



**Long Island Rail Road**  
*Going your way*

**BID SHEETS**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**

**NOVEMBER 7, 2018**

**TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENIORITY  
ROSTER OF CLERICAL FORCES:**

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
P&L 2710	Warehouse Person Temporary (A. Matthew)	NO BIDS RECEIVED	
P&L 2711	Assistant Warehouse Person Temporary (E. Schinella)	NO BIDS RECEIVED	
P&L 2712	Warehouse Person Temporary (A. Okolo)	NO BIDS RECEIVED	
P&L 2713	Warehouse Person-Warehouse 15 SF-V/V-Permanent (A. Kennedy)	NO BIDS RECEIVED	
P&L 2714	Warehouse Person-V/V Permanent (M. Boyd West)	NO BIDS RECEIVED	
P&L 2715	Stores Truck Driver ESA – Permanent (H. Cyrus)	WITHDRAWN	
P&L 2716	Assistant Warehouse Person Permanent (C. Webb)	James Desir	10/31/18
P&L 2717	Warehouse Person-Warehouse 15 SF-V/V- Permanent (L. Gholson)	NO BIDS RECEIVED	
P&L 2718	Warehouse Person Temporary (I. Manstra)	NO BIDS RECEIVED	
P&L 2719	Assistant Warehouse Person Warehouse 15 Shop Floor Permanent (B. Accardi)	NO BIDS RECEIVED	

Elvin Vazquez  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
NOVEMBER 7, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2720**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, November 16, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (A. Matthew) – Temporary  
RE-ADVERTISED (P&L – 2682, 2695 & 2710)  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$35.335 per hour

**DUTIES:** Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018

**RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 2721**

**TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY ROSTER OF  
CLERICAL FORCES:**

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, November 16, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

**POSITION:** Assistant Warehouse Person (E. Schinella) – Temporary  
RE-ADVERTISED (P&L – 2696 & 2711)  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$32.996 per hour

**DUTIES:** Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

**REQUIREMENT:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2722**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, November 16, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (A. Okolo) – Temporary  
**RE-ADVERTISED (P&L – 2672, 2684, 2697 & 2712)**

**LOCATION:** Hillside

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$35.335 per hour

**DUTIES:** Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2723**

#### **TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:**

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, November 16, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (A. Kennedy) – Permanent  
RE-ADVERTISED (P&L – 2650, 2660, 2673, 2685, 2698 & 2713)  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** Various  
**REST DAYS:** Various  
**RATE OF PAY:** \$35.335 per hour

**DUTIES:** Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2724**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, November 16, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

- POSITION:** Warehouse Person - (M. Boyd-West) – Permanent  
RE-ADVERTISED (P&L – 2600, 2609, 2618, 2626, 2634, 2643, 2652,  
2661, 2674, 2686, 2700 & 2714)
- LOCATION:** Various
- TOUR OF DUTY:** Various
- REST DAYS:** Various
- RATE OF PAY:** \$35.335 per hour
- DUTIES:** Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.
- Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.
- Perform all other related duties as assigned.
- REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2725**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, November 16, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

**POSITION:** Warehouse Person - (L. Gholson) – Permanent  
RE-ADVERTISED (P&L – 2681, 2692, 2706 & 2717)  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** Various  
**REST DAYS:** Various  
**RATE OF PAY:** \$35.335 per hour

**DUTIES:** Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018



## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2726**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, November 16, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (I. Manstra) – Temporary  
**RE-ADVERTISED (P&L – 2693, 2707 & 2718)**

**LOCATION:** Hillside

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$35.335 per hour

**DUTIES:** Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2727**

#### **TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY ROSTER OF CLERICAL FORCES:**

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, November 16, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (B. Accardi) – Temporary  
**RE-ADVERTISED (P&L – 2694, 2708 & 2719)**

**LOCATION:** Hillside Warehouse 15 Shop Floor

**TOUR OF DUTY:** 8:00AM – 4:00PM

**REST DAYS:** Sunday & Monday

**RATE OF PAY:** \$32.996 per hour

**DUTIES:** Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

**REQUIREMENT:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2728**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, November 16, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (J. Biagini) – Permanent  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$35.335 per hour

**DUTIES:** Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2729**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, November 16, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (R. Lipton) – Temporary  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$32.996 per hour

**DUTIES:** Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L - 2730**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, November 16, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (B. Sevigny) – Temporary  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$35.335 per hour

**DUTIES:** Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L - 2731**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, November 16, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

**POSITION:** Stockman - (R. Kranenberg) – Permanent  
**LOCATION:** Babylon Storeroom  
**TOUR OF DUTY:** 7:00 AM – 3:00 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$38.297 per hour

**DUTIES:** Must be proficient in WMS and MAXIMO operations and perform all appropriate input. Must have a complete working knowledge of all Stores activities, including knowledge of the entire Long Island Rail Road procurement system, including, but not limited to the following:

Payroll (CTAMS), and must coordinate overtime through user departments. Weekly outlying points inventory verifications. All outlying points material replenishments via transfer. Must have complete working knowledge of the Long Island Rail Road accounting system and its relation to the Stores Department. Will be required to set up complete inventory system and be able to maintain same. Must have a working knowledge of Stores Department Shipping and Receiving systems as it relates to the user's activities. Perform all other related duties as assigned.

Must have leadership qualities as the span of control encompasses the direction, motivation, supervision and control of two or more employees. Must be able to conduct oneself in a business-like fashion in all oral and written communications.

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
November 7, 2018

## **LONG ISLAND RAIL ROAD**

### **Bulletin 18-2018**

We are accepting resumes for the **Permanent** position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, November 16, 2018 at 5:00 PM.

**POSITION:** CSR - 905 (Appointed)  
Customer Service Representative

**LOCATION:** Customer Service Center  
(HSF)

**RATE OF PAY:** 33.868

**TOUR OF DUTY:** 1:00 PM – 9:00 PM

**RELIEF DAYS:** Tuesday and Wednesday

### **JOB SUMMARY:**

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Rail Road travel and ticket services.

### **WORK PERFORMED:**

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls and make outgoing calls as required to follow-up on a customer matter, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a call-back. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Responsible to understand all alarms and visual displays as to network and MTA service status.

- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

**QUALIFICATIONS:**

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino  
Customer Service Manager

Posted November 7, 2018



**THE LONG ISLAND RAIL ROAD  
OFFICE OF THE CHIEF STATIONS OFFICER – STATIONS DEPARTMENT**

November 7, 2018

**BULLETIN NO. SD-21-2018**

This bulletin will close **at 5:00 PM on Friday, November 16, 2018.** It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to Alicia St Nicholas, Jamaica, Department 1106. **If you fax your bid (718-558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by calling Crew before the bulletin closes.**

Position No: 1	Temporary	Ticket Clerk (C904)
Location:		Penn Station
Tour of Duty:		Thursday/Friday: Clerk - 4:00 pm – 12:00 am Saturday: Clerk - 2:00 pm– 10:00 pm Sunday/Monday: TR – 2:00 pm – 10:00 pm
Rate of Pay:		\$36.463
Rest Days:		Tuesday/Wednesday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties. Must possess the ability to exercise good judgment and efficiently perform assigned duties.

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Position No: 2	Temporary	Ticket Clerk (C118)
Location:		Penn Station
Tour of Duty:		4:00 pm – 12:00 am
Rate of Pay:		\$36.463
Rest Days:		Thursday/Friday
Primary Duties:		Same as Position No. 1

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Position No: 3	Temporary	Ticket Clerk (C148)
Location:		Penn Station Lost & Found
Tour of Duty:		7:00 am – 3:00 pm
Rate of Pay:		\$35.209
Rest Days:		Saturday/Sunday

Primary Duties: Responsible for daily interaction with customers entering the Lost & Found Office at Penn Station. Responsible for accepting and returning to their owners items that have been left on trains or found on LIRR property. Entering lost items into the Lost & found database with complete accurate descriptions. Must possess and strong customer service skills, to help individuals who may be stressed, anxious and upset about losing their property, to start the process of being reunited with their items. Must be able to work unsupervised and meet quotas. Must be able to update the Lost and Found database to ensure accurate article descriptions and contact information whenever applicable. Must be able to perform all aspects of the Lost and Found process from item retrieval to return to owner or disposition as well as Customer Side processes and data entry. Must answer phones in a professional, courteous, customer friendly manner and also make calls to customers regarding their lost items. Perform excellent customer service when handling inquiries at the window or on the phone. Upon completion of training must exhibit a proficient knowledge of New York State Property Laws as they pertain to Item Retention Periods, disposition, and Finder's Rights. Upon completion of training must exhibit proficient knowledge of the LIRR's Lost & Found corporate policy and procedures, with regard to internal controls, maintaining an inventory of items found on trains or stations. Be familiar with the monthly/annual reports with regard to lost property handled by the Lost & Found Office. Interact with Stations Department personnel and other LIRR departments to ensure a timely collection of items found on trains and at stations. Work as directed by the LIRR Stations Department management team. Travel to outlying locations to retrieve items (yards, terminals, stations). Will be required on occasion to be "Stepped-Up" the role of Disposition Clerk. Must be able to demonstrate problem solving, a proficiency in written and oral communication and a high degree of interpersonal skills. Knowledge and proficiency with personal computers, I-pads, and I-Phones. Be able to lift 50 pounds and step up on train ladders to board train cars in the yard. Must be a Qualified Ticket Seller. Must possess a high degree of professionalism and integrity as well as organized and detail oriented. Must understand basic LIRR train movement and manipulations to assist in locating items left on trains or retrieved in train yards and communicate with field personnel in the process.

