



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 118

October 1, 1974



TO ALL EMPLOYEES:

October 6-12 has been designated National Employ the Handicapped Week.

This is a campaign promoted by President Ford and all members of his Cabinet, and I am instructing all management personnel in the Department of Transportation to give it their fullest support.

The Nation must increase its productivity to fight inflation, and one way is to utilize the skills and the capabilities of all the people. And it is the duty of all employers to make that a reality. We must evaluate applicants on what they can do--not on what they can't do.

Claude S. Brinegar
Claude S. Brinegar

PRESIDENT FORD'S MEMORANDUM ON FEDERAL CAREER SERVICE

On September 20, 1974, the White House released the following memorandum which is of interest to all Federal employees.

'MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Whatever else, recent experience has proven one thing about the Federal Government: It can continue to function and move ahead even under the most difficult circumstances. This is due chiefly to more than two million career civil servants who, day-in and day-out, give of themselves in a thoroughly dedicated and efficient manner to assure this continuity.

These men and women act in the best traditions of the career civil service which has demanded from them for more than 90 years the highest degree of professionalism and competence. In return, it has assured them of a competitive system free from political considerations either in their appointments or in their promotions.

I intend to keep it that way -- and I call upon you to see to it that the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out in your department or agency. Appointments and promotions in the career service must not be made on the basis of either politics, race, creed or sex.

I have informed the Chairman of the United States Civil Service Commission of my determination to keep the Federal career service just that -- a career service in which men and women can be accepted in the first place on their ability and promoted on their merit. I ask you to make sure your agency fully complies with both the letter and the spirit of the law in this regard.

GERALD R. FORD"

SHORTAGE OF PAPER SUPPLIES

The paper shortage has forced GSA to seek alternative types and weights of paper products in filling basic requirements. Consequently, Federal agencies have been requested to reduce the usage of paper wherever possible. All personnel are encouraged to cooperate in conserving paper in such ways as ensuring that paper is used only for official purposes, restricting the reproduction of documents to the minimum number of copies required, and curbing unnecessary distribution of copies.

U. S. COAST GUARD BAND CONCERT

Once again DOT Headquarters employees will have the opportunity to enjoy a concert by the Coast Guard Band. On October 15, the Band will play an hour-long program commencing at noon on the Plaza of the Headquarters (Nassif) Building. As it has in the past, this select group of 45 expert musicians under the leadership of Lieutenant Commander William L. Broadwell will play a variety of selections designed to appeal to a wide range of musical tastes.

An added attraction will be the appearance of Constance Coghlan, percussionist, the first woman to become a member of the Coast Guard Band. A graduate of the University of Wisconsin, Miss Coghlan is, in the words of Lieutenant Commander Broadwell, "the finest percussionist we have ever auditioned."

So plan to enjoy all or a part of the October 15th appearance of this great band.

COMBINED FEDERAL CAMPAIGN

At a kickoff meeting on September 19, 1974, the Combined Federal Campaign for calendar year 1975 was launched. The drive, which will extend through October 29, is designed to provide support for 124 national and local service agencies, 5 international service agencies, and 11 national health agencies. Secretary Brinegar is the Chairman of the Campaign for the Department of Transportation and is supported by Division Chairmen for OST, each administration and the National Transportation Safety Board. Every employee of the Department will be solicited and a goal of 100% participation is sought. We in the Federal service are fortunate to be employed and to be in good enough health to be able to work - many of our fellow citizens are not so fortunate. Let us all continue the Department's tradition of giving to help our less fortunate people. Dig into your conscience and come up with a generous contribution. Use the payroll deduction plan to make your donation more substantial and less painful. Designate the particular agencies you wish to contribute to, if you so desire - but, however you approach this year's campaign, be generous.

BLOODMOBILE VISIT TO TRANS POINT BUILDING

The October 8 Bloodmobile visit to the Trans Point Building has been rescheduled for December 6, 1974. This postponement will allow more time for organization and for new recruiters to be oriented. Regular Thursday visits to the Red Cross Headquarters will continue, so call your blood recruiters if you wish to donate sooner.

SEVENTH ANNUAL DOT AWARDS CEREMONY

The Annual Awards Ceremony is scheduled for 10:00 a.m. October 15, at the Departmental Auditorium on Constitution Avenue between 12th and 14th Streets, N.W. The Secretary will present awards to 39 civilian and 5 military members of the Department for extraordinary heroism or exceptional competence in the performance of their duties. The Ceremony has always been a popular event. Employees who would like to attend the ceremony this year are encouraged to ask their supervisors to contact the personnel office.

Bus service will operate from all three headquarters buildings - both DOT shuttle buses and hired commercial buses - commencing about 9:30 a.m. We hope also that good weather will encourage many to enjoy the short walk to the Departmental Auditorium.

OFFICIAL PHOTOGRAPHS OF PRESIDENT FORD

Official photographs of President Gerald Ford in black and white in two sizes, 16 x 20 inches and 11 x 14 inches are now available. Each Printing Control Point in the Washington Headquarters should order its requirements for the large and small photographs for its organization, Washington and field, from the Printing Branch, Office of Administrative Operations, OST. Display standards are contained in DOT Order 1000.4C.

FIRE PREVENTION WEEK

October 6 - 12 has been designated Fire Prevention Week. Fire drills will be held for all three headquarters buildings sometime during the week. The customary prompt participation by all employees is anticipated. Remember to take purses, wallets, and other personal valuables with you when responding to the alarm.

Fires claim thousands of lives and millions of dollars in property damage in private homes each year. Fire Prevention Week, at the beginning of the heating season is a fine time for each employee to check his residence for fire hazards, to make sure that alternate exits are not blocked, and that fire extinguishers are available and operational. A few minutes are well spent if the effort removes the potential cause of tragedy.