



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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DOT LAUNCHES CAR POOL CAMPAIGN

The Department of Transportation strongly supports the goals of the Council of Governments/GSA program to increase ridership in commuter vehicles. The preponderance of single-occupant vehicles on the road in rush hours underscores the lack of concern for energy-saving, pollution-reduction, and efficient use of high-cost parking facilities. A revised DOT Order on employee parking policy is in process which will bring the Department in line with the GSA requirement that 90% of general parking be assigned to car pools. To reach that goal will eventually mean a reduction in supergrade and overtime permits issued to individuals.

The Department is launching a campaign to encourage all employees who drive to work to share the ride. Those currently fortunate enough to hold individual permits should make an effort to share their car with others. Car pools of two or three should try to increase membership to their maximum capacity in order to reduce the waste of national resources.

The time to act is now--before these provisions become mandatory conditions for qualifying for parking privileges.

REVISION OF ROUTING SYMBOLS FOR THE OFFICE OF THE SECRETARY

The next issue of the DOT Telephone Directory, scheduled for distribution this month will contain the revised routing symbols for organizations in the Office of the Secretary. Replacing "TGC," "TPI," "TAD," etc. will be the following:

- C - Office of the General Counsel
- P - Asst. Sec. for Policy and International Affairs
- B - Asst. Sec. for Budget and Programs
- I - Asst. Sec. for Governmental Affairs
- M - Asst. Sec. for Administration

The prefix "S" will continue in use for the Immediate Office of the Secretary. Other routing symbols in OST were eliminated through reorganization. The new routing symbols will be effective with the issuance of the telephone directory.

EMPLOYEES BEWARE

Several employees have been solicited recently by companies at their jobs concerning their benefit package. These organizations claim to have DOT authority but do not have any authorization to solicit any employees on DOT premises. General Services Administration building regulations prohibit soliciting of donations, commercial soliciting of all kinds, displaying commercial advertising or collecting private debts. This rule does not apply to savings bond or combined federal campaign drives or other approved purposes such as posting personal notices by employees on bulletin boards. Beware of any salesperson claiming DOT authorization to discuss any business proposition on Government premises or anywhere. Report any questionable activities to your employee benefits officer in the Personnel Office.

