

BULLETIN BOARD

POST

POST TO AGENT

MONON RAILROAD

Treasury Department
Chicago, Illinois

March 5, 1964

TO ALL INDIANA AND OFF-LINE OFFICES:

Re: Indiana Blue Cross-Blue Shield Rate Increase and Membership Drive

The Indiana Blue Cross office has informed us that they are increasing their rates, effective May 15, 1964. The old and new Blue Cross-Blue Shield rates are shown below:

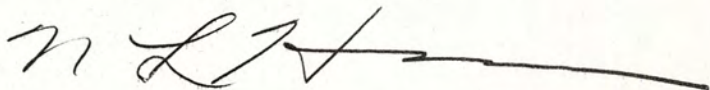
	<u>OLD RATE</u>	<u>NEW RATE</u>
Single Coverage	\$ 6.77	\$ 7.38
Family Coverage	17.44	19.01

The first payroll deduction covering these rates will commence with the second period of April, 1964 payroll earnings. If you are not agreeable to the new increased rates, please advise of cancellation by letter to the undersigned. Unless we are advised to the contrary, we will assume that you wish to continue participation in this insurance.

Also, the Indiana Blue Cross-Blue Shield in conducting a re-enrollment drive through March 31, 1964. This insurance is being offered to all Monon employees residing in the State of Indiana, as well as all Off-Line offices not covered under the Chicago Plan.

If you wish to participate in this plan, kindly execute an application card and forward to the undersigned promptly.

New employees may enroll any time within 30 days after date of employment.



N. L. Hearn
Assistant Treasurer

JWT/elm

P.S. Employees who want to return to our group plan, from direct payment basis, should complete new application card promptly upon return to active service.

MONON RAILROAD
of
Director of Personnel
& Labor Relations

Lafayette, Indiana
March 26, 1964

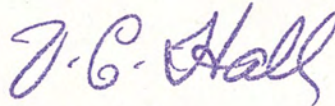
Refer to -
File: C-0

NOTICE

TO ALL EMPLOYEES:

In the past we have had occasions where employees have been seriously injured or suffered sudden illness and were unable to tell anyone who in their family should be notified. This creates a serious situation for all concerned as it is sometimes necessary for someone to make arrangements for hospitalization or other care.

Therefore, for the benefit of all concerned we have arranged to set up a card file for each employee which will reflect this information and where it will be available on a few minutes' notice. Necessary blanks for this information are being furnished the Supervisors and it is to your own interest to complete one of these forms as soon as possible and advise of any later change in order that the file can be kept up to date.



V C Hall
Director of Personnel
& Labor Relations

Post - ALL BULLETIN BOARDS

Director of Personnel
Lafayette, Indiana

Date: _____

Name: _____

Address: _____

Phone No.: _____

Social Security No.: _____

Position: _____

Department: _____

Location: _____

Clock or Employee No.: _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name: _____

Address: _____

Phone No.: _____

Relationship: _____

Signed _____

Please have your immediate supervisor send in a new card EVERY time that ANY of the above information becomes subject to change. This for your protection.

ASSOCIATION OF AMERICAN RAILROADS
FINANCE, ACCOUNTING, TAXATION AND VALUATION DEPARTMENT
TRANSPORTATION BUILDING
WASHINGTON 6, D. C.

WAYNE IRWIN
VICE PRESIDENT

April 9, 1964
File 215-2

Subject: WAYBILLING GOVERNMENT FREIGHT.

TO CHIEF AND FREIGHT ACCOUNTING OFFICERS:

Our attention has been directed to the fact that in many instances the waybills issued for the transportation of Government Freight do not show the Government bill of lading number or the notation, "Government Freight," as contemplated by Freight Mandatory Rule No. 217. In this connection, please see Subject No. 18 in the minutes of the March 4-6 meeting of the Committee on Freight Accounts as distributed by the Secretary on March 23, 1964.

In view of the volume of Government shipments it would seem desirable that, where practicable, you renew instructions to agents in this respect, as it is of vital importance that waybills be properly identified by origin carrier name and AAR Code No. as shown in Rule 260.

Very truly yours,

Wayne Irwin

FREIGHT AGENTS:

Paragraph 1 of AR Circular 17 covers the above. Please make certain that "136 MONON RAILROAD 136" is shown on any government freight-waybill used in billing government freight at your station.

Your attention is also called to my circular letter of March 7, 1963 covering billing of Grain on the Commodity Credit Corporation combination bill of lading-waybill form. Please see that such billing also shows our road number and name at the top and bottom.

E. A. RAMP

4/15/64

M O N O N R A I L R O A D

POST:
ALL BULLETIN BOARDS

Lafayette, Indiana
August 31, 1964

TRAINMEN:
ENGINEMEN:
OPERATORS:
AGENTS:
ALL CONCERNED:

Commencing September 14, 1964 Book of Rules School will be conducted, as indicated below, for all employees in train and engine service, dispatchers, operators, agents and towermen handling train orders.

SOUTH HAMMOND (Coach)	September 14	1:00pm	7:00pm
	" 15	1:00pm	7:00pm
	" 16	9:00am	
MICHIGAN CITY (Yard Office)	" 17	8:00am	
MONON (Passenger Station)	" 17		8:00pm
BELT JUNCTION (Bunkhouse)	" 21	9:00am	7:00pm
LAFAYETTE (Coach at Shops)	" 22	1:00pm	7:00pm
	" 23	9:00am	7:00pm
	" 24	9:00am	1:00pm
YOUNGTOWN	" 28		7:00pm
BEDFORD (Depot)	" 29		7:00pm
MCDOEL (Coach)	" 30	1:00pm	7:00pm
	October 1	8:00am	7:00pm

(ALL TIMES SHOWN IN FOREGOING CENTRAL STANDARD TIME)

Every employee who is required to attend these classes of instruction must be present at no less than one of the classes and qualify as provided by law.

Bring with you - your Time Table, Book of Rules, and Safety Rule Book.

J. B. Conn
General Superintendent

Cy. JJS - RLB - RLW - WHV - RDT - WJH - RDC - RRJ - REB - WGB - EAG -
LD - CMW - JVB - WLF - SH - WQW - DBM - Yardmaster, Shops
R B Emch - 3

MONON RAILROAD

Office
of
System Transportation Supervisor

Lafayette, Indiana
October 19, 1964

TO AGENTS & OPERATORS AFFECTED:

Effective Sunday, October 25, 1964, at 12:01 A. M., the hours of service of train order offices listed will be changed as follows:

Station	Week-days	Saturdays	Sundays & Holidays
Lowell	900AM to 600PM	Closed	Closed
Crawfordsville	800AM to 500 PM	800AM to 500PM	800AM to 500PM
Bainbridge	900AM to 600PM	Closed	Closed
Greencastle	815AM to 515PM	830AM to 1030AM	Closed
Mitchell	645AM to 345PM	Closed	Closed
Orleans	615AM to 315PM	Closed	Closed
Salem	600AM to 300PM	830AM to 1030AM	Closed
Haskells	700AM to 300PM 700PM to 300AM	800AM to 1000AM 930PM to 1130PM	800AM to 1000AM 930PM to 1130PM
Carmel	600AM to 300PM	Closed	Closed

R. L. Barnard
Sys. Trans. Supvr.

cc: General Chairman

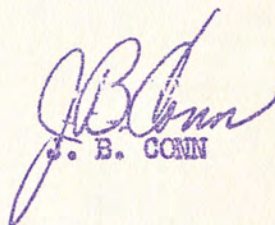
Lafayette, Indiana
November 3, 1964

Messrs. R. D. Tigar
W. H. Vaught
R. D. Cantwell
W. J. Hayes
R. R. Jackson
R. E. Bodle

Cargill, Inc. has acquired a fleet of covered hopper cars. They are properly identified with Cargill's name and shield.

