

News:

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Administration

Congratulations Length of Service Award Recipients!!!



Administrator Steed receives her Length of Service Award from Dana L. Scott, NAD-1, as she presents like awards to 21 other NHTSA employees for 575 years of service to both NHTSA and the Federal Government.

Recently Administrator Diane Steed presented Length of Service Awards to the following employees:

40-YEAR CERTIFICATE AND EMBLEM

Louise S. Moore, NAD



35-YEAR CERTIFICATE AND EMBLEM

Roy Murphy, NAD



30-YEAR CERTIFICATE AND EMBLEMS

Harold A. Butz, Jr., NTS
Thomas W. Crews, NTS
Rita H. Leggett, NRM
Henri A. Richardson, NRD
Frederick D. Scott, NEF
Marvin M. Stephens, NRD
Sidney F. Williams, NRD
Jacqueline W. Keys, NAD



(See Award on page 3)



Distribution Unit Relocates

The Distribution Unit, General Services Division (NAD-51) has been relocated from Room 4423 to Room 6117.

The telephone numbers are 426-0874 and 426-0875.

The Distribution Unit no longer maintains on-hand quantities of the various NHTSA publications. NHTSA directives, publications, reports, forms, labels, and stationery should be ordered in accordance with the procedures stated in NHTSA Order 132-19.

Requests for under five copies of publications, reports and directives should be documented on HS Form 382, (an original and one copy) and forwarded to the OST Distributions Unit (Mailing Code M-494.3), P-2 Level, Nassif Building. Requests for five or more of these items must also be documented on the same form, and forwarded to the Distribution Unit, GSD, NAD-51, for approval.

If you have any questions please contact Glorious Harris on 426-0874 or 426-0875.

Safety Belt Fact

Research has shown that safety belts decrease the probability of any injury by as much as 20 percent, cut the number of serious injuries by about 50 percent and the number of fatalities by 60 to 75 percent, says the Society of Automotive Engineers (SAE) in material the Society is making available to the public.

An Invitation to You . . . Suggest Improvements Today

By: Earleen L. Hughes



We want your ideas on how to improve productivity and services. In most cases, if your idea is adopted, a cash award will be granted.

The amount of the award you may receive for your idea depends on its value. For example, when benefits can be measured in dollars (reduction in production time, staff hours, supplies, equipment, space), your award is based on a percentage of the savings during the first year the idea is used. When benefits can't be measured in dollars, your award is determined by the degree of impact your idea has on the activity it affects and the extent to which it is applied (locally, regionally, or nationally).

HOW TO GET INVOLVED

FIRST: Get a suggestion blank form. A supply is located outside of the Office of Personnel, Room 5306, and includes instructions for suggesters.

SECOND: Start thinking creatively. People who are closest to the work being done usually make the best suggestions for improvement. In many cases, ideas occur because of a problem you encounter. But, you can suggest

improvements before problems arise, if you take a critical look at your activity and it's functions and ask yourself, "If I were receiving my work, what kind of product or service would I want?"

Creativity-- brainstorm--list all the improvement ideas you can think of, no matter how wild they may seem. Explore such alternatives as magnifying, minimizing, dividing, separating, substituting, compressing, adapting, combining, reserving, putting to other uses, modifying, or rearranging. Then judge the value of these ideas and decide which represents the best improvements or solutions to existing or potential problems.

THIRD: Put your idea in writing. "Sell" your ideas to management by explaining (1) the present practice, procedure, or item being used, (2) the improvement you are suggesting, (3) where and how it can be used, and (4) what savings or other benefits to the agency or Government will result from your idea. (If you need assistance, talk the idea over with your supervisor or your Suggestion Program Coordinators.)

FOURTH: Send your suggestion to the Office of Personnel, ATTENTION: Herman L. Simms or Earleen L. Hughes.

**Hurry!
Good Ideas =
Money**

(Award from page 1)

25-YEAR CERTIFICATE AND EMBLEMS

Roy F. Carlson, NTS
Charles Elder, NRM
Barbara L. Hickman, NAD
Almentha Martin, NOA
Jere W. Medlin, NRM
Mary A. Ruzecki, NTS
William E. Scott, NRD
Barbara J. White, NRD



20-YEAR CERTIFICATE ONLY

Diane M. Diffenbacher

15 YEAR CERTIFICATE AND EMBLEM

Barry Felrice

10 YEAR CERTIFICATE (NHTSA ONLY)

Willie L. Wilson

Reaching Out to Touch Region IX

Region IX has moved and changed telephone numbers. Please make the following changes in your new agency telephone directory:

NHTSA Regional Administrator
Suite 1000
211 Main Street
San Francisco, CA 94105

(415) 974-9840 - Commercial
8-454-9840 - FTS

Don't forget, make your changes now, while they are fresh in your mind.

