

Barnum to Head Freight Talks In Cambridge

Freight movement in the 1980s and 1990s by rail, truck, barge, air and pipeline, is the subject of a two-day conference sponsored by the Department of Transportation's Systems Center at Cambridge, Mass., on December 1 and 2.

About 300 representatives of government, carriers, researchers, manufacturers, bankers, shippers, universities, and consumers will attend the conference.

The conference will focus on long-range technological needs of inter-city freight transportation and consider the forces that will shape technological development. It will also explore ways of overcoming current economic and institutional barriers to technological development.

Barnum is Keynote

Deputy Secretary John W. Barnum will deliver the keynote address and discuss the implications of freight transportation envisioned in the next 25 years.

Richard L. Terrell, vice chairman of General Motors Corporation, will deliver the dinner address on December 1 on the challenges transportation faces.

Hamilton Herman, assistant secretary for systems development and technology, DOT, is the luncheon speaker on opening day and will discuss "Capitalizing on Technology in Freight Movement."

The luncheon speaker on December 2 is Alan S. Boyd, vice chairman, Illinois Central Gulf Railroad, and the first U.S. Secretary of Transportation. He will speak on "The Promises and Pitfalls of Advanced Technology."

(See FUTURE, p. 2)



An innovative waterborne urban transit project using three high-speed, 84-passenger air cushion vessels like this hovercraft will carry commuters and others to and from New York City under a two-year test program funded by a \$995,000 grant from the Urban Mass Transportation Administration. The service is expected to start in the summer of 1977.

Sailing on Air

NYC Commuters to Share in 2-year UMTA Test of Air Cushion Vessels

Commuters traveling to and from New York City will have a new way to make the trip, starting in the summer of 1977, when three high-speed, 84-passenger hovercraft are put into service.

Under a \$995,000 grant from the Urban Mass Transportation Administration to the Tri-State Regional Planning Commission, the New York City Transportation Administration will operate the craft.

Two-Year Test

During the life of the two-year project to test the feasibility of the service, passengers will be carried over a variety of routes, including:

- Night service between lower Manhattan and St. George, Staten Island.
- Morning and evening commuter service between Manhattan and various locations. Routes being considered include Whitestone, Queens/East 34th St., Manhattan; Riverdale, the Bronx/West 42nd St., Manhattan; and Co-op City, the Bronx/West 34th St., Manhattan.
- Mid-day airport service be-

tween East 34th St., Manhattan and LaGuardia Airport.

- Summer time recreational service linking Gateway National Park at Sandy Hook, N.J., with Rockaway Beach, Queens, and Great Kills in Staten Island.

The three vessels used in the study will be provided by Hovermarine Corp., Pittsburgh.

Business Contact For Minorities Opens in Calif.

Secretarial Representative Lawrence H. Dunn has been designated as the West Coast contact for the Minority Business Resources Center.

Mr. Dunn, who is based in San Francisco, will serve in an interim capacity as the western region representative for Director Kenneth Bolton on opportunities for minority business contractors in the massive upgrading program for the nation's railroads.

A permanent representative will be named later.

Secretary Coleman said, "I consider all DOT activities to encourage the involvement of minority businesses in Federal programs so important that I am lending the support of my personal staff to assist the Minority Business Resource Center as this new entity gets on its feet."

The Minority Business Resource Center, administered by the Federal Railroad Administration, was established under a provision of the Railroad Revitalization and Regulatory Reform Act of 1976 to provide minority firms with information and assistance on business opportunities in the revitalization of the railroads.

Secretary Unveils Broad Plan To Reduce Aircraft Noises

Secretary of Transportation William T. Coleman, Jr., and Federal Aviation Administrator John L. McLucas have announced a broad-scale program for reduction of aviation noise levels.

In his remarks at a press conference in DOT headquarters on November 18, Secretary Coleman detailed the complexity of the problem, saying that it not only involved aircraft design technology, but also action on the part of the federal government, local governments, airport operators, aircraft operators, and airport neighbors.

"In a society in which we are making rapid strides to improve the quality of life for all of our people, the continuing annoyance and irritation of excessive aircraft noise is an unacceptable intrusion upon the lives of some six million Americans," Secretary Coleman said.

Mr. Coleman said there is substantial public misunderstanding about what can be done to reduce the adverse effect of aircraft noise.

By way of illustration, he said the DC-8, which he characterized as one of the noisiest planes in service, does not have a "retrofit" (modification) kit (to reduce noise) as yet designed. Mr. Coleman estimated it would take 36 months before a DC-8 kit could be certified for production, and from 8 to 9 years before the kits could be installed on all the operating aircraft.

