



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 69

December 15, 1972



TO ALL DEPARTMENT OF TRANSPORTATION EMPLOYEES:

The Holiday Season is a time of appreciation as well as hope; a time of thankfulness for blessing received as well as anticipation of achievements yet to come.

This Christmas Season, at the end of another year, I have the special privilege of thanking each of you--at all levels of the Department--for your continued dedication and hard work. Each of you has my deepest gratitude as I leave for my new assignment.

I wish you all a warm and merry Christmas, and a New Year that will be not only happy and prosperous, but with a goal of peace and good will as well.

Sincerely,

"EXPRESS BANKING" CARDS CAUTION!

One DOT employee has had an unfortunate experience which may remind you to use care in protecting any "express banking" card you may carry. The employee lost his wallet which contained such a card. Also in the wallet was the secret identification number written on a separate slip of paper. The card and identification number were used to withdraw \$950 from the employee's checking account over a period of 11 days before it was noticed and the terminal was programmed to capture the card. To protect yourself from a similar situation, do not carry both the card and identification number in your wallet. In case of loss, notify your bank immediately.

FREEZE ON HIRING AND PROMOTION ACTIONS

DOT employees will be interested in the following memorandum which Secretary Volpe released to all Secretarial Officers and heads of administrations:

"The Assistant Secretary for Administration has transmitted to you the statement of the President which imposes a freeze on hiring and promotions. The President is taking this action as one measure to help achieve prosperity in our country without war and without inflation. It is your job and my job to help in every way to achieve this objective.

Now is the time for every manager and supervisor in DOT to come forward and show that they can do the job through better planning for and utilization of all our resources. I have had the opportunity to see what management of this Department can do when it is challenged and I know that all of you can and will respond now when so much is at stake.

Our civilian employees and military personnel will have many questions about the freeze and its impact upon them. I expect you to communicate the spirit of the President's message to them immediately and to keep them and the certified representatives of civilian employees informed as we progress with the President's program. Please let them know that I recognize their need for current information and that we shall pass on very quickly the facts about any decisions which affect the people of this organization."

HOT COPY SERVICE

Customers are reminded that non-priority copy work may be left with the Hot Copy room attendant to be run off as time permits. The attendant can usually give you an estimated time for pick up, or you can request that the work be returned to you by mail. Use of this practice for non-urgent work can conserve valuable secretarial time.