We have been favored with the movement of grain and grain products in such cars, and the greater the utilization of these cars, the greater the prospect for us participating in this very fine traffic and revenue. Each of you will be on the lookout at all times for a Cargill car which might be standing any place on our railroad and report it at once to Mr. R. L. Barnard at Lafayette.

Empty cars will be considered the same as loads and moved in through freight service.


J. B. CONN

JBC/rq

cc: Messrs. J. J. Stein
V. C. Hall
All Agents & Yardmasters

December 7, 1964

To Department Heads
and Station Agents:

Effective this date Mr. E. N. Thomas will be headquartered in the Executive Offices at 332 S. Michigan Avenue, Chicago, Illinois 60604.

Mr. Thomas can be contacted by telephone on extension 258.

C. H. Colby

MONON RAILROAD

Lafayette Indiana

January 13, 1965

All Operators:

We have been having some difficulty in the matter of errors in train orders.

You will agree I am sure that this is not necessary as it is as easy to prepare a train order in the correct form as it is to do it wrong. Most errors are in the area of incorrect abbreviations etc. Generally speaking our train order copies have been legible and in most cases properly prepared.

Please be governed by the following:

Our timetable directions are North and South. Do not use abbreviations such as Nth and Sth. These will not be accepted. Spell directions out.

There is no accepted abbreviation for Extra. Writing Ex or Exa is not proper. Spell this work out. The same applies to Work as in Work Extra. Spell Work out and do not use Wk for this word.

Be sure the carbons are not used beyond the point where the copies cannot be read. Use new carbons wherever necessary.

Clearance Form "A" must be filled out properly with words such as Work and Extra and Directions spelled out. Do not use abbreviations.

On our railroad the only time the line "Stop-Signal is displayed" is filled in is when you have orders for another train in the same direction and the train order signal cannot be cleared for a preceding train. Under these circumstances show in this line that Stop-signal is displayed for the following train or trains. An example would be to clear Extra 38 South with no orders—Stop signal is displayed for No. 73.

There is never an acceptable excuse for poor train order performance. Please watch these closely and what few errors we have will be eliminated.

RLB
R. L. Barnard
System Transportation Supervisor.

11

Chicago, Illinois
January 14, 1965

File: Subscriptions
Railway Guide

SUBJECT: Distribution of Railway Guide

TO WHOM IT MAY CONCERN:

In an effort to economize, we have reduced our subscription of the Railway Guide to seven (7) issues per month and distribution, effective January 1 will be made as indicated below.

P. T. diLustro

PTD:cz

1.	2.
W. C. Coleman, Sr.	C. G. Shoulty
R. E. Novy	Ticket Agent-Hammond, Ind.
E. A. Ramp	J. S. Davis
E. E. Koutnik	Ticket Agent-Frankfort, Ind.
R. D. Tigar	Ticket Agent-Monon, Ind.
P. T. diLustro	Ticket Agent-Michigan City, Ind.
3.	4.
Ticket Agent-Bloomington, Ind.	W. C. Coleman, Jr.
Agent-New Albany, Ind.	R. J. Becker
Ticket Agent-Crawfordsville, Ind.	O. L. Magnuson
Ticket Agent-Greencastle, Ind.	H. L. Hoffman
✓ Ticket Agent-Orleans, Ind.	A. Von Tobel
Ticket Agent-Rensselaer, Ind.	
P. T. diLustro	
5.	6.
M. W. Tucker - Business Car #3	P. T. diLustro
C. A. Pfister	W. T. Flinn
J. A. Saunders	A. C. Streetz
Ticket Agent-Lowell, Ind.	J. R. McCarthy
Ticket Agent-Bedford, Ind.	A. L. Couey
Ticket Agent-Mitchell, Ind.	
P. T. diLustro	
7.	
Ticket Agent, Lafayette, Ind.	
J. B. Conn	
W. J. Nuetzel	
Supt. Motive Power & Equipment	
Manager Purchases and Stores	
P. T. diLustro	

April 14, 1965

Monon Files: K-4959, K-4008

Mr. W. H. Witmer:

On #5 today I am sending you Monon Impact Recorders K-4959 and K-4088 which one of our patrons wish to use in a test of their equipment.

Both of the recorders are inoperative but should serve the purpose intended.


E. E. Koutnik
General Freight Claim Agent

EEK/mat

Bloomington, Indiana
May 7, 1965

Mr. L.J. Kimble, Agent Mitchell
Mr. W.H. Whitmer, Agent Orleans
Mr. E.H. Wolfe, Agent Pekin

During a recent inspection of your stations I have found the need of better housekeeping. Please arrange to clean up your stations and grounds, stowing all stationery forms, files and records, miscellaneous equipment in an orderly manner. Also, any debris laying around such as coke bottles, pieces of boards, etc should be removed from the property. All stationery in surplus or discontinued should be reported to the stationer for his disposition. All materials stored for other departments should be stowed in the same orderly manner. Safety rules shall be obeyed at all times.

Yours Truly,

B.W. Harris
B.W. Harris

Controlling Agent - Sou Division

cc: Mr. J.B. Conn, Gen Supt
Mr. R.D. Cantwell, Supt - Sou Division

Chicago, June 1, 1965
File 40-35

FREIGHT AGENTS:

Your attention is called to the attached circular letter of Feb. 25, 1964 wherein it was pointed out that there have been delays and failures to assess miscellaneous charges where due.

In the last paragraph you were asked to send a form letter to the Superintendent at the close of each month, with a copy to me. While I do receive a copy from most of you promptly each month, there are always some for which we have to trace, indicating that miscellaneous and accessorial charges are not being given the attention they should.

The number of accessorial services for which charges are published are many, and are contained in several different tariffs. A partial list would contain the following;--

Demurrage	Loading and Unloading
Storage	Storage & Dockage
Stop-off for Partial Loading	Switching & Re-coopering cars returned to elevators and warehouses
Stop-off for Partial Unloading	Special Train Movements
Stop-off for Inspection	Pick-up, Loading, Blocking & Bracing of Autos
Reconsignment	Intra-Plant Switching
Weighing	Intra-Terminal Switching
Grain Door Installation	Inter-Terminal Switching
Furnishing Grain Doors	
Transit, Storage, Milling & Malting	
Perishable Protective Service	

And on Trailer on Flat Car Shipments--

Detention	Perishable Protective Service
Second Delivery	Shipments returned to Consignors
Split Delivery	Equipment ordered not used
Reconsignments	Storage
Weighing	Pick up and delivery
Equipment Charges	loading and unloading
	Leasing (not covered by tariff)

As I have previously pointed out, accessorial charges are an important source of revenue, in that it helps defray part of the expense for performing these services. Make a list of the various services which are applicable or might be applicable at your station, and frequently review the list so that bills are issued promptly where due.

E. A. Ramp

C:C: Mr. R. E. Novy.

C:C: Mr. J. B. Conn.

MONON RAILROAD
Office of Auditor of Revenue

Chicago, February 25, 1904
File 40-35

FREIGHT AGENTS:

It has been called to my attention that there have been delays at stations in rendering miscellaneous bills for services performed at the station and, in at least one instance, complete failure to protect charges for intra-plant switching.

I am sure that all of you are aware of the many service charges applicable as published in the numerous tariffs furnished you by the Traffic Department. In addition to charges to be assessed for Demurrage, Storage, Switching, and the fifteen (15) Miscellaneous services outlined in AR Circular 104-A, there have been many others added, and undoubtedly there will be still more, making it essential that Agents keep abreast of current tariff publications.

AR Circular 104-A, page 6, states ---

"MISCELLANEOUS BILLS, FORM AD 11 MUST BE MADE PROMPTLY AFTER SERVICE IS PERFORMED".

and

"SWITCHING PERFORMED FORM AD 12, SHALL BE MADE DAILY FOR ALL SWITCHING SERVICE PERFORMED".

