

news

NHTSA

Training Is Always in Season



Instructor Joe Bolos explains why it is important for a CTM to keep a watchful eye on contracts under his management.

John Budnik, OPM, answers questions raised by managers and supervisors about "Performance Evaluation" at the first Personnel Management Seminar on February 16.



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Editor M. J. Noll

March 1978

Neither blizzards nor sub-freezing temperatures hindered NHTSA employees in their quest for knowledge.

A sampling of recent agency courses boasting record attendance included the Contract Technical Managers Course (depicted in top photo) and two one-hour Personnel Management Seminars.

During the three-day contract course (February 28 - March 2), Joseph Bolos, Director of the Office of Contracts and Procurement, provided NHTSA personnel with a basic knowledge of the duties and responsibilities of Contract Technical Managers (CTM's).

A noteworthy number of NHTSA managers and supervisors crowded into the sessions on "Performance Evaluation" and "Disciplinary and Adverse Actions." Additional seminars may be held in the future covering topics suggested by the attendees. The sessions were conducted by NHTSA's Office of Personnel Management with John Budnik as the coordinator.

Pre-Retirement Seminars—Part 1

Looking Ahead to the "Leisure" Years

Planning to retire? For most of us, the answer is yes--eventually, though it may be years away. But for those who are planning to retire within five years or so and attended NHTSA's recent series of five pre-retirement seminars, the excellent, very comprehensive course proved to be worthwhile. The speakers were knowledgeable and experienced in their respective fields, and the 30 or so employees attending could not help but come away with a better insight into their own futures.

If there was one word central to the theme of the various speakers, it had to be the word "PLAN." Plan for your retirement--plan your income, plan your future interests and activities--and start early with those plans. It will save you money, it may make you extra money, and most assuredly it will provide for a happier life style when at last you

have the time to do all those things you've always wanted to do!

The first speaker, Mr. Robert Beers, National Vice President of NARFE (National Association of Retired Federal Employees) was a good candidate to lead off the series on February 14. Himself a retired government employee formerly with the State Department, he discussed "New Life Styles in Retirement." Although his own life style had dramatically changed because of new interests which more than filled his days, it was evident that one good thing remained the same. That was his enthusiasm to lead a full, active, interesting life. Begin thinking now about what you would like to do then, he said, emphasizing the "now." He offered such options as continuing your college education (24 States now provide tuition-free education for people 62 and over); attending

adult education classes, taking up subjects such as photography, gardening, interior decorating, or any number of fields of personal interest. Such classes are often given in community centers. Enhance your skills, and this may well lead to part-time employment in work you have always been interested in. Another option is volunteer work--expenses usually are tax deductible--at libraries, museums, health care centers, or for the arts, such as "Friends of the Kennedy Center." Such places, he said, could not exist if it were not for the volunteers. Your rewards will be many in new friends, interests and feelings of well-being.

Mr. Beers donated full time to Common Cause for one year. His work there led to interesting new contacts and travel, the expenses of which were paid for by Common Cause. Altogether it was a challenging, active year. Later he and his wife started an antique furniture business. He warned of the hazards of investing in a private business, however, so it is important to study the pitfalls that may cause stumbling blocks later. But, if you have a skill of your own, perhaps you will want to turn it into a business and work out of your home. Or, you could become involved in local politics. The options are limitless. Joining the National Association of

Retired Federal Employees 3 or 4 years before retirement will help you figure out the pluses and minuses early. Dues are \$6.00 per year and include a subscription to Retirement Life, magazine for Federal retirees.

Mr. Bill Jett of the Transportation Federal Credit Union spoke that same day of the many benefits that continue on for members after retirement. At present, there are over 4,000 retired DOT employees throughout the U.S. and foreign countries. Membership is retained and all transactions such as savings, and even loans, are handled by mail to and from any place in the world.

In case of a member's death, survivor benefit insurance may be provided on savings as well as on loan accounts. Members can check on eligibility requirements as stated in The Master Insurance Contracts maintained in the Credit Union's Administrative Office.

Social Security Administration field representative, Mr. Lewis Mason, was the lecturer at the second session, February 21. Besides providing a number of SSA publications for the prospective retirees, he passed out a printed outline of his talk covering Social Security, Medicare, and Supplemental Security Income (SSI).

Although most people are covered to some extent under Social Security, it is necessary for each individual to apply for his or her own

This article covers the first half of the pilot pre-retirement course given by NHTSA in February and March. The last three sessions will be covered in the next issue of the NHTSA News. For information about future seminars, contact Beverly Smith in OPM, Ext. 60959. For pre-retirement counseling, call Marlene Hardester, OPM, Ext. 61596, for an appointment.

benefits, as these benefits are not paid automatically. Wage earners under SS who qualify receive full benefits at age 65. Optional benefits, can be received at age 62, but reduced to 80% of the full benefit. A person who would receive \$200 month at age 65, would receive \$160 at age 62. You should file three months before age 62 or 3 months before deciding to retire.

