



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 17

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SECRETARY VOLPE
MOVES TO NEW QUARTERS
IN DOT HEADQUARTERS BUILDING

Secretary Volpe and his immediate staff are now established in their new offices. This move marks the culmination of several years' planning and effort and the Nassif Building is now truly the Headquarters of the Department of Transportation!

The new office locations and telephone numbers for those officials recently moved to the Headquarters Building are listed in the OST Supplemental Telephone Directory pending issuance of our next complete DOT Directory.

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.

BUILDING SERVICES

Now that the major moves to the new Headquarters Building have been completed and nearly all employees scheduled to be housed in this building are occupying their new quarters, It seems a good time to devote an issue of Southwest Seventh to a review of services, facilities, and environmental conditions of interest to the occupants of the Nassif Building. The following information has appeared in various earlier issues but is up-dated and repeated here to give a convenient summary of useful information. You will also find the "Directory of Services," starting on page one of the DOT Directory, very helpful in locating various assistance when needed.

CAFETERIA

As you are aware, our Headquarters Building is privately-owned and is leased for our use by GSA. For those of you who have worked only in Federally-owned space, the differences in being a tenant in a building, as opposed to being the owner, may mark quite a change.

GSA was assured at the time of the original lease that the building would house a restaurant, a cafeteria, and vending rooms throughout the building. The owner has had extreme difficulty in locating a food service organization to operate such facilities in this building. Pressure has been brought to bear on the owners to provide cafeteria facilities by November 1, 1970. GSA has requested Nassif Associates to provide, in writing, a construction timetable and target date for completion.

GOVERNMENT CAFETERIAS NEAR HEADQUARTERS BUILDING

For employees in the Headquarters Building, the following Government cafeterias are within reasonable walking distance:

HUD Building
GSA, Region 3 Building
FOB-10A

There are, of course, the commercial eating facilities in the neighborhood which include among others:

Drug Fair - Fountain and cafeteria
Donohoe Building - Lunch room in basement
Roadhouse Inn - Restaurant

SNACK BAR AND VENDING ROOMS IN NASSIF BUILDING

In addition to the small snack bar on the second floor (Room 2105) there are vending rooms throughout the building which dispense coffee, cold drinks, cigarettes, and candy. These rooms are located as follows:

<u>FLOOR</u>	<u>ROOM NO.</u>	<u>FLOOR</u>	<u>ROOM NO.</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

DUPLICATING AND COPYING SERVICES

"Hot Copy" rooms are located as follows:

2311	9319
4321	10417
6300	

Copy stations are manned and are open to all organizations. Employees may use the most conveniently located facility available. The fourth floor Copy Station (Room 4321) is temporary and will be relocated to the southwest corner of the building adjacent to the elevator bank just as soon as that space can be made available.

On the second floor (Room 2311) there is a duplicating facility which includes a "hot copy" station. The duplicating facility can meet requirements in excess of 25 copies per page. Such requirements must be taken to the second floor facility or sent to the Printing Plant.

Please cooperate with posted instructions or with requests of the Copy Station Supervisors. More detailed instructions are being issued in an Order on Duplicating any Copying Services.

HOURS OF OPERATION IN HOT COPY ROOMS IN DOT HEADQUARTERS BUILDING

In an effort to provide full coverage of service over the DOT Headquarters staggered working hours, the hours of operation of the hot copy rooms will be as follows:

Room 2311	7:30 a.m. to 6:00 p.m. daily	(Sat. 9:00 to 3:00)
4321	7:45 a.m. to 4:15	"
6300	7:30 a.m. to 4:00 p.m.	"
9319	8:30 a.m. to 5:00 p.m.	"
10417	9:00 a.m. to 5:30 p.m.	" (until experience indicates need for an adjustment in service hours)

FOB-10A, Room 521: 7:30 a.m. to 6:00 p.m. daily (Saturdays 9:00 to 3:00)

ADMINISTRATIVE OPERATIONS DUTY OFFICER IN DOT HEADQUARTERS BUILDING

A member of the Office of Administrative Operations, TAD-40, will be on duty from 8:00 a.m. to 2:00 p.m. on Saturdays in Room 2318E (extension 62458). This Duty Officer will coordinate planned Saturday services in the TAD-40 functional areas and will give whatever assistance is possible in any unforeseen requirement.