AR Circular 9 covering "Accounting for Demurrage and Storage Charges" states ---

"AGENTS SHOULD BE FAMILIAR WITH INSTRUCTIONS CARRIED IN "STATION AGENTS' MANUAL" AND TREASURER'S INSTRUCTIONS RELATIVE TO PROMPT PRESENTATION AND COLLECTION OF CHARGES DUE".

Charges for miscellaneous services performed are an important source of Monon revenue, and should be so treated by those responsible for the protection of such charges. Make a list of the various services which are applicable or might be applicable at your station, and review the list daily as a reminder to make bills where due.

As a further reminder that miscellaneous charges have been protected, advise the General Superintendent at the close of each month that all bills due for Switching, Demurrage, Storage, and other Miscellaneous Charges have been issued. This can be made in the form of a memorandum on clip paper (8½ x 5½) with a copy to the undersigned.

E. A. Ramp,
Auditor of Revenue

APPROVED:

R. E. Novy, Comptroller.

Yardmaster,
Yard Clerks,
McDoel Terminal:-

McDoel, Ind.
Mar. 15, 1966

Do not O.K. any Overload to PRR Connection at Gosport as the Pennsylvania will
refuse same.

RDC/lu

cc: RDT RLB Agent Orleans. ✓

R. D. Cantwell

R. D. Cantwell,
Asst. Supt.

MONON RAILROAD

OFFICE
of
Director of Personnel
& Labor Relations

Lafayette, Indiana

NOTICE

Date 4/27 1966

St. L. Hitmer

Agent

Orleans

A new system of withholding Federal Tax from wages will go into effect - MAY 1, 1966.

According to the instructions issued by the Internal Revenue EVERYONE MUST fill out a new W-4 Form regardless of change in dependents. Anyone failing to fill out a new W-4 Form must be treated as single with no dependents.

To date we have not received a new W-4 Form from you. It is also necessary for you to show your ZIP CODE NUMBER. Please comply with the above instructions.

V. C. Hall

V C HALL
Director of Personnel
& Labor Relations



MONON RAILROAD

Office of the President

Chicago, Illinois

May 2, 1966

TO ALL EMPLOYEES:

Re: United States Savings Bonds "Practical Patriotism"

May 1, 1966 marked the 25th anniversary of the Savings Bond Program.

In celebrating this anniversary the United States Treasury Department has once again asked the support of the Railroad Industry in its current Savings Bond Drive. We have pledged our full co-operation and ask your assistance in bringing it to a successful conclusion.

This Savings Bond Drive this year is of greater importance than any similar campaign in recent years because of our country's expanded military commitments and the imminent threat of increased inflationary pressures on our economy. The President's recent announcement that the interest rate of U.S. Savings Bonds has been increased to 4.15% makes them a better investment than ever before and is an added incentive for more railroad employees to become payroll savers.

This "Practical Patriotism Savings Bond Plan" campaign will be conducted during the month of May. When your canvasser approaches you with a payroll deduction authorization card, why not start with a minimum monthly deduction of \$4 or larger deductions in multiples of \$1. If you are presently a subscriber, you may wish to increase your monthly payroll deduction.

We urge you, as a thoughtful member of the Railroad Industry, to give active support to this Payroll Savings Bond Plan.

Join us on the Railroad Bondwagon!

W. C. Coleman
President



MONON RAILROAD

June 14, 1966

NOTICE TO ALL EMPLOYEES:

Re: Automobile Insurance

The Monon Railroad has automobile insurance covering its liability arising out of being joined in a suit involving automobiles owned by others but driven on Railroad business.

This insurance does not inure to the benefit of the owner of the automobile; therefore, the individual owner must arrange insurance for his own protection.

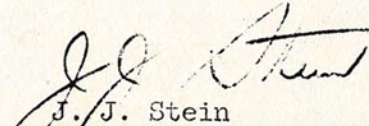
DRIVING TO AND FROM WORK DOES NOT CONSTITUTE COMPANY BUSINESS.

Your driving privileges can be revoked by the State if you are unable to provide evidence of adequate automobile Bodily Injury and Property Damage insurance.

The following rules are effective immediately, and supervisors are ordered to enforce strict compliance.

1. Do not drive your car on company business unless you are authorized to do so.
2. If you are driving your car on company business, you must be insured for your own protection.
3. If you are unable to obtain insurance, this office should be notified immediately.

Kindly take note and be governed accordingly.

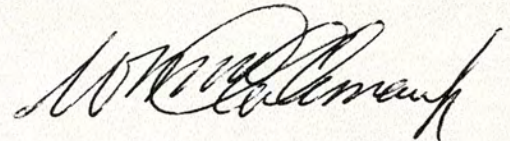

J. J. Stein
Vice President-Operations

MONON RAILROAD

Chicago, Illinois
July 1, 1966

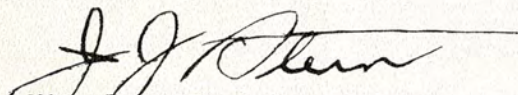
Effective this date:

Mr. J. B. Conn will assume the managerial duties of the Real Estate & Industrial Development Department with headquarters at 500 Salem Street, Lafayette, Indiana (47902).



Vice President Traffic
& Marketing

Approved:


Vice President-Operations

MONON RAILROAD
Treasury Department
Chicago, Illinois 60604

August 25, 1966

TO ALL FREIGHT AGENTS:

ICC Credit Regulations have been amended effective August 29, 1966 in regard to traffic of nonprofit SHIPPERS' ASSOCIATIONS and SHIPPERS' AGENTS, to the extent that carriers shall require such organizations to either furnish the names of the beneficial owners of the property in the bills of lading or, at least, have the bills of lading incorporate, by reference, a document containing the names of the beneficial owners.

Consequently, the MONON RAILROAD will adopt the following recommendations of the AAR relative to all credit shipments of traffic of Nonprofit Shippers' Associations and Shippers' Agents:

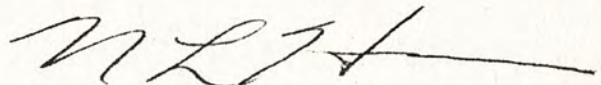
1. On collect traffic

- (a) The origin carrier shall require the bill of lading to include the names of beneficial owners or to incorporate their names by reference to another document filed with the origin carrier.
- (b) The origin carrier shall note on the revenue waybill that the names of beneficial owners have or have not been included on the bill of lading actually or by reference to another document filed with the origin carrier.
- (c) When nonrevenue (memo) waybills are used, the origin carrier shall note thereon that the shipper has agreed to supply on the bill of lading either the names of the beneficial owners of the property or incorporate, by reference, a document containing the names of the beneficial owners. If such beneficial ownership will not be disclosed on the bill of lading, credit shipments shall not be forwarded on nonrevenue (memo) waybills.

2. On prepaid traffic

The origin carrier shall require the consignor to include in the bill of lading, or incorporate by reference therein, another document, filed with the origin carrier, listing the names of the beneficial owners of the property being shipped.

When the names of the beneficial owners are not furnished, the collection of charges shall be handled in the same manner as are the charges due from a non-credit patron.



N. L. Hearn
Treasurer

MR R E BEAN, GENERAL CHAIRMAN
TRANSPORTATION COMMUNICATION EMPLOYEES UNION
1523 NORTH 13TH STREET
LAFAYETTE, INDIANA

**RE: PAY FOR TAKING BOOK OF RULES
RE-EXAMINATION**

DEAR SIR:

EFFECTIVE OCTOBER 1, 1966 IT WILL BE COMPANY POLICY TO ALLOW THE (2) HOURS AT THEIR RESPECTIVE STRAIGHT TIME RATE OF PAY TO TELEGRAPHERS, AGENTS, TOWERMEN, ETC., REPRESENTED BY THE TRANSPORTATION COMMUNICATION EMPLOYEES UNION WHEN REQUIRED TO TAKE BOOK OF RULES RE-EXAMINATION DURING THEIR OFF DUTY OR LAY OVER TIME.