Under the Aviation Noise Abatement Policy announced



Secretary Coleman

at the press conference, Mr. Coleman said the FAA will issue a rule requiring that subsonic jet airplanes with a maximum gross takeoff weight in excess of 75,000 pounds that do not meet specified noise levels must be retired from service or modified within the following schedule:

- 747s within six years, with one-half to be completed within four years.
- 727s, 737s, DC-9s, BAC 1-11s within six years, with one-half to be completed within four years.
- 720s, 707s, DC-8s, CV-990s within eight years, with one-quarter to be completed within four years, and one-half to be completed within six years.

The time period will start on Jan. 1, 1977.

(See NOISE, p. 2)

Coleman Schedules Public Hearing On Financing Cost of Quieter Planes

In a separate but related action at the November 18 press conference on the reduction of aircraft noise, Transportation Secretary William T. Coleman, Jr., outlined the major issues to be covered at a public hearing in Washington on December 1 on the financing needed by aircraft operators to meet FAA standards of aircraft noise emissions.

The Secretary said four major issues that should be discussed are:

- Whether there is a need for special financing provisions to enable aircraft operators to meet deadlines stipulated by the new standard.

Whether it is desired to meet the noise standards by replacing some or all 707s and DC-8s with new technology aircraft rather than by modification.

What specific financing arrangements, should any be found necessary, are most desirable.

Whether foreign flag carriers should be included in financing programs.

The hearing will be conducted in the Departmental Auditorium, Constitution Ave. between 12th and 14th Streets, N.W., Washington. Hours are from 10 a.m. to noon, and from 2 p.m. to 4 p.m.

Quotable . . .

The basic philosophy of government regulation—the rationing of the available business among a set number of competitors—insures in practice that while nobody loses, neither does anybody really gain. This artificial neutrality impedes innovation and results in enervation, stagnation and desultory performance. The railroads are a case in point.

If these regulations have served industry badly in the past, they make difficult—if not impossible—the responses needed to meet a demanding future. Rigid regulations discourage change. Washington commissions cannot try the new and the daring. They cannot make the hard decision or experiment and fail only to experiment again. Theirs is the group-think of compromise, and the leavening residue of their deliberations defeats the upstart and confines one and all to mediocrity.

Secretary of Transportation William T. Coleman, Jr.
National Defense Transportation Association
Boston, Mass. Sept. 27, 1976



Marjorie E. Keith



Paul J. Maestas

Keith is New EEO Chief in USCG; Maestas Takes FAA Civil Rights Job

Marjorie E. Keith is the new equal employment opportunity officer for the Coast Guard, and Paul J. Maestas has been appointed chief of the civil rights staff of the FAA's Rocky Mountain Region.

Before moving into the top equal employment office in the Coast Guard, Mrs. Keith had been an equal opportunity specialist for more than five years in the Federal Highway Administration's office of civil rights.

Prior to that, she had been a staff assistant in the personnel and manpower division of the Agency for International Development.

She is a graduate of the University of Pittsburgh and

has completed additional academic work at Upper Iowa University.

Mrs. Keith reports directly to the chief of staff, U.S. Coast Guard.

In his new position, Mr. Maestas is responsible for the FAA's over-all program of civil rights in the six-state region of Colorado, Wyoming, Montana, Utah, and North and South Dakota. His responsibilities include implementation of equal opportunity requirements in employment practices and construction contracting. Mr. Maestas is the 1976 recipient of the "Man of the Year" award presented by the League of the United Latin American Citizens (LULAC).

Noise—*from page one*

Other provisions of the Aviation Noise Abatement Policy are:

- **International Carriers:** the U.S., through the International Civil Aviation Organization (ICAO), will work with other nations to reach agreement on means to abate aircraft noise, but all international carriers entering the U.S. must meet U.S. standards within eight years.
- **Future Aircraft:** the FAA will complete by March 1, 1977, its consideration of new and more stringent noise standards for new aircraft designs that reflect recent advances in noise-suppression technology.
- **Supersonic Aircraft:** the aircraft noise-reduction requirements are not applicable to SSTs. Noise standards for SSTs will be promulgated 30 days after conclusion of the 16-month-long Concorde demonstration.
- **Operating Procedures:** within the limits dictated by safety, airport approach and departure flight patterns will be designed to reduce noise.
- **Airport Development Programs:** under new authority granted in the 1976 amendments of the Airport and Airways Development Act,

the FAA will establish a high priority for the allocation of discretionary trust funds for airport land acquisition for the compatible usage, the purchase of noise suppressing equipment, the construction of physical barriers, and other noise-reduction activities.

