



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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NATIONAL HISPANIC HERITAGE WEEK

During the period from September 12 to 16, DOT will conduct events related to National Hispanic Heritage Week. Some of these activities will be undertaken jointly with the Department of Housing and Urban Development (HUD). An outdoor dance recital, band concerts, Spanish food, and a job fair will be part of DOT's celebration. Awards will be presented to Quentin S. Taylor, Deputy Administrator of the Federal Aviation Administration and to William Medina, HUD's Assistant Secretary for Administration, honoring them for having done the most for their department's Spanish-speaking programs.

During the entire week, DOT and HUD cafeterias will serve a selection of Spanish foods. A detailed schedule of events follows. We hope that senior members of the Department and many DOT employees will find time to attend some of these events.

Monday, September 12, 11:45 a.m., DOT Hqs. room 2230, Secretary Adams' Opening Remarks.

12 Noon, Introduction of Guest Speaker by Ellen Feingold,
Guest Speaker: Dr. Arturo Morales-Carrion, Former President,
University of Puerto Rico.

Tuesday, September 13, 9:30 a.m. - 4:00 p.m., HUD Bldg. room 2135, Job Fair, Personnel Specialists from DOT and HUD will discuss with Government employees current job openings.
1:00 p.m. - 4:00 p.m., Seminar for Hispanic Businesses, DOT Hqs. Bldg., room 2230.
4:00 p.m., Reception for Hispanic Business Men and Women, room 10234.

Wednesday, September 14, 11:30 a.m. - 12:30 p.m., Auditorium FOB-10A, FAA Deputy Administrator Quentin S. Taylor, Guest Speaker: Gilbert Pompa, Acting Director, Community Relations Service.
12:30 p.m. - 1:30 p.m., DOT Hqs. Bldg., Plaza, Latin Jazz Band.

Thursday, September 15, 11:30 a.m. - 1:00 p.m., DOT Hqs. Bldg. Plaza, U.S. Coast Guard Band.
12 Noon, Awards Ceremony honoring Mr. Taylor and Mr. Medina.

Friday, September 16, 11:30 a.m. - 1:00 p.m., DOT Hqs. Bldg. Plaza, U.S. Coast Guard Band.
12 Noon - 12:30 p.m., Dance Troupe.

OFFICE THEFT SEMINAR

On September 13, 14, and 15, 1977, the OST Office of Investigations and Security, in cooperation with the Metropolitan Police Department, is sponsoring a seminar to help familiarize DOT personnel with office theft problems and preventive measures that can be taken.

Each session will last one hour and is given by specially trained officers of the Metropolitan Police Department.

Two sessions per day are scheduled for each building as follows:

FOB-10A - September 13, at 10:00 a.m., and 2:00 p.m., in the third floor auditorium.

DOT Hqs. Bldg. - September 14, at 10:00 a.m. and 2:00 p.m., in room 2232.

Trans Point - September 15, at 10:00 a.m. and 2:00 p.m., in room 3201.

FIRE HAZARD

A growing number of reports have been received concerning electric coffee pots left plugged in overnight in DOT buildings. The use of coffee pots is illegal in Government buildings unless wired in accordance with GSA's PBSP 5800.18A, Chapter 20-14. Coffee pots left on after duty hours, even though they are Underwriters Laboratory approved, are safety hazards. They also waste energy. Henceforth, coffee pots found left on after hours will be subject to confiscation. Please be careful.