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Position No: 4                      Temporary                      Ticket Clerk (C151)  
Location:    Penn Station TSM  
Tour of Duty:    6:00 am – 2:00 pm  
Rate of Pay:    \$36.755  
Rest Days:    Saturday/Sunday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and the daily servicing of ticket vending machines. Responsible for completing daily-tour incident reports. Must drive between Long Island Rail Road properties; must make minor repairs (i.e., change flat tires) as necessary for completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket-page device while on duty to communicate between supervisors and carry photo I.D. to provide positive identification at all times.

Must possess the ability to service, define error codes and correct malfunctions in the S&B TVM's. Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the S&B TVM utilizing a computer notebook.

Must possess the ability to exercise good judgment. Applicant must be customer oriented and be capable of effectively and courteously relating to customers.

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Position No: 5                      Temporary                      Mail & Ride Clerk (P206)  
Location:    Jamaica  
Tour of Duty:    9:15 am – 5:15 pm  
Rate of Pay:    \$36.060  
Rest Days:    Saturday/Sunday

Primary Duties: Must be a competent 25 wpm typist and be familiar with Microsoft Word software on a personal computer. Must have a full understanding of the sale and accounting of Mail & Ride MetroCard monthly commutation tickets and all other Mail & Ride processes (ex. Application processing, collections, returned tickets, lockbox operations, MetroCard value inquiries, Police pass program, etc.). Must be familiar with line station and terminal ticket office operations and refund policies. Must be customer-oriented and be capable of effectively, efficiently and courteously relating with customers on the telephone. Must be able to use a PC to access the Mail & Ride database for customer inquiries, electronic posting of payments, record updates, etc. Must take lost ticket reports for all commuters.

Must receive deliveries from the Loading Dock/Receiving Office, arranging for transfer of deliveries to Mail & Ride storage areas and must perform monthly inventories of Mail & Ride supplies. Must be able to perform all other Mail & Ride related Duties.

Must be familiar with collection procedures for the sole purpose of collection of Long Island Rail Road past accounts.

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Position No: 6                      Permanent                      Station Appearance Maintainer (V902)  
Location:    Valley Stream/Morris Park  
Tour of Duty:    Mon/Tue: Morris Park – 6:15 am – 2:15 pm  
    Wednesday: Valley Stream - 6:00 am – 2:00 pm  
    Sat/Sun: Morris Park - 6:00 am – 2:00 pm  
Rate of Pay:    \$31.148  
Rest Days:    Thursday/Friday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must drive between Long Island Rail Road properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times.

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Position No: 7                      Permanent                      Station Appearance Maintainer (WSY102)  
Location:    West Side Yard  
Tour of Duty:    2:00 pm – 10:00 pm  
Rate of Pay:    \$30.220  
Rest Days:    Monday/Tuesday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed.

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Position No: 8                      Permanent                      Station Appearance Maintainer (WSY101)

Location:    West Side Yard

Tour of Duty:    6:30 am – 2:30 pm

Rate of Pay:    \$30.220

Rest Days:    Saturday/Sunday

Primary Duties:    Same as Position No. 7

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Position No: 9                      Permanent                      Station Appearance Maintainer (HMC123)

Location:    Hillside

Tour of Duty:    3:00 pm – 11:00 pm

Rate of Pay:    \$30.220

Rest Days:    Saturday/Sunday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. All duties must be performed in an efficient and courteous manner. Responsible to complete daily facility cleaning reports and to provide reports to supervisors as directed. Responsible to perform, all related duties as directed.

Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Appearance Maintainer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

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Position No: 13	Permanent	Station Appearance Maintainer (V490)
Location:		Valley Stream
Tour of Duty:		3:00 pm – 11:00 pm
Rate of Pay:		\$31.148
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 6

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Position No: 14	Temporary	Crew Dispatcher (CDR105)
Location:		Jamaica
Tour of Duty:		Thursday - 7:30 am – 3:30 pm Friday/Saturday - 2:00 pm – 10:00 pm Sunday/Monday – 10:00 pm – 6:00 am
Rate of Pay:		\$45.233
Rest Days:		Tuesday/Wednesday

Primary Duties: Bids will only be valid from applicants qualified through the Stations Crew Dispatching Training Program, or from employees who have previously owned an Assignment Clerk position in the Stations Department.

Must have a complete understanding of the manipulation and regulations governing the Agent's, Ticket Clerk's and Station Cleaner's, Assistant Station Masters, and Public Information Office's crew boards to be able to cover assignments on a daily basis. Must be able to prepare and post weekly time cards for all Agents, Ticket Clerks, and Station Cleaners based on daily crew sheets and other crew board documentation. Must have thorough knowledge of the rules, regulations and agreements governing the working conditions of employees represented by the Transportation Communications Union. Must update absence-control records and work as directed within the office the Director Stations Support and Administration.

Position No: 15	Temporary	Crew Dispatcher Trainee
Location:		Jamaica
Tour of Duty:		Various
Rate of Pay:		\$35.255
Rest Days:		Various

Primary Duties: To train on all phases of crew dispatching, payroll processing, absence control and other related clerical duties. Trainees will be required to train on all Crew Dispatching and Payroll Dispatching assignments in order to become conversant in the use of crew books, payroll manuals, manpower reports, etc. and to obtain a thorough knowledge of the regulations governing employees under the jurisdiction of the Stations Manpower office. Employees awarded a training position will post on all three shifts, for a period not to exceed two months. Trainees will be required to become fully qualified during the two-month period. If the department determines that an employee has qualified in less than the specific period, the employee will be deemed qualified at the time. Rule 33 is modified for the purposes of this program to read: ". . . fails to qualify within 60 days." During training, trainees are prohibited from bidding any other position. The trainees will not work on holidays during the training period unless specifically required to do so by the Carrier." The trainee's regular job will be bulletined as a temporary job. If no Crew Dispatcher vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority. When a Crew Dispatcher (Assignment Clerk) vacancy is advertised, only bids from applicants qualified through the training program or from employees who have previously owned a Crew Dispatcher position in the Stations Department will be entertained. If no qualified bid is received, the junior qualified employee (qualified within the previous six months) will be assigned to the vacant position. If there are no qualified applicants, a Crew Dispatcher trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy. For six months following the qualification of a trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Crew Dispatcher. The trainee will work five days per week and will be assigned two relief days, not necessarily consecutive.

\*Differential not included in above rate of pay.

