

## A Profile of NHTSA's New Chief Counsel

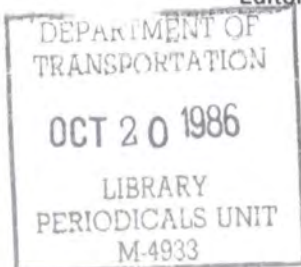


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U.S. Department  
of Transportation  
National Highway  
Traffic Safety  
Administration

Jeffrey R. Miller, former Associate General Counsel of the Department of Transportation, has been named the new Chief Counsel for NHTSA by Administrator Diane K. Steed.

Chief Counsel Miller came to the federal government from Pennsylvania where he served as assistant attorney general in Pennsylvania's Department of Labor and Industry.

A native of Pittsburgh, Chief

Counsel Miller has served in a variety of positions for the State Senate and was in private law practice in Pittsburgh.

He is a graduate of Dickinson School of Law in Carlisle, Pennsylvania, and Yale University where he majored in economics, and was executive editor of the Yale Daily News, New Haven, Connecticut.

Chief Counsel Miller is single and he resides in Washington, D.C.

### Welcome Aboard and Congratulations!



## Scheib Receives Meritorious Service Medal



B. Thomas Scheib

On May 30, 1985, Commander B. Thomas Scheib received the Meritorious Service Medal from the United States Public Health Service for his outstanding service and highly significant achievements on behalf of Emergency Medical Services (EMS) programs throughout the nation.

Commander Scheib has been on assignment to the EMS Division, National Highway Traffic Safety Administration (NHTSA), and has served as EMS Division Chief since June 1984.

His other major duties include: Executive Secretary and day-to-day Coordinator for the Military Assistance to Safety and Traffic (MAST) Program, a federal interagency

committee which administers a nationwide program to provide military aeromedical assistance to State and local EMS programs; EMS Division representative on several long-range strategic planning task forces; and Chairperson, EMS network task force.

Throughout Commander Scheib's assignment to NHTSA, his boundless energy, extraordinary achievements, and his outstanding technical and professional skills have been the subject of numerous complimentary comments by all levels of NHTSA management, his co-workers, other federal/military officials, and State/local government officials throughout the nation.

## Congratulations Commander!

## OCP Director Honored

William Scott, Director, OCP is being recognized by the University of Rhode Island as a distinguished alumnus during reunion ceremonies in June.

## Congratulations Mr. Scott!

## Hispanic Employment Program Manager Appointed



David Benton

David Benton has been appointed the new Hispanic Employment Program Manager for the National Highway Traffic Safety Administration (NHTSA). Prior to his appointment, Mr. Benton served as an EEO and Contract Compliance Officer with the Colorado Department of Highways (CDOH).

NHTSA also will utilize his skills in its federal assistance (Title VI) enforcement program.

In addition to his previous employment with CDOH, Benton was very active in State and community special interest organizations.

Notably, he most recently served as Chairman of the Colorado Hispanic Association of State

(See **Hispanic** on Page 4)

## It's a Boy



Mr. & Mrs. William Powell became the proud parents of a bouncing baby boy, Jaison William, weighing 8 lbs., 8 oz., on February 3.

Jaison who was 23 inches long at birth, has a sister, Crystal LaShawn, age 5. His mother Patricia, is a secretary in the Office of Budget.

## It's a Girl



Mr. & Mrs. Gregory Jones became the proud parents of a bouncing baby girl on April 21. Katherine Anne, who weighed in at 4 lbs., 14 oz., and was 19 inches long is the Jones' first child.

Her mother, Erika, is Special Counsel to Administrator Diane K. Steed.

## Congratulations to Both Families! From All of Us

## Not for Seniors Only

Prom and graduation season is here for more than 60,000 seniors in 160 Washington-area public and private high schools.

To reduce teen-aged drunk driving tragedies that could ruin their futures, the Washington Regional Alcohol Program (WRAP) has launched its third annual Project Graduation.

Composed of area businesses, including government officials, concerned citizens, AAA, WRAP has succeeded for two consecutive years in reducing to zero the number of serious drunk driving accidents during the prom-graduation season.

This year's Project Graduation continued until mid-June, when the last graduation party was over.

The Potomac Division of AAA is assisting the anti-drunk driving effort by providing a central telephone number, AAA-LIFT, for teens to call whenever they or someone they know is too drunk to drive.