THE ABOVE PAYMENT WILL BE ALLOWED ONLY ONCE DURING EACH PERIODIC EXAMINATION AND WILL NOT APPLY TO SUBSEQUENT EXAMINATIONS DUE TO FAILURE TO PASS PREVIOUS EXAMINATIONS.

THE ABOVE PAY SHOULD BE CLAIMED ON REGULAR PAYROLL FOR DATE EXAMINATION TAKEN.

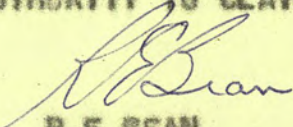
YOURS TRULY,

SIGNED V C HALL
V C HALL
DIRECTOR OF PERSONNEL
AND LABOR RELATIONS.

SEPTEMBER 29, 1966

ALL AGENTS AND OPERATORS.

THIS IS A COPY OF LETTER FOR YOUR AUTHORITY TO CLAIM TWO (2) HOURS FOR TAKING BOOK OF RULES.


R E BEAN
GENERAL CHAIRMAN DIVN 9

Monon Railroad
Chicago, Illinois

September 12, 1966

ALL CONCERNED:

Effective September 15, 1966, all matters that have been referred to the undersigned in the past should be directed to Mr. R. J. Terranova at South Hammond, Indiana.

I am sure each of you will extend to Mr. Terranova the same splendid cooperation and assistance that you have to me through the years for which I am very grateful.

E. N. Thomas

Chicago, October 7, 1966
File 40-35

FREIGHT AGENTS:

For your ready reference I am enclosing copies of my letters of February 25, 1964 and June 1, 1965 in which your attention is called to the importance of protecting the Company's revenue by issuing promptly bills for miscellaneous charges when such charges are due.

Within the last week one of our Internal Auditors developed the fact that at one station alone a specific charge per car had been overlooked for several months. This involved at least 100 cars.

Not only does this result in a serious loss of revenue when overlooked entirely, but it is an annoyance to shippers when they are presented with bills for service which took place a considerable time prior to the date of the bill or bills.

In the last paragraph of mine of February 25, 1964 I have asked you to send the Superintendent a memorandum of advice as to the condition of miscellaneous bills at the close of each month, with a copy to me. In mine of June 1, 1965 I have cautioned you regarding the delays in mailing in these memorandums. Last month we had to trace nine (9) stations for these advices covering the month of August. As of this date we are missing seven (7) covering the month of September.

These memorandums are required so that you will, at least once a month, review your operations and check to see that you have not overlooked the preparation of any miscellaneous bill or bills. Do it promptly at the close of each month and sign the form personally.

E. A. Ramp

C:C: Mr. R. E. Novy.

C:C: Mr. R. D. Tigar.

Chicago, June 1, 1965
File 40-35

FREIGHT AGENTS:

Your attention is called to the attached circular letter of Feb. 25, 1964 wherein it was pointed out that there have been delays and failures to assess miscellaneous charges where due.

In the last paragraph you were asked to send a form letter to the Superintendent at the close of each month, with a copy to me. While I do receive a copy from most of you promptly each month, there are always some for which we have to trace, indicating that miscellaneous and accessorial charges are not being given the attention they should.

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Demurrage
Storage
Stop-off for Partial Loading
Stop-off for Partial Unloading
Stop-off for Inspection
Reconsignment
Weighing
Grain Door Installation
Furnishing Grain Doors
Transit, Storage, Milling & Malting
Perishable Protective Service

Loading and Unloading
Storage & Dockage
Switching & Re-coopering cars returned
to elevators and warehouses
Special Train Movements
Pick-up, Loading, Blocking & Bracing
of Autos
Intra-Plant Switching
Intra-Terminal Switching
Inter-Terminal Switching

And on Trailer on Flat Car Shipments--

Detention
Second Delivery
Split Delivery
Reconsignments
Weighing
Equipment Charges

Perishable Protective Service
Shipments returned to Consignors
Equipment ordered not used
Storage
Pick up and delivery
loading and unloading
Leasing (not covered by tariff)

As I have previously pointed out, accessorial charges are an important source of revenue, in that it helps defray part of the expense for performing these services. Make a list of the various services which are applicable or might be applicable at your station, and frequently review the list so that bills are issued promptly where due.

E. A. Ramp

C:C: Mr. R. E. Novy.

C:C: Mr. J. B. Conn.

MONON RAILROAD

Office of Auditor of Revenue

Chicago, February 25, 1904
File 40-35

FREIGHT AGENTS:

It has been called to my attention that there have been delays at stations in rendering miscellaneous bills for services performed at the station and, in at least one instance, complete failure to protect charges for intra-plant switching.

I am sure that all of you are aware of the many service charges applicable as published in the numerous tariffs furnished you by the Traffic Department. In addition to charges to be assessed for Demurrage, Storage, Switching, and the fifteen (15) Miscellaneous services outlined in AR Circular 104-A, there have been many others added, and undoubtedly there will be still more, making it essential that Agents keep abreast of current tariff publications.

AR Circular 104-A, page 6, states ---

"MISCELLANEOUS BILLS, FORM AD 11 MUST BE MADE PROMPTLY AFTER SERVICE IS PERFORMED".

and

"SWITCHING PERFORMED FORM AD 12, SHALL BE MADE DAILY FOR ALL SWITCHING SERVICE PERFORMED".

AR Circular 9 covering "Accounting for Demurrage and Storage Charges" states ---

"AGENTS SHOULD BE FAMILIAR WITH INSTRUCTIONS CARRIED IN "STATION AGENTS' MANUAL" AND TREASURER'S INSTRUCTIONS RELATIVE TO PROMPT PRESENTATION AND COLLECTION OF CHARGES DUE".

Charges for miscellaneous services performed are an important source of Monon revenue, and should be so treated by those responsible for the protection of such charges. Make a list of the various services which are applicable or might be applicable at your station, and review the list daily as a reminder to make bills where due.

As a further reminder that miscellaneous charges have been protected, advise the General Superintendent at the close of each month that all bills due for Switching, Demurrage, Storage, and other Miscellaneous Charges have been issued. This can be made in the form of a memorandum on clip paper (8½ x 5½) with a copy to the undersigned.

E. A. Ramp,
Auditor of Revenue

APPROVED:

R. E. Novy, Comptroller.

MONON RAILROAD
Office of Trainmaster

Lafayette, Indiana
October 13, 1966

BULLETIN

ALL AGENTS
CONDUCTORS & TRAINMEN
YARDMASTERS & YARD CLERKS

We have been severely criticised because of our very frequent mishandling of cars, such as handling cars to wrong destination; handling cars without bills; handling bills without cars; handling cars and billing that does not match; ignoring reconsignment and diversion orders; improper spotting of cars, and many other cases of mishandling that makes it appear that our department shows a very indifferent attitude in complying with regulations for the handling of cars.

If the agents, conductors, trainmen, yardmasters and yard clerks will do their job according to the rules and in the manner that the company expects it to be done this mishandling of cars can be eliminated.

Please arrange to see that our customers, as well as our Traffic Department, have no more reason to complain of our mishandling.

