



# Southwest Seventh

## DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 16

August 25, 1970



### DATE SET FOR THE SECRETARY'S MOVE TO NEW DOT HEADQUARTERS BLDG.

Secretary Volpe will move to his new quarters on the tenth floor of the Nassif Bldg. over the week-end of September 11, 1970.

The Offices of the Assistant Secretaries and other OST staff will also be completed by that week-end and this will mark the completion of our basic move program.

A detailed move schedule for the remaining OST moves from FOB 10A to the Nassif Building is as follows:

<u>ORGANIZATION</u>	<u>DATE</u>
Office of Public Information (TPA-20)	Completed
Office of Inter-Governmental Relations (TPA-30)	Completed
Assistant Secretary for Policy and International Affairs (TPI-1 - TPI-80)	Completed

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.



<u>ORGANIZATION</u>	<u>DATE</u>
Departmental Office of Civil Rights (S-30 - S-35)	Aug. 28
Assistant Secretary for Environment and Urban Systems (TEU-1 - TEU-40)	Aug. 28 - 29
Office of the General Counsel (TGC-1 - TGC-45)	Aug. 28 - 29
Auto Insurance and Compensation Study Group (TPI-40) (now located in Riddell Bldg.)	Aug. 28 - 29
Deputy Under Secretary, S-5	Sept. 4 - 5
Assistant Secretary for Administration (TAD-1 - TAD-20)	Sept. 4 - 5
Office of Planning and Program Review (S-40)	Sept. 4 - 5
Office of Budget (S-50)	Sept. 4 - 5
Assistant Secretary for Systems Development and Technology (TST-1 - TST-80)	Sept. 11 - 12
The Secretary (S-1, S-2, S-3, S-4, S-6 & S-10)	Sept. 11 - 12

After the above moves are completed, the eighth floor of FOB-10A will be vacant for approximately 45 days during which period it will be completely renovated to house NTSB, St. Lawrence Seaway, and the Offices of Hazardous Material and Pipeline Safety.

#### SUPPLEMENTAL OST TELEPHONE DIRECTORY

To assist in locating the OST personnel involved in recent moves, and those currently scheduled to move, a supplemental telephone directory was distributed to DOT Headquarters elements during the week of August 17.

#### CHANGE IN ADMINISTRATIVE OPERATIONS DUTY OFFICER HOURS

The hours for the Administrative Operations Saturday Duty Officers in the Nassif Building have been changed from 9:00 a.m. - 3:00 p.m. to 8:00 a.m. - 2:00 p.m. (Room 2318E, ext. 62458).

#### CAFETERIA IN NASSIF BUILDING

The negotiations between Nassif Associates and Drug Fair for a cafeteria in the Nassif Building have only now resulted in a "final revised lease". The original target date of October 1, 1970, for completion of construction cannot be met. We have not yet received a revised time schedule.