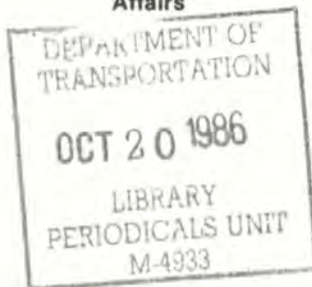


# News:

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U.S. Department  
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National Highway  
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Administration

## Black Americans and the Struggle for Excellence in Education

That's the theme for this year's observance of Black History Month as Proclaimed by Secretary of Transportation Elizabeth Hanford Dole.

In her proclamation, Secretary Dole said:

"Throughout February we honor our black citizens through National Black History Month. I urge all DOT employees to join me in making this 1984 observance unique. Let us do more than pay tribute to America's black patriots, like Crispus Attucks, who ... became the first person killed in the Revolutionary War. Let us do more than remember ... America's black leaders/of the civil rights movement. Their contributions to our national greatness are well known and, ... merit our respect, our admiration and our gratitude.

"Let us also do more than salute the blacks whose names never appeared in a history book ... By their good deeds they gave us the strength to never lose faith in the words of Martin Luther King, Jr. that 'unarmed truth and unconditional love will have the final word in reality.'

"Let us all rededicate ourselves in 1984 to the principles of equality and justice and work together with greater resolve to deal quickly and effectively with the remaining problems so that the American dream can truly belong to all of our citizens, regardless of race, creed or gender.

The theme of this year's observance...provides an excellent vehicle for just such a rededication of spirit and commitment of energy from each of us.

"I invite every employee to ... join in National Black History Month activities, reflect on the heritage of a segment of society whose contributions have added immeasurably to our

(See **Education** on page 3)

## Mr. Smolkin Is Appointed

Secretary Dole has appointed Howard M. Smolkin as the new Deputy Administrator of NHTSA.

Mr. Smolkin, whose appointment is effective immediately, comes to NHTSA from the OMB, where he has served since 1977 as Deputy Associate Director for Special Studies.

Earlier in his career, Mr. Smolkin was an economist with the Federal Energy Office, the Environmental Protection Agency and the Agency for International Development.

He's a graduate of Princeton University's Woodrow Wilson School of Public and International Affairs with a master's degree in economics and public affairs. He also attended the University of Maryland, earning a bachelor of science degree in economics.

WE WELCOME YOU ABOARD,  
MR. SMOLKIN!



## Our Donation to Children's Hospital



Poster Greeting Card that was handcarried to Children's at Christmas.

NHTSA employees donated a generous \$550 to Children's Hospital this year, \$50 more than last year, in lieu of exchanging greeting cards.

The contributions were sent to Children's Hospital through Bob Levey of the Washington Post with the following letter:

"Dear Mr. Levey:

"Again this year, the employees of the National Highway Traffic Safety Administration (NHTSA) have elected to contribute to the support of the fine work being done at Children's Hospital in lieu of exchanging Christmas cards. We feel privileged in being able to help in this way.

"Please accept the enclosed checks in the amount of \$550.00 on behalf of the NHTSA employees.

"In addition, a copy of this letter and a poster Greeting Card signed by NHTSA employees are being hand carried to extend our Holiday Greetings to the young

patients and staff members at Children's Hospital."

Sincerely,

/s/ Dana L. Scott  
for Diane K. Steed  
Administrator

NOTE: We'd like to thank our Personnel Director, Barbara Hickman, for the unique and beautiful replica of an angel that she made for the poster greeting card.

## Critical Reminder Those "Holey" Envelopes Again!!

In August, we were advised of a change in sending official mail via the U.S. Postal Service (USPS).

We are receiving complaints that the announcement and the notice are being ignored. So, we are reprinting the earlier announcement in its entirety as published in August 1983.

"There has been an announced change in the United States Official Mail and Messenger Service, operated by the U.S. Postal Service (USPS).

"In an effort to improve the efficiency of the system and the level of service, USPS has requested that all agencies discontinue use of the U.S. Government Messenger Envelope (Standard Forms No. 65-A, B, and C; also known as the 'HOLEY ENVELOPE') for interagency mail.

"No later than...all Operating Administrations and Secretarial Offices shall discontinue use of the Messenger Envelope,

using instead fully addressed regular official envelopes (commonly known as postage and fees paid or penalty mail).

Secretarial Offices and Operating Administrations may continue to use the Messenger Envelope within and between the Headquarters Buildings. **EXAMPLE:** You may continue to send something from the Nassif Building to the FAA Building or the Transpoint Building, but **MAY NOT SEND TO HUD across the street.**"

It's critical that we adhere to this change or face having our mail returned to us rather than being sent on its way!

## A Pay Raise . . .

Most of us did notice a slight change upward in our pay checks. Why? That increase was the result of a 3.5 percent raise that went into effect the first pay period after January 1.

The increase was authorized by Executive Order 12456, of December 30, 1983.

## States Moving Ahead With Air Bags in Police Cars

Two states, Arizona and Ohio now have their air bags in place in police cars. 100 Units are working. Maryland and California will have their systems in place within two weeks. If all goes as planned, 500 units will be in place in six states by May 1984.

## 365 Days a Year a Patient Needs Your Blood

## Our Apology to The McCahill's

In the January issue of the NHTSA News, we featured a photograph of the McCahill family with Administrator Steed after the Awards ceremony.