W. H. Vaught
Trainmaster

POST ALL BULLETIN BOARDS

Cy. J. J. Stein
R. D. Tigar
L. H. Lenley
R. L. Barnard
R. D. Cantwell
R. J. Terranova
R. H. Kenter

MONON RAILROAD

November 4, 1966

COMPARISON OF ACCIDENTS

DEPT.	Oct. 1966	Oct. 1965	Sept. 1966	Sept. 1965	10 Month Period	
					1966	1965
TRANS.	8 W/2	5 W/1*	5 W/O	9 W/3	48 W/12	52 W/14
MECH.	3 W/O	4 W/O	4 W/O	6 W/1	51 W/ 5	41 W/ 5
RDWY.	3 W/1	2 W/O	1 W/O	0 W/O	16 W/ 8	19 W/ 1
Stores	0 W/O	0 W/O	0 W/O	0 W/O	1 W/ 0	2 W/ 0
Other	0 W/O	0 W/O	0 W/O	0 W/O	1 W/ 0	5 W/ 0
TOTAL	14 W/3	11 W/1*	10 W/O	15 W/4	117 W/25	119 W/20 **

* Includes one fatality

** Includes two fatalities

ACCIDENTS

TRANSPORTATION

B. G. Lane	Brakeman	Linden	Pulled Leg Muscle
D. W. Owens	Fireman	New Albany	Foreign Body in Eye
S. C. Burbage	Switchman	Shops	Cut on lower right leg
H. B. Sebree	Switchman	Belt Jct.	Legs bruised and cut and bone chipped.
P. W. Adams	Brakeman	Diamond	Left wrist bruised
E. H. Stevens	Claim Clerk	New Albany	Left hand sprained & bruised
L. Kelly	Fireman	Lafayette	Foreign Body in Eye
J. R. Johnson	Conductor	Salem	Cut right elbow

MECHANICAL

W. L. Scott	Hostler Helper	Shops	Skinned Knee
H. J. Perkins	Car Inspector	So. Hammond	Nail in Foot
G. H. Colley	Carman	So. Hammond	Burned Hand

ROADWAY

J. R. Lawson	Sectionman	Ladoga	Laceration of Forehead
A. J. Brady	Sectionman	Ladoga	Skinned Legs
R. E. Whitlock	Sectionman	Lafayette	Broken Toes

(Burbage, Sebree and Whitlock will be reportable.)

Some of these accidents were caused by carelessness and could have been avoided. With the approach of inclement weather, be sure to wear goggles when necessary; also watch your footing on snow and ice.

Note that we have more reportables for the 10-month period of 1966 vs. 1965.

Let us exert extreme care to eliminate reportable accidents.

MONON RAILROAD

Office of Auditor of Revenue

Chicago, December 21, 1966

All Agents:

Since we will be required to furnish Management with December revenue and related figures at an early date after the close of the month, it is essential that we have all reports from you immediately after the last work day of December.

Please see that each AD 1 and supporting papers are mailed to me at the close of each work day, and that the last report for December is mailed on your last work day so that it will reach me by January 3. It may be necessary in some cases where tickets are sold, to forward AD 2 and AD 5 as a supplementary AD 1 after December 31, but received and forwarded waybills and miscellaneous bills should be mailed on the 30th or 31st, whichever is your last work day.

Form 43, Unit Passing Reports, for the last week of December should be mailed so as to reach me not later than January 4.

Interline Switching abstracts should be mailed not later than Jan. 9. Estimates of amounts due to or from foreign lines on interline switching, should reach me on the A.M. of January 5.

Ticket reports along with supporting special credits on Government Ticket Orders, Credit Cards, RTPA etc. should be mailed at the close of the last day's business in December. Special credits listed above should be forwarded ahead of the local and interline ticket reports if the latter cannot be mailed until after January 3.

While most of you do get your reports to me in good time, each month there are a few station reports that are delayed. Investigation of the delays indicate that they are due primarily to negligence in mailing rather than inability to compile. As each individual report is necessary in order to complete the whole, you are urged to see that all reports are promptly prepared and mailed so as to reach me in the shortest possible time, either by Railroad Mail or U. S. Mail, whichever, in each individual case, is the more expedient.

E. A. Ramp

MONON RAILROAD

Lafayette, Indiana
August 26, 1965

TO ALL ENGINEMEN and

TO ALL TRAINMEN

Your particular attention is called to the full requirements of
Engine Whistle Signals Rule 14 (1) which reads as follows:

"APPROACHING PUBLIC CROSSING AT GRADE. TO BE PROLONGED OR
REPEATED UNTIL CROSSING IS REACHED."

This Whistle Signal is prescribed when a train, engine or cars
are approaching a public grade crossing; no exceptions.

Be governed accordingly.

R. D. Tigar
Superintendent

cc: Messrs. J. J. Stein
J. B. Conn
R. E. Bodle
R. R. Jackson

Posted on all Bulletin Boards

LAFT 7 21

8GENT ORLEANS.

FUNERAL ARRANGEMENTS FOR J S DAVIS ARE MASS AT ST JOAN OF ARC CHURCH

42ND & CENTRAS STREETS INOPLS AT 9 AM MONDAY MAY 24TH. HE MAY BE VIEWED
AT SWENEY & KIRBY'S FUNERAL HOME 1901 N. MERIDIAN ST INDIANAPOLIS AFTER
1 PM SATURDAY MAY 22. BURIAL AT NEW ALBANY AT HOLYTRINITY CEMETERY
TUESDAY MAY 25TH WITH GRAVE SIEDE SERVICES. PLEASE SEE THIS INFORMATION
IS GIVEN TO HIS FRIENDS.

J B C 236 PM

MONON

CHICAGO, INDIANAPOLIS AND LOUISVILLE RAILWAY COMPANY

CONSIGNEE

DATE

FREIGHT
BILL No.

DESTINATION

ROUTE

(POINT OF ORIGIN TO DESTINATION)

RECEIVED
OF THE**CHICAGO, INDIANAPOLIS AND LOUISVILLE RAILWAY COMPANY, THE FOLLOWING DESCRIBED
PROPERTY IN GOOD ORDER:**

WAY-BILLED FROM

WAY-BILL DATE AND NUMBER

FULL NAME OF SHIPPER

CAR INITIALS AND NUMBER

*REFERENCE TO REVENUE BILLING—PLEASE INSERT INFORMATION BELOW IF YOU HAVE PAID

FREIGHT CHARGES ON A PREVIOUS BILL.

RAILROAD

STATION

DATE

FRT. BILL NO.

BINDING MARGIN

NUMBER OF PACKAGES, ARTICLES AND MARKS	WEIGHT	RATE	FREIGHT	ADVANCES IN DETAIL	TOTAL

TOTAL

DATE DELIVERED

SIGNATURE OF CONSIGNEE OR AUTHORIZED DRAYMAN

FEDERAL TAX

*THIS BILL COVERS ASTRAY FREIGHT—TO ENABLE US TO MAKE PROMPT DELIVERY AND AVOID DELAYS
CONSIGNEES OR DRIVERS CAN ASSIST GREATLY BY GIVING THE INFORMATION AS INDICATED ABOVE;
IF NOT, FURNISH ORIGINAL BILL OF LADING OR COPY OF INVOICE AS PROOF OF OWNERSHIP.

AMOUNT TO COLLECT

CHICAGO AND WESTERN INDIANA RAILROAD COMPANY

DEABORN STATION

A. N. WILLIAMS
PRESIDENT AND GENERAL MANAGER

CHICAGO, ILL. Dec. 15, 1934.

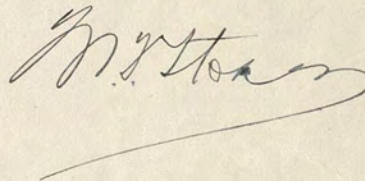
Dear Harry:

As per your telephone request a day or two ago, I enclose herewith a copy of the document desired.

I am sorry that I can only give you one copy of it.

Yours very truly,

Mr. Harry Crane,
Asst. Secy., C.I. & L. Ry.,
Chicago, Ill.