- **Airport Noise:** the FAA is promulgating an airport noise policy to encourage airport proprietors to develop aggressive noise abatement programs for their airports, to assist them through federal air traffic control actions to reduce noise, and to advise them on how their proposed plans affect the overall air transport system.
- **Local actions:** the FAA will encourage airport proprietors to assess the noise problem in surrounding communities, and to develop plans to reduce the impact of noise.
- **EPA Consultation:** all the new rules are being developed in consultation with the Environmental Protection Agency, which supports the Part 26 (of the Federal Air Regulations) compliance rule as an important step, but will continue to offer additional measures in other areas for FAA consideration.

Swinburn Named FRA Associate Administrator

Charles Swinburn has been named associate administrator for federal assistance in the Federal Railroad Administrator.

He will administer all FRA federal-aid rail programs to the states and the railroad industry.

Mr. Swinburn has been with the Department of Transportation since 1971, serving in the Office of the Secretary. He has been deeply involved in various railroad matters, including the development and implementation of legislation providing for the Northeast railroad reorganization, and the Railroad Revitalization and Regulatory Reform Act of 1976.

Mr. Swinburn also served as advisor to the Secretary on financial matters connected with all of the private sector modes of transportation.

Mr. Swinburn was born in England and has been a natu-



Charles Swinburn

ralized American citizen since 1958. He is a 1963 graduate of Princeton University and received his M.B.A. from Harvard Business School in 1971.

Between 1963 and 1969, Mr. Swinburn served as a Marine Corps pilot, attaining the rank of captain. He received combat decorations in Vietnam, including two awards of the Distinguished Flying Cross and 35 awards of the Air Medal.



Charles E. Duke

Duke Appointed NHTSA Deputy Administrator

Charles E. Duke has been appointed deputy administrator of the National Highway Traffic Safety Administration.

Mr. Duke comes to NHTSA from E-Systems Inc., Melpar Division, an aerospace electronics manufacturer, where he was vice president for research and engineering.

He was with the firm nearly four years and prior to that spent six years with Mitre Corp. as director of planning and director of administration.

Previously he spent 11 years with HRB-Singer, Inc., where he was an executive vice president.

A native of Williamsport, Pa., Mr. Duke, 54, was an assistant professor of aeronautical engineering at Pennsylvania State University from 1946 to 1955.

He earned his BS in mechanical engineering and a Master's and Ph.D. in aeronautical engineering at Penn State.

Future—*from page one*

Charles Baker, president of Harbridge House, a multi-national management consulting firm, and William D. Owens, deputy assistant secretary for systems development and technology, DOT, will head panels to critique earlier presentations.

Judith Connor, assistant secretary for environment, safety and consumer affairs, DOT, and Dr. John Meyer, professor of logistics, Harvard Business School, will deliver papers for discussion by panels of experts on "Issues Facing Transportation and Opportunities Implicit for Technology."

Check Exhaust System, NHTSA Says

Automobile mechanics are learning to put high priority on checking out the condition of a car's exhaust system in their search for the cause of mechanical malfunctions.

Motorists were warned by the National Highway Traffic Safety Administration that it has received a number of owner reports which cite defective exhaust systems as the cause of seemingly unrelated mechanical problems.

NHTSA cited the case of an owner who suffered repeated failures of his taillight equipment, each time experiencing electrical system failures or night-driving blackouts.

After costly repairs and several dangerous incidents on the highway, it was discovered that a defective tailpipe allowed hot exhaust gases to melt away electrical insulation and plastic portions of the taillight.

In another case, NHTSA reports that an owner became alarmed at the strong odor of gasoline given off during an extended trip.

The motorist discovered a stream of pressurized gasoline being vented from his fuel tank and, when the cap was removed, a large amount of fuel was blown out of the filler neck.

At fault was a broken tailpipe section which allowed hot gases to heat the fuel tank. The expansion which resulted caused a continual leakage of fuel, forced from the tank under pressure.

NHTSA warned that any opening in the vehicle underbody, fire wall or body seals, together with any exhaust system fault allowing fumes to accumulate under the vehicle, may be a lethal combination.

HEW Daycare Center Openings

Penthouse Nursery, Inc., a day care center sponsored by the Department of Health, Education and Welfare for children of federal employees, has vacancies for children ages 18 months through 6 years.