We inadvertently omitted Mrs. McCahill's name in the caption. We are therefore republishing the photograph with the correct caption.

We regret this omission.



Administrator Steed is surrounded by the McCahill family. L-R: Barry; son Robbie; daughters Kimberly and Jennifer; and wife Anne. Not shown are twin daughters, Meghan and Erin McCahill.

## Suggestion Evaluators . . . Please Note!

The Office of Personnel requests our assistance with a problem being encountered within the suggestion program.

The problem is the delay in responding from the evaluator.

Should you receive an employee suggestion for evaluation, we've listed a few pointers to assist you in responding.

1. Evaluate the suggestion, even if it must go elsewhere for adoption.

2. If you recommend adoption, review suggester's estimate of proposed savings. Is it reasonably accurate?

3. Get all necessary coordination prior to returning suggestion to program coordinator.

**Deas are FRAGILE Too!!**



**..SUGGEST YOURS FOR CAREFUL HANDLING!**

**EFFICIENCY • ECONOMY • CONSERVATION**

4. Remember, a suggestion doesn't have to be adopted in its entirety, or as submitted. It may be modified or adopted in part.

5. Keep emotions and unsubstantiations out of your evaluation entirely.

6. Base your evaluation of the suggestion on merit, then implementation. In general, see how the suggestions could work rather than attempting to find reasons they won't work.

7. Focus on what the suggester is attempting to say, rather than how well it is stated or written.

8. If action similar to that suggested has already begun prior to receipt of the suggestion, expedite your evaluation so that it won't appear that your action stemmed from the suggestion.

For additional information, contact Earleen Hughes on 426-0988.

(Education from page 1)

quality of life, and rededicate yourselves to removing the last vestiges of inequality in our great nation. I pledge to you my own commitment to this end."

Throughout the month of February, all operating administrations in the Department will recognize the accomplishments and goals of black Americans in DOT and throughout the nation with various activities that have been planned which will include workshops, lectures, seminars, exhibits and musical performances.

The month-long activities will be highlighted by a luncheon on February 29, at the Bolling Air Force Base Officers' Club featuring Ms. Maureen Bunyan, anchorwoman, Channel 9 News, as the keynote speaker.

Watch the bulletin boards and your in-boxes for further announcements about activities in observance of Black History Month.

Y'all come on out and join in the various activities. You'll be glad you did!

## Thought Provoker

A word and a stone let go cannot be recalled.

--Anonymous



## **FAA Invites NHTSA Employees to Apply**

Among the initiatives to increase career opportunities for women in the Department cited by the Secretary was the Air Traffic Control Predevelopmental (ATC Predev) Program. The Acting Director, Personnel and Training, FAA, has invited NHTSA employees to apply for this program.

The ATC Predev Program provides opportunities for Federal employees with career or career-conditional status and individuals eligible for noncompetitive placement at the GS-5 level to enter the ATC occupation by means other than through standard civil service registers.

Applicants must meet the following five basic requirements:

1. Three years of general experience, or four years of college, or a combination of experience and education equalling three years.

2. Pass a written test with a score of at least 70.

3. Pass a medical examination.

4. Undergo a security investigation and clearance.

5. Not have reached their 30th birthday before entry into the Predev Program.

The Program consists of 52 weeks of academic instruction, laboratory exercises and on-the-job familiarization.

Upon successful completion of predevelopmental training,

participants will have acquired the necessary skills and knowledges to enter the ATC developmental mainstream at the GS-7 level.

For further information, contact FAA at 426-3437 or Bud Duffy on 426-0958.

## **SAE Meeting**

In Cobo Hall, Detroit, Michigan during the last week of February, some NHTSA staffers will conduct four days of meetings on safety belts and child restraints. Diane Steed, our Administrator, will attend this meeting and address the SAE.

## **Personnel Update**

Administrator Steed recently announced that George Parker's reassignment to the position of Associate Administrator for Enforcement was approved by Secretary Dole and became effective on January 8.

## **How to Get Your Office Services Requests Filled**

We have been informed via a notice from the Director, Office of Administrative Operations of the following types of office services and with whom the request and coordination should be made.

Requests and coordination should be made directly to the Real Property Nassif Branch,

OST, M-472 or on 426-2458, as follows:

- OST schedules all Nassif Building conference rooms, including requirements for audio-visual equipment and requires at least a one day advance notice if you want the equipment delivered to the room. If you require audio-visual equipment for use in a private office, the equipment can be picked-up from the OST loan pool, Room 2302.

- Moves of furniture, boxes and office machines should be coordinated with OST by your Administrative Officer/Staff Office Contact. When requesting service, OST requires name, room and telephone numbers for the contact person, a description of the amount of material to be moved, and the pick-up and delivery room numbers. Moves involving the shifting of personnel must be coordinated through the General Services Division, NAD-51. Also, the GSD must be notified whenever office machines are moved from one custodial area to another in order to keep the equipment inventory records current.

- Building maintenance and cleaning problems in offices and restrooms. There is no daytime cleaning available in the Nassif Building; however a vacuum cleaner is available for loan from the GSD, NAD-51.

If you have any questions concerning the office services available from OST, or if you have problems in obtaining a response to your requests, please contact the GSD, NAD-51 on 426-4825.