5. Paragraph 34.

The separation of property mentioned in Act is for late making.

6. Paragraph 41.

What about N.R.

1,700,000
goes in this mortgage. ^{Some} already ^{pledged}

7. Reserves.

Should allow some to be in liquid assets.

Possibly the 20,000,000 bonds
6,342 Equity

8. Own Stock. 308,000

9. Own Bonds 1,200,000.

10. Equipment Int'l Eq. Equity 6,342,000

1. Monon. 88%

- (1) It is a railroad investment in any ^{split}.
- (2) If not, it has been capitalized and the stock is under the mortgage if it is ever refunded.
- (3) It is not treated as capitalizable the amount might be deducted from liabilities since it is not notes or in any capitalizable assets but is like a trust.
- (4) The fact of its value being below par is not material as there is plenty of ^{7.5% property} margin in value. In instance, the excess of the 16,000,000 over the 14,000,000.
\$13,670,000 out of 14,500,000

2. S. E. St. Louis

Suppose nothing further coming but might elicit it.

3. 12,750,000 - Necessary for reimbursement but only deductible to 10 ^{5% of} million plus. 24 + 25 - Sagl cannot exchange bonds until 2003 because not necessary.

Shows that we can meet if we like & exchange for later bonds at lower rate

4. 15,862,000. Jackson ^{amount} p. 18

- (1) These must be included in adv to free the properties and make mortgage the first lien.
- (2) The bonds cannot be sold except as Commission may adv.
- (3) The bonds need not be sold at 6% but can be kept & exchanged for other series.
- (4) We must have these bond masters & manage carefully for emergency.

LOUISVILLE & NASHVILLE RAILROAD COMPANY
LOUISVILLE, HENDERSON & ST. LOUIS RAILWAY COMPANY

OFFICE OF THE GENERAL AGENT
ROOM 204 KELLOGG BUILDING 1422 "F" STREET, N. W.

H T. DRANE,
GENERAL AGENT.

WASHINGTON, D. C.



CONTROLLING AGENT

The duties and responsibilities of the Controlling Agents, Mr. R. J. Terranova and Mr. B. W. Harris who will report directly to their respective Division Superintendents, will be as follows:-

All agents from South Hammond to Indianapolis, and Michigan City to and including Lafayette, will be under the supervision of Mr. R. J. Terranova.

All agents from Lafayette to Louisville, including the I&L Branch and the French Lick Branch, will be under the supervision of Mr. B. W. Harris.

All matters pertaining to the economical and efficient operation of each station will be their responsibility. They will be charged with seeing that the duties as outlined for agents are properly fulfilled. Each agent will handle matters of questions with these respective agents for clarification.

MONON RAILROAD

STATEMENT OF ESTIMATED _____ REVENUES FOR MONTH OF _____

STATION	19____	19____	STATION	19____	19____
Chicago General Office (1)			Amt. Brought forward		
Chicago Dearborn Station (1)			Michigan City (2) ✓		
Chicago Hotels (1)			Otis (2)		
Chicago Freight (2)			Westville (2)		
Chicago Stock Yards (2)			Alida (2)		
			Haskells (2) ✓		
			Wanatah (2) ✓		
Englewood (1)			San Pierre (2)		
Kensington (2)			Medaryville (2) ✓		
Dolton (2)			Francesville (2) ✓		
Hammond ✓			Monticello ✓		
Dyer ✓			Yeoman (2)		
Cedar Lake			Delphi ✓		
Lowell ✓			Rossville ✓		
Shelby			Frankfort ✓		
Rensselaer ✓			Kirklin (2)		
Monon ✓			Sheridan ✓		
Reynolds (2)			Carmel ✓		
Chalmers ✓			Indianapolis Boulevard (1)		
Brookston (2) ✓			Indianapolis Union Station (1)		
Battle Ground (2)			Indianapolis City Ticket (1)		
LaFayette ✓			Indianapolis Freight (2) ✓		
Linden ✓					
Crawfordsville ✓			Clay City (2) ✓		
Ladoga ✓			Midland (2) ✓		
Roachdale ✓			Paoli (2) ✓		
Bainbridge ✓			French Lick Springs		
Greencastle ✓			Cash Collections (1)		
Limedale (2) ✓			Coupon Collections-Local (1)		
Cloverdale (2) ✓			Coupon Collections-Fgn. (1)		
Wallace Jct. (2)					
Gosport (2) ✓			Total Originated		
Ellettsville (2) ✓			Interline Received		
Bloomington ✓			Interline Intermediate		
Clear Creek (2) ✓					
Bedford ✓			Adjustment		
Mitchell ✓					
Orleans ✓					
Leipsic (2)					
Campbellsburg (2)					
Salem ✓					
Pekin ✓					
Borden ✓					
New Albany ✓			Total Revenue		
Louisville Union Station (1)			Less Refunds		
Louisville Freight			Net Revenue		
Amount Forwarded					

(1) Passenger Only

(2) Freight Only

EQUIPMENT UTILIZATION

TRANSPORTATION DEPARTMENT - LOCAL FREIGHT AGENTS AND YARD CLERKS

1. Apply equipment only on firm orders.
2. Endeavor to apply equipment from local releases.
3. Order equipment by type, grade and destination when offering surplus and "32" report to "AD" office for car distributor.
4. Insist that consignees leave cars clean.
5. Apply demurrage charges as required.
6. Insure that ALL empty cars are accompanied by empty card bills filled out in their entirety, EXCEPT---ALL special equipment assigned to a specific commodity loading, returning empty to origin via reverse route MUST be moved on a non-revenue, folding type waybill. Loaded cars moving without revenue billing must ALSO be moved on non-revenue, folding type waybills.
7. Identify boxcars by grade, i.e., A, B, C, and D as outlined on reverse side of commodification cards.
8. Agents at junctions where cars are received must fill out junction record and all other pertinent information of empty card waybill, see that empties travel on same and that loaded waybills include the empty waybill.

When cars are delivered off line, foreign and private empty card waybills with junction records, (except SCO 90 boxcars) will be filed by Monon office at delivering point, by the last one or two digits (depending on volume) and retained for three months before being destroyed. These files will be retained for reference in the event car returns empty, record rights are readily available.

9. Commodification cards submitted by car inspectors or prepared by others must be promptly attached to empty card waybill and accompany same until car is loaded or goes off line.
10. Special equipment and piggyback equipment will be ordered through car distributor at Lafayette.
11. Local freight agents and yard clerks will keep Mechanical Department foreman advised of all instances of failure to commodify cars.

EQUIPMENT UTILIZATION

MAINTENANCE OF EQUIPMENT DEPARTMENT - CAR INSPECTORS

1. Routine mechanical inspection will include an application of commodification cards to all empty equipment. Cars with recently prepared commodification cards need not be reclassified unless in the judgement of the inspector previous observation was in error.

Car inspector will prepare commodification card, attach same to car and submit copy to yard clerk or agent. Car inspector will apply a clean out card to any car that is to be cleaned.

Identifications of A, B, C, and D conditions appear on reverse side of commodification cards.

2. Open top cars will be classed as A or B cars. An A car will be a car that will haul it's normal commodity without loss or damage. A B car will be all other open top cars.

EQUIPMENT UTILIZATION

Maintenance of Equipment Department - Car Shops

1. Order of repair preference:
 - (a) Loads
 - (b) Specially equipped empties as required
 - (c) Empty foreign
 - (d) Empty grade A and B Monon boxcars
 - (e) Other Monon equipment as required by shippers
2. For reporting purposes, time and date cars are actually placed on rip tracks will govern - not the first 7:00 AM that shop next works.
3. Transportation Department will arrange to promptly spot and pull rip tracks consistent with scheduled freight services. Failures must be promptly reported to the General Superintendent.
4. Every effort should be made to accomplish "in track" repairs in order to avoid rip track delays.
5. Empty equipment, boxcars in particular, not already classified and carded must be so treated in shops in the prescribed method. (See instructions to car inspectors).
6. Cars shopped account shifted or damaged lading must be promptly reported to the System Transportation Supervisor and Assistant Superintendent Motive Power & Equipment.

