



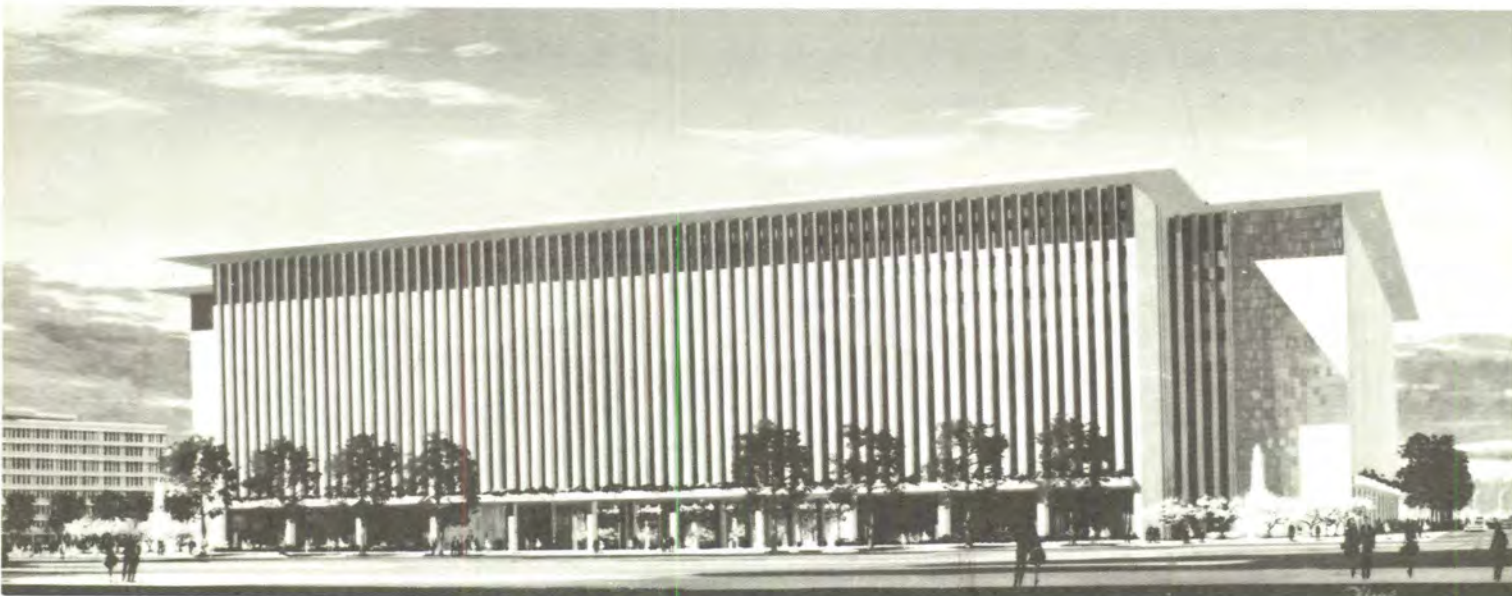
# Southwest Seventh

## DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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### ALPHABETICAL SECTION OF DOT TELEPHONE DIRECTORY

Would you like to be listed correctly in the alphabetical section of the DOT Telephone Directory? DOT 1700.12C places the responsibility for the accuracy of the alphabetical section of the DOT Telephone Directory upon the individual employee. You can assure that you are correctly listed by submitting DOT Form 1700.1 to add your name, make required changes in the listing, or to delete your name when leaving the Department. Instructions for completing Form 1700.1 are given in each Telephone Directory (in the January 1978 book, the instructions are on page 18). Should you have any question, contact your Telephone Directory Representative. He is listed in the Directory of Services in the front of your phone book. Supervisors and timekeepers are also requested to review the current issue to insure that all additions or deletions for their organizational areas have been reported.

Your help is needed! Check your listing in the alphabetical section of the January 1978 issue. Submit any corrections required by filling out the DOT F 1700.1 printed on the back of this sheet! It is also important that your Telephone Directory Representative be notified when an employee leaves DOT. Many former employees are carried in the directory indefinitely because Telephone Directory Representatives are not notified of their departure. Can you correct any of these? Please see what you can do, and do it now! March 19 is the deadline for corrections to appear in the next issue of the telephone directory.