



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 121

November 15, 1974



"CLOTHING FOR KIDS" DRIVE

This year's drive to collect and distribute good used clothing (because of health regulations used shoes cannot be accepted) for school children is now underway and will continue through December. Collection boxes have been placed in the ground floor lobbies of all three DOT buildings. This is a community-wide effort to make sure that no child misses his or her chance for an education just because they lack suitable clothing. Do your part...put your good used clothing for school-age children in one of the collection boxes and help a local child to attend school.

SAFETY HAZARD

The Office of Administrative Operations has received comments from GSA and David Nassif Associates that there are several instances where furniture rearrangements have resulted in the use of extension cords for electrical connections and thus created fire and safety hazards. The proper course of action would have been for the organizations changing their furniture layout to request the relocation of the electrical outlets to fit their new pattern. If such a danger exists in your organization, please call it to the attention of your supervisor or administrative officer and ask to have the outlet relocated.

IT PAYS TO GO FTS

- . FTS is the Government's own system for providing local and nationwide telephone service in the most economical way.
- . FTS is available every hour of the day, every day of the week.
- . The FTS Users Guide explains in detail the how's and why's of the system including a list of all FTS locations with information and FTS assistance telephone numbers for all states in the union.

Remember, FTS is there to serve you at the least cost to DOT and to you, the taxpayer.

DOT BLOODMOBILE SET FOR NOVEMBER 21

The next DOT Bloodmobile will be conducted in the Headquarters Building on November 21, from 9 to 2:30. All employees who are able to donate blood are urged to contact their recruiters now and arrange a time on the 21st that best fits their schedule. Here's a list of Blood Recruiters:

OST	Sarah Adams	TAD-18	x61177
USCG	Pat Jones	GCAS-81	x62329
FAA	Helen Wisner	AAM-410	x63252
FHWA	Earl Peterson	HPT-10P	x60485
FRA	Teresa Stolt	RA-16	x69771
NHTSA	Earline Hughes	N48-20	x61441
UMTA	Jim Webb	UAD-40	x64865
NTSB	Lois Ryan	BGM-20	x68932

Trans Point Employees Please Note: The next Bloodmobile for the Trans Point Building is scheduled for December 6, 1974.

EMPLOYEE PARKING REGULATIONS

All DOT parking facilities permit holders are urged to review the printed "Rules of the Garage" issued to you recently with your new permits. For your own safety and that of your fellow employees, it is imperative that these rules be followed. To avoid accident, speed must be held to a minimum and headlights turned on when driving through any of the parking areas. The rules also specifically caution against leaving the small identification card in your car. That practice increases the possibility of theft not only of your own car but of others. You are reminded that the printed rules inform you that if the small card is in your unlocked car, the garage attendants are instructed to remove and forward it and the large permit to the Parking Management Office. The continued enjoyment of the parking privilege calls for responsible, considerate performance by the permit holder.

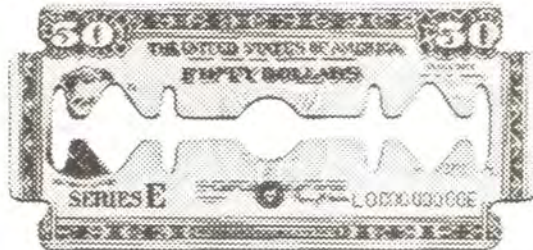
OCCUPATIONAL SAFETY CONFERENCE

The DOT Occupational Safety Management Conference was conducted in Washington, November 5 through 8. Field and Headquarters representatives of all elements of DOT attended. This conference highlighted departmental compliance with the Federal Occupational Safety and Health Act (OSHA) and the importance of OSHA as a responsibility of management at all levels. Speakers included the Honorable Peter J. Brennan, Secretary of Labor; Mr. John W. Barnum, Deputy Secretary of DOT; and Mr. William S. Heffelfinger, Assistant Secretary for Administration. Mr. William P. Davis, Deputy Assistant Secretary for Administration, presented the Secretary's award for the most improved safety management program to Mr. Harry A. Lindberg, the Acting Executive Director of the Federal Highway Administration.

NEW THRUST IN LABOR MANAGEMENT RELATIONS IN DOT

DOT is moving ahead with the development of new Labor Management Relations Seminars. The first seminar to be developed will be directed at Departmental managers giving selected managers an awareness necessary to manage LMR throughout the Department, and giving them a DOT perspective of the LMR program. Another seminar will be developed at a later date that will be especially designed for personnel management specialists. Participants will be selected managers with an on-line need to understand the stated objectives. The program will deal with such topics as current status of LMR in the Department, the nature of unions, the DOT manager's responsibilities in LMR, maintaining effective awareness of LMR, and developing a management team to administer LMR. The pilot session will be conducted on December 11-12-13, 1974, at the Hilton Hotel in Annapolis, Maryland. Following this session, an assessment will be made of the effectiveness of the seminar and at that time its future implementation will be determined.

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