

# News:

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U.S. Department  
of Transportation

National Highway  
Traffic Safety  
Administration

## NHTSA Observed Professional Secretaries' Week...!

By Zelphia L. Gouldson



**Zelphia Gouldson Makes Remarks as Administrator Diane Steed and Nancy Martus, OCC Listen Carefully.**

NHTSA's observance of Professional Secretaries Week was a very exciting, well-attended, series of events.

On Wednesday, April 23, (Professional Secretaries' Day), NHTSA Administrator Steed was the keynote speaker before approximately 100 NHTSA/DOT employees. Ms. Steed recounted the history of the secretary's profession from that of very specialized artistic positions reserved for men only in the earliest known civilizations, to that of a highly skilled profession dominated by women who manage, budget, organize, plan, and implement programs as well as type and transcribe.

She shared very interesting anecdotes regarding the honors given the profession throughout history (e.g., a town located in Maryland, very close to Cambridge in Dorchester County, named "Secretary").

Immediately following the well-received presentation, a reception

was attended by Ms. Steed and Deputy Administrator Smolkin. Assorted refreshments were served.

Additionally, all attendees received corsages and boutonnières.

On Thursday afternoon, April 26, Angie Michael from Color Me Beautiful, Inc., gave a

(See **Week** on Page 3)

## Congratulations! It's a Girl\*\*\*

We'd all like to extend our congratulations to Hal Paris, Office of Public and Consumer Affairs, who has become the proud grandfather of **MARISSA LYND SAY**, born at 12:32 p.m., on June 5.

Hal and wife Barbara are grandparents for the first time.

Marissa weighed in at 7 lbs, 2 ozs, and is the first child of the Paris' daughter Peggy and her husband Leon Robbins.

Again, Congratulations for a most precious Father's Day gift!



## Delicious Home-Baked Goodies Benefit Hine

By Earleen L. Hughes

On May 9, 1984, NHTSA employees joined other modal administrations and held a bake sale.

NHTSA raised \$134.54 for the home-made baked goods for Hine Junior High School Emergency Fund, which will be used to assist students with emergency financial needs.

The entire NHTSA family can be proud of the tremendous amount of sharing and involvement exhibited by our employees.



Bake Sale Participants, (l-r) Paula Palmer, ENF; LuAnn Hileman, Earleen Hughes, OP; With Back Turned Linda Easley, OP; Fran Hardy; and Darlene Peoples, OP.

Earleen Hughes, Coordinator for the NHTSA portion of the Fair, would like to thank you for your support, time, talent and energy donated on behalf of the DOT Volunteer Fair.

She would like to express special thanks to



From (l-r) Linda Easley, OP; Ment Martin, PACS; LuAnn Hileman; Earleen Hughes, OP; Fran Hardy; and Darlene Peoples, OP.

LuAnn Hileman and to those who took time out of their busy schedules to bake the products, to Paula Palmer, ENF, and Linda Easley, OP who exemplified the very essence of the event, by volunteering their services without being asked.



(L-R) Paula Palmer, ENF; Earleen Hughes, OP; and LuAnn Hileman.

To all NHTSA employees who did whatever part in helping to make this day a success, NHTSA THANKS YOU!!!

## Update of Volunteer Activities for Hine



This is an update of the Volunteer activities for the NHTSA.

On May 22, 1984, Barry McCahill, PACS and Earleen Hughes, OP, escorted 11 students of the Hine Journalism Club on a tour of NBC/WRC Television Station and the WKYS Radio Station. The tour was extremely educational as well as an enjoyable experience.

Highlights of the tour were:

1) Introduction to newscasters Lea Thompson, Henry Tennebaum and George Michael.

2) Seeing Newscaster Jim Vance preparing for telecast.

3) Seeing the type of defective consumer products in Ms. Thompson's office on which she regularly reports.

4) Receiving information on how news is gathered in other parts of the country and relayed to the station, and how films of news items are prepared for showing to the TV audience. information was also received on how the weather reports were prepared and the activity that goes along with reporting it.

5) Visiting the various equipment facilities of the stations, allowing students to see how tapes are made and played over the airwaves and witnessing actual broadcasting over station WKYS.

6) Presenting all with WKYS T-Shirts.

This event concludes the "planned" adopt-a-school activities for NHTSA.

