

news

NHTSA



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Editor M. J. Noll

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They Aim To Help



Marlene Hardester (right), staffing assistant and team leader of OPM's Technical Services Group, explains a new procedure to staffing clerks Cheryl Peterson and Patricia Gutierrez (standing).

Need technical advice on such personnel matters as retirement, insurance or health benefits. Or, perhaps it's time to review your official folder. The Technical Services Group in the Office of Personnel Management will be happy to assist.

But wait Don't rush off to Personnel just yet. First call to schedule an appointment. You can arrange a time by contacting Marlene Hardester, staffing assistant (x61596), or the staffing clerk for your appropriate area.

To better serve NHTSA personnel, OPM requests that any employee who wants to review his official personnel folder or needs advice on those personnel matters described below, call for an appointment between the

hours of 1:00 and 4:15 p.m. Appointments, in turn, are scheduled for the next day, generally in the mornings. In this way, confidentiality may better be preserved and conferences are free of interruptions from phone calls and unexpected visitors.

As staffing assistant, Marlene Hardester is group leader for the Technical Services Group. Staffing clerks are Patricia Gutierrez (x61594) and Cheryl Peterson (x61596).

Patricia Gutierrez is the staffing clerk for Traffic Safety Programs, Research and Development, Administration, DOT Interns, and Non-Federal employees.

Cheryl Peterson's areas of responsibility are Program Direction, Rule-

(See Technical Services Group on page 2.)

Volunteers Needed To Assist In Study

Experimental Electric Vehicle



DOT is seeking approximately 25 volunteers to participate in an evaluation of electric vehicles. The evaluation is concerned with consumer acceptance of electric vehicles and will employ several market research techniques including questionnaires, focused group discussions and conjoint measurement. It is being conducted by DOT Transportation Systems Center under an inter-agency agreement with the Department of Energy.

Sessions are planned for early May and will take about 3 hours. The special sessions for government employees, including test driving of two or three of the latest electric vehicles, will be held at DOE's offices at 20 Massachusetts Avenue, N.W.

In order to qualify, volunteers must:

1. Possess a valid driver's license (U.S. Government ID not required).
2. Be a member of a household with 2 or more cars, at least one of which is a compact or smaller.
3. Be willing to keep a log of small car use for one week (daily odometer readings and list of trips by purpose).

Persons interested in

participating in this study should contact Steve Pierce, RD, on 426-4881, by May 5.

Technical Services Group (from page 1)

making, Enforcement, Plans and Programs and the Field.

Marlene Hardester, in addition to providing overall guidance to the staffing clerks, is the official control point for all personnel reports required by NHTSA, OST and the Civil Service Commission. She is also OPM's contact with FHWA payroll, computer services, OST Investigation and Security and their personnel reports section, and the Civil Service Retirement System and health benefits companies.

She provides direct advice and counseling to supervisors and employees on retirement options and computes tentative retirement annuities. Marlene also issues travel authorizations for permanent duty change and the first duty station.

Staffing clerks Patricia Gutierrez and Cheryl Peterson are responsible for a number of technical personnel functions for their respective program areas.

They control and do the final preparation of SF-52's, "Request for Personnel Action" and prepare and distribute SF-50's, "Notification of Personnel Action," Personal Evaluation Reports, Probationary Period Reports and Notices of Expiration of Limited Appointment and code all

personnel data into an automated personnel data bank.

They also do record checks for employment purposes, send out reference checks on prospective employees, process employees entering on duty, verify NHTSA employment, and establish and maintain official personnel folders on NHTSA employees.

In addition, they provide information for internal and external reports and process open season health benefits changes.

All three want to help. But please cooperate and call first. In this way, they can better serve you.

'Round About NHTSA

We were sorry to learn of Ms. Bea Dane's accident. She had a nasty fall and broke her hip. Bea is out of the hospital and is recuperating at home. She works as an information specialist in the Office of Public Affairs and Consumer Participation; you all probably know her better as the editor of the NHTSA Annual Report.

If you have a few moments, we are sure Bea would appreciate your getting in touch. Linda O'Connor, 426-9550, can give you her phone number or her address.

Thought Provoker

If you are idle, be not solitary;
If you are solitary, be not idle.

Samuel Johnson
Letter to Boswell

Personnel

Welcome Aboard

David Allen, Trial Attorney, OCC, 3-5.

Russell Johnson, Data Control Clerk, TSP, 3-12.

'Bye and Good Luck

Nancy J. Bailey, Correspondence Clerk, NTS, 2-1.

Wayne C. Cole, Computer Systems Analyst, RD, 2-10.

John A. Hinch, Mechanical Engineer, RD, 2-25.

Kurt Schildknecht, Financial Assistant, P&P, 2-25.

