



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 15

July 31, 1970



SATURDAY PARKING AVAILABLE IN NASSIF/PMI GARAGE

PMI has agreed to open the Nassif parking facility on Saturdays from 6:30 a.m. to 6:00 p.m. Both entrances will be open. This service was instituted July 25. Those with monthly parking contracts will not be charged; the rate for others is \$1.00 per day.

ADDRESS CURRENT ? ?

Mail for elements of DOT is still being received at some of the buildings we have vacated. Each administration should assure that its field organizations are clearly informed of the current correct mailing address and that individual officials and organizations within the administration who are on mailing lists for official material (publications, or invoices, etc.) have made appropriate changes of address to such lists.

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.

VENDING ROOMS

The following vending rooms in the Headquarters Building are reported as open and operational:

<u>Floor</u>	<u>Room Number</u>	<u>Floor</u>	<u>Room Number</u>
3	3405	7	7303
3	3207	7	7103
4	4403	8	8303
5	5403	8	8103
6	6203	9	9403
6	6403	10	10307

These rooms have vending machines dispensing coffee, cold drinks, cigarettes, and candy.

METROLINER TICKETING FACILITY IN DOT HEADQUARTERS BUILDING

A Penn Central Company Metroliner reservation and ticketing facility went into operation on July 16, 1970, as part of our DOT Travel Services. A formal opening of the facility is planned for the near future but the services are now available to travel services organizations in other Government agencies and to the public. The facility is located in Room 5402 of the Headquarters Building and its hours are from 8:30 a.m. to 4:00 p.m.

CONSTRUCTION AREAS ARE "OFF LIMITS"

The workmen in the construction areas on the second and tenth floors of the Headquarters Building state that the "tourist" traffic is seriously hampering their efforts. Sightseeing employees strolling through these areas stop and ask questions about the projects and comment on the work being done. Such visits not only cause very costly delays, but constitute a hazard to the employees. These areas are being posted. Please cooperate so that construction can move toward completion as quickly as possible.

AIR-CONDITIONING/HEAT IN NASSIF BUILDING FOR NON-DUTY HOURS

In Southwest Seventh issue No. 11, we pointed out that requests for week-end air-conditioning or heating service in the DOT Headquarters Building had to be submitted by 5:00 p.m. on Wednesdays. Since that time, we have negotiated with Nassif Associates for a shorter lead-time requirement on their part. It is now possible for the Office Services Division (TAD-47) to accept properly approved requests up to 10:00 a.m. Fridays for week-end service. Requests received after that time on

Friday, or made to the Office of Administrative Operations Duty Officer (Room 2318E, ext. 62458) before noon on Saturdays, will be handled on an emergency basis. Because the reprogramming of the automated time control on the equipment is a lengthy procedure, only a limited number of emergency requests can be met.

MOVES AND TELEPHONE CHANGES

No telephone directory system can keep up with our fast moving organizations! Since the cut-off date for input to the phone book, the following organizations have moved into the Nassif Building. A few key names and numbers are given to assist you in tracking down "missing persons" until the next directory. (All numbers are IDS Code 118,)

	<u>ORGANIZATION</u>	<u>NUMBER</u>
<u>DEPARTMENTAL OFFICE OF CIVIL RIGHTS</u>		
S-30	Public Programs: Robert J. Coates, Manager	64754
<u>OFFICE OF INTERNATIONAL TRANSPORTATION POLICY AND PROGRAMS</u>		
TPI-50	Land Transp & Space Projects: Robert Brown Jr., Chief	64368
<u>OFFICE OF INTERNATIONAL COOPERATION</u>		
TPI-60	Director: Dana Orwich	64447
<u>OFFICE OF FACILITATION</u>		
TPI-80	Director: Robert E. Redding	64308
<u>OFFICE OF PERSONNEL & TRAINING</u>		
TAD-12	<u>Departmental Safety Division:</u> Capt. Eugene E. McCrory	64070
TAD-14	<u>Training and Career Development Division:</u> Howard R. Richardson, Chief	64141
TAD-15	<u>Planning & Evaluation Division:</u> A. Dewey Queen, Chief	64135

	<u>ORGANIZATION</u>	<u>NUMBER</u>
TAD-18	<u>Personnel Operations Division:</u> William F. McGuigan,	64075
TAD-184	Employment & Staffing Branch	64144
TAD-184	<u>Records & Reports Section:</u> Geraldine Brooks, Chief	64082
TAD-185	<u>Position Classification & Pay Manage-</u> <u>ment Branch:</u> James Breen, Chief	64097
TAD-186	<u>Employee Relations & Training Branch:</u> A. B. Robertson	64102
<u>OFFICE OF MANAGEMENT SYSTEMS</u>		
TAD-22	<u>Department Historian:</u> Walter F. Cronin	64741
TAD-23	<u>Management Analysis Division:</u> William P. Davis (Acting)	64764
TAD-24	<u>Financial Systems Division:</u> Stanley J. Prymas, Chief	64756
TAD-25	<u>Information Systems Division:</u> Harry H. Fite, Chief	64721
<u>OFFICE OF INVESTIGATION & SECURITY</u>		
TAD-50	Director: Frank A. Stanton (Acting)	64677
<u>OFFICE OF CONGRESSIONAL RELATIONS</u>		
TPA-10	Director: Robert F. Bennett	64250
<u>OFFICE OF PUBLIC INFORMATION</u>		
TPA-20	Assistant Director for Special Projects: Joseph W. McConkey	64321