LET'S GIVE OURSELVES A ROUND OF APPLAUSE FOR OUR EFFORTS TO HELP THOSE LESS FORTUNATE THAN MOST OF US!!!

## Thought Provoker

There is no distance on this earth as far away as yesterday.

-- Robert Nathan

(Week From Page 1)

presentation on discovering ones natural beauty through colors that make you look great and feel fabulous.

Illy Vallarino and Susan Sherwood, OST, and Rita Leggett and Paula Palmer were the lucky four to have their colors analyzed.

Sylvia L. Cash, President-Elect of Professional Secretaries International, spoke before a group of about fifty NHTSA secretaries on the third and final day of NHTSA's observance of Professional Secretaries' Week. Her topic was "1984: Year of the Secretary." Ms. Cash, a Certified Professional Secretary, stressed strengthening pride in and commitment to the secretarial profession.

These program activities were organized, coordinated and publicized by a special Planning Committee under the leadership of Federal Women's Program Manager, Zelfia Gouldson, of the Office of Civil Rights.



Committee members were: Phyllis Alston, OCR Mary Coyle, R&D Helen Dear, TSP Mary Freeman, ADM Helen Jackson, PACS Nancy Martus, OCC Joyce Tannahill, ENF Doris West, P&P

Professional Secretaries International is the organization responsible for this annual observance and is committed to promoting



Administrator Diane Steed Address the Audience Below.



competence and recognition of the profession.

The organization represents the interests and welfare of persons working in and preparing for secretarial and related positions.

Persons interested in becoming Certified Professional Secretaries may contact NHTSA's Office of Civil Rights, Room 5312, for additional information.

## A Belated Happy Fathers' Day

## Joint Resolution in Time for "Proms"

Submitted by Bob Hornickle

Designating the month of June 1984 as "Student Awareness of Drunk Driving Month".

Public Law 98-252, April 6, 1984

Whereas alcohol-related traffic accidents are the leading cause of death for Americans fifteen to twenty years old;

Whereas the death rate for such age group is higher than it was twenty years ago, due in large measure to an increase in alcohol-related traffic fatalities;

Whereas various student organizations have been established throughout the country in order to increase student awareness of the tragic consequences of driving while under the influence of alcohol; and



Don't Let This Happen to You

Whereas it is appropriate for the Congress to recognize the efforts of such organizations and to emphasize the

(See Prom on Page 6)



## NHTSA and AFGE Sign 2-Year Agreement

By Herman L. Simms

On February 14, after many months of intense negotiation, NHTSA and AFGE Local 3313 signed a new two-year labor agreement.

This is the first renegotiated labor contract for NHTSA and the Local.

The contract is replete with articles addressing personnel, health, safety and EEO issues, and contains a broad scope grievance procedure for use by the bargaining unit employees.

Both the union and management shared in the printing of the contract.

Herman Simms, OP, was the Chief Negotiator for the NHTSA.

Richard Lawson, OST was the Chief negotiation for the union.

Additional members of the negotiation team for NHTSA were:

Linda O'Connor, R&D  
John Krause, TSP  
Richard Charles, OCR  
Frank Turpin, RM



Labor Agreement Participants: (l-r) Carol MacLennan, V.P., Local 3313; Herman Simms, OP; Paulette Twine, AD; Richard Lawson, President, Local 3313; David Cassidy, Chief Steward, Local 3313; NHTSA Administrator Diane Steed; Willetta Wilson, NRD; and Doriscel Sturdivant, Secy-Trea, Local 3313.

The Union negotiation team included:

Carol MacLennan, R&D  
Paulette Twine, AD  
Jerry Tannahill, TSP  
William Cassidy, OST



Administrator Diane Steed Signs Labor Agreement.



Carol MacLennan Signs Labor Agreement as Jerry Tannahill, TSP; Barbara Hickman, Director, OP; Dana Scott, AA for Administration; Linda O'Connor, R&D; Herman Simms, OP; and Erika Jones, Special Assistant to the Administrator Look on.

## Mobile Phones Could Be Hazardous!

Mobile telephone salespeople might smile at the thought of "the 55 mph office" or turning drive time into work time" with one of the revolutionary car telephones that ads are proclaiming.

But, the folks at the AAA are wincing, along with other federal officials concerned with highway safety.

