

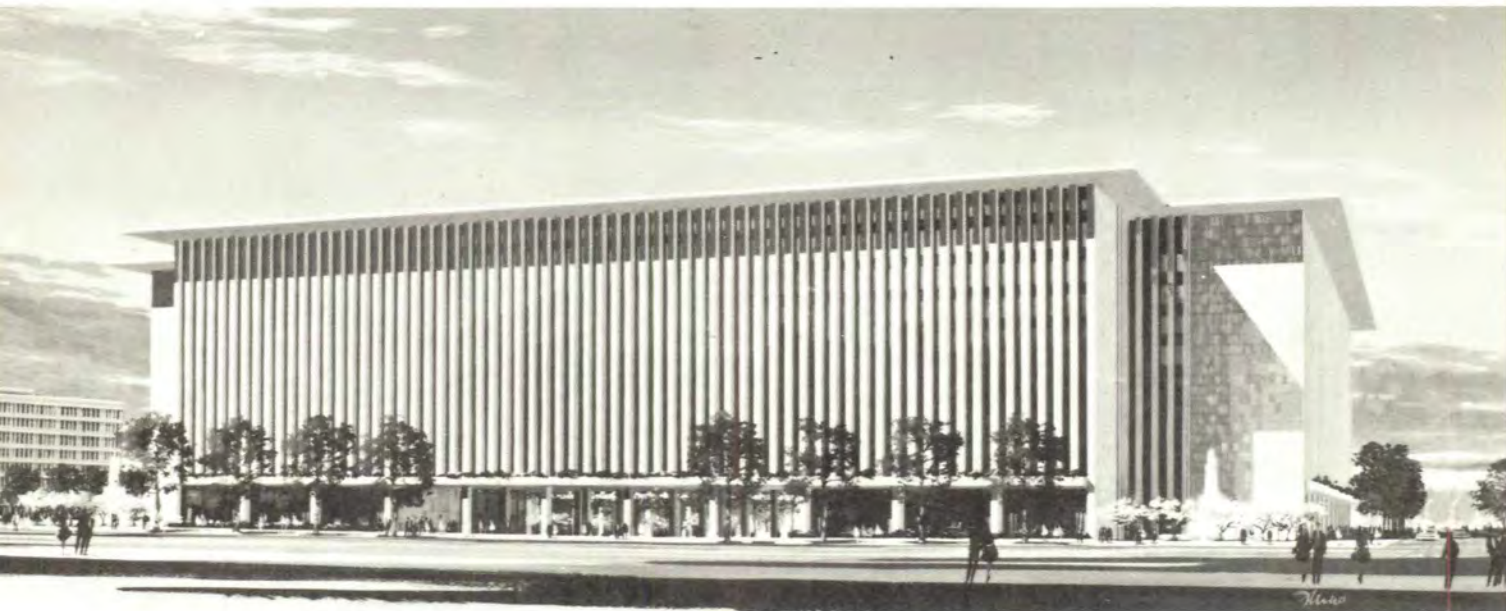


Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

July 15, 1972

No. 57



CENTRALIZED GRAPHICS SERVICE FOR DOT WASHINGTON HEADQUARTERS

Graphics service in the Washington Headquarters was consolidated under the Working Capital Fund system in the Office of the Secretary, Office of Administrative Operations, effective July 2, 1972. This centralized function will be performed by the Graphics Branch, TAD-486, under the Publishing and Graphics Division. The Chief of the Graphics Branch will be located in the DOT Headquarters Building in Room 3411, where complete graphics service will be available. A similar facility will be maintained in Building FOB 10A. The relocation to Room 3411 of the former FHWA, Coast Guard, and NHTSA facilities will be effected when inventories and space planning is completed. This is expected to take three to four weeks. In the interim, graphics services will be obtained by the same procedures and at the same locations as in the past. A DOT directive describing the service and establishing policy, standards, and revised procedures is in process and will be issued at the time the relocation of this facility to Room 3411.

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.

GSA STORE IN HEADQUARTERS BUILDING TO OPEN JULY 19

GSA advises us that the GSA self-service store, located on P-1 level of the DOT Headquarters Building (near the cafeteria elevator lobby in the Southeast corner of the building) will open Wednesday, July 19, hours will be from 9:30 a.m. to 4:00 p.m., Monday through Friday. No requisition will be required for purchases but each shopper must present a properly authenticated identification/charge plate, GSA form 1948. For information on how to obtain such a charge plate, please see the administrative office of your organization. This will be a very welcome addition to the services provided in the Headquarters Building.

DOT TENNIS TEAM WINS CHAMPIONSHIP

The Department of Transportation Tennis Team successfully completed the first half of the Interdepartmental Tennis League competition with a winning record of 34 wins, 5 losses and 1 incomplete match. Although this assures a berth in the championship finals, the Team can eliminate the need of having such a final by also winning the second half of the season. From the results of the Team's first matches against the Executive Offices of the President (5 matches to zero) it appears that the second half of the season should not present difficult problems. New talent is always welcome and tryouts are held each week. For information contact the Team Manager, Mr. Ezio Cerrelli, x61503.

APPEAL FOR HELP

The recent flash flood as a result of "Agnes" which hit the east coast, and the Rapid City--Black Hills, South Dakota flash flood have affected many families with enormous loss of life and property. Once again the Red Cross, the Salvation Army and other community organizations came forward to help meet the human needs of flood stricken individuals and families.

Employees of the Federal Government are being asked to assist in raising the enormous amount of money needed to assist the victims of these floods. The best way we can do this as individuals is to contribute to the local American Red Cross chapters or the Salvation Army here in the D.C. area, or mail contributions to the American Red Cross Disaster Relief Fund, P. O. Box 100, Rapid City, South Dakota 57701.