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**AWARDS TO BULLETIN SD-20-2018**

	<b><u>JOB #</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
<b>POSITION NO. 1</b>	Temporary C904	Re-Advertised	
<b>POSITION NO. 2</b>	Temporary ATL109	Withdrawn	
<b>POSITION NO. 3</b>	Permanent V902	Re-Advertised	
<b>POSITION NO. 4</b>	Temporary HMC123	Withdrawn	
<b>POSITION NO. 5</b>	Temporary WSY102	Re-Advertised	
<b>POSITION NO. 6</b>	Permanent JAM131	D. Cognata	<b>10/31/18</b>
<b>POSITION NO. 7</b>	Permanent HMC111	T. Thorsen	<b>10/31/18</b>
<b>POSITION NO. 8</b>	Permanent V457	N. Russo	<b>10/31/18</b>

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Alicia St. Nicholas, Manager Station Services Support  
Posted: November 7, 2018

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL1-83      **Sequence:** 17

**Description:** USHER BULLETIN 1/83

**Open:** 10/17/2018 00:01      **Close:** 10/26/2018 17:00      **Effective:** 10/31/2018 00:01      **Posted:** 10/15/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JAU7	USHERS	Permanent	JAMAICA		A CHOWA	
JAU1	USHERS	Permanent	JAMAICA		WITHDRAWN	
UX0005	USHERS	Permanent	LIRR-Extra List		WITHDRAWN	
UX0011	USHERS	Temporary	LIRR-Extra List		WITHDRAWN	
RUH2	USHERS	temp	RELIEF CREW	56344	HINRICH, T	28 RUH1 US JAM

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** USBUL1-84

**Bulletin Seq:** 17

**Bulletin Description:** USHER BULLETIN 1/84

Open: 11/07/2018 00:01

Close: 11/16/2018 17:00

Effective: 11/21/2018 00:01

Posted: 11/07/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH1	USHERS	TEMP	JAMAICA

Location JAMAICA & ATLANTIC AVENUE

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay \*\$38.021 HOURLY

SAT/SUN JAU1 (1201AM)

MON/TUES JAU7 (4PM)

WED BKU2 (230PM)

\*ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGANING AGREEMENTS.

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

\* Ushers are expected to be courteous at all times.

\* In some instances, they must be able to work with minimal direction.

\* Must work well with the public

\* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

\* During the course of the 3 week training program, the applicant will complete a review of all station stops.

\* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

11/06/20 8:34

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL2-87    **Sequence:** 12

**Description:** TELEGRAPHERS BULLETIN 2-87

**Open:** 10/17/2018 00:01    **Close:** 10/26/2018 08:00    **Effective:** 10/31/2018 00:01    **Posted:** 10/17/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
JTD21	TRAIN DIRECTOR	Temporary	JCC TOWER	51326	KELLY, RC	67	VA2 AT VAL
BO1052	BLOCK OPERATOR	Permanent	LIRR-Extra List		<b>WITHDRAWN</b>		
<b>MT2014</b>	<b>MYB GROUP 3 TRAINING</b>	<b>TEMP</b>	<b>JAMAICA</b>		<b>READVERTISED</b>		

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

11/06/20 14:07

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** TELBUL2-88

**Bulletin Seq:** 12

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-88

Open: 11/07/2018 00:01

Close: 11/16/2018 08:00

Effective: 11/21/2018 00:01

Posted: 11/07/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
VA2	ASST. TRAIN DIRECTOR	Temporary	VALLEY TOWER

Location VALLEY TOWER

Report Time 2PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \*\$45.757 HOURLY

\*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

11/06/20 14:31

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** TELBUL2-88

**Bulletin Seq:** 12

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-88

**Open:** 11/07/2018 00:01

**Close:** 11/16/2018 08:00

**Effective:** 11/21/2018 00:01

**Posted:** 11/07/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
MT-3014	MOVEMENT BUREAU GROUP 3 TRAINING POSITION	Temporary	JAMAICA
	Location: MOVEMENT BUREAU, JAMAICA		
	Report Time: VARIOUS		
	Rest Days: VARIOUS		
	Rate Of Pay: \$39.471 HOURLY (MINIMUM)		

\*\*\*Please Note this position based in accordance with TCU agreement signed on February 16, 2018\*\*\*

Training position open to Block Operators by which "the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list." Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

11/06/20 14:31

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** TELBUL2-88

**Bulletin Seq:** 12

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-88

Open: 11/07/2018 00:01

Close: 11/16/2018 08:00

Effective: 11/21/2018 00:01

Posted: 11/07/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
MT-3015	MOVEMENT BUREAU GROUP 3 TRAINING POSITION	Temporary	JAMAICA
	Location: MOVEMENT BUREAU, JAMAICA		
	Report Time: VARIOUS		
	Rest Days: VARIOUS		
	Rate Of Pay: \$39.471 HOURLY (MINIMUM)		

\*\*\*Please Note this position based in accordance with TCU agreement signed on February 16, 2018\*\*\*

Training position open to Block Operators by which "the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent-Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list." Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

11/06/20 14:31

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW8-65      **Sequence:** 78

**Description:** C/D BULLETIN 8-64

**Open:** 10/17/2018 00:01      **Close:** 10/26/2018 17:00      **Effective:** 10/31/2018 00:01      **Posted:** 10/03/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD1F	CREW DISPATCHER	Permanent	JAMAICA	Readvertis	Readvertis	
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis	Readvertis	

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.



**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** CREW8-66

**Bulletin Seq:** 78

**Bulletin Description:** C/D BULLETIN 8-66

Open: 11/07/2018 00:01

Close: 11/16/2018 17:00

Effective: 11/21/2018 00:01

Posted: 11/07/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
CD1F	CREW DISPATCHER	Permanent	JAMAICA

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 759AM

Rest Days MONDAY & TUESDAY

Rate Of Pay \$43.810 HOURLY\*

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND

UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

\*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List
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Location MANAGER-TRANS. CREW MANAGEMENT JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 HOURLY\*

\*RATE OF JOB COVERED WITH \$26.629 MINIMUM

APPLICATIONS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A

THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND

UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE

MANAGER - TRANSPORTATION CREW MANAGEMENT SERVICES.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

11/06/20 14:11



JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	Mon-Tue-Wed 2:30 p.m. to 10:30 p.m. Sat-Sun 6:30 a.m. to 2:30 p.m.
RELIEF DAYS	THURSDAY & FRIDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 27

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 35

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 28

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 34

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	MONDAY & TUESDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

A. M. MICHELETTI  
OFFICE OF M/E MANPOWER, HMC 3012

THE LONG ISLAND RAIL ROAD  
MAINTENANCE OF EQUIPMENT DEPARTMENT  
November 7, 2018

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

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**BULLETIN NO. 1706**

We are currently considering candidates for appointment to the **PERMANENT** Exception 4 position of **FLEET OPERATION SUPPORT CLERK** in the Maintenance of Equipment Department.

- Location                     Babylon  
Tour of Duty                 7:30 a.m. – 3:30 p.m.  
Relief Days                 Saturday & Sunday  
Rate of Pay                 \$36.315 hourly  
Primary Duties -           Report to General Manager, Fleet Operations and support the administration requirements for more than 20 outlying points and supporting staff.  
-                             Provide timely and efficient flow of information and activity to the managers and employees.  
-                             Coordinate the Mechanical Safety Partnership Committee Meetings and accurately provide minutes, attendance and task lists.  
-                             Coordinate all HVAC Field Repairs, provide analysis and spreadsheets to Deputy General Manager, Master Mechanics and General Foremen.  
-                             Reconcile toilet invoices from contractors, identify cost discrepancies and prepare for authorization and approval.  
-                             Review daily Maximo and service reports including inspection/servicing, defects, FRA Establishment reports; identify operating trends and provide analysis weekly.  
-                             Establish, monitor and maintain Daily Toilet servicing activities from all yards utilizing Out of Service reports, Car Status Report Summary, Cars Successfully Serviced reports and identify discrepancies against control sheets and contractor data Maintain Fleet Cleaning Summary reports for all yards and stations; prepare monthly reports and spreadsheet; assist Law Department in investigations of facts for the presentation of claims requested for pending law suits.  
-                             Assist managers in the review of approximately 200+ overtime authorizations, daily manpower requirements and payroll controls; identify work order and department gang transfer discrepancies and provide analysis of payroll costs. Update daily Manpower Open Job Lists for craft employees and identify placements.  
-                             Assist local union representatives as it pertains to Corporate and departmental policies and procedures and be knowledgeable of governing collective bargaining agreements as it pertains to the coverage of positions and work rules.  
-                             Candidate must follow the confidentiality guidelines established by the Central Manpower Office.  
-                             All other clerical duties as assigned.
- Qualifications -           Must be a competent typist (25 wpm) and must possess the ability to take extensive meeting minutes and transcribe with detailed accuracy and perform all other administrative and clerical duties.  
-                             Must be proficient in inputting, formatting and processing summaries of data tabulations.  
-                             Must have knowledge of software packages, including Microsoft Word, Excel, etc. Must be able to assist in preparation of formal presentations.  
-                             Maximo proficiency is preferred.