In turn, they will relay the information to one of several area dial-a-ride programs, and the person will be

picked up and driven home.

"Be A Friend for Life" reminder cards also will be tucked into corsage boxes, tuxedo pockets and graduation gowns during this traditional party season.

REMEMBER: THERE IS LIFE AFTER GRADUATION AND AFTER THE PROM IF YOU USE COMMON SENSE.

## Safety Belt Update

If you are traveling by car this summer, remember to wear your safety belt. It is strongly recommended that you wear it wherever you travel, but in four states -- New York, New Jersey, Illinois and Michigan -- its the law. In New York and New Jersey, the law is in effect now; in Illinois and Michigan it becomes effective on July 1. A fifth state, Missouri, has passed a mandatory safety belt law that will become effective September 28. The laws apply to all drivers, in or out of state, as well as to front seat occupants.

Another point to remember: Wherever you travel, small children must be secured in child safety restraints. All states now have child seating laws, with Wyoming to take effect July 1, 1985.



Employees along with being a volunteer member of the Selective Service Board in Colorado. Benton also served as a community-based juvenile diversion program director as well as Assistant to the Director of the Cooperative Education Program for Metropolitan State College in Denver. In addition, he was active in the State of Colorado Affirmative Action Committee in developing new initiatives in equal employment.

Benton is a native of Colorado and received a Master's Degree in Public Administration from the University of Denver. He is a graduate of the Denver Chamber of Commerce's Leadership Denver Program.

Benton's office is located in the Office of Civil Rights, 5312A Nassif Building and he may be reached by telephone on 426-0972.

**Congratulations and Welcome Aboard Mr. Benton!**

**Make It Click Buckle Up**

## Parking Fees Increased

Effective June 1, 1985, the monthly fees to park in the DOT garage will be increased as follows:

1) For motorcycle parking, the fee will increase from \$4.00 to \$5.00 per month.

2) All other motor vehicle parking permits will increase from \$8.00 to \$10.00 per month.

The new parking fees reflect an increase in contractor costs.

## Region V Submits Novel Approach on Safety Belt Usage

On April 2, 1985, starting at 7:00 a.m., Michigan Secretary of State, Richard Austin, surprised and stopped employees whom he observed wearing safety belts.

Each employee received a fresh cut carnation from the Secretary, which had been donated as a promotional event.

The promotion was very successful with the Secretary running out of flowers.

The feedback since the receipt of carnations has been excellent.

Although Michigan's safety belt law does not become effective until July 1, Secretary of State Austin said the promotion was to

encourage all employees to get in the habit of buckling up. (Editorial Note): We'd like to hear from other regions on incentive programs in their areas.

## Office Safety Is Everybody's Business

Help the Administration Safety Program eliminate accidents and reduce injuries.

Office employees who believe that only people who work in a hazardous environment every day have serious accidents haven't been reading the statistics.

Last year, more than 400 deaths and over 40,000 injuries involved office employees in the United States.

While automation has taken a lot of danger out of many industrial jobs, the office remains a hazardous place to work because office employees don't think it is.

Falls lead the list of causes for office accidents. Workers slip on waxed floors, trip over wires from typewriters, telephones and computer terminals and fall over opened desk drawers.

White collar workers can fall off  
(See Office on page 6)

## U.S. Savings Bonds . . . The Easy Way!

*U.S.  
Savings Bonds*



Not only do savings bonds supplement your income upon retirement, they are free from local income taxes and federal income taxes deferred until you cash your bonds. They also are replaced free, if lost.

U.S. Savings Bonds began earning market-based interest in 1982 and smart savers of all ages have signed up for the Payroll Savings Plan.

Savings Bonds have an outstanding track record of consistently high rates.

As always, Bonds are one of the safest investments you can make--and just about the easiest through your Payroll Savings Plan.

## NHTSA News Staff Welcomes Your Ideas

Have you heard any news that we haven't? The NHTSA News editorial staff welcomes your ideas, suggestions, thoughts, newsworthy items, etc.

Just jot them down and bring them to our office in Room 5236 or give us a call on 426-9550.

Do you feel an article deserves "thumbs up?" Let us know. "Thumbs down?" Tell us about it. Something you'd like to see in the newsletter? We are as close as the nearest telephone, so give us a yell.

