



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 134

May 15, 1975



DIABETES TESTING PROGRAM OFFERED BY CIVILIAN HEALTH UNIT

The Civilian Health Unit in the DOT Headquarters Building has recently acquired the equipment necessary for diabetes testing and is offering this service to all interested DOT employees.

The program will begin with employees in the Headquarters Building. (Those located at Trans Point and outlying units will be tested at a later date.) If you wish to participate in this program, contact your Executive Officer or Administrative Officer for the form which you must complete and return to the Civilian Health Unit, G-KPS-4/63, Room 6227, by May 19, 1975. Coast Guard civilian employees may pick up forms in Room 6301 and their deadline for submission is May 23, 1975.

The test will require that you "fast," except for water, from midnight until the test is administered, and it may require that you return in exactly two hours after the first portion of the test is administered. Those who are on the regular annual physical program need not sign up to participate because this test is part of the regular physical program. The results of the test will be given to you. If it reveals that your reading is not in the normal range you may wish to take the results to your own physician.

EMPLOYEES--WHY NOT LET US MAIL YOUR CHECK TO THE BANK!

- . Do you wait in line to deposit or cash your check?
- . Do you sometimes wait for your check because you are ill, or on a trip or vacation on payday?
- . Would you like a guarantee that your pay is in your bank and available to you on time with no effort on your part?
- . Did you know that many of your fellow employees already have their paychecks sent directly to their banks?
- . Interested?

Your payroll office, in cooperation with the U.S. Treasury and your banker, operates a system called the COMPOSITE CHECK PROGRAM. This program provides for paychecks to be forwarded directly to your bank and guaranteed to be deposited to your account on time. There is no charge or cost for this service and it is quick and easy to enroll. All you have to do is fill out an SF 1189 "Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization." Have your bank sign it and you send it to your payroll office. Upon receipt the payroll office will take it from there and your worries are over.

So have the payroll office, the U.S. Treasury, and your banker do the work. Why not sign up now!

TEST OF FIRE ALARM SYSTEM IN DOT HEADQUARTERS BUILDING

On Saturday (May 17) at 8:00 a.m. the fire alarm system in the DOT Headquarters Building will be tested by Nassif Associates and the system supplier. Malfunctioning of the system is suspected due to the construction work presently underway in the southwest sector of the Plaza area.

ENERGY CONSERVATION--SUMMER BUILDING TEMPERATURES

With the advent of summer weather and the transfer of the buildings facilities from heat to air-conditioning, it is appropriate that we review the energy conservation imposed rules. The allowable temperatures inside all Federally owned and leased buildings is 78-80° at the upper limits. If temperatures rise above those limits, the appropriate GSA directives allow resetting of the controls to reduce temperatures.

We anticipate some complaints with these rules since temperatures above 76° seem uncomfortable for some people. On extremely hot and humid days it is important that building managers are advised when temperatures rise above permissible upper limits so that the corrections can be made promptly. Building Managers can be contacted at the following numbers:

Nassif	-	62458
10A	-	63340
TRPT	-	69109

AWARD EXHIBIT

A photographic exhibit consisting of the winners from the "Seventh Annual Awards/1974--The Highway and Its Environment" contest is now on display in the northwest lobby of the DOT building through May 30, 1975.



**RED CROSS
BLOOD PROGRAM,
PLEASE!**