You see, currently, 15 percent of all accidents are caused by driver inattention. No safety-conscious person wants to imagine what that figure might be with 5 million car telephones on the road by 1990. "The

convenience of a phone needs to be weighed against the catastrophe that could occur because a driver is paying more attention to a phone conversation than to driving," says Tom Crosby of the AAA chapter in the Washington, D.C. area -- where use is growing rapidly and where driver inattention causes up to 41 percent of all accidents.

No one is opposed to mobile phones -- they are great for reporting accidents and road emergencies -- but we'd appreciate manufacturers emphasizing a few safety tips, e.g.,

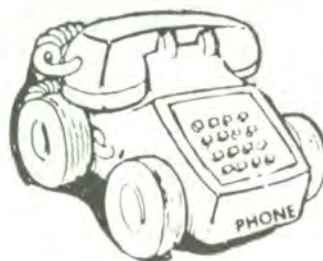
- o Confine calling, as much as possible, to when the car is parked.

- o Should the phone ring while driving, assess the traffic situation before answering.

- o If you must talk while driving, leave the handset in the cradle and use the speakerphone built into most units. Drive in the slow lane, and keep the call short.

- o Have the speakerphone microphone installed on the visor in front of you; that way, you won't have to turn your head to be heard.

These are just a few tips that will enable us to enjoy the mobile phone without endangering ourselves and others by not paying full time and attention to driving.



## FEW'S 15th Annual Training Program to Be Held in Washington

The 15th National Training Program, which is sponsored annually by the organization known as Federally Employed Women (FEW), will be held July 11-15, 1984, in Washington, D.C.

The training program offers a wide variety of courses which are of particular interest to women employed in the public sector. It also offers an opportunity for federally employed women to work with representatives from government agencies throughout the U.S.

In July 1983, more than 5,000 women attended this event in Honolulu, Hawaii.

Information regarding course offerings and registration requirements, course descriptions, fees, attendance, etc., may be obtained from the NHTSA Office of Civil Rights.

It is strongly urged that you take advantage of this exceptional training opportunity at least one of the days, if not all.

Zelphia Gouldson, Federal Women's Program manager, will be happy to provide you with additional information. She may be reached on 426-0972, or visit her in room 5312.

NO MATTER HOW  
You Slice It...

...Ideas ADD to  
Your Share!!

## Summary of NHTSA's Work Force Analysis

The Office of Personnel (OP) has now completed a Work Force Analysis spanning Fiscal Years 1981-1983.

The report shows what the make up of our organization was at the end of FY 83 and some interesting information about us.

### EXAMPLES:

- o The occupational mix of NHTSA employees has remained constant within 2 percent over the period with the exception of the Highway Safety Specialist/Program Manager group which now constitutes approximately 14.5 percent of the work force as compared with 11.5 percent in FY 81. Their numbers have not grown but they have not declined along with other occupations.

- o The average grade at the end of FY 83 was 11.6515, down from FY 82 average of 11.9491, but up from FY 81 to 11.2413.

- o For the three consecutive years, employees in grades GS/GM-13 are more numerous than in any other grade. The GS/GM-14 group is the next most numerous. Over 57 percent of NHTSA's population is at grade GS/GM-13 and above.

- o Full-time permanent employment dropped 162 positions between the end of FY 81 and FY 83.

"Other" ceiling employment dropped approximately 21.

- o Our ratio of supervisors to employees continues to be very high

(highest in the Department) with one formal supervisor to every 4.1 employees.

- o The ratio of secretarial/clerical employees increased to one for every 5.8 professional/technical employees, as compared with the FY 82 ratio of one secretary to every six professionals.

- o Overall minority employment was up slightly from 21.6 percent in FY 82 to 23.8 percent in FY 83 (an increase of 5 minorities). Female employment declined from 258 (34.5 percent) in FY 81 to 180 (30.8 percent) in FY 83.

- o There has been a decline in the granting of formal awards in FY 83 as compared to the sharp increase noted in FY 82. There were 165 quality increases and cash awards in FY 83 compared with 203 in FY 82.

- o Outstanding ratings were down from 103 (16 percent) in FY 82 to 73 (12 percent) in FY 83.

- o There have been 68 retirements between September 30, 1981 and September 30, 1983; 56 were at headquarters.

