



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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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.

IT'S TAX FILING TIME

For your convenience, the Personnel Operations Division (OST) has secured a supply of 1973 Individual Income Tax forms for Federal, D.C., the States of Maryland and Virginia, plus the various schedules. Any OST, FRA, or UMTA employee who needs tax forms may pick up such forms between the hours of 9:00 a.m. and 5:30 p.m., Monday through Friday, in Room 9405, DOT Headquarters Building.

REPORTING STOLEN OR MISSING PROPERTY

Employees in all DOT Headquarters buildings and facilities are reminded that whenever Government property is discovered stolen or missing, the Office of Investigations and Security (TAD-50) extension 64677 should be notified without delay. A complete description of the property, including serial numbers, should be given. The same procedure should also be followed concerning stolen personal property; however, the Metropolitan Police Department (Precinct 1, phone no. 626-2861) should also be notified personally by the victim of the theft. These actions will help initiate prompt investigative action.

Four forms of GSA Form 182, Report of Loss or Theft, should also be completed and sent to TAD-50 the same day the loss is discovered. Blank forms may be obtained from the respective Guard Offices in the Nassif Building and FOB-10A.

WHEN INJURED AT WORK

Recently a pamphlet entitled, "When Injured at Work," and a wallet size card, giving information about injury compensation and instructions to employees and their families on what to do in the event of an employee's injury or death as a result of his employment, was distributed to all employees of the Office of the Secretary (OST) and the Urban Mass Transportation Administration (UMTA). The instructions indicate that the Form CA-4 should be submitted to the Office of Federal Employees' Compensation (OFEC) through your supervisor. However, instead of the supervisor sending this form directly to the OFEC, as the pamphlet and card states, supervisors should send this form to the Personnel Operations Division, TAD-18, Room 9401 for processing and forwarding to the OFEC.

BUZZARD POINT BUILDING

To no one's great surprise, GSA has notified the Department that the most recent target date for completion of the Buzzard Point Building, April 10, has been revised. Their latest letter states that a realistic occupancy date would be no sooner than May 1.

PEDESTRIAN TRAFFIC PROHIBITED ON GARAGE RAMPS

Pedestrians are prohibited from using garage ramps leading from one parking level to another. There are elevators and stairwells between levels available to pedestrians and these avenues are much safer. The pedestrian on a ramp planned for vehicle use only risks his own safety and that of others. This precaution will become even more critical when METRO contractors begin their work in the DOT Headquarters Building garage with the associated construction equipment using these ramps. Please help--use the stairs or elevators when on foot!