New Correspondence Procedures Under Consideration

The Director, Executive Secretariat, recently issued a directive advising us of new procedures being established for dealing with correspondence in the following areas:

1) All correspondence returned by S-10 for whatever reason will be assigned directly to the Administrator with a 48-hour deadline for revision.

2) A brief interim response is now required to be prepared and forwarded through S-10 for all Congressional correspondence requiring more than 5 days to complete.

3) OST is developing a sample format.

The Secretary is placing renewed emphasis on prompt handling of correspondence and these new procedures will hopefully alleviate problems with overdue correspondence.

NHTSA's Executive Secretariat shares some improvements to our own correspondence system under consideration to generally improve the communications effort. They are:

1) Currently revising the NHTSA Correspondence Manual, updating all format and style requirements.

2) Plans to hold training sessions for all clerical and administrative personnel who handle correspondence.

3) Continue to alert key personnel who deal with correspondence of noticeable trends in letters returned for revision, to minimize the amount of correspondence returned for tone or style problems.

4) Continuing to work with S-10 to expedite their processing time and to eliminate lengthy delays in forwarding correspondence caused by minor stylistic revisions.

5) Reiterates the Administrator's request that you alert your staff to be sensitive to the tone of the responses they prepare. While preparing a factual and timely response is our ultimate goal, the substantive value of the information contained in the response can be lost if presented in a combative or sarcastic tone.

Are You Tongue-Tied?

According to "The Book of Lists" the situation feared by most Americans is speaking in front of a group of people. Is this your problem?

International Toastmistress Clubs may be the answer. They have a program which will "teach your butterflies to fly in formation."

Toastmistress clubs are recognized by the Federal Government as training organizations. These clubs are active in every state in the union and in every continent of this globe. Training in Toastmistress Clubs includes leadership development, self-improvement, parliamentary procedures, assertiveness training, public relations, and human behavior in organizations.

The training you receive by virtue of your membership in a Toastmistress Club, is applicable to most any organization.

So untie your tongue. Gain the confidence you need by joining a Toastmistress Club today.

For further information, contact Jeannette Chase at 248-4968.

Thought Provoker

Knowledge is gained by learning; trust by doubt; skill by practice; and love by love.

--Thomas Szasz

Senior Mentor Program

Do you need a role model, developer, teacher, sponsor, counselor, mediator, listener or an advisor? That is the definition of a mentor.

One of NHTSA's initiatives to improve the status of women in DOT is the establishment of a Senior Mentor Program. This is an informal effort to assist women who want guidance in the growth and development of their professional careers.

A group of women, GS/GM 14 and above have volunteered to serve as Senior Mentors, have already been identified.

The program has no rigid requirements for either mentors or participants. However, from past experience some effective guidelines have been identified.

If you wish to participate in this program, please contact Prentis Winslow on 426-0959 and give her your name, phone number, and/or organizational code. You'll be contacted regarding the match-up with a mentor.

A Safety Belt Success Story

Transportation Systems Center's Jan Arruda walked away from a major automobile accident because she was wearing her safety belt. On a recent Saturday evening, Jan was stopped in her Ford Granada at a red light when a drunk driver in a Toyota Corona hit her from behind at approximately 40-50 miles

per hour. The impact ripped the car seats from the floor, pushing the drive shaft through the radiator, and totalled the car.

Jan received only minor neck injuries because she was protected by the seat belt. She had not been a regular belt wearer, but decided to sign the pledge to wear belts as part of TSC's safety belt program.

After this experience, Jan says she "won't even go across the street without a belt on."

Her experience is a reminder that no matter how good a driver you are, there are some situations in which you are at the mercy of another driver.

Counseling Assistance for NHTSA Employees

Our Office of Personnel has announced the establishment of an Employee Counseling Assistance Program for NHTSA's Headquarters employees.

This is a DOT venture by all of the operating Administrations to deal with alcohol, drug abuse, emotional and other problems which adversely affect job behavior and work performance. Experienced contract personnel will provide the day-to-day counseling and referral services at a nearby location which will be announced at the briefing sessions.

If you have any questions, please contact Herman L. Simms on 426-0988.