All interested candidates should forward their resumes to A. M. Micheletti, Sr. Manager – M of E Manpower Resource Management, at HMC Mail code 3012 no later than the close of business November 16, 2018. Please include the bulletin number, your service date, railroad experience, and current work location and phone number.

A. M. MICHELETTI  
OFFICE OF M/E MANPOWER, HMC 3012

**STATIONS DEPARTMENT**  
**NOTICE NO. 2018-36**

Date: October 19, 2018  
To: All Stations Department Uniformed Employees  
From: James Compton, Chief Stations Officer *11/20/18 J.C.*  
Subject: Uniforms - Annual Re-Issue Period

The annual re-issue period for ordering uniforms will begin **Wednesday, October 31<sup>st</sup>, 2018 and run through December 28<sup>th</sup>, 2018.**

You will have the option to order online, by phone or via fax. The issuance of new uniforms will help ensure your comfort for the upcoming season and will help project a professional image that reflects well on us all. We have altered our current uniform to suit our working needs. Cargo pants will now replace dress pants for Agents, Clerks and SAMS. Wearing the proper LIRR uniform makes employees more easily identifiable and helps in creating a more secure environment for employees and customers alike.

Order forms will be available at ticket offices, main terminal locations, on the Stations Department Intranet page or you may contact Alicia St. Nicholas by phone, 347-494-6071 or via email at [astnico@lirr.org](mailto:astnico@lirr.org)

The vendor will provide you with more detailed instructions in which you may place your order including:

- Order online at <http://nyct.vfimagewear.com>
- E-mail your completed order form to: [LIRR@vfc.com](mailto:LIRR@vfc.com)
- Fax completed form to 1-877-662-5328

**NEW EMPLOYEES**

If you are a new employee and have not received your initial uniform issuance, you cannot submit your order online, by fax or email as you are not yet in the vendor's system. Please contact Alicia St. Nicholas for information on how to submit your order.

If you have any uniform questions at all, please contact Alicia St. Nicholas 347-494-6071 or via email at [astnico@lirr.org](mailto:astnico@lirr.org)

\*\*\*

"A clean, neat uniform shows the customers you take pride in your job"

SHIP TO	Employee Name:		Note: To Avoid Delays, All Orders MUST Have Employee ID# or BSC#			
	Street Address: (No PO Boxes)		EXPENSE TYPE: (CHECK ONE)			
			LIRR Emp.#		BSC#	
	City		Title:			
	State          Zip		<input type="checkbox"/> Company Expense <input type="checkbox"/> Credit Card (See Payment Section Below)			
Phone		Email:				

INITIAL ISSUE	ITEM DESCRIPTION	MATERIAL#	SIZE RANGE	ORDER SIZE	QTY	PRICE EACH	TOTAL
1	Red Single Breasted Blazer, with Logo	NT4311	0-28			\$64.00	
1	Red Tailored Vest, with logo	NT5017	XS-3XL			\$25.00	
2	White Long Sleeve Button Up Shirt, with logo	NT1249	S-4XL			\$32.00	
2	White Short Sleeve Button Up Shirt, with logo	NT1250	S-4XL			\$27.50	
2	Red V-Neck Long Sleeve Sweater, with Logo	NT5013	XS-3XL			\$33.00	
	Red V-Neck Sweater Vest, with Logo	NT5016	XS-3XL			\$25.00	
2	Black Pants	NT2548	0-18 & 18W-28W	size      inseam		\$52.00	
1	Black Single Breasted Overcoat, with .logo	NT3019	XS-5XL			\$169.00	
3	Black Multi-Stripe Bow Tie	NT7249	One size			\$6.00	
	Black Floppy Bow Tie	NT7239	One size			\$9.50	
1	Black Bell Crown Hat with Gold Expansion Strap	NT7241	XS-2XL			\$90.00	
As Required	Name Badge <i>mat# - NT7243</i>	ENTER 5 DIGIT ID#	Name:			\$17.00	
1	Medallion <i>mat# - NT7259</i>					\$12.00	

INITIAL ISSUE	ITEM DESCRIPTION	MATERIAL#	SIZE RANGE R = REG. T = TALL	ORDER SIZE	QTY	PRICE EACH	TOTAL
1	Men's Red Single Breasted Blazer, with Logo	NT4312	36-54 R, 38-54 T evens			\$64.00	
1	Men's Red Tailored Vest, with logo	NT5018	S-5XL			\$25.00	
2	Men's White Long Sleeve Button Up Shirt, with logo	NT1252	XS-6XL			\$32.00	
	Men's Tall White Long Sleeve Button Up Shirt, with logo	NT1252	LT-3XLT			\$32.00	
2	Men's White Short Sleeve Button Up Shirt, with logo	NT1253	XS-6XL			\$27.50	
2	Men's Red V-Neck Long Sleeve Sweater, with Logo	NT5014	XS-5XL			\$33.00	
	Red V-Neck Sweater Vest, with Logo	NT5016	XS-5XL			\$25.00	
2	Men's Black Flat Front Pants	NT2546	28-54 evens only	waist      inseam		\$52.00	
1	Men's Black Single Breasted Overcoat, with logo	NT3084	XS-5XL			\$169.00	
3	Men's Black 4-in-Hand Tie	NT7238	One size			\$12.50	
	Black Multi-Stripe Tie	NT7248	One size			\$7.50	
1	Black Bell Crown Hat with Gold Expansion Strap	NT7241	XS-2XL			\$90.00	
As Required	Name Badge <i>mat# - NT7243</i>	ENTER 5 DIGIT ID#	Name:			\$17.00	
1	Medallion <i>mat# - NT7259</i>					\$12.00	

PAYMENT	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express	
	Credit Card#	
	Signature:	

**TOTAL**

To Place your order, please use one of the following methods:  
 E-mail: [lirr@vfc.com](mailto:lirr@vfc.com)  
 Fax Orders: 1-877-662-5328  
 Mail: VF Imagewear  
 Direct Customer Support  
 P.O. Box 140995  
 Nashville, TN 37214-0995



**STATION APPEARANCE MAINTAINERS**  
**FEMALE & MALE ANNUAL ISSUE**



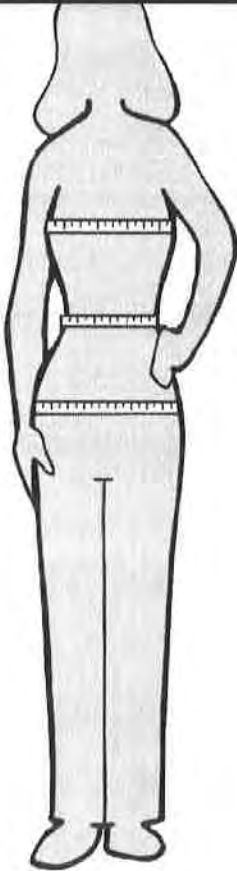
<b>SHIP TO</b>	Employee Name:		<b>Note: To Avoid Delays, All Orders MUST Have LIRR Employee ID# &amp; BSC#</b>									
	Street Address: (No PO Boxes)		<b>EXPENSE TYPE: (CHECK ONE)</b>									
			LIRR Employee #									
			BSC #									
	City		Title:									
	State      Zip		<input type="checkbox"/> Company Expense <input type="checkbox"/> Credit Card (See Payment Section Below)									
Phone		Email:										

INITIAL ISSUE	ITEM DESCRIPTION	MATERIAL#	SIZE RANGE	ORDER SIZE		QTY	PRICE EACH	TOTAL
				<input type="checkbox"/> Please Check One				
2	Cargo, Flat, Navy	NT2588	4-24	SIZE:	INSEAM:		\$29.50	
2	Workshirt, LS, Lt. Gray w/Emblem	NT1275	4-24	SIZE:			\$14.00	
	Workshirt, LS, PetroBlue (Foreman Only)	NT1013	4-24	SIZE:			\$14.00	
2	Workshirt, SS, Lt. Gray w/Emblem	NT1258	4-24	SIZE:			\$13.00	
	Workshirt, SS, PetroBlue (Foreman Only)	NT1403	4-24	SIZE:			\$13.00	
2	Unisex, T Shirt, SS, Light Gray	NT5019	S-5XL	SIZE:			\$10.00	
	Unisex, Sweatshirt, Medium Gray	NT5020	S-3XL	SIZE:			\$19.50	
1 every 2	Parka, Orange/Silver w/Logo	NT3016	S-8XL Reg, M-8XL Long (UNISEX)	<input type="checkbox"/> Reg. <input type="checkbox"/> Long	SIZE:		\$202.00	
1 every 2	Eisenhower "Ike" Jacket, Orange/Silver w/Logo	NT3080	S-8XL Reg, M-8XL Long (UNISEX)	<input type="checkbox"/> Reg. <input type="checkbox"/> Long	SIZE:		\$155.00	

