



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 30

July 1, 1971



NATIONAL SAFE BOATING WEEK

The week of 4-10 July has been set aside by Presidential Proclamation as National Safe Boating Week (NSBW). To further the goals of NSBW and bring home this year's theme "Safe Boating Is No Accident", a 23' pleasure boat named "GOT-CHA", which exploded and burned injuring three boatmen shortly after leaving a fuel dock, will be brought to the Nassif Building for public viewing.

The display will be manned by Coast Guard Boating Safety Detachment (BOSDET) personnel from Baltimore who will be available to answer questions pertaining to Federal boating requirements, pass out safe boating tips and hand out Coast Guard Boating Safety literature.

All military and civilian personnel are invited to stop by and visit this very impressive display. Those persons who are boating enthusiasts are especially invited.

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.

IMPROVEMENT OF HOUSEKEEPING HABITS

Headquarters personnel are being provided an unequalled opportunity to work in clean, pleasant surroundings. A tour of the headquarters building discloses, however, that the careless housekeeping habits of a few must be improved if attractive facilities are to be enjoyed by all.

Examples:

- Rugs and tile are being damaged and stained, in some instances irreparably, by lighted cigarettes discarded or extinguished on the floor.
- Drinking cups, food wrappers and similar items are being discarded in ash receptacles.
- Spilled coffee is staining the carpeting.
- Restroom facilities are being misused.
- Careless employees are neglecting to place used hand towels in the receptacles provided resulting in unsightly floors.

Let us remember the garages are part of the building and there, too, better housekeeping habits are needed. Incidentally, some of the oil drips may be coming from your car. A small repair now to correct the leakage may save a big repair bill later.

We can each contribute to a pleasant and efficient work space for all by expending a little extra effort to keep our building clean.

PLACE YOUR OFFICIAL LONG DISTANCE CALLS THROUGH THE FEDERAL TELECOMMUNICATIONS SYSTEM (FTS)

In the interests of economy, all DOT employees are urged to place official long distance calls over the FTS which places the Government, nation-wide, at your fingertips. The "FTS Users Guide" contains alphabetical listings of FTS switchboard locations by state and city.

- FTS Information: If you do not know the FTS telephone number of the party you want to call, dial your FTS Access Code and the distant FTS switchboard number listed in the FTS Users Guide. The operator will furnish you the 10-digit FTS telephone number of the party you are calling. Add it to your frequently called number list for future use.

- Calling Commercial Numbers Over FTS: If your administration has given you authorization to call commercial telephone numbers and you know the commercial number in the city you are calling, look up that city in the FTS Users Guide. If the city is not listed, dial the number for "Other Cities" at the end of each state listings. That operator will either complete your call or direct you to the proper FTS switchboard for completion.

When the FTS operator answers, give her the following underlined information only, and in sequence:

1. Your Name,
2. Your Identification Symbol, and
3. The complete 10-digit commercial telephone number you are calling.
4. For example: Mr. Roe, Q1-99-99,202-343-7811.

SMOKING IN ELEVATORS

Signs will soon be installed in all elevators requesting that there be no smoking. Smoking in such confined quarters is unpleasant for the "captive audience"; there is the hazard of burned clothing (or people!); and the ashes and cigarette stubs litter the elevator floors. Please be more considerate of your fellow workers.

LOOKING FOR ELECTRONICS DATA?

The DOT Library has a good source of information on electronic equipment in its file of Department of Defense Nomenclature Cards. These 320,000 cards provide factual data in a concise and convenient form, on the characteristics and physical makeup of electronic equipment being used within the DOD. These cards contain information of interest to our own engineering and maintenance personnel who may be evaluating an item of equipment for a proposed use with DOT. If you need such information, we suggest that you check this file -- in the 10A Services Branch, TAD-494.7, Room 930, FOB-10A, extension 63601.

HAVE YOU DONATED BLOOD THIS YEAR??