EQUIPMENT UTILIZATION

All Departments - Company Material Service

1. To the greatest extent possible appropriate non-revenue cars or transport via existing scheduled company trucks.
2. Loading and rendering of waybills must be prompt, and unloading equally expeditious.
3. Appropriation of revenue equipment, and the release thereof, must be made through the car distributor.
4. Failures on the part of the Transportation Department to insure prompt movement of all company material cars must be reported by the interested department to the General Superintendent.
5. Loading of trash, cinders, refuse, etc., in revenue equipment is prohibited except by authority of the car distributor.
6. Foreign cars must never originate on line with company material. If originated off line in foreign cars, department heads must make it their personal business to expedite unloading.
7. Officers and employees of all departments must unite to insure prompt movement of revenue freight cars. Any delayed equipment loaded or empty must be promptly reported to the car distributor for appropriate handling.

VERS FOR OPEN TOP EQUIPME
INSTALLATION INSTRUCTIONS

Materials for covering open top hoppers include:

- 1 Reinforced, asphalt laminated cover sheet
- 10 $\frac{1}{2}$ " x $1\frac{1}{2}$ " x 8' plywood strips - C-D exterior grade
- 22 Clips - $\frac{1}{2}$ " Round, shaped to clip under bulb angle and over top of rim
- 200 ft. cord to secure clips - two-ply sisal twine

INSTRUCTIONS

It is recommended two men working from ladders make installation.

When loading a commodity in open top hoppers, it is recommended that the load be leveled with the top rim of the car (Fig.1).

After the hopper is loaded, unfold the cover to its full length and width and center the cover so that an equal amount of material is overlapping the ends and sides of the car (Fig.2). The center of the sheet is indicated by the overlap where the two sections of the cover are joined. If there is an excess of material at either end, fold it under so that there is an overlap of about 6" over the ends. Draw the cover down over the edge of the rim.

Start at one end with the open cover in place. With the cover material drawn over the edge of the top rim, place a wood strip over the cover flap along the outer face of the edge and secure by attaching a clip at each end of the strip (Fig.3). The clip should be placed on the strip about $1\frac{1}{2}$ ' in from the end to better distribute the compression of the strip over the cover flap. Three clips will be used at each end. Two clips per strip along the sides.

With one end in place, draw the cover tightly over the commodity and make a similar attachment at the other end.

After both ends are secured, tie the clips together, stringing from one clip at one end to the opposite clip at the other end of the car. Tying the clips together prevents their pulling free while the car is moving in transit. With the cover flap material level with the rim, there will be more flap material over the edges and it will be possible to draw the string tight between the clips.

With both ends secured, the two men working opposite each other start at one end of the car and pull the side flaps over the edge of the top rim and secure by means of the wood strips and clips. Work down the side of the edge until the entire top rim is encased in the cover and secured (Fig.4). Wood strips should be butted end to end to make a complete seal along the edges.

When attaching clips, make sure they are secured under the bulb angle to prevent their pulling free when the car is in transit (Fig.3).

FIG 1

LEVEL LOAD
WITH TOP RIM

International-Stanley Corp.

