



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 21

January 11, 1971



NEW PARKING MANAGEMENT CONTRACT FOR DOT PARKING FACILITIES

The General Services Administration has delegated to the Secretary full authority to manage the parking facilities in both DOT buildings in the southwest area. The lowest bidder on a contract which will place both garages under a single operating management was Doggett Enterprises, Inc. We look for a high quality operation and have in fact written into the contract a unique provision for incentives to achieve a quality performance.

Operation under the new contract will begin February 1, 1971. All DOT parking permits will be reissued. Employees with current parking permits for FOB-10A should not pay their GSI bill for February. A coupon book will be mailed by Doggett Enterprises to the home address of each permit holder. Each payment must be accompanied by a coupon for the appropriate month. The monthly charge will be \$7.60.

In order to enlarge the parking capacity, and thus increase the number of permits issued, the second and third levels of the Headquarters Building will be reconfigured for "density-parking." The FOB-10A parking is already on a density basis. Employees may park in either building after working hours during the week and on Saturdays. Only a DOT identification card is required for entrance to the garage for these non-duty hours.

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.

The Department is very proud of having overcome the many obstacles in the way of providing reasonable parking facilities for its employees. With the full cooperation of the employees themselves, we hope to have an economical and well-run parking service. The criteria and priorities for the issuance of permits are established by DOT Order 1700.19, dated November 12, 1969. The OST parking management address is:

Parking Management, TAD-44 - (Mail Stop 330)
Room 2318, DOT Headquarters Building
400 Seventh Street, S.W.
Washington, D. C. 20590

NEW ALERT BULLETIN FORMAT

Because of the inconspicuous appearance of the previous ALERT BULLETIN format, several incidents have occurred where ALERT BULLETINS have not received priority handling and therefore were not presented to cognizant officials in a timely manner.

To eliminate this problem, DOT Order 1340.4 dated November 10, 1970, has been revised to require use of a new form, DOT F 1340.1 (11-70), for ALERT BULLETINS. Secretaries of OST and other DOT officials who prepare ALERT BULLETINS for the Secretary are requested to obtain an adequate supply of the form from the GSA Retail Store located in the B level basement of FOB-10A.

BUFFET LUNCHEON SERVICE - HEW AND FORRESTAL BUILDINGS

For the information of those DOT employees who have not already discovered it, both HEW and the Forrestal Buildings have buffet dining rooms which offer a complete luncheon for \$1.65. The selection is good; you can eat all you like; and the self-service makes it fast. Both dining rooms are easy to find and are on the street level. The hours of operation are from 11:30 a.m. to 1:30 p.m., Monday through Friday.

DOT HEADQUARTERS LIBRARY

Access to - and through - the Library in the Headquarters Building is available Monday through Friday from 7:30 to 5:30 p.m. It is closed to "through traffic" at all other times. In the interest of Library users, "through traffic-ers" are reminded to practice noise abatement (QUIET, please!).

Departmental personnel are invited to use the Library. Some of its services are:

Reference, Lending and Inter Library Loan - Room 2200, x62535.
Periodical ("Magazine") Services - Room 2202-A, x62589.
Law Library Services - Room 2315, x62563.

Similar services are available in the FOB-10A Services Branch, Room 930, x63611. The hours of operation are 8:30 to 5:00, Monday through Friday.