



# Southwest Seventh

## DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 13

June 1, 1970



### EMPLOYEE PARKING IN NASSIF BUILDING

The House Appropriations Committee has passed on our request for funds to lease employee parking space. The request is now up for House action and if approved, must go to the Senate for approval.

GSA/PMI negotiations are still in progress. Apparently, PMI rates, hours, and services are unacceptable in view of the Department's working hours, employee security, and costs involved. The Department is unable to implement its plans for employee parking in this building until GSA reaches an agreement with PMI for the necessary space.

### NASSIF BUILDING GARAGE HOURS

Commercial parking is available at this time in the Nassif Building at daily and monthly rates. The garage opens each weekday morning shortly before 7:00 a.m. In the evening the "D" Street gate is locked promptly at 6:00 p.m. The "E" Street gate is locked shortly after 9:00 p.m. The garage is closed completely on weekends.

There are no attendants in the garage after 6:00 p.m. At 6:00 p.m. keys to all transient vehicles (hourly parking) are taken directly to PMI's 'round-the-clock main office at 1725 DeSales Street, across from the Mayflower Hotel. Until further notice there is no access to the garage between 9:00 p.m. and 7:00 a.m.

**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.**



## SOUTHWEST BUS TERMINAL

The new bus terminal on "D" Street next to the GSA Building and across from L'Enfant Plaza will open officially on June 1, 1970. Buses from all major lines will serve the new facility.

GSA is publishing a brochure containing routes and schedules for all buses using the Terminal. OST has arranged to pick up these brochures as soon as they are printed and to distribute them to all DOT, Washington Headquarters organizations for employee information. This should be accomplished about the first of June.

## FLOORS 2 THROUGH 10 IN NEW BUILDING NOW ACCEPTED BY GSA

As of May 1, 1970, the tenth and last floor of the new DOT Headquarters Building was officially accepted by GSA insofar as normal office space is concerned. Several organizations have already been moved to the 9th and 10th floors and the moves will continue as telephone service is completed.

There remains now only the acceptance of special facilities which are, or will soon be, under construction such as ADP space, clinic area, the Secretary's suite, the communications center, main mail room and the associated dumbwaiter to carry mail between floors. The Secretary's suite is scheduled for completion July 15. The remaining facilities will be completed as quickly as practicable.

## NEXT DOT TELEPHONE DIRECTORY

The next complete DOT Telephone Directory is scheduled for distribution about July 1. This issuance was delayed because of the large number of moves in process, in addition to the change of all Headquarters Building phones to the new CENTREX numbers. Even this delay has not solved the entire problem because material must go to the contractor now in order to have a phone book July 1 and the moves of OST offices are still in process!

## "ENVIRONMENTAL TESTS" IN THE DOT HEADQUARTERS BUILDING

Many comments have been received by the Office of Administrative Operations concerning the temperature and ventilation in the building. Environmental tests to evaluate the air conditioning system, particularly as related to inner core offices will commence on June 1, and continue for 15 working days. Project officers have been assigned by each organization to monitor the tests. The tests involve documenting actual temperatures in approximately 200 offices, 4 times a day which will provide a total of approximately 12,000 readings that should be adequate for the evaluation project. Arrangements also being made with the Weather Bureau to provide a daily outside temperature reading during the period of this project.

## PEDESTRIAN TRAFFIC CROSSING SIXTH STREET

The Office of Investigations and Security has called to our attention the potential hazard to employees crossing from the Headquarters Building to the Donohoe Building. The street is narrow; vehicles are often double-parked on both sides of the street; and employees are not using the crosswalks.

We can only warn you of the hazard. The responsibility for your safety in crossing streets is up to you.





#### ADDRESS OF DOT HEADQUARTERS BUILDING

Officials of NASA have brought to the attention of the Department the fact that many people who have business with the Department of Transportation are being taken to the NASA Building. A great deal of inconvenience can be avoided by giving visitors to the DOT Headquarters Building our address of 400 Seventh Street, S. W.

#### EASY SAVINGS

Want to save the easy way? BUY SAVINGS BONDS. For only \$3.75 per pay day you can begin. The deduction is automatic, no pain, no strain. If you need cash for an emergency, you can redeem the bond. If the bond is lost, stolen, or destroyed, it will be replaced. Savings Bonds pay 5% interest. Start your plan or raise your current allotment. DON'T DELAY, SAVE TODAY.

#### EXTENDED HOURS OF OPERATION IN HOT COPY ROOMS IN DOT HEADQUARTERS BUILDING

In an effort to improve service, the current operating hours of 8:30 a.m. to 5:00 p.m. for hot copy rooms in DOT Headquarters Building will be extended, effective June 8, as follows:

Room 2311:	7:30 a.m. to 6:00 p.m.	
4321:	7:45 a.m. to 4:15 p.m.	
6300:	7:30 a.m. to 4:00 p.m.	
9319:	8:30 a.m. to 5:00 p.m.	
10417:	8:30 a.m. to 5:00 p.m.,	until experience indicates need for an adjustment in service hours.



## CENTRAL EMPLOYMENT INFORMATION OFFICE

In an effort to improve service to the public and to enhance recruiting activities, the Department has established a Central Employment Information Office (CEIO).

The CEIO will provide a convenient "one stop" service to the public and will carry out functions of an employment information nature for Departmental offices in the Washington, D.C. metropolitan area. This office is located in Room 2223, Nassif Building, (426-2550) and is a part of the Office of Personnel and Training.

## NECESSARY NUISANCE--CONSTRUCTION NOISE

Now that the normal office-type space has been accepted on all floors in the Headquarters Building, work is being expedited on the construction of special facilities such as the Secretary's suite, the clinic, ADP space, Communications Center, etc. The noise of jack-hammers and other construction equipment and activity sometimes reaches a decibel level that makes concentration difficult for employees in the neighborhood. However, since having the construction work limited to hours other than DOT working hours has been ruled-out on the basis of cost, we can only ask your patience for the next three to six months while the building's finishing touches are completed.

Should a special meeting or conference be threatened with total disruption, please call the Office Services Division (TAD-47, ext. 62472) and they will attempt to arrange a temporary "cease-fire". High construction wages preclude our delaying the action for more than an infrequent hour or two, so please bear with the inconvenience whenever possible.

## MAIL CHUTES

The mail chutes in the Headquarters Building are for the deposit of personal mail only, as a convenience to tenants of the building. In accordance with Post Office Department instructions, no official mail should be deposited in either the chutes or in the collection boxes on the Plaza level. The Post Office employees collecting from these boxes are not prepared to handle the heavy volume which would result if chutes were used for official mail.

Oversized letters should not be folded or forced into the mail slots as this only results in blocking the chutes. Any blocked chute should be reported to the OST Mail Services Section (TAD-472.2, ext. 62453). They will arrange for a U. S. Post Office employee to clear the blockage. Only the Post Office Department has authority to open these chutes.

The Post Office Department provides for the collection of personal mail in the Nassif Building three times a day, approximately 8:30 a.m., 1:30 p.m., and 5:30 p.m.