- o Of the 109 Engineers on board in FY 83, 34 (31.2 percent) could take optional retirement over the next five years. of the 85 Highway Safety Specialists, 34 (40 percent) could take optional retirement during the same period. These are mostly very high grade employees.

- o We have more employees in the 35 to 39 years of age group than any other.

(See **Work Force** on Page 7)



## Physical Security Tightened at DOT Buildings

As we all know by now, on June 1, 1984, physical security procedures were tightened at all DOT Buildings.

The security procedures are applicable to all DOT personnel, employees of other Federal Government agencies and non-Government personnel visiting or transacting business at the DOT Headquarters Buildings; namely:

Nassif Building  
Transpoint Building  
FOB 10-A

### PROCEDURES.

1. A guard is positioned at each entrance of the respective DOT Buildings. Only authorized personnel will be allowed to enter the buildings. Federal Government employees are granted access by showing an official Government identification card; however, visitors will be required to obtain authorization before they will be given access to the respective headquarters buildings.

2. Government Employees. This includes DOT employees, employees from other Federal agencies and members of the Legislative and Judicial Branches of the Federal Government.

Presentation of an ID card is not required when exiting the buildings. DOT employees who don't have ID cards in their possession will be processed the same as visitors.

3. Visitors. a) This

includes contractors, vendors, suppliers, business representatives, state and local government employees and members of the general public.

Visitors will be directed to a visitor control desk at each of the headquarters buildings.

b) Prior to being admitted to the buildings, authorization for the visit must be obtained telephonically from the office to be visited. Visitors are required to identify the specific office and/or individual within that office that they plan on visiting. c) Visitors will continue to be admitted to the building under escort by a DOT employee or by an employee of a tenant activity.

4. Vehicle Control. a) Vehicles having DOT parking permits displayed, will be allowed to park and have access within the buildings. Access to the building also will be given to all occupants of the vehicle.

Official DOT ID cards are also acceptable during security hours only. b) Limited vehicle parking may be permitted for visitors who are working on official Government business. To obtain visitor parking, the DOT office expecting a visitor shall notify the OST Security Staff of the need for parking. c) Visitors will be required to check in at the parking booth upon entering the garage. Their name will be verified on the parking roster and they'll be permitted to park and proceed directly to their destination.

### 5. Remainders.

a) Make sure you have your ID card in your possession at all times.

b) Although not mandatory, meeting visitors at the visitor entry points and escorting them into the buildings will facilitate their entry.

c) Obtain ID's for your contractors. Those who will be resident in the building for 30 days or more are required to be issued DOT ID cards identifying them as contractor personnel. Infrequent or intermittent contractor personnel shall be regarded as visitors.

(Prom From Page 3)

need for all levels of government to join the effort to combat the problem of drunk driving, particularly as such problem affects students:

Now, therefore, be it resolved by the Senate and House of Representatives of the United States of America in Congress assembled, that the month of June 1984 is hereby designated as "Student Awareness of Drunk Driving Month", and the President is authorized and requested to issue a proclamation calling upon students, parents, teachers, and others to observe such month with appropriate ceremonies and activities.

Approved April 6, 1984



## Breed to Develop New Air Bag Design

The Breed Corporation has been awarded a \$588,000 contract from NHTSA to develop a new air bag design.

Before undertaking the complete program, Breed will conduct three preliminary crash tests at a cost of about \$25,000 to check the feasibility of the design, according to NHTSA.

The Breed design is "a radical approach," a NHTSA official said. "If it works, it will significantly reduce the cost of all air bags -- including retrofit and original equipment designs."

"It's such a basic idea," he added, "nobody would ignore it," but he also said the agency will not commit itself to fully funding the project without preliminary testing.

NHTSA's description of the Breed concept: "The system contemplated is an all mechanical system. An all mechanical crash sensor/initiator located within the gas generator in the steering wheel would eliminate the need for, and the additional installation costs for, all remote sensors, wiring electrical slip rings, electric squibs, and the electronic diagnostic systems. Such a system would be substantially simpler, more reliable, and significantly less costly than present day air bag systems.

The company says the Breed design should bring

down the cost of driver-side air bags to about \$50 each.

NHTSA officials say the preliminary tests of the Breed System should be completed within about three months. NHTSA expects the contract will be completed by January 1985.