Beverly Day, Clerk (DMT), NTS, 2-27.

Terence Jackson, Research Psychologist, RD, 2-28.

Betty Kaehn, Clerk-Typist, AD, 3-11.

Michael Petro, Personnel Classification Specialist, AD, 3-11.

Alexander Campbell, Contract Specialist, AD, 3-12.

Congrats on Promotion

Denise Maddox, Clerk-Typist, OCC, 2-12.

Glorida A. Beale, Secretary (DMT), NTS, 2-26.

Janice A. Norman, Review and Evaluation Examiner, NTS, 2-26.

Steven J. Pierce, Hwy. Safety Research Engineer, NRD, 2-26.

Han-Sun Chan, Physical Scientist, NRD, 3-12.

Raymond Farris, Engr. Research Psychologist, NRD, 3-12.

Michael Mando, Safety Defects Engineer, NMV, 3-12.

Alden OSE, Computer Systems Analyst, AD, 3-12.

John Poffenberger, Economist, P&P, 3-12.

Kenneth Rice, Safety Defects engineer, NMV, 3-12.

Bermun Seto, Mechanical Engineer, NMV, 3-12.

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 Transpoint Buildings. They are also distributed to each Office Director.

Program Analyst, GS-345-13, NTS. Opens: 4-11, Closes: 5-1. NHTSA 78-51.

Research Psychologist, GS-180-11, RD. Opens: 4-14, Closes: 5-4. NHTSA 78-52.

Personnel Management Specialist, GS-201-13, AD. Opens: 4-19, Closes: 5-9. NHTSA 78-54.

Operations Research Analyst, GS-1515-11, Region VI. Opens: 4-11, Closes: 5-1. NHTSA 78-55.

Dial-A-Job

The Office of Personnel recently purchased recording equipment that will be used to play back position vacancy information over the telephone. Pat Pietrzak, Chief of the Staffing and Technical Services Team, hopes that this equipment will help improve service to employees and the public. The telephone number for

the Job Information Line is: 202-755-4953.

You are urged to call the Job Information Line.

Put Freedom In Your Future

Thinking about your future?

Now, during DOT's 1978 Savings Bond campaign is a good time to put your thoughts into action and help make your tomorrows a little more secure.

Your area representative will be happy to explain the many ways that this can be done by purchasing bonds through your payroll savings plan.

NHTSA Chairman for the 1978 Campaign is Associate Administrator for Administration Dana L. Scott. Working directly with him on this project is Alice McGonagle, who will serve as the day-to-day Program Coordinator.

The campaign was formally kicked off on April 24 and will run through the month of May.

Give yourself and those you love a gift you all deserve--a more secure future.



BUY
U.S. SAVINGS BONDS

Energy Liaisons

DOT has recently asked all agencies to designate persons in headquarters and each of the regions to serve as a liaison on energy matters. This request is part of a joint effort between DOT and the Department of Energy to improve interagency coordination on matters of mutual interest.

In conjunction with this request, NHTSA has appointed the following individuals as agency energy liaisons:

Headquarters: Dr. Richard Strombotne, Acting Director, Office of Automotive Fuel Economy Standards.

Region I: Winsor O. Coleman, Highway Safety Management Specialist.

Region II: Edward P. Monahan, Highway Safety Program Specialist.

Region III: William Blandford, Highway Safety Program Specialist.

Region IV: Thomas J. Enright, Deputy, Regional Administrator.

Region V: Thomas A. Wolf, Highway Safety Management Specialist.

Region VI: Alex M. Calaluca, Motor Vehicle Program Specialist.

Region VII: Frank S. Pattee, Highway Safety Management Specialist.

Region VIII: William F. Burnett, Highway Safety Management Specialist.

Region IX: John R. Ryan, Supervisory Highway Safety Management Specialist.

Region X: Laurretta M. Carlson, Highway Safety Management Specialist.

NHTSA Employees Invited To EMS Film Showing



Administrator Claybrook speaks to the group of national and local people involved in a administering and managing the EMS system. The group attended a special premier showing of the film "Between Life and Death."

On March 17, 1978, Administrator Claybrook held a special preview showing of NHTSA's new award winning Emergency Medical Services film "Between Life and Death." The preview was attended by national and local people involved with administering and managing the Emergency Medical Services system. After the showing, Leo Schwartz, Chief, EMS Branch, answered questions about the film and about NHTSA's progress in developing Emergency Medical Services throughout the nation.

There will be a special showing of the film for interested NHTSA Headquarters staff on May 11th and May 12th in Room 5332

at 10:00 a.m. and 2:00 p.m. Following these showings, EMS staff personnel will be on hand to answer questions about the film.

graffiti



You can count the apples on a tree, but you cannot count the trees in an apple.

—African Proverb