



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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AIR TRAVEL SEVERELY CURTAILED BY TWO MAJOR AIRLINE STRIKES

The strike by United Airlines, which has now been extended through December 24, 1975, coupled with the National Airline strike, has placed an unusual and critical workload on the Travel Services Branch, TAD-455.

Since telephone contact to other air carriers is virtually impossible due to the seasonal crunch and reroutings as a result of the strikes, reservations cannot be guaranteed.

Approving officials are urged to curtail official travel through the end of this calendar year to the extent possible. For necessary travel, additional lead time of several days should be allowed when requesting reservations.

Follow-up contacts with the Travel Services Branch should be held to a minimum to permit Travel Specialists to devote full time to obtaining reservations. Travelers will be kept apprised of the status of their individual reservations.

SECURITY REMINDER

Once again we would like to remind you that during the Christmas season the threat of personal and Government property thefts usually increases. It is an unfortunate fact that sneak thieves generally fare better at this time of year than during other periods. It is therefore especially incumbent on DOT employees while at work to be more alert and careful with regard to their personal belongings, in addition to any Government property they may use. Please review the following personal precautions which we all should heed in order to reduce theft and 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 over night.
- 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) - x64677
 - . Federal Police Office, Nassif - x62626
 - . Federal Police Office, FOB 10A - 59576
 - . Federal Police Office, Trans Point - x69154
 - . Metropolitan Police Department - 626-2861
 - . Dispensary, Nassif - x61140
 - . Dispensary, FOB 10A - x63252
 - . Dispensary, Trans Point - x69111