INITIAL ISSUE	ITEM DESCRIPTION	MATERIAL#	SIZE RANGE	ORDER SIZE		QTY	PRICE EACH	TOTAL
				<input type="checkbox"/> Please Check One				
2	Cargo, Flat, Navy	NT2587	30-54 Even	SIZE:	INSEAM:		\$29.50	
2	Workshirt, LS, Lt. Gray w/Emblem	NT1275	S-L Short, S-5XL Reg, M-5XL Long	<input type="checkbox"/> Short <input type="checkbox"/> Reg. <input type="checkbox"/> Long	SIZE:		\$14.00	
	Workshirt, LS, PetroBlue (Foreman Only)	NT1256	S-L Short, S-5XL Reg, M-5XL Long	<input type="checkbox"/> Short <input type="checkbox"/> Reg. <input type="checkbox"/> Long	SIZE:		\$14.00	
2	Workshirt, SS, Lt. Gray w/Emblem	NT1258	S-6XL	SIZE:			\$13.00	
	Workshirt, SS, PetroBlue (Foreman Only)	NT1279	S-6XL	SIZE:			\$13.00	
2	Unisex, T Shirt, SS, Light Gray	NT5019	S-5XL	SIZE:			\$10.00	
	Unisex, Sweatshirt, Medium Gray	NT5020	S-3XL	SIZE:			\$19.50	
1 every 2	Parka, Orange/Silver w/Logo	NT3016	S-8XL Reg, M-8XL Long (UNISEX)	<input type="checkbox"/> Reg. <input type="checkbox"/> Long	SIZE:		\$202.00	
1 every 2	Eisenhower "Ike" Jacket, Orange/Silver w/Logo	NT3080	S-8XL Reg, M-8XL Long (UNISEX)	<input type="checkbox"/> Reg. <input type="checkbox"/> Long	SIZE:		\$155.00	

<b>PAYMENT</b>	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express      Exp. Date:		<b>TOTAL</b>		
	Credit Card #		To place your order, please use one of the below methods: Fax: 1-877-662-5328 Email: <a href="mailto:lirr@vfc.com">lirr@vfc.com</a> Mail: VF Imagewear Direct Customer Support P.O. Box 140995 Nashville, TN 37214-0995		
	Signature:				

## MEASURING GUIDE & TIP



### HOW TO MEASURE:

Have someone else measure you. Keep tape straight but not tight. Measure over undergarments or other clothing that will be worn under your uniform. If your measurements fall between two sizes, order the larger size. Nonstandard sizes (sizes outside the size ranges shown) are available upon request. Additional manufacturing time required -- allow up to 60 days.

### CHEST / BUST

Measure around the fullest part of chest, keeping tape up under arms and across the shoulder blades.

### WAIST

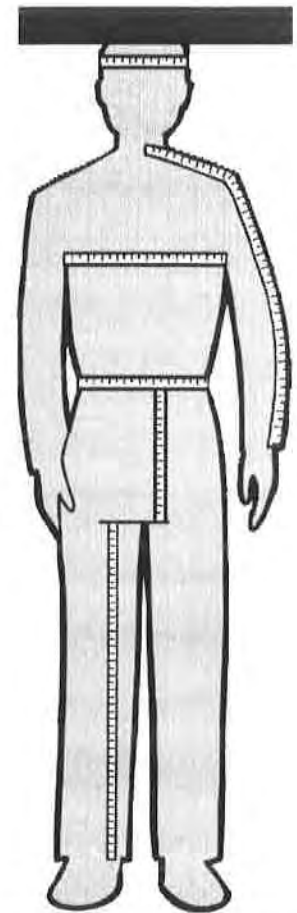
Measure around the smallest part of the natural waistline, Hold tape firmly but not tightly. Keep the tape level and be sure to stand naturally.

### HIPS

Measure around the fullest part of hips, Hold the tape measure firmly but not tightly.

### SLEEVE

Measure from center of neck of back collar, over the shoulder, along arm, behind elbow, to wrist bone.



#### FEMALE WORKPANTS - Garment Measurements

Order Size	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34
Waist Size	26	27	28	29	30.5	32	33.5	36.5	38.5	40.5	42.5	44.5	46.5	48.5	50.5	52.5
Hip Size	35.5	36.5	37.5	38.5	40	41.5	43	46	48	50	52	54	56	58	60	62

#### FEMALE WORKSHIRTS - Garment Measurements

Order Size	4	6	8	10	12	14	16	18	20	22	24
Chest Size	39	40	41	42.5	44	45.5	47.5	50.5	52.5	54.5	56.5
Hip Size	38	39	40	41.5	43	44.5	47	50.5	52.5	54.5	56.5

#### UNISEX PARKA & IKE JACKET - Garment Measurements

Order Size	S	M	L	XL	2XL	3XL	4XL	5XL	6XL	7XL	8XL
Chest Size	43"	50"	54"	58"	62"	66"	70"	74"	78"	82"	86"

#### MALE WORKPANTS

Order Size	28 - 38 All sizes	40-60 Even Only
Waist Size	28 - 38	40 - 60

#### MALE WORKSHIRT - Garment Measurements

Order Size	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
Chest Size	42	46	50	54	58	62	66	70	74



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Mail: VF Imagewear

Direct Customer Support

P.O. Box 140995

Nashville, TN 37214-0995

### OUR PERSONAL GUARANTEE

Any garment that does not meet your expectation of quality or performance may be returned once authorized within 60 days of order date, including customer merchandise if defective.

However, the following items are **NON-RETURNABLE**:

- Personally embroidered with employee or company name
- Trousers hemmed shorter than a 28 inch inseam
- Washed or worn garments
- Custom manufactured special orders
- Altered garments



SHIP TO	Employee Name:				Note: To Avoid Delays, All Orders MUST Have Employee ID# or BSC#			
	Street Address: (No PO Boxes)				EXPENSE TYPE: (CHECK ONE)			
					LIRR Emp.#		BSC#	
	City				Title:			
State		Zip		<input type="checkbox"/> Company Expense <input type="checkbox"/> Credit Card (See Payment Section Below)				
Phone				Email:				

INITIAL ISSUE	ITEM DESCRIPTION	MATERIAL#	SIZE RANGE	ORDER SIZE	QTY	PRICE EACH	TOTAL
1	Blazer, Charcoal Gray	NT4320	4-28 Regular	SIZE:		\$115.00	
2	Cargo, Flat, Navy	NT2588	4-28 Regular	SIZE: INSEAM:		\$29.50	
	Skirt, Straight, Charcoal Gray	NT2543	0-28	SIZE:		\$60.00	
	Skirt, Straight, Navy	NT2542	0-28	SIZE:		\$60.00	
	Shirt, LS White w/Logo	NT1260	0-28	SIZE:		\$20.00	
2	Shirt, LS Lt. Blue w/Logo	NT1259	4-28	SIZE:		\$20.00	
	Shirt, LS Striped w/Logo	NT1263	4-28	SIZE:		\$20.00	
2	Shirt, SS White w/Logo	NT1262	4-28	SIZE:		\$17.00	
	Shirt, SS Lt. Blue w/Logo	NT1261	4-28	SIZE:		\$17.00	
	Shirt, SS Striped w/Logo	NT1264	4-28	SIZE:		\$17.00	
2	Polo Shirt, SS Navy w/Logo	NT5009	XS-6XL	SIZE:		\$18.00	
2	Polo Shirt, LS Navy w/Logo	NT5011	XS-6XL	SIZE:		\$20.00	
1	Sweater Vest, Navy w/logo	NT5007	XS-6XL (UNISEX)	SIZE:		\$29.50	
	Sweater, V-Neck Navy w/logo	NT5006	S-5XL (UNISEX)	SIZE:		\$29.50	
3	Tab Bow Tie, Banded, Maroon	NT7251	ONE SIZE			\$7.50	
	Tab Bow Tie, Banded, Navy	NT7256	ONE SIZE			\$7.50	
	Scarf, Maroon	NT7246	ONE SIZE			\$14.50	
	Scarf, Navy	NT7245	ONE SIZE			\$14.50	
	Tie, Maroon w/White and Navy Stripe	NT7252	ONE SIZE			\$7.50	
	Tie, Navy w/White and Maroon Stripe	NT7253	ONE SIZE			\$7.50	
	Tie, Clip-On, Maroon w/White/Navy Stripe	NT7254	20" / 22"	SIZE:		\$7.50	
	Tie, Clip-On, Navy w/White/Maroon Stripe	NT7255	20" / 22"	SIZE:		\$7.50	
As Required	Name Badge	ENTER 5 DIGIT ID#	NT7367	PRINT First Initial & Last Name		\$11.00	