Under Social Security, there is also the Medicare program. Medicare is a health insurance program for people 65 and older, and for some people under 65 who are disabled.

Medicare has two parts: Part A, Hospital Insurance; and Part B, Medical Insurance. Those persons covered under Social Security automatically receive Part A, hospital insurance, free, but for Part B, medical insurance, there is a small monthly premium. However, and Mr. Lewis emphasized the importance of this, if you wish the Part B medical insurance to become effective the month of your 65th birthday, then you must sign up for it within the three months previous to your birthday month. After that there are only certain periods when you can enroll; also a 10% higher premium is charged for every 12

months that go by that you could have had Part B of Medicare and did not enroll.

Mr. Mason said that about 45,000 telephone calls a week are received and questions answered by a staff of 120 people who can give you any information on Social Security or Medicare. In the Washington, D.C. area, call 953-3600; in the Regions contact your local SS office.

Job Openings

For complete details on these job openings, see the official vacancy announcements. Vacancy announcements are posted on the NHTSA Bulletin Boards at both the Nassif and Transport Buildings. They are also distributed to each Office Director.

Accounting Technician, GS-525-4/5, AD. Opens: 3-1, Closes: 3-21. NHTSA 78-35.

Computer Systems Analyst, GS-334-11, NRD. Opens: 3-8, Closes: 3-28. NHTSA 78-36.

Supervisory Investigator, GS-1810-15, NEF (ODI). Opens: 3-8, Closes: 3-28. NHTSA 78-37. NHTSA 78-38.

Accounting Technician (Steno), GS-525-4. Opens: 3-8, Closes: 3-28.



Prominent Tax Consultant, Stephen M. Guest, lectures to an attentive class on Income Tax and Retirement. Illustrating his "Anchor for Security" plan, he took the class through the steps which lead to financial security in retirement.

Personnel

Welcome Aboard

Dolores A. Jones,
Accounting Technician,
Region V, 1-15.

Grover C. Thornton,
Trial Attorney, OCC, 1-29.

'Bye and Good Luck

George R. Grainger,
Program Analyst, P&P,
1-15.

Congrats on Promotion

Mary A. Klink,
Secretary (Typing)
NEF-13, 1-29.

Hugh F. Oates, Attorney
Advisor (General), OCC,
1-29.

James W. Stevens,
Highway Safety Management
Specialist, Region VII,
1-29.

Last Call For Softball

Last call for softball
players. Anyone inter-
ested in playing softball
on the NHTSA slowpitch
softball team should call
Tim Abney or Tom Hollowell
(RD) at X64862. Rosters
will be limited to 18 this
year.

Thought Provoker

There are single
thoughts that contain the
essence of a whole volume,
single sentences that have
the beauties of a large
work.

Joseph Joubert

Technical Reference Acquires CDE Stock Ownership Directory

NHTSA's Technical
Reference Branch has
recently acquired the CDE
Stock Ownership Directory,
No. 1: Transportation
Industry. CDE (Corporate
Data Exchange, Inc.) is an
independent tax-exempt
research organization
formed in 1975 to investi-
gate economic concentra-
tion and corporate con-
trol. The Directory is a
concise reference guide to
the ownership and control
of the nation's leading
transportation companies.
It concentrates on one
segment of the total U.S.
transportation system--
U.S. companies offering
domestic intercity and
international services to
the public. Automobiles,
which are primarily
vehicles for private
transport, and local
systems are both excluded.

The Directory consists
of two parts. Part one
presents basic facts about
the transportation indus-
try, dealing with rail-
roads, freight and
passenger motor carriers,
airlines, natural gas and
oil pipelines, freight
forwarders, and water
carriers. For each of
these sectors, the
structure, economic
dynamics, and government
involvement are detailed;
charts rank transportation
companies by 1974 opera-
ting revenues, including
market share information,
and identifying corporate
parents; and statistical
information on commodities
transported and financial
performance is presented
in 103 tables.

Part two profiles 176
companies, 101 of which
are large enough to be
ranked by Fortune. Stock-
holder information on each
company includes: ranking
of principal voting
stockholders and percent
of total outstanding
votes; commonly-controlled
entities; breakdown of
holdings according to
voting and total
management power; large
holdings where discre-
tionary rights are not
known; and voting
concentration of the top
shareholders. General
company information
includes financial data
for each company, and
principal underwriters and
legal counsels.

An alphabetical index
by company name locates
that company on the
appropriate operator chart
in part one, and indicates
whether the company is
profiled in part two.
Those interested in con-
sulting this directory
will find it in the
Directory Section of
Technical Reference
Branch.



An ounce of work
is worth many
pounds of words.

St. Francis de Sales