next few

more than 5,700 post offices which were found to be unnecessary have been discontinued at a saving of nearly nine million dollars a year while at the same time we have established 629 additional classified stations and branches and 980 contract stations and branches in order to provide better service for the public.



**EXAMINING A** machine that "reads" mail are Postmaster General Arthur E. Summerfield, and S. Lang Makrauer, chairman of the executive committee of Farrington Machines. They are reviewing progress on a device that will actually "read" the addresses on letters and sort them.

years. In our own state of Oregon, 78 buildings were built at a total cost of \$13,963,000.

"In addition to the fact that we are getting more and more new buildings, it is doubtful if the Post Office Department was ever before as careful in making preliminary scientific and engineering checks and surveys in order to be sure that the new facilities will adequately take care of present postal needs in their various communities, and future growth as well. And as a clear indication of just how much more rapidly this new program is being carried out, the new building total for fiscal year 1959 was 655 representing a total investment by private industry of approximately 62 million dollars."

Another change worthy of attention is that while slightly more than 1,400 rural delivery routes have been consolidated with annual savings in excess of four million dollars, this type of mail service has actually been extended to benefit an additional 1,500,000 families.

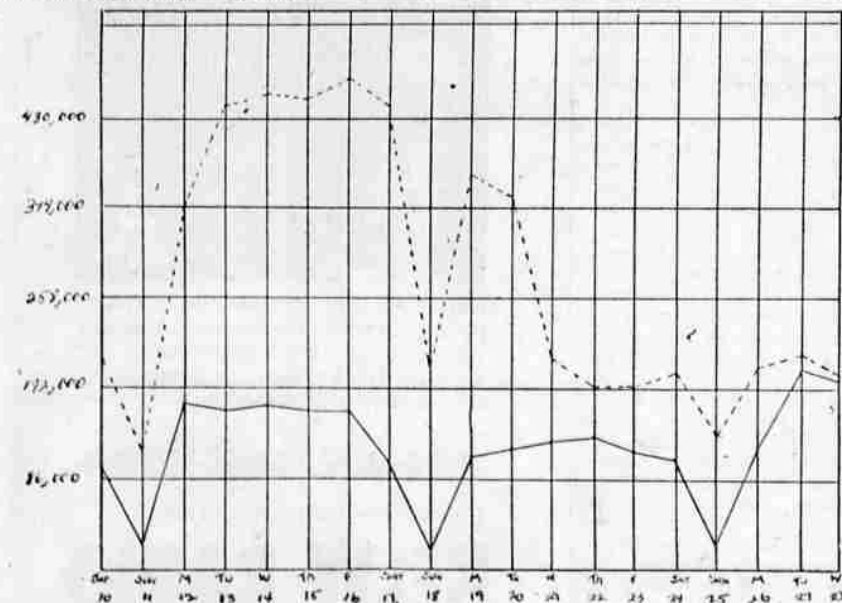
It should also be mentioned that

Langslet said that a comparison between any corresponding statistics for 1953 and 1960 would show the cumulative effects of all the day-by-day improvements under the guidance of Postmaster General Summerfield whose constant goal has been to improve service while holding the line on costs through greater efficiency. "The results speak for themselves."

## Contracts Let

PORTLAND (AP)—Generator and transformer contracts totaling \$715,640 have been let by the Corps of Engineers for two Willamette Valley project dams.

One, for \$619,833, is for design, manufacture and installation of two 13,158 kilovolt ampere generators for the Cougar Dam powerhouse east of Blue River in Lane County. It went to Elliott Co., Ridgway, Pa. The other, for \$95,807, is for a three-phase power transformer for Hills Creek Dam powerhouse. It went to Westinghouse Electric Corp., Portland.



**LINES** in this special graph, compiled by Klamath Falls Postmaster Chet Langslet reflect volume of business done in the post office during "normal" periods and during the Christmas peak. The lower (solid) line represents a two-week period of normal operation. The upper (broken) line represents volume during a two-week Christmas mailing peak. The lines represent average peaks for years 1958 and 1959.