AIR CONDITIONING/HEAT IN DOT HEADQUARTERS BUILDING FOR NON-DUTY HOURS

The GSA lease with the owner of the Nassif Building provides for heat/air conditioning between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday. The owner will provide, and charge the Government for, utilities after hours, and on weekends if he is notified sufficiently in advance.

Requests should be made, in writing, through your administration's control point to the Office Services Division, TAD-47, by 10:00 a.m. Fridays for weekend service. Requests will be accepted by the Duty Officer on Saturday morning until noon, but because the reprogramming of the automated time control on the air conditioning equipment is a lengthy procedure, only a limited number of such emergency requests can be met.

PARKING IN NASSIF BUILDING

GSA has been unable so far to negotiate an acceptable contract with PMI for employee parking in the DOT Headquarters Building. Efforts continue. Meanwhile, employees in this building have been signing monthly contracts with PMI at \$35.00 per month. The monthly rate covers Monday through Saturday parking and in-out privileges during the day. Some individuals who drive only occasionally prefer to pay the daily rate of \$2.00 (\$1.00 on Saturdays); however, as a daily rate customer, if you leave the garage during the workday, PMI will charge hourly rates again when you return. For motorcycle parking, PMI is currently charging \$10.00 per month or \$2.00 a day. This is a commercial garage and your negotiations with PMI are personal business.

CAR POOL BULLETIN BOARDS

Bulletin boards are maintained to assist employees in locating or forming suitable car pools. In FOB-10A the car pool locator board is in the "A" level basement escalator lobby; in the Headquarters Building the car pool locator board is in the N.E. elevator lobby on the second floor.

BICYCLE PARKING

A bicycle rack has been provided for DOT employees on "D" St. near the PMI garage entrance.

GSA SALES STORE

There is no GSA Sales Store in the Headquarters Building as yet. Until GSA opens one in this building, supplies can be purchased at sales stores in the following nearby locations:

HUD - Room B-278
GSA, Region III - Room 1620
FOB-10A - "B" level garage

EMERGENCY HEALTH ROOM

Pending completion of the permanent USCG health facility, a temporary emergency health room has been established by USCG to serve the Headquarters Building on a very limited basis. This facility is located in Room 2322, extension 62510.

BANKING SERVICES

In addition to the employee credit unions in the Headquarters Building, there is a branch of the First National Bank of Washington on the Plaza level off the S.W. elevator lobby (7th & E Sts., S.W.). The current hours of operation are from 9 a.m. to 2 p.m., Monday through Friday (telephone 389-1163).

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.

BUILDING SECURITY

With four separate entry/exit points in addition to basement level access, the security measure for our new building are necessarily more complicated than might be possible in a building with one main lobby. In addition to security against illegal entry or exit, the safety of DOT employees must be kept

paramount. All employees should acquaint themselves with the provisions of the Office of Investigations and Security memo to all employees dated April 22, 1970, which gives details regarding "Security Hours" (currently 6:00 p.m. to 7:00 a.m. weekdays, 24 hours weekends and holidays).

Main Guard Post (S.W. Lobby) and hours
Auxillary Guard Post (N.E. Lobby) and hours
Elevator service during security hours
Stairwell security

Copies of this memo are available from TAD-50, Room 10323, extension 64677.

CENTRALIZED IMPREST FUND AND TRAVEL SERVICES

The Imprest Fund and Travel Services functions for DOT Headquarters were centralized in November of 1969. The locations and telephone numbers are as follows:

Headquarters Building, Room 5404 - code 118-61841
FOB-10A Room 536A - code 13-37585

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 in the Nassif Building 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.

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 provides 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.