INITIAL ISSUE	ITEM DESCRIPTION	MATERIAL#	SIZE RANGE	ORDER SIZE	QTY	PRICE EACH	TOTAL
1	Blazer, Charcoal Gray	NT4313	36-46 Short 36-58 Regular 36-58 Long 38-56 X Long	<input type="checkbox"/> Short <input type="checkbox"/> Regular SIZE: <input type="checkbox"/> Long <input type="checkbox"/> X Long		\$115.00	
2	Cargo, Flat, Navy	NT2587	28-54 Regular	SIZE: INSEAM:		\$29.50	
2	Shirt, LS White w/Logo	NT1266	Neck Sleeve 14.0-22.0 (30/31, 32/33, 34/35, 36/37)	SIZE: SLEEVE:		\$20.00	
	Shirt, LS Lt. Blue w/Logo	NT1265	Neck Sleeve 14.0-22.0 (30/31, 32/33, 34/35, 36/37)	SIZE: SLEEVE:		\$20.00	
	Shirt, LS Striped w/Logo	NT1269	Neck Sleeve 14.0-22.0 (30/31, 32/33, 34/35, 36/37)	SIZE: SLEEVE:		\$20.00	
2	Shirt, SS White w/Logo	NT1268	14.0-22.0	SIZE:		\$17.00	
	Shirt, SS Lt. Blue w/Logo	NT1267	14.0-22.0	SIZE:		\$17.00	
	Shirt, SS Striped w/Logo	NT1270	14.0-22.0	SIZE:		\$17.00	
2	Polo Shirt, SS Navy w/Logo	NT5009	XS-6XL	SIZE:		\$18.00	
2	Polo Shirt, LS Navy w/Logo	NT5011	XS-6XL	SIZE:		\$20.00	
1	Sweater Vest, Navy w/logo	NT5007	XS-6XL (UNISEX)	SIZE:		\$29.50	
	Sweater, V-Neck Navy w/logo	NT5006	S-5XL (UNISEX)	SIZE:		\$29.50	
3	Tie, Maroon w/White and Navy Stripe	NT7252	ONE SIZE			\$7.50	
	Tie, Navy w/White and Maroon Stripe	NT7253	ONE SIZE			\$7.50	
	Tie, Clip-On, Maroon w/White/Navy Stripe	NT7254	20" / 22"	SIZE:		\$7.50	
	Tie, Clip-On, Navy w/White/Maroon Stripe	NT7255	20" / 22"	SIZE:		\$7.50	
As Required	Name Badge	ENTER 5 DIGIT ID#	NT7367	PRINT First Initial & Last Name		\$11.00	

PAYMENT	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express    Exp. Date:			
	Credit Card#			
	Signature:			

**TOTAL**

To place your order, please use one of the below methods:

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Mail: VF Imagewear  
Direct Customer Support  
P.O. Box 140995  
Nashville, TN 37214-0995

## MEASURING GUIDE & TIP



### HOW TO MEASURE:

Have someone else measure you. Keep tape straight but not tight. Measure over undergarments or other clothing that will be worn under your uniform. If your measurements fall between two sizes, order the larger size. Nonstandard sizes (sizes outside the size ranges shown) are available upon request. Additional manufacturing time required -- allow up to 60 days.

### CHEST / BUST

Measure around the fullest part of chest, keeping tape up under arms and across the shoulder blades.

### WAIST

Measure around the smallest part of the natural waistline, Hold tape firmly but not tightly. Keep the tape level and be sure to stand naturally.

### HIPS

Measure around the fullest part of hips, Hold the tape measure firmly but not tightly.

### SLEEVE

Measure from center of neck of back collar, over the shoulder, along arm, behind elbow, to wrist bone.



FEMALE BLAZERS - Garment Measurements

Order Size	2	4	6	8	10	12	14	16	18	20	22	24	26
Chest Size	41	42	43	44	45	46.5	48	49.5	51.5	53.5	55.5	57.5	59.5
Waist Size	18.5	19	19.5	20	20.5	21.25	22	22.75	23.75	24.75	25.75	26.75	27.75

FEMALE TROUSER - Garment Measurements

Order Size	2	4	6	8	10	12	14	16	18	20	22	24	26
Waist Size	26	27	28	29	30	31.5	33	34.5	36.5	38.5	40.5	42.5	44.5
Hip Size	40.5	41.5	42.5	43.5	44.5	46	47.5	50	52	54	56	58	60

FEMALE SKIRT - Garment Measurements

Order Size	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28
Waist Size	25	26	27	28	29	30	31.5	33	34.5	36.5	38.5	40.5	42.5	44.5	46.5
Hip Size	39.5	40.5	41.5	42.5	43.5	44.5	46	47.5	50	52	54	56	58	60	62

FEMALE SHIRT - Garment Measurements

Order Size	4	6	8	10	12	14	16	18	20	22	24	26	28
Waist Size	39	40	41	42	43.5	45	46.5	48	50	52	54	56	58
Hip Size	38.5	39.5	40.5	41.5	43	44.5	46	47.5	49	51	53	55	57

FEMALE TAILORED VEST - Garment Measurements

Order Size	2	4	6	8	10	12	14	16	18	20	22	24	26
Chest Size	37	38	39	40	41	42.5	44	45.5	47.5	49.5	51.5	53.5	55.5
Waist Size	17	17.5	18	18.5	19	19.75	20.5	21.25	22.25	23.25	24.25	25.25	26.25

MALE BLAZER - Garment Measurements

Order Size	36	38	40	42	44	46	48	50	52	54	56
Chest Size	42	44	46	48	50	52	54	56	58	60	62
Waist Size	19.75	20.75	21.75	22.75	23.75	24.75	25.75	26.75	27.75	28.75	29.75

MALE TROUSER - Garment Measurements

Order Size	28	30	32	34	36	38	40	42	44	46	48	50	52	54
Waist Size	28.5	30.5	32.5	34.5	36.5	38.5	40.5	42.5	44.5	46.5	48.5	50.5	52.5	54.5
Hip Size	39	41	43	45	47	49	51	53	55	57	59	61	63	65

MALE SHIRTS

Neck Size	14	14.5	15	15.5	16	16.6	17	17.5	18	18.5	19	19.5	20	21	22
Sleeve Length	30/31	*	*	*	*										
	32/33	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	34/35	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	36/37						*	*	*	*	*	*	*	*	*

UNISEX SWEATER VEST

Order Size	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
Chest Size	32-33	34-35	36-37	38-40	42-44	46-48	50-52	54-56	58-60	62-64

UNISEX SWEATER

Order Size	S	M	L	XL	2XL	3XL	4XL	5XL
Chest Size	34-35	36-37	38-40	42-44	46-48	50-52	54-56	58-60

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Fax: 1-877-662-5328

Email: [ljrr@vfc.com](mailto:ljrr@vfc.com)

Mail: VF Imagewear

Direct Customer Support

P.O. Box 140995

Nashville, TN 37214-0995

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- Washed or worn garments
- Custom manufactured special orders
- Altered garments

<b>SHIP TO</b>	Employee Name:		Note: To Avoid Delays, All Orders MUST Have Employee ID# or BSC#			
	Street Address: (No PO Boxes)		<b>EXPENSE TYPE: (CHECK ONE)</b>			
			LIRR Emp.#		BSC#	
	City		Title:			
	State      Zip		<input type="checkbox"/> Company Expense <input type="checkbox"/> Credit Card (See Payment Section Below)			
Phone		Email:				

