



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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CLOTHING FOR KIDS DRIVE

The final tally of the 1974 "Clothing for Kids Drive" shows that DOT employees contributed a total of 278 bags of clothing for distribution to needy youngsters in the Washington metropolitan area. To all who participated in this humanitarian effort; "Thank you for your help!"

SUPPORT SERVICES

Employees will find the "Directory of Services" in each issue of the DOT Telephone Directory a valuable source of information on where and how to obtain various support services. Do you want to know how to:

- . Request a conference room reservation?
- . Obtain loan pool office equipment?
- . Locate your Telephone Directory representative?
- . Request typewriter repair?
- . Report telephone malfunctions?

These and many other service areas are listed beginning on page 1 of your telephone directory. Under each Administration heading are shown those services most frequently needed. Try it next time you have a requirement.

PROFESSIONAL AND ADMINISTRATIVE CAREERS EXAM (PACE)

The new PACE exam, which replaces the "Federal Service Entrance Examination" (FSEE), was given by CSC for the first time in November of 1974. The new test will be used to fill a variety of positions at the GS-5 and GS-7 levels. It is scheduled to be given four times each year in January, March, May, and November, and applications must be received in CSC by the 20th day of the preceding month. For the coming exam in March, applications must be at CSC by February 20. PACE announcements and further information is available in your personnel office.

IF YOU PARK IN DOT FACILITIES, PLEASE FOLLOW THE RULES

Employees who have the privilege of parking in DOT facilities are reminded that the "Rules of the Garage" are practical requirements for the safety of employees and the efficient operation of the garage. Use your lights when driving in DOT facilities and keep your speed at an absolute minimum. The most frequent problems are caused by employees who do not leave their ignition key in their car when parked in stacked areas; unloading passengers on the ramps or in driveway aisles; and attempting to leave/enter against the prevalent traffic flow during "one way" rush hour periods. All permit holders should review their copy of the "Rules of the Garage" (available in the Parking Management Office). Read them and abide by them. Repeated violations will lead to loss of parking privileges.

FTS vs. COMMERCIAL LONG DISTANCE TELEPHONE SERVICE

- . The Federal Telecommunications System (FTS) was established to save the Government money on long distance calls.
- . Many individuals continue to place long distance calls commercially, through lack either of knowledge or of patience.
- . DOT must then pay both its share of the FTS leased lines AND the commercial long distance charges!
- . Consult your FTS Users' Guide for full information.
- . Go FTS!

HOT COPY SERVICE AVAILABLE

Low priority copy work--large or small jobs--may be left with the hot copy room attendant to be run off during slack periods as time permits. The attendant can usually estimate a time for pick-up. Use of this service for work that is not of extreme urgency can be a real savings in valuable secretarial time.