



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 60

September 1, 1972



PROPERTY PASS SYSTEM IN EFFECT AS OF SEPTEMBER 12, 1972

Starting September 12, personnel removing Government-owned or -leased property from the DOT Headquarters Buildings will be required to complete, in duplicate, a Property Removal Record, Form DOT F 1660.2, to be presented to the guard office in the building. This requirement also extends to equipment owned by contractors, potential contractors, vendors or suppliers and personally-owned equipment.

Copies of the form may be obtained from the property management offices within the Office of the Secretary and the respective administrations, as well as from the guard office in the Nassif Building (elevator lobby, 7th and E Streets) and in FOB-10A (Room 106). Within a short time the forms will be stocked in TAD-484.3 and be available through normal supply channels.

This procedure implements the provisions of Order DOT 1660.1, dated 7/5/72.

DOT TELEPHONE DIRECTORY RESCHEDULED

Have you wondered where your new phone book is? Because of problems with the ADP portion (alphabetical section) of the directory, the July issue has not been distributed. Considering the time required for correction and the continuing decay of the data (cut-off date was early June), it was more logical and more economical to begin a new update cycle immediately. This will result in the issuance of a directory the first week of October.

AVOID INJURY - THINK BEFORE YOU ACT

Each of the four banks of elevators in the Headquarters Building have five elevators which are automatically programmed to give fast and efficient service. Employees should not risk injury by ignoring safe practices in using these elevators. For example, DON'T try to enter or leave an elevator when the warning buzzer sounds to signal the elevator's imminent departure; and DON'T insert a hand or foot in a closing elevator door to make it reopen...another elevator will be along shortly, and chances are that you aren't in that much of a hurry anyway. As far as we know, no one has lost a hand or foot in a Nassif elevator, yet. Don't you be the first!

INAUGURATION DAY, JANUARY 20, 1973

Inauguration Day is normally a holiday for Federal employees in Washington, D.C. and adjacent areas. Since next Inauguration Day, January 20, 1973, is a Saturday (a non-workday for most employees), the Comptroller General was asked if Friday, January 19, 1973, is to be regarded as a holiday, in lieu of Saturday, for employees whose scheduled workdays do not include Saturday.

In response, the Comptroller General ruled that Friday, January 19, 1973, would not be a legal holiday for pay and leave purposes.

Through further interpretation of that decision, the Civil Service Commission has advised that Inauguration Day, in any year, is to be considered a holiday for pay and leave purposes only for those employees in the District of Columbia and adjacent areas, whose work schedules include that day as a scheduled workday.

SECURITY REMINDER

Certain revisions have been made in the perimeter security controls in the Nassif Building which will go into effect on September 12, 1972.

Order DOT 1600.24, dated 8/21/72, describes the basic security controls and notices will be placed on all of the bulletin boards in the building explaining the controls in more detail.