



# Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 35

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## SECRETARY VOLPE LUNCHES AT NEW CAFETERIA IN DOT HEADQUARTERS BUILDING

Thursday, September 2, Secretary Volpe had lunch in the new Drug Fair Cafeteria in the DOT Headquarters Building. He was accompanied by Dr. Milton Elsberg, President of Drug Fair, and by Mr. Heffelfinger, Assistant Secretary for Administration.

Secretary Volpe spoke very briefly, presenting to Drug Fair on behalf of DOT a basket of flowers to mark their recent opening, and giving his best wishes for a successful operation which would benefit both Drug Fair and the DOT Headquarters employees. The Secretary then joined those in the cafeteria lines, selecting his lunch from the variety of items offered and proceeding to a table in the main dining area where his group continued their conversation and enjoyed their lunch.

We join the Secretary in being very happy at having an eating facility in the building at last, and in hoping we will be mutually happy with each other for a long time to come!

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.



### LATEST ON THE "FREEZE"

One major change of interest to DOT employees in regard to the recent freeze on promotions is that promotions resulting from reclassifications are now permitted. However, management must assure itself that raising the level of the position is essential to the mission of the organization and will result in more economical and efficient attainment of program objectives. In addition, there must be evidence that the employee will actually perform at the higher grade level before upgradings resulting from reclassifications and career progressions can be effected.

Another minor change is that although within-grade increases and quality step increases are still frozen, cash awards based on superior performance can be made under the Incentive Awards Program.

### IMPROVEMENT OF HOUSEKEEPING HABITS

With the opening of the cafeteria in the Headquarters Building, a tour of the building discloses that the careless housekeeping habits of a few employees must be improved if attractive facilities are to be enjoyed by all.

Certain employees are placing partially filled containers of liquids in waste baskets and carrying containers of beverages and food from the cafeteria to their work stations without lids. The carpet and wall staining that results from spillage is contributing to an intolerably unsightly condition.

Employees are requested to exercise care in transporting food.

### CAR POOL LOCATOR BOARD IN FOB-10A CLEARED

This is to remind you that the car pool locator board in FOB-10A (in lobby of "A" level parking area) was cleared of all cards and pins Friday, September 10. If you wish to utilize the system, you must update your input. Please be sure to date your new card.

### TRAVEL AND IMPREST FUND TELEPHONE NUMBERS CHANGE

Effective September 27, 1971, the new telephone number for Travel Services in the DOT Headquarters Building (TAD-444.2) will be ext. 64867. The number for the Imprest Fund activity (also TAD-444.2) will be ext. 61841. Please note this change in your DOT Directory on page 92 and on page 1, under OST Services.



