



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 19

November 17, 1970



The conversion of the garage from PMI to Government control has progressed smoothly. We have received, and are grateful for, a very high degree of cooperation from most employees.

The following information regarding garage use may be helpful:

1. EMERGENCY Permits for DOT Employees.

We are anxious to assist any employee who has a valid need. Because of our space restrictions, we will, to the best of our ability, honor employee requests for an emergency permit. There is no need to "clear" these requests through the employing administration.

2. MOTORCYCLES Require no Permit.

Any DOT employee (DOT I.D. required by ramp guards) may park his motorcycle in the garage. A reserved area just off the main entrance ramps (P-1) has been established for these vehicles. An official DOT sticker or other suitable identification will be issued as soon as arrangements are complete.

This bulletin will be issued periodically during the consolidation of the Department of Transportation headquarters into two buildings -- 400 Seventh Street, S.W., and 800 Independence Avenue, S.W.

3. Garage Open 24 Hours.

Until further notice, the garage will be open and available for use on a 24-hour basis, six days a week. The doors will be closed at 11:00 p.m., Saturday night, and opened again at 6:30 a.m., Monday morning. The garage will be closed on Sundays and holidays.

4. No Permit Required Between 4:30 p.m. and 6:30 a.m.

Until further notice, any DOT employee may park in the Nassif garage (DOT I.D. will be required on entrance and exit) after 4:30 p.m., Monday through Friday. No parking permit will be required. This matter will be of particular interest to shift workers and others with evening business in the building.

5. VISITOR Permits for Federal Employees and Others Having Business with the Department.

We will honor, as space permits, requests from Administrative Officers of Administrations and Executive Officers in OST. We must reserve the right to limit the number of visitor passes outstanding at any one time, however, we do not think this will become critical.

6. COMMERCIAL Parking is Prohibited.

Twenty-four spaces on P-1 have been reserved for Nassif Associates and the First National Bank.

EXECUTIVE DINING ROOM CHRISTMAS SEASON SCHEDULE

Due to the usual high absenteeism experienced during the Christmas season, the Executive Dining Room will be closed the weeks of 21 and 28 December. Service in the main cafeteria will be reduced from the normal 4 lines to 3 lines. Service on Christmas and New Year's Eves will be further reduced to 2 lines.

DOT WORKING HOURS

USCG	7:30 a.m. - 4:00 p.m.
FHWA	7:45 a.m. - 4:15 p.m.
FAA, FRA, UMTA, NTSB, SLSDC, and OST Employees in FOB-10A	8:30 a.m. - 5:00 p.m.
OST	9:00 a.m. - 5:30 p.m.