



# Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 27

May 1, 1971



## HOT COPY ROOMS - HOURS OF OPERATION

The hot copy room on the fourth floor of the Nassif Building was recently moved from Room 4321 to Room 4119. For your convenience, the locations and hours of operation of all the hot copy rooms are listed below.

	<u>Room No.</u>	<u>Hours</u>
DOT Hqs. Bldg.	2311	7:30 a.m. to 6:00 p.m. daily (Saturday, 9:00 to 3:00)
	4119	7:45 a.m. to 4:15 p.m. daily
	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. "
FOB-10A	521	7:30 a.m. to 6:00 p.m. daily (Saturday, 9:00 to 3:00)

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.



## SAFEGUARDING PERSONAL PROPERTY

It is well that we all be periodically reminded of the need for exercising due vigilance and concern with regard to safeguarding personal property within office areas. The following are some suggestions which should be kept in mind in this regard:

1. Do not leave handbags, money, jewelry, or other valuables in or on top of your desk while you are away from your office.
2. Do not leave money or other valuables in your desk overnight.
3. When you leave your office and cannot carry your purse, lock it up or leave it with a co-worker.
4. Immediately report the presence of suspicious individuals, the commission of thefts, or other crimes to:

Office of Investigations and Security, Ext. 64677  
Guard Office: Hqs. Bldg. - Ext. 62626  
FOB-10A - Code 13, Ext. 20423

## SMOKING IN ELEVATORS

Some of our employees are complaining bitterly about the lack of consideration of those who smoke in the close confines of elevators. A few report burned clothing, but most often the complaint concerns lack of consideration for non-smokers. Remember, what to you is the pleasant aroma of burning tobacco may be a poisonous, objectionable stench to others. Please confine your smoking to more open spaces.

## SPEED LIMIT IN GARAGE AREAS: FIVE MILES PER HOUR

The speed limit for vehicles in the Nassif Building and FOB-10A garage areas is five miles per hour. This limit is not being observed by many employees at a hazard to pedestrians and to those drivers maneuvering their cars into or out of parking spaces. Please observe this speed limit--it takes only a few seconds more and reduces risks to others and to yourself.



### SECURE BICYCLE PARKING

Effective May 3, 1971, bicycle parking is to be available inside the Nassif garage. Outside bicycle racks presently on the sidewalks north and south of the building are to remain there. New racks are being purchased and are to be colocated with motorcycles in space set aside in the northeast corner of the P-1 garage area. For those who wish to avail themselves of this service, bicycles will be controlled in and out of garage area by the parking contractor. Decalcomania to facilitate such control will be furnished. Records will be maintained by Parking Management. A fee of \$2.00 each month will be charged for this service.

### POSTER CONTEST

A \$100 Savings Bond will be awarded to the DOT employee who submits the best poster design for the upcoming U. S. International Transportation Exposition. First and second runner-ups will receive \$75 and \$50 Savings Bonds, respectively. The Expo will run from May 27 through June 4, 1972, at Dulles International Airport and will highlight America's accomplishments and plans in the field of transportation. The winning poster design will be used to publicize and promote the Expo.

#### Contest Rules

- . Entries should be sent to Poster Contest, U. S. International Transportation Exposition Office, IE-310, FAA, 800 Independence Ave., S.W., Washington, D.C. 20590. Entries should be received by COB, June 20, 1971.
- . Entries should be on heavy or mounted card stock, no larger than 17" X 22", vertical. Limit two entries per contestant.
- . Including black, no more than four basic colors may be used.
- . Brief description of poster should appear on back.
- . Full name, Administration, office address, office phone number should be typed or printed in lower right-hand corner of face of entry.
- . Winners will be announced July 19, 1971. Entries will not be returned.

#### SIX-DAY SMOKERS' CLINIC

The second quarterly Smokers' Clinic is scheduled for May 17-24, 1971, in HUD Conference Room 2255, from 1:00 to 2:30 p.m. Exactly 80% of the 71 participants in the first clinic early last February have kicked the habit. Physicians of the Washington Sanitarium & Hospital will again be in charge of the program. Fifty places will be allotted DOT personnel and 50 for HUD--first come, first served. Employees will be granted administrative leave when feasible to attend the clinic, and the fee is nominal: \$3.00 for members of departmental recreation associations (FAA Club, etc.) and \$5.00 for non-members. If the clinic is oversubscribed, you may have your money back at once or be placed on the priority list for the next clinic in late September. Make checks payable to Mr. N. William Wall, Finance Office, Room 7118, HUD Building, 451 7th Street, S. W., Washington, D. C. 20410. For your convenience, Page 5 is an enrollment form.



SIX-DAY SMOKERS' CLINIC ENROLLMENT FORM

SPONSORS: Washington Sanitorium and Hospital, DOT Public Affairs Office,  
HUD Employees Recreation Association.  
PLACE: HUD Building, Room 2255  
TIME: May 17-24, 1-2:30 p.m.  
LEAVE: No charge to annual leave for DOT Employees

Enclosed is my check:

1. ☐ \$3.00 for Recreation Association Members (FAA Club, etc.).
2. ☐ \$5.00 for nonmembers.

If the Clinic is over-subscribed:

1. ☐ Refund my money.
2. ☐ Place me on priority waiting list for next clinic in September.

NAME \_\_\_\_\_ ROOM \_\_\_\_\_ EXTENSION \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ENROLLMENT: 100 Maximum and 50 minimum, including DOT employees.

Send this Enrollment Form and check to:

Mr. N. William Wall  
Finance Office  
Room 7118, HUD Building  
451 Seventh Street, S. W.  
Washington, D. C. 20410

Tear Along This Line