INITIAL ISSUE	ITEM DESCRIPTION	MATERIAL#	SIZE RANGE	ORDER SIZE	QTY	PRICE EACH	TOTAL
2	Cargo, Flat, Navy	NT2588	0-28 Regular	SIZE: INSEAM:		\$29.50	
	Skirt, Straight, Charcoal Gray	NT2543	0-28 Regular	SIZE:		\$60.00	
	Skirt, Straight, Navy	NT2542	0-28 Regular	SIZE:		\$60.00	
2	Shirt, LS White w/Logo	NT1260	0-28	SIZE:		\$20.00	
	Shirt, LS Lt. Blue w/Logo	NT1259	4-28	SIZE:		\$20.00	
	Shirt, LS Striped w/Logo	NT1263	4-28	SIZE:		\$20.00	
2	Shirt, SS White w/Logo	NT1262	4-28	SIZE:		\$17.00	
	Shirt, SS Lt. Blue w/Logo	NT1261	4-28	SIZE:		\$17.00	
	Shirt, SS Striped w/Logo	NT1264	4-28	SIZE:		\$17.00	
2	Polo Shirt, SS Navy w/Logo	NT5009	XS-6XL	SIZE:		\$18.00	
	Polo Shirt, LS Navy w/Logo	NT5011	XS-6XL	SIZE:		\$20.00	
2	Sweater Vest, Navy w/logo	NT5007	XS-6XL (UNISEX)	SIZE:		\$29.50	
	Sweater, V-Neck Navy w/logo	NT5006	S-5XL (UNISEX)	SIZE:		\$29.50	
3	Tab Bow Tie, Banded, Maroon	NT7251	ONE SIZE			\$7.50	
	Tab Bow Tie, Banded, Navy	NT7256	ONE SIZE			\$7.50	
	Scarf, Maroon	NT7246	ONE SIZE			\$14.50	
	Scarf, Navy	NT7245	ONE SIZE			\$14.50	
	Tie, Maroon w/White and Navy Stripe	NT7252	ONE SIZE			\$7.50	
	Tie, Navy w/White and Maroon Stripe	NT7253	ONE SIZE			\$7.50	
	Tie, Clip-On, Maroon w/White/Navy Stripe	NT7254	20"/22"	SIZE:		\$7.50	
	Tie, Clip-On, Navy w/White/Maroon Stripe	NT7255	20"/22"	SIZE:		\$7.50	
As required	Name Badge	ENTER 5 DIGIT ID#		NT7367	PRINT First Initial & Last Name		\$11.00

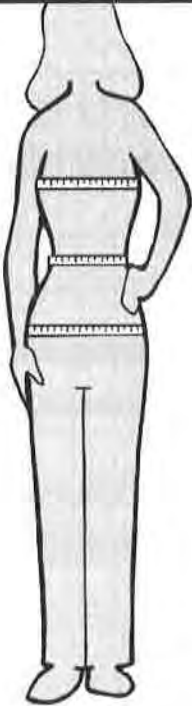
INITIAL ISSUE	ITEM DESCRIPTION	MATERIAL#	SIZE RANGE	ORDER SIZE <small><input type="checkbox"/> Regular <input type="checkbox"/> Long Please Check One</small>	QTY	PRICE EACH	TOTAL
2	Cargo, Flat, Navy	NT2587	28-54 Regular, 32-46 Long	SIZE: <input type="checkbox"/> Regular <input type="checkbox"/> Long INSEAM:		\$29.50	
2	Shirt, LS White w/Logo	NT1266	Neck Sleeve 14.0-22.0 (30/31, 32/33, 34/35, 36/37)	SIZE: SLEEVE:		\$20.00	
	Shirt, LS Lt. Blue w/Logo	NT1265	Neck Sleeve 14.0-22.0 (30/31, 32/33, 34/35, 36/37)	SIZE: SLEEVE:		\$20.00	
	Shirt, LS Striped w/Logo	NT1269	Neck Sleeve 14.0-22.0 (30/31, 32/33, 34/35, 36/37)	SIZE: SLEEVE:		\$20.00	
2	Shirt, SS White w/Logo	NT1268	14.0-22.0	SIZE:		\$17.00	
	Shirt, SS Lt. Blue w/Logo	NT1267	14.0-22.0	SIZE:		\$17.00	
	Shirt, SS Striped w/Logo	NT1270	14.0-22.0	SIZE:		\$17.00	
2	Polo Shirt, SS Navy w/Logo	NT5009	XS-6XL	SIZE:		\$18.00	
	Polo Shirt, LS Navy w/Logo	NT5011	XS-6XL	SIZE:		\$20.00	
2	Sweater Vest, Navy w/logo	NT5007	XS-6XL (UNISEX)	SIZE:		\$29.00	
	Sweater, V-Neck Navy w/logo	NT5006	S-5XL (UNISEX)	SIZE:		\$29.50	
3	Tie, Maroon w/White and Navy Stripe	NT7252	ONE SIZE			\$7.50	
	Tie, Navy w/White and Maroon Stripe	NT7253	ONE SIZE			\$7.50	
	Tie, Clip-On, Maroon w/White/Navy Stripe	NT7254	20"/22"	SIZE:		\$7.50	
	Tie, Clip-On, Navy w/White/Maroon Stripe	NT7255	20"/22"	SIZE:		\$7.50	
As required	Name Badge	ENTER 5 DIGIT ID#		NT7367	PRINT First Initial & Last Name		\$11.00

<b>PAYMENT</b>	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express		Exp. Date:	
	Signature:			
	Date:			

**TOTAL**

**To Place your order, please use one of the following methods:**  
 Fax: 1-877-662-5328  
 Email: [lirr@vf.com](mailto:lirr@vf.com)  
 Mail: VF Imagewear  
 Direct Customer Support  
 P.O. Box 140995  
 Nashville, TN 37214-0995

## MEASURING GUIDE & TIP



### HOW TO MEASURE:

Have someone else measure you. Keep tape straight but not tight. Measure over undergarments or other clothing that will be worn under your uniform. If your measurements fall between two sizes, order the larger size. Nonstandard sizes (sizes outside the size ranges shown) are available upon request. Additional manufacturing time required -- allow up to 60 days.

### CHEST / BUST

Measure around the fullest part of chest, keeping tape up under arms and across the shoulder blades.

### WAIST

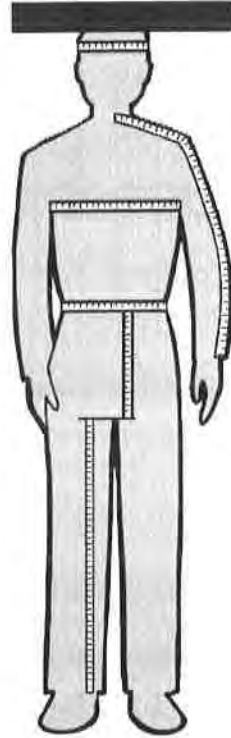
Measure around the smallest part of the natural waistline, Hold tape firmly but not tightly. Keep the tape level and be sure to stand naturally.

### HIPS

Measure around the fullest part of hips, Hold the tape measure firmly but not tightly.

### SLEEVE

Measure from center of neck of back collar, over the shoulder, along arm, behind elbow, to wrist bone.



FEMALE TROUSER - Garment Measurements													
Order Size	2	4	6	8	10	12	14	16	18	20	22	24	26
Waist Size	26	27	28	29	30	31.5	33	34.5	36.5	38.5	40.5	42.5	44.5
Hip Size	40.5	41.5	42.5	43.5	44.5	46	47.5	50	52	54	56	58	60

MALE TROUSER - Garment Measurements														
Order Size	28	30	32	34	36	38	40	42	44	46	48	50	52	54
Waist Size	28.5	30.5	32.5	34.5	36.5	38.5	40.5	42.5	44.5	46.5	48.5	50.5	52.5	54.5
Hip Size	39	41	43	45	47	49	51	53	55	57	59	61	63	65

FEMALE SKIRT - Garment Measurements															
Order Size	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28
Waist Size	25	26	27	28	29	30	31.5	33	34.5	36.5	38.5	40.5	42.5	44.5	46.5
Hip Size	39.5	40.5	41.5	42.5	43.5	44.5	46	47.5	50	52	54	56	58	60	62

MALE SHIRTS															
Neck Size	14	14.5	15	15.5	16	16.6	17	17.5	18	18.5	19	19.5	20	21	22
Sleeve Length	30/31	*	*	*	*	*									
	32/33	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	34/35	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	36/37						*	*	*	*	*	*	*	*	*

FEMALE SHIRT - Garment Measurements													
Order Size	4	6	8	10	12	14	16	18	20	22	24	26	28
Chest Size	39	40	41	42	43.5	45	46.5	48	50	52	54	56	58
Hip Size	38.5	39.5	40.5	41.5	43	44.5	46	47.5	49	51	53	55	57

UNISEX SWEATER VEST										
Order Size	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
Chest Size	32-33	34-35	36-37	38-40	42-44	46-48	50-52	54-56	58-60	62-64

FEMALE TAILORED VEST - Garment Measurements													
Order Size	2	4	6	8	10	12	14	16	18	20	22	24	26
Chest Size	37	38	39	40	41	42.5	44	45.5	47.5	49.5	51.5	53.5	55.5
Waist Size	17	17.5	18	18.5	19	19.75	20.5	21.25	22.25	23.25	24.25	25.25	26.25

UNISEX SWEATER								
Order Size	S	M	L	XL	2XL	3XL	4XL	5XL
Chest Size	34-35	36-37	38-40	42-44	46-48	50-52	54-56	58-60

### OUR PERSONAL GUARANTEE

Any garment that does not meet your expectation of quality or performance may be returned once authorized within 60 days of order date, including custom merchandise if defective.

