



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 99

December 15, 1973



TO ALL DEPARTMENT OF TRANSPORTATION EMPLOYEES:

On the occasion of this holiday season I want to both thank, and commend you, for your help during the past year. We have had a good year and we have accomplished much. I am hopeful 1974 will show even more progress.

While lights may be dimmed and thermostats lowered, I hope that your homes will be warm with the spirit of the season, and that the traditional joys of Christmas time will brighten your holidays and overflow every heart. My family joins me in wishing for you and your families rich blessings and good times--during Christmas and throughout the new year.

Sincerely,

Claude S. Brunja

1973-74 COMBINED FEDERAL CAMPAIGN

DOT employees in the Washington Metropolitan Area pledged a total of \$416,300 during the recent Combined Federal Campaign. This leaves us approximately \$75,000 short of our monetary goal. However, some late returns are still being received which will continue to improve our standing. In any event, the total pledged to date represents an increase of \$11,129 over last year's DOT pledges.

At the close of the campaign, totals for the individual reporting elements were as follows:

	<u>TOTAL PLEDGED</u>	<u>% OF GOAL</u>	<u>% OF PARTICIPATION</u>
USCG	\$ 69,282.16	76.3	93.7
FAA	164,585.77	83	85
FHWA	57,101.15	107.8	99.1
FRA	9,942.25	77	91
NHTSA	40,128.36	90	87
NTSB	13,466.95	92	100
UMTA	8,241.00	86	88
OST	53,553.35	72.5	81.8
DOT TOTAL	\$416,300.99	84.3%	89.1%

SOME GOVERNMENT EMPLOYEES TO HAVE 27 PAY DAYS IN 1973

Final pay checks for calendar year 1973 will be dated December 31, 1973, by Treasury Department instead of January 2, 1974, as expected earlier. For most DOT Headquarters employees this means there will be 27 pay days in 1973 instead of 26. Salary actually paid will exceed the prescribed annual salary rate, including those whose salary is limited to \$36,000. The total salary paid and taxes withheld for the 27 pay periods will be included on the employee's Wage and Tax Statement (Form W-2) for 1973.

GSA HAVING DIFFICULTY MAINTAINING PAPER SUPPLIES

GSA has requested all Federal agencies to cooperate in reducing paper usage. It has been necessary for GSA to seek alternative types and weights of paper products in order to fill basic requirements. DOT has been asked to encourage our employees to conserve paper to the maximum extent possible; to assure that paper products are used only for official purposes; and that conservation practices should be instituted in the generation and distribution of documents; especially where the internal reproduction of copies is involved.

ENERGY CRISIS - AIRLINE RESERVATIONS

The current fuel crisis is forcing the airlines to cut back on flight operations. This has created quite a problem in reaching airline offices by phone and in securing reservations desired. The Travel Services Section suggests that you request your reservations at the earliest possible date in order to increase your chances of getting a flight schedule convenient to your travel plans.

ENERGY CRISIS - MOVEMENT OF MAIL

As a side effect of the reduction in fuel consumption efforts, such as airline flight curtailments and lowered speed limits for motor carriers, the movement of mail will be affected. To assist in the timely delivery of your mail, you should plain mark such designations as "Air Mail," "Special Delivery," "First Class," etc. above the address; otherwise, mail will travel on a space available basis.

EMPLOYEE PARKING

The parking contractor (Monument Parking Company) informed us that the new coupon books have been mailed and should by now be in the hands of all permit holders. If you have not received your coupon book by now, please call the Parking Management Office on extension 60064.

GOOD NEWS FOR RAIL COMMUTERS TO D.C.

METRO has announced a new experimental commuter bus service between Union Station/Capitol Hill/Southwest employment area. This service is to begin January 7 and will utilize the "Downtown Midi Buses which currently run only between 10:00 a.m. and 3:30 p.m. The new service will schedule the buses every ten minutes between 7:00 and 8:50 a.m. from Union Station and between 4:30 and 6:20 p.m. from 6th & D Streets, S.W. This service will be operated for six months and if it is successful, public hearings will be held before it becomes permanent.

The Midi Buses will stop at all regular METRO bus stops along its route. The morning run will be along 1st Street, N.E.; Independence and Maryland Avenues, S.W.; 7th, D, and 12th Streets, S.W.; and east on Independence to 9th Street, S.W. The evening route will begin at 6th and D Streets, S.W. and proceed to 12th Street, S.W. before reversing the morning route. The fare will be 40 cents; D. C. transfers will be accepted.

SECURITY REMINDERS

Now is a good time of the year to remind ourselves of some personal precautions we should take to reduce the possibility of thefts or other crimes.

- . Each evening secure all easily concealed items of government property, particularly electronic hand calculators.
- . Keep your purse or wallet with you or locked up at all times. Do not leave it unattended even for a brief period.
- . Do not leave money or valuables in your office overnight.
- . If you bring your shopping to the office, give it the same protection you afford your other personal property.
- . Remove wallets, keys and any valuable items from coats on clothing racks.
- . Make sure coat racks are well within controlled office areas, not close to the exterior doors or in open hallways.
- . Require all unknown persons who appear in your office to identify themselves.
- . If you have items which you wish to leave in your parked car, lock them in the trunk.
- . Don't leave your small parking identification card in your car.
- . If you observe any suspicious persons or activities in any of the DOT parking areas, immediately notify the parking attendant.
- . Report at once to TAD-50 any losses, thefts or other unusual activity you may experience or witness.
- . Emergency telephone numbers you should remember:
 - Office of Investigations and Security, TAD-50 (64677)
 - Guard Office, Nassif (62626)
 - Guard Office, FOB-10A (13-20423)
 - Guard Office, Buzzard Point (69154)
 - Metropolitan Police Department (626-2861)
 - Dispensary, Nassif (61140)
 - Dispensary, FOB-10A (63252)
 - Dispensary, Buzzard Point (69111)