



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 155

SPECIAL EDITION

December 10, 1976



NEW HOT COPY CONTROL SYSTEM EFFECTIVE JANUARY 3, 1977

In order to more accurately identify and distribute costs for hot copy services to the using administrations, a new system will be initiated in all the DOT centralized hot copy rooms beginning Monday, January 3, 1977. A control device will be placed on each machine which will require the use of a portable cassette in order to operate the machine. This cassette will record the number of copies made and will identify the using organization.

A series of 72 briefings to over 1200 interested personnel has just been completed in an effort to provide full, advance information on the use and effect of the new system. After December 15, anyone interested will have the opportunity to be briefed on the system in any of the copy centers. For further information contact your administrative officer.

SECURITY REMINDER

The OST Office of Investigations and Security wishes you and yours a happy holiday season. During the holiday period the threat of personal and Government property theft increases. Therefore, we ask you to be more alert and careful with the property under your control whether it be personal or Government property. To help you enjoy a safe and secure season, we request that you observe the following personal precautions:

- . 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 and take your trunk key with you.
- . 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)
 - Guard Office, Nassif (x62626)
 - Guard Office, FOB 10A (x59575)
 - Guard Office, Trans Point (x69154)
 - Metropolitan Police Department - 626-2861
 - Dispensary, Nassif (x61140)
 - Dispensary, FOB 10A (x63252)
 - Dispensary, Trans Point (x69111)