



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 6

November 24, 1969



DEPARTMENT OF TRANSPORTATION WORKING HOURS

EFFECTIVE DATE: JANUARY 1, 1970

These working hours are published for planning purposes. They are in consonance with the Study made for the Southwest Employment Area Transportation Executive Committee and are subject to subsequent clearance with the Bureau of the Budget.

FOB 10A

<u>Organization</u>	<u>Working Day Begins</u>	<u>Approximate Population</u>
* OST	0900	39
FAA	0830	2739
NTSB	0830	181
SLSDC	0830	5
* Office of Hazardous Materials. (18 people)		
* Office of Pipeline Safety. (12 people)		

NASSIF

OST	0900	761
UMTA	0830	52
FRA	0830	189
FHWA	0745	1610
USCG	0730	1831

This bulletin will be issued periodically during the consolidation of the Department of Transportation headquarters into two buildings -- 400 Seventh Street, S.W., and 800 Independence Avenue, S.W.

FOOD SERVICES IN NASSIF BUILDING

At this time only a snack bar, located on the second floor, is operating in the Nassif Building. This snack bar sells a selection of sandwiches, hot dogs, soup, chili, crackers, ice cream, beverages and assorted snacks and desserts. Of course there are nearby cafeterias in HUD, GSA, and FAA, as well as the snack bar in the Donohoe Building and the local commercial restaurants.

The owners of the building are currently negotiating a food service contract with a company based on the following estimated operational dates:

Vending Machines	December 1, 1969
Cafeteria	January 1, 1970
Restaurant	April 2, 1970

BUS TRANSPORTATION

Construction of the Central Southwest Bus Terminal, held up pending passage of the District's money bill, is now slated to go forward. Latest estimate calls for work to begin by the end of November and transit companies are expected to announce new routes and schedules shortly before terminal is ready. GSA with a grant from UMTA, will soon furnish Nassif and other principle Southwest buildings with Transportation Information Displays, featuring bus routing maps and up-to-date schedules.

DUPLICATING AND COPYING SERVICES

The concept of centralized duplicating and copying services has been implemented for DOT Headquarters. Since the printing plant is not located in the Nassif Building a well equipped duplicating facility is located in the Nassif Building on the second floor utilizing high-speed presses and collating equipment. Service will be obtained from this facility through use of a simplified requisition. Detailed instructions will be provided by the Printing Review Points of the individual administrations.

On floors 2, 4, 6, 9, and 10, there will be "hot copy" rooms with high-speed copying machines. These will be primarily self-service facilities; however, work can be left for processing by the attendants to the extent that workload permits.

CENTRALIZED IMPREST FUND AND TRAVEL SERVICES

Beginning on November 17, 1969, Centralized Imprest Fund and Travel Services will be offered to Headquarters elements in the Nassif Building and FOB 10A. Services offered in the Nassif Building will be in room 2334 and in FOB 10A, room 536A. The telephone numbers of these locations in the Nassif Building and FOB 10A are as follows:

Nassif Building	- Imprest Fund - 13-24387
	Travel Services - 13-21025
FOB 10A	----- Imprest Fund - 13-25943
	Travel Services - 13-37585