Drawn by: *J. L. Barry*

Date: 10/15/63



FIG 2

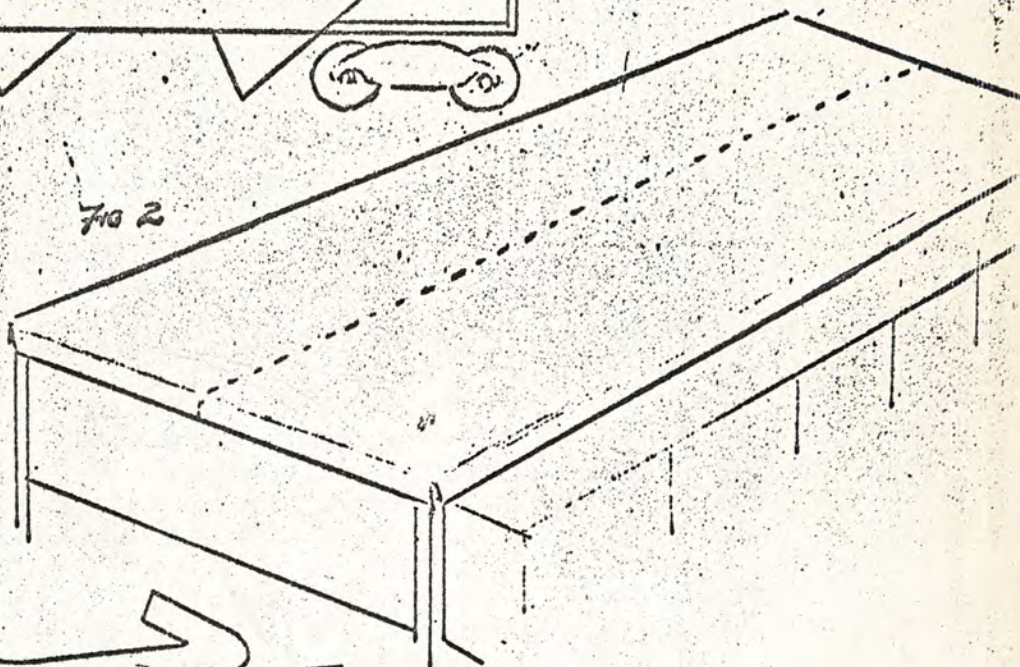


FIG 3

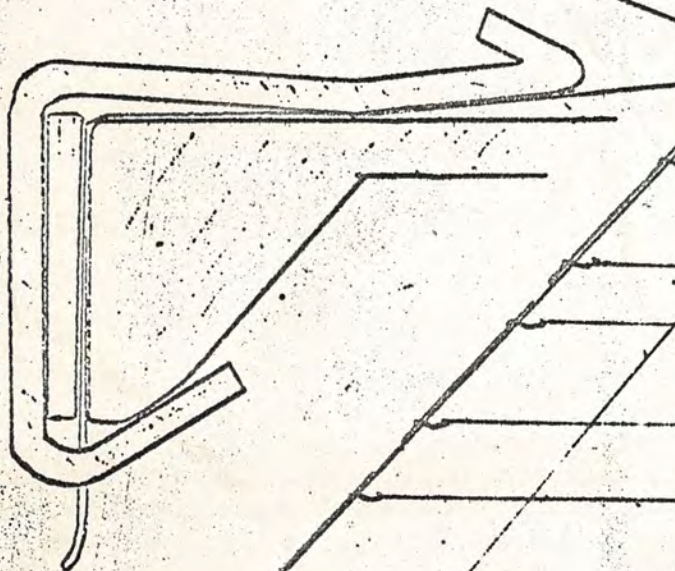
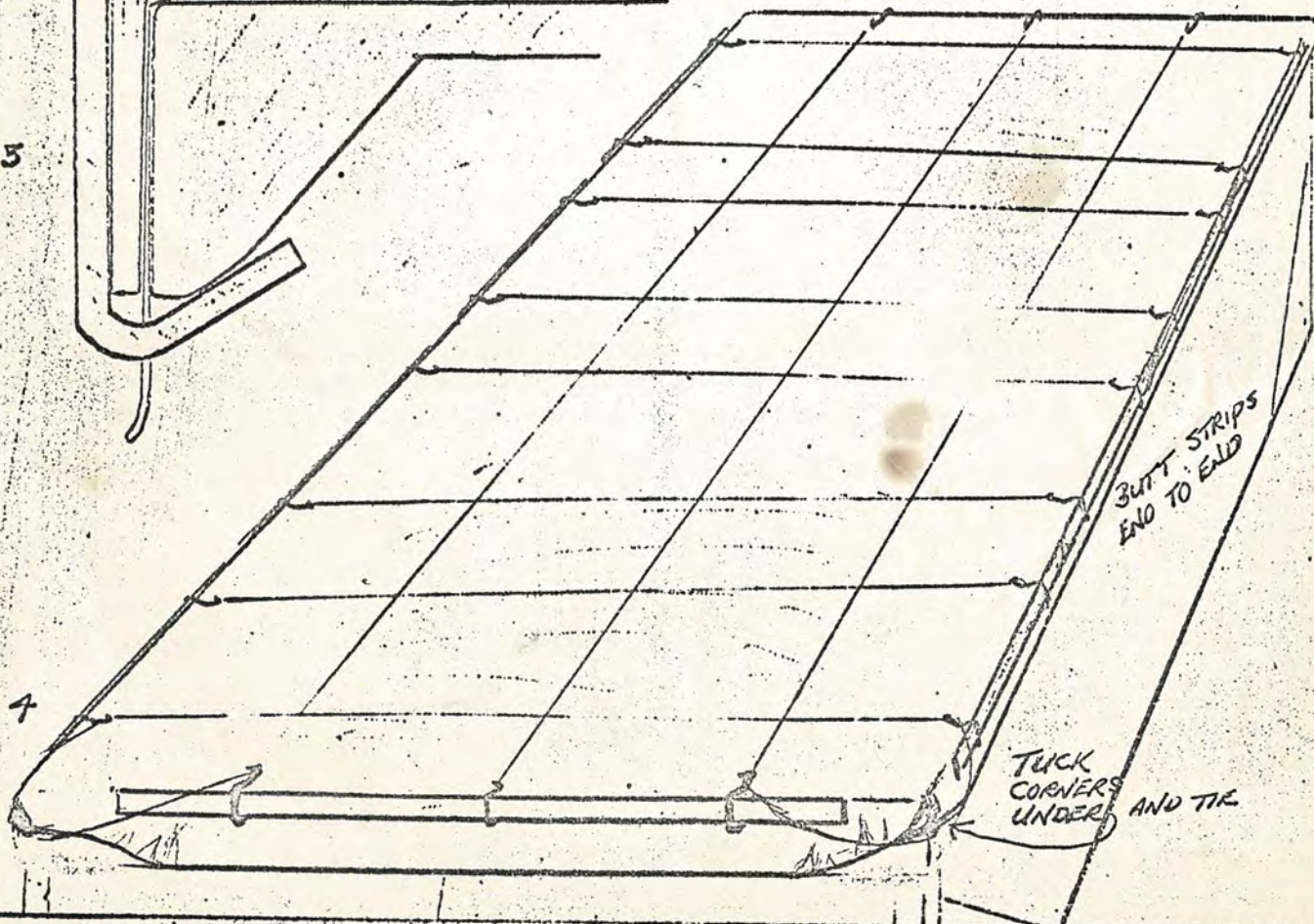


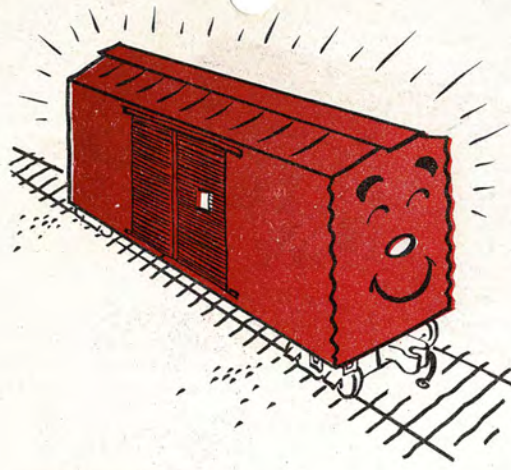
FIG 4



BUTT STRIPS
END TO END

TUCK
CORNERS
UNDER AND TIE

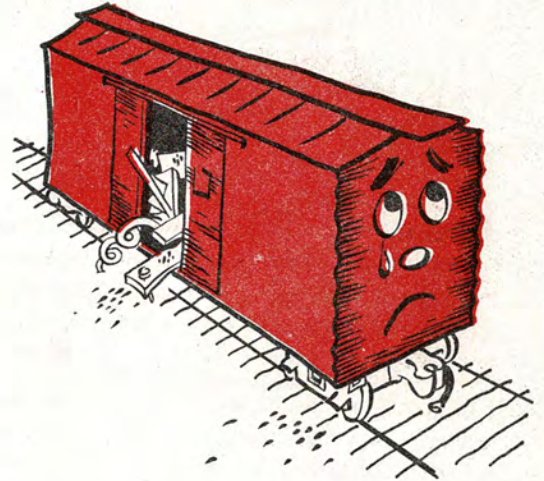
I Can't
Go Out
Tonight!



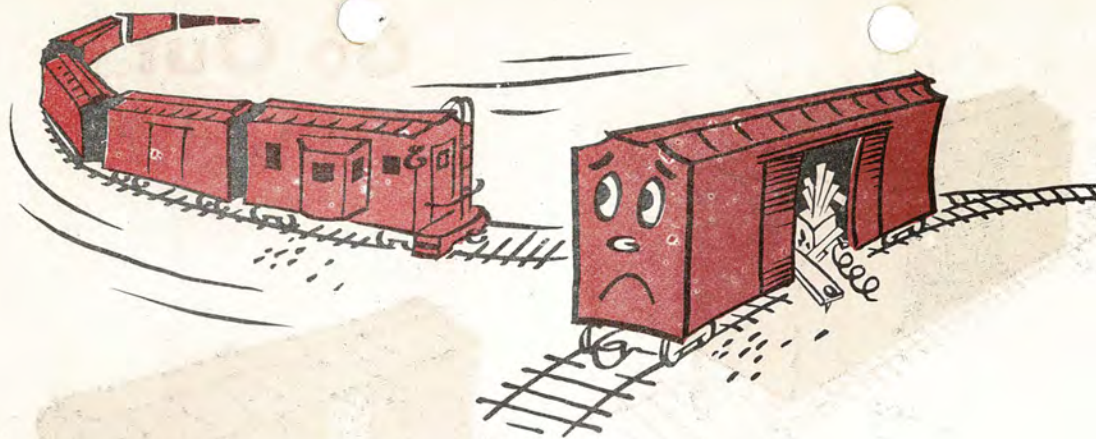
Dressed up to go out with the gang.

MONON RAILROAD

REPRINTED WITH PERMISSION SOUTHERN PACIFIC R.R.



MONON RAILROAD



I was supposed to go out with the rest of the cars in a freight train tonight, but now I can't go! And why? I'm stuck here on a cleaning track and it might be three days before I can get away.

I'm about as mad as the Car Inspector was when he saw the condition I'm in. He said a lot of things—some words I didn't understand, but I think I got his point.

He said that maybe the men who unloaded me and left debris and dunnage lying around my bottom didn't realize I would be tied up from one to three days on the cleaning track before I am useable again. And that someone could get hurt

by the steel tie-down straps that were left dangling out my doors when I was moved.

He also said that Southern Pacific loses 125,000 box car days every year because freight receivers leave freight cars dirty. If we were cleaned out every time freight is unloaded, we could go right back to work, with the result that all of our shipper friends could have better and faster service, and there *never would be a box car shortage* — even in peak loading seasons.

Well, that's why I'm here on the cleaning track with a lot of other dirty cars. But I sure wish I was on the main line doing a good job for one of our shippers.