*However, the following items are **NON-RETURNABLE**:*

- Personally embroidered with employee or company name
- Trousers hemmed shorter than a 28 inch inseam
- Washed or worn garments
- Custom manufactured special orders
- Altered garments

To place your order, please use one of the below methods:

Fax: 1-877-662-5328

Email: [info@vfi.com](mailto:info@vfi.com)

Mail: VF Imagewear

Direct Customer Support

P.O. Box 140995

Nashville, TN 37214-0995



**STATIONS DEPARTMENT**

**NOTICE NO. 2018-37**

Date: October 22, 2018  
To: Station Appearance Maintainers  
From: James Compton, Chief Stations Officer  
Subject: Qualification Training for Bobcat Utility Vehicle



Training for the Bobcat will resume in November, with a refresher class for those who are interested.

There will be a two-day training class for employees to become qualified to use the Bobcat when needed. This training is necessary to ensure the vehicle is used safely and correctly by all operators. Training will take place at the LIRR Ronkonkoma Yard.

If you have an interest in training to use the bobcat and you often work snow removal duty, please send an email to Alicia St.Nicholas [astnico@lirr.org](mailto:astnico@lirr.org) or call at 929-365-0222. Provide your name and employee number requesting to be added to the list for training on the Bobcat no later than **Wednesday, November 1, 2017.**

Once the list is compiled, the Crew Dispatcher's Office will contact you when you are scheduled for class. Both days of class must be completed to be considered qualified.

Any specific Bobcat questions please contact Matt Baudier at (718) 558-3088.



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Employees should protect themselves, their fellow employees and the public by immediately reporting anything suspicious to MTA Police at 212-878-1220 or by dialing "911."



STATIONS DEPARTMENT

NOTICE NO. 2018-39

Date: November 1, 2018

TO: All Stations Department Employees

FROM: James Compton, Chief Stations Officer *James Compton*

SUBJECT: HOLIDAY – Day After Thanksgiving Day, Friday, November 23, 2018

On Friday, November 23, 2018, the following will be in effect:

STATION APPEARANCE MAINTAINERS: The following **WILL NOT** work:

HC561 Jam/Atl/Nost	HMC113	HMC125
H562 Jam/Atl/Nost	HMC116	JAM110
HMC101	HMC118	JAM114
HMC103	HMC120	JAM116
HMC106	HMC122	
HMC111	HMC124	

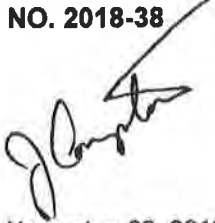
- AMBASSADOR JOBS:** All are scheduled to work
- OFFICES CLOSED:** General Offices, Lost & Found, Mail-N-Ride, Medical Department
- MESSENGER SERVICE:** Will not operate
- TICKET OFFICE HOURS:** Regular weekday schedule
- TICKET SALES:** Senior Citizen/Family Fares and Off Peak tickets will be valid on all trains.
- TRAIN SERVICE:** Trains will operate on a regular schedule.

If you have any questions, please contact your supervisor.

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**All employees are reminded to be watchful for suspicious activity, behavior and packages.**

**STATIONS DEPARTMENT  
NOTICE NO. 2018-38**



Date: November 1, 2018  
 TO: All Stations Department Employees  
 FROM: James Compton, Chief Stations Officer  
 SUBJECT: HOLIDAY - Thanksgiving Day, Thursday, November 22, 2018

On Thursday, November 22, 2018, the following will be in effect:

**TICKET AGENTS:** Only the following positions **WILL** work:

A103 PENN TVM	A303 LONG BEACH	A700 BETHPAGE TVM	A972 RONKONKOMA
A105 PENN TVM	A311 BETHPAGE TVM	A701 MINEOLA	A974 HSF TSM
A106 HSF TVM	A601 SYOSSET	A702 BETHPAGE TVM	A806 BABYLON
A110 PENN CS	A602 HUNTINGTON	A708 RONKONKOMA	A982 BETHPAGE FAC
A111 PENN CS	A603 HUNTINGTON	A710 RONKONKOMA	A984 BETHPAGE TVM
A200 WOODSIDE	A608 PORT JEFFERSON	A941 HICKSVILLE	A985 RONKONKOMA

**TICKET CLERKS:** Only the following positions **WILL** work:

C101 PENN	C127 PENN	C152 PENN TVM	C706 HICKSVILLE	C917 PENN
C104 PENN	C130 ATLANTIC	C201 WOODSIDE	C709 BETHPAGE CSHR	C930 PATCHOGUE
C108 PENN	C139 JAMAICA	C307 HEMPSTEAD	C813 BABYLON	C952 BETHPAGE TVM
C109 PENN	C140 JAMAICA	C313 LONG BEACH	C821 HSF TVM	C953 BETHPAGE TVM
C110 PENN	C141 JAMAICA	C333 BETHPAGE CSHR	C823 HSF CASHIER	C985 BABYLON
C112 PENN	C142 JAMAICA	C403 BAYSIDE	C901 PENN	C993 LYNBROOK
C113 PENN	C143 JAMAICA	C411 PT. WASH.	C904 PENN	C994 HSF TVM
C114 PENN	C144 JAMAICA	C412 PT. WASH	C905 PENN/ATL	CX-28 ATLANTIC
C117 PENN	C146 JAMAICA	C602 HUNTINGTON	C906 PENN	
C119 PENN	C147 JAMAICA	C700 BETHPAGE TVM	C908 PENN	
C121 PENN	C149 JAMAICA	C702 BETHPAGE TVM	C915 ATLANTIC	
C124 PENN	C151 PENN TVM	C704 HICKSVILLE	C916 PENN	

**STATION APPEARANCE MAINTAINERS:** Only the following positions **WILL** work:

ATL103	JAC1	JAM131	L314 RONKONKOMA	V464 KO YD
ATL104	JAM102	JAM132	L316 WOODSIDE	V477 LONG BEACH
ATL106	JAM103	JAM133	L319 HEMPSTEAD	V484 NORTHPORT
ATL108	JAM104	JCR2 JAMAICA	RSC1 JAMAICA	V485 NORTHPORT
ATL109	JAM108	L302 MINEOLA	RSC2 ATLANTIC	WSY101
ATL110	JAM112	L304 FREEPORT	RSC3 ATLANTIC	WSY102
H553 PW/Vly Yd/Divide	JAM118	L307 BABYLON	RSC4 ATLANTIC	
H573 Bby/Hicks/Nrthprt	JAM119	L309 HICKSVILLE	V453 PORT WASH	
HC551 PW/Vly/Divide	JAM120	L311 HUNTINGTON	V454 PORT WASH	
HC571 Bby/Hicks/Nrthprt	JAM124	L312 RONKONKOMA	V456 GARDEN CITY	
HMC112	JAM130	L313 FARMINGDALE	V457 GARDEN CITY	

**AMBASSADOR JOBS:** All are scheduled to work  
**OFFICES CLOSED:** General Offices, Lost & Found, Mail-N-Ride, Medical Department  
**MESSENGER SERVICE:** Will not operate  
**TICKET OFFICE HOURS:** Will be holiday hours as shown in the Ticket Sales Hours Card  
**TICKET SALES:** Senior Citizen and Off-Peak tickets will be valid on all trains  
**TRAIN SERVICE:** Trains will operate on a HOLIDAY schedule.

If you have any questions, please contact your supervisor.

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