Don't be bashful, hesitant or reluctant. Share your opinions with us and let us know why.

We need a variety of material to keep our newsletter an interesting publication. Won't you help?

## Toastmasters Club Offers Help

How can Toastmasters help you?

1) Helps you to become the "supersuccessful" person you want to be

2) Shows you how to express your thoughts, ideas and opinions and develops your leadership skills and potentials through an enjoyable -- yet thoroughly

professional -- educational program.

3) Helps you to overcome the initial nervousness everyone experiences when speaking to an audience.

4) Introduces you to techniques on how to identify and state your purpose and how to properly construct a speech. How will I know how I am doing?

To assist each member, the Toastmasters program includes effective evaluation using a prepared evaluation procedure that's an integral part of the Toastmasters program.

After the basics, then what?

The Toastmasters Communication and Leadership Program provides you with the finer points of becoming an effective communicator, together with many specialized programs to help you master other specific aspects of speaking.

How can I use the skills?

On the job, in conversations at home with family and friends, and in community activities.

For more information contact: Mary Lou on 475-1178, Mona Kuo on 426-2574 or Dave Soule on 426-0068.

**Overnight Tomorrow Becomes Today Drive Carefully**



their chairs, slam desk drawers on their hands and cut their fingers on sharp edges or pieces of paper.

They are apt to strain themselves lifting typewriters, heavy boxes, and large xerox jobs. They have been known to walk through clear glass doors.

To avoid most of these accidents and injuries, check your office for the following:

- Protruding floor and telephone stacks.
- Torn and frayed loose carpeting.
- Electrical and telephone cords protruding into walkways.
- Boxes and other heavy materials stacked on filing cabinets and credenzas.
- Too many extension cords in one outlet which would possibly cause an electrical circuit overload or even a fire.

● Placement of coffee pots, assuring that equipment will not be knocked over, located on fire retardant base and away from paper and other combustible materials.

● Unplug coffeemaker whenever it's not in use. Outside of your office, remember to:

● Use elevator rather than the stairs when carrying heavy materials between floors.

● Watch out for oil and grease spots on parking levels of the garage.

If you are unfortunate enough to have an accident, please report the details to the General Services Division, 426-4825 explain exactly where, why, when, and how the accident occurred so that the same type of accident won't be repeated injuring other employees.

The more details supplied by employees of an accident, the better the analysis of the accident by your supervisors.

This should result in good swift corrective actions to eliminate causes and in turn reduce accidents altogether.

## Thought Provoker

Too often a grade crossing is the meeting place of headlights and light heads.

--Anonymous

## Ment's Hint

A pencil eraser will remove tarnish from brass belt buckles and the metal trim on purses.

--Submitted by  
Terri Applerson  
Paducah, KY

## Common Writing Flaws

The editorial staff has been asked to reprint, with some additions, a list of common writing flaws.

All of us are faced daily with the chore of writing something -- a letter, a report, a memo -- even a phone message. We know that communicating clearly depends on thinking clearly, but having something to say does not always translate easily into written words.

Listed below are word and grammar hazards that plague us all:

Affect is a verb meaning to influence; effect as a verb means to bring about (effect a change). As a noun, effect means result.

All ready means prepared; already means previously. All together (grouped); altogether (thoroughly).

Allusion (indirect reference); illusion (false impression). Someone or something that is identified is not alluded to, but referred to.

Any one refers to any single person or thing; anyone means any person at all. Any way in any manner; anyway (in any event). Appraise means to set a monetary value on;

(See **Flaws** on next page)

Apprise means to inform.

Altar is a noun meaning a sacred place of worship; alter is a verb which means to change.

Among is used when referring to more than two; between is used when reference is made to only two.

Behalf. On behalf of means as the formal agent or representative of; in behalf of means in informal support of.

Beside (at the side); Besides (in addition). Can and could imply capability; may and

might imply permission or possibility.

Compare. To compare to is to stress similarities; to compare with is to take both similarities and dissimilarities into account, with emphasis usually on the latter.

Complement (that which completes); compliment (praise).

Calender is a machine for finishing paper or cloth;

calendar is a record of time.

Canvas is a noun and means strong tent cloth; canvass is a verb which is the act of soliciting for orders, votes, money, etc.

Casual is a happening by chance; causal relates to a cause or causes.

Cite means to summon

to appear before a court, to quote by way of authority or proof, to refer to; sight is a view; and site is a place.

