



# Southwest Seventh

## DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 49

April 1, 1972



### USCG BAND CONCERT

The USCG Band has volunteered to give a concert for the pleasure of DOT employees while the band is touring this area. The concert will be held in the plaza area of the Headquarters Building on April 11, from 12:00 to 1:00 p.m. It should be a good day to plan to buy a sandwich and enjoy this top-rate professional band during lunch. See you in the plaza April 11th!!

### ADDITIONAL NOTARY PUBLIC IN HEADQUARTERS BUILDING

The Transportation Federal Credit Union has announced the availability of a Notary Public in their Headquarters Building office -- Mr. Alexander Belussi, Room 3248, Ext. 60250. We are happy to have this additional service provided to us.

#### CHANGE IN DOT CREDIT UNION HOURS

Beginning Monday, April 17, the Transportation Federal Credit Union hours of operation will be 9:30 a.m. to 4:00 p.m. daily. This applies to the offices in both FOB-10A and the Headquarters Building.

The change in hours to serve the members is prompted by the conversion to an "On Line Real Time Computer System" and the need to allow the credit union staff sufficient time to prepare for the day's operations as well as to reconcile the day's operations before closing.

#### NEW PERFORMANCE EVALUATION FORM READY FOR USE BEGINNING IN APRIL

Based on nearly three years of experience with form DOT F 3300.3 and on recommendations from the operating administrations and OST, three major changes have been made in the form that has been used since May 1969 to record annual performance ratings, certifications needed for within-grade increases, and promotion evaluations.

A new section has been added to the form that provides for a comparison of the employee's actual performance of major job assignments against the level of performance required for satisfactory accomplishment of those assignments. Some DOT administrations use written performance standards to describe the level of performance required; where this is the case, actual performance is compared with the standards and recorded on the new form as, "need improvement, meets requirements, exceeds or far exceeds requirements." Where there are no written performance standards, employees will be rated, as a minimum, on the quality and quantity of the work they do and whether deadlines or work schedules are met. The evaluation on this part of the form is solely in terms of how good the employee performs in his present job and it relates directly to the annual performance rating assigned and the supervisor's determination that an employee is or isn't performing at an acceptable level of competence.

The knowledges, skills, and abilities part of the form, the section that is used for promotion purposes, has been redesigned. The supervisor is asked to evaluate his employees in terms of the eleven nonsupervisory factors and, if appropriate, the eight supervisory factors most often looked for when there is a position to be filled. A special effort has been made to make it clear that a rating in Column B of this section means that the employee possesses adequate skill or ability, or has the normal amount of job knowledge expected to be found among employees in that grade and occupation.



Another new section, relating to training, has also been added to the form. This part is designed so that supervisors can record the training needed by their employees and can reflect the training or development that employees may indicate they would like to have. The information in this section can be used to plan the annual training budget if training needs information is not obtained in some other way.

The new version of this form has been renumbered DOT F 3430.1, but is still titled "Performance Evaluation Record." Distribution of the new form will begin in April for those employees whose annual evaluations are due in July 1972. Use of the new version for promotion consideration will be required after August 1. Employees who request promotion consideration after August 1, and have not yet been evaluated on the new form, must obtain an interim evaluation by their supervisors. An interim evaluation requires only completion of the Identification and Knowledge, Skills and Abilities sections of the form.

During the next few months, the Personnel Operations Division will offer a training session for supervisors who will be using this new form in evaluating employees.

#### POTENTIAL ANNUITY BONUS TRIGGERED BY FEBRUARY COST OF LIVING INCREASE

As a result of the .5% increase in the Consumer Price Index (CPI) in February, a minimum 4.3% annuity bonus may become available to all Civil Service annuitants and to any Federal employee who retires on an immediate annuity by June 30, 1972. If the CPI stays the same, goes up, or doesn't drop more than .3% over the next three months, the annuity bonus becomes effective on July 1 and will be included in annuity checks received in August. As has been the case in the past, employees who have applied for disability retirements can retain their eligibility for the annuity bonus, if a determination on the disability is still pending, by requesting that they be placed in Leave Without Pay status effective July 1, 1972, until the Civil Service decision is made.

#### RESTRICTIONS ON USE OF DOT HEADQUARTERS BUILDING CONFERENCE ROOMS

Because of the limited conference room space available in the DOT Headquarters Building in proportion to the demand for such space, and because of the workload on DOT personnel to service the rooms, DOT elements are reminded to discourage all requests from commercial firms for provision of space for demonstrations of equipment. Rental space at nearby motels, hotels, or other commercial areas is available to these firms. Such demonstrations in DOT space can no longer be accommodated without serious infringement upon the official business of the Department.