## Safety Belt Saved Two!!!

Boni Foreman, 27, figures her seat belt saved two lives in 1981.

Boni was seven months pregnant, stopped at a red light and was hit in the rear end by a car estimated going 40 miles per hour.

Boni's car was totaled but her seat belt kept her from "flying into the steering wheel and windshield." "I did have some bruising from the seat belt and lots of soreness elsewhere, but I know the seat belt save the healthy little girl we now have," she said.

## Ment's Hint...Ink Stain Remover

Did you ever ruin the best pair of white slacks that you've ever owned with ink stains? Or a favorite shirt?

I thought that I had until a friend of mine swore that there was a way to recue otherwise ruined garments.

Dab hair spray on the stain (any kind of hair spray) and then launder as usual. I tried it; it works; and there was no trace of the ink stain. NOTE: The stain had been there for three days before I attempted to get it out.

## Motorcycle "Ride Safe" Film Available

We received a Student Newsletter from Sharon Newquist, Northern Illinois University, DeKalb, Illinois.

Sharon advises that an educational film about safe and skillful motorcycle riding has received an Honorable Mention Award from the National Educational Film Festival in Oakland, California.

The film was one of the festival's 350 entries this year and was produced by the University's Division of Communication Services in conjunction with the Motorcycle Safety Program in NIU's College of Continuing Education.

The film was produced because many motorcyclists don't know the rules of safe and skillful riding and is available through NIU in 16 mm and on video tape.

Copies of the film have been sold, mostly to state and government agencies, individual motorcycle riding associations and educational institutions, including Ontario, Canada and a Swiss agency for their safety programs.

(Work Force From Page 5)

o The turnover rate for FY 83 dropped to 9.74 percent as compared with the forced rate of 16.91 percent in FY 82.

If you have any questions about this report, Barbara Hickman, Director, Office of Personnel would like to hear from you.



## A Safety Plea... Let's Have an Accident- Free Summer

When an employee is injured on the job, his supervisor is required to complete DOT Form 3902 (Supervisor's Report of Accident). One part of this report is the "Description of the Accident" which is completed by the injured employee.

The remainder of the report is completed by the supervisor, but his/her remarks, regarding corrective action taken and corrective action needed, are based, in a great part, on the employee's description of the accident.



Here is where the "plea" comes in...When an employee is injured, the complete description of the accident circumstances is needed. The more details supplied by the employee, the better the analysis of the accident by the supervisor.

This results in good, swift corrective actions to eliminate causes and in turn, reduce accidents altogether.

So, if you are unfortunate enough to have an accident, please explain exactly where the accident occurred, why the accident occurred and how the accident happened so that the same type of incident won't be repeated, injuring other employees.

When you have to fill out accident report forms, remember to do the following:

1. Read directions carefully.
2. Answer each question completely.
3. Report the facts as accurately as possible.
4. Write clear, easily understandable sentences.

It's important to remember that the accident reports you complete serve as the official record of the event.

## OIG Investigative Procedures

In DOT Order 8000.5, dated April 18, 1984, there is a summary of the Office of the Inspector General's (OIG) investigative procedures under the Inspector General Act of 1978 as amended.

Specific responsibilities and operating procedures are as follows:

1. Referrals for Investigation. To effectively carry out its investigative responsibilities, the OIG must have the full cooperation of all officials and employees of the Department....

2. Departmental Employees. Employees are responsible for reporting to proper officials, for

referral to the OIG, all instances of direct or suspected violations of law, waste, abuse, or mismanagement, or irregular activities by a DOT employee, contractor, or grantee affecting DOT programs or activities...

3. Assistance During Investigations. a) Agency officials must provide OIG personnel access to all records, reports, audits, reviews, or other available material which relate to programs and operations for which the Inspector General has audit or investigative responsibilities under the Act....

b) Agency officials must not take actions prejudicial to an investigation and shall coordinate proposed administrative actions with the OIG on matters affecting a pending investigation, prosecution or civil proceeding in which the OIG has an interest....

c) Officers and employees must cooperate in official investigations or inquiries or face possible administrative action...cooperation required includes testifying and providing information relating to the performance of their duties. Based on court precedents, refusal to cooperate may result in removal from office or employment unless the officer or employee validly invokes his or her privilege against self-incrimination.

## Have an Idea? Make a Suggestion!