Coarse means rough; course is a direction of going, action; part of a meal.

Council is an assembly or group for conference; counsel means advice, legal adviser.

Device is a mechanical appliance; devise is to contrive, to give by will.

Emerge means to rise from, to come into view; immerge to plunge into, to immerse.

Eminent means outstanding, high, lofty; imminent is threatening to happen soon.

Envelop is a verb meaning to put a covering about; envelope is a noun meaning a wrapper.

Ensure to make an outcome inevitable); insure (to provide insurance); assure (remove worry or uncertainty). Events

are ensured; objects or lives are insured; persons are assured.

Formally means ceremoniously; formerly means in times past.

Forth means forward; fourth is the number after three.

Guarantee means to secure; preferred in the verb sense; guaranty is financial security; preferred in the noun sense.

Hypercritical means too critical;

Hypocritical means

insincere.

Hopefully is correctly used when it means full of hope and is linked to the subject and verb: The farmer looked forward to the harvest hopefully.

Hopefully is frequently incorrectly used as a "dangling" adverb to mean it is hoped that or let us hope: Hopefully, the weather will change. Irregardless should be regardless. The suffix less is already negative.

ImPLY is to indicate or convey some idea without specifically stating it. INfer is to conclude or deduce an idea that has not been specifically stated.

Impossible means not possible; impracticable means not possible under present conditions. Indict means to charge with an offense; indite is to write, to compose and write.

Ingenious is clever; ingenuous is lacking guile, frank, naive. Material is the stuff of which something is made; materiel is military supplies. Medal is a badge of honor; meddle is to interfere.

Ordinance means law, prescribed practice or usage; ordnance means military supplies. Meanwhile or in the meantime; not meantime or in the meanwhile. Overdo means to do too much; overdue means past due.

(See **Flaws** on next page)



(Flaws from preceding page)

Personal means individual, private; personnel is the staff of an organization. Plaintiff is a party to a lawsuit; plaintive means mournful.

Precede is to go before; proceed means to begin.

Prescribe is to order, direct; proscribe means to outlaw or prohibit.

Respectably (deserving respect); respectfully (with respect, courteously); respectively (in turn).

Resume means to put on anew, to begin again; resumé is a summing up, a briefing, a synopsis, a condensation or an outline.

Staid (adj.) means sedate; stayed is to remain or to postpone.

Stationary (not moving, fixed); stationery (writing materials).

That is used to introduce a restrictive clause and needs no commas: The house that burned was 50 years old.

Which is used to introduce a nonrestrictive clause and takes commas: The house, which burned, was 50 years old.

As a conjunction, that is often unnecessary and should be eliminated where possible; but use it to avoid confusion: The Administrator

announced today that the meeting will start at 8:30 a.m.

While refers to a period of time, not to a moment; one is hit while crossing the street, but when stepping off a curb; during means throughout the course of: During the class, he left the room several times.

(Examples are from the following sources: The Washington Post Deskbook on Style (R.A. Webb), Writer's Guide and Index to English (P.G. Perrin & W.R. Ebbitt), The Elements of Style (W. Strunk, Jr. and E.B. White; The Secretary's Handbook (8th and 9th editions, Sarah A. Taintor and Kate M. Monro); Webster's New Word Thesaurus (Charlton Laird) and our own compilation were used).

## From April to September

The April to September period brings more vehicles onto streets and highways and also prompts some reminders about safe driving habits.

Rain, for instance, can spell trouble for drivers who are not alert. The first rain drops mix with dirt and oil discharged from motor vehicles traffic causing a slippery mixture of trouble.

If you have ever reached the sudden and

horrifying awareness while driving in the rain that you have no control over your car, you have just experienced what is known as "hydroplaning."

As your car moves along the wet roadway, water penetrates between the tires and the pavement. Pressure increases with increased vehicle speed and supports more and more of the tire. At a critical speed, the tire is completely supported by water and is actually floating. At this point you have lost control. Your car becomes a giant waterski.

To avoid the danger of hydroplaning, drive on good tires with deep tread, so water can escape and not build up in front of the tires. The balder the tire, the better it skis.

Have a vehicle check-up, including tires, brakes, headlights, and windshield wipers. And don't forget, always remember to buckle up, whatever the season.

AN EDITORIAL WITHOUT WORDS

