



# Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 122

December 1, 1974



## HOLIDAY SECURITY REMINDER

All the security precautions and that "ounce of prevention" which employees should take, normally during the work year are especially appropriate for this holiday season. Thefts of personal and Government property from the unwary employee are particularly inviting to the sneak thief during the Christmas season when employee thoughts may wander to "visions of sugarplums." Now is a good time to review some of the 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 and small desk 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, Trans Point (69154)
  - Metropolitan Police Department (626-2861)
  - Dispensary, Nassif (61140)
  - Dispensary, FOB-10A (63252)
  - Dispensary, Trans Point (69111)

DOT FILM: "THE AMERICAN WAY"

The Department of Transportation takes on the transportation problems of the Nation in a new film, "The American Way." Produced by OST Public Affairs, the film was shot in cities and rural areas throughout the United States--and here in the DOT headquarters--showing the American penchant for travel, the problems this brings, and the programs that the Department is undertaking to anticipate and overcome those problems. "The American Way" is being distributed nationally. It will be shown at 1:30 and 12:30 in room 2230, DOT headquarters building, on December 9, 10, 11, and 13. It's a good film. You'll enjoy it and learn what the other administrations in DOT are doing.

BLOODMOBILE IS COMING TO TRANS POINT ON DECEMBER 6

The next bloodmobile is scheduled to be at the Trans Point Building on December 6, from 9 until 2:30 in room 3201.

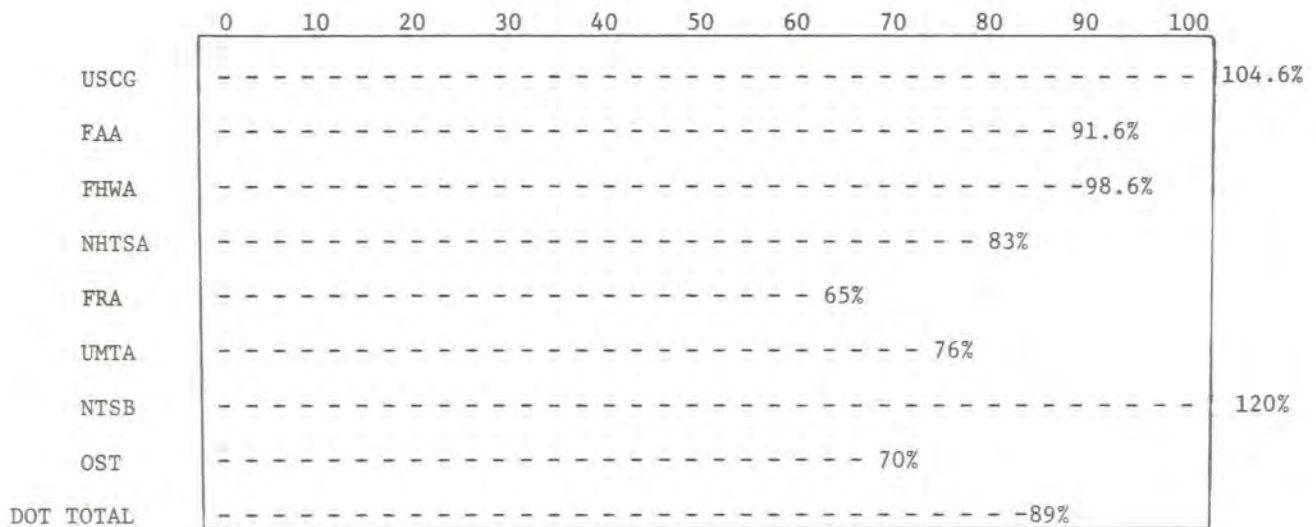
This will be the first bloodmobile at Trans Point since the newly assigned Blood Donor Recruitment Coordinators have been designated. Give them a call and reserve a time to give "The Gift of Life."

OST	Maryann Hinds	Room 6226	x62392
USCG	CWO W.F. Ball	Room 4219	x61075
FAA	Darlene Kirby	Room 1100	x63577
FHWA	Edna Kirby	Room 5116	x60243
FRA	Inga Childs	Room 4208	x61682
NHTSA	Paul Honke	Room 3200	x69294
UMTA	Dave Lee	Room 6412	x69157

### 1974-75 COMBINED FEDERAL CAMPAIGN

DOT employees in the Washington metropolitan area pledged a total of \$421,936 during the recent Combined Federal Campaign. That amount represents an increase of almost \$6,000 over last year's DOT pledges. The final standing of all participating DOT elements is shown below. Your contributions to this worthy effort will be greatly appreciated by the charitable organizations involved.

Percent of Monetary Goal



### CHRISTMAS PARTIES

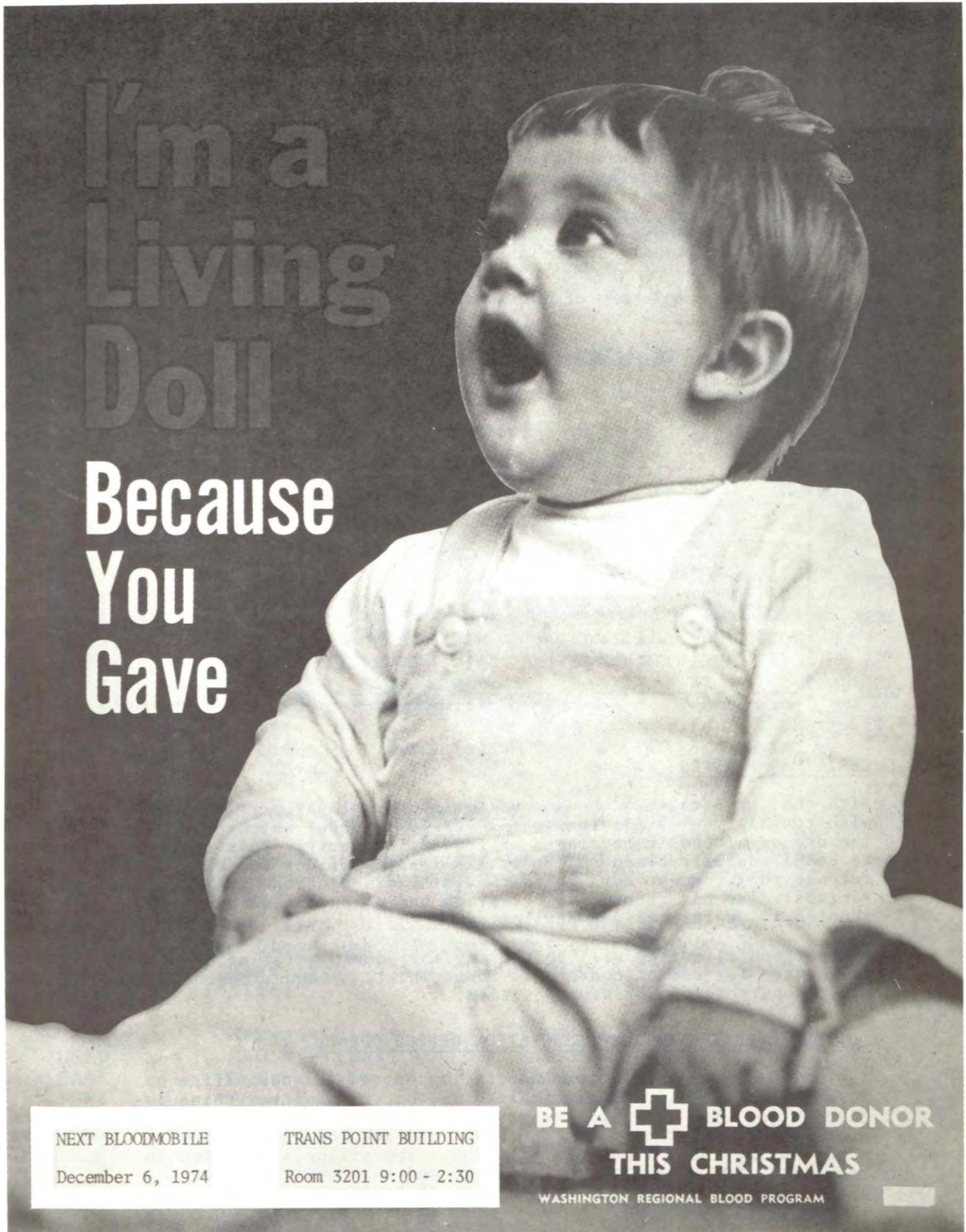
With the Christmas Season upon us again and holiday parties, we wish to call your attention to (41 CFR 101-19.306) which prohibits the use of alcoholic beverages on Federal property. This applies to both Federally-owned and Federally-leased offices and conference rooms except for specific events for which the GSA Administrator has granted an exception and no exception has been granted to us for holiday parties.

A Departmental Notice will be shortly forthcoming stating basic procedures for use of conference rooms in all Headquarters buildings for the purpose of Christmas parties.

### DOT EMPLOYEE RECREATION ASSOCIATION OFFICE OPENED

The DOT Employee Recreation Association opened its new office on November 25, 1974. Bargains galore is the theme. Everything is discounted. You can purchase Claxton fruitcakes and Russell Stover candy for the holidays. Visit and see how you can save money during these times of inflation. The office is located in room 4338, DOT Headquarters Building, and the hours are from 11:00 a.m. to 2:00 p.m., Mondays through Fridays.





I'm a  
Living  
Doll


Because  
You  
Gave

NEXT BLOODMOBILE

December 6, 1974

TRANS POINT BUILDING

Room 3201 9:00 - 2:30

BE A  BLOOD DONOR  
THIS CHRISTMAS

WASHINGTON REGIONAL BLOOD PROGRAM