The center, located on the seventh floor of the HEW North Building (300 Independence Ave., S.W.), opens at 7:30 a.m. and closes at 6 p.m. Penthouse, which provides breakfast, a hot lunch, and two snacks a day, follows a complete curriculum for all age groups, including reading readiness, math readiness, science and social studies.

Fees for emergency care are \$7 a day, payable when the child is brought to the center. Cost of permanent enrollment is \$29 per week, payable in advance bi-weekly, plus a \$29 deposit which is returned when the child leaves the center.

For further information call Director Shirley Jennings at 488-3362.

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2000 A.D.

Transportation in the Next Century

In a recent address before the ENO Foundation for Transportation, Deputy Federal Highway Administrator Joseph R. Coupal, Jr., gave his audience a look at the transportation scene in the U.S. in the year 2000 as he envisions it. Mr. Coupal, 53, was appointed Deputy Federal Highway Administrator in 1974. He is a graduate of Harvard University, has a masters degree from the University of New Hampshire, and is a Ph.D. candidate, Iowa State University. An Air Force navigator in World War II, Mr. Coupal is the author of numerous technical papers. The following is a condensed version of that speech.

The United States will be a nation of 261 million by the year 2000, an increase of nearly 40 million. Motor vehicle registration will increase from 134 million in 1975 to 190 million in 1985. Vehicle miles traveled on U.S. highways will increase from 1,205 trillion to 2,170 trillion. But U.S. highway mileage will increase only minimally.

I don't believe we will have an energy shortage in the year 2000, but we will be using different kinds of energy and there will be shortages of natural resources. We will have to do a great deal more recycling of these resources. The 55 mph will continue to be vigorously enforced.

Video Phones

We can expect an increased substitution of audio/visual communication for travel. In the year 2000 we will be using video-telephones to tune in on and participate in seminars, conferences and business meetings.

Less transportation will be needed to move raw materials because there will be more processing done at the point of origin. There will also be widespread use of pipelines, even to the point where the housewife may be able to substitute her trips to the supermarket by shopping with punchcards by



way of a vacuum tube connecting her home with the grocer's warehouse.

Dramatically different types of vehicles and propulsion systems will already be in fairly common use by the year 2000. The vehicles we will be driving will be smaller, lighter, stronger and safer. These vehicles will most likely be powered by electricity (which will probably be generated by something other than petroleum), and they will not pollute the atmosphere, as do present internal combustion engines.

As modern technology allows us to expand and develop other resources and provides us with great creature comforts, we will find that time has become our most valuable resource. It is the one resource that can't be expanded or replenished and we will go to great lengths to save it.

There will be great emphasis on home recreation facilities—swimming pools, tennis courts, etc.—thereby reducing the need to travel. On those less frequent occasions when we do travel long distances, we will choose the fastest way to do it—flying by SST.

By the year 2000 there will be a trend away from the

ownership of specialized vehicles. It will be a much more common practice to lease or rent trucks, campers, trailers, motorcycles, etc. Instead of owning a family sedan and a stationwagon and a pickup, the typical family of the future may own one or two small electric cars for commuting and other short-distance driving around home, and they will rent a recreation vehicle or camper for their summer vacation cross-country trip, or a pickup for weekend work around the yard.

Twenty-four years from now the automobile will still dominate as the mode of transport for moving people over short distances in rural, urban, and even small town and city environments. Even a considerable amount of personal interstate travel will be by car, and there will be a continuing increase in the number of automobile miles traveled.

Buses, Carpools

In high-density areas like the Northeast Corridor, travelers will take the train. In densely populated urban areas there will be a very considerable shift away from single-occupant commuter vehicle travel. Most of this shift will be to buses and carpools using preferential lanes. The buses and cars used for carpools will be stronger, safer, lighter, and much more convenient, and propelled by something other than fossil fuels.

In the most densely populated corridors, however, there will be some shift to fixed rail transportation, although the shift as a percentage nationwide will be insignificant.

In a recent study, the N.Y. Regional Planning Commission found the auto now accounts for 92 percent of urban travel. Even if transit ridership were increased by 100 percent, it would be insignificant in auto-

mobile terms. It would decrease auto use only about 2 percent.

The real issue overriding all others, is whether we're going to control land use in the nation to the extent we force the development of the central city (in which event we must utilize more fixed rail) or whether we will allow the free choice of where people will live and work. If the latter prevails, I see a continuation of the spreading out of our population, and more and more urban use of the personal vehicle.

Trailer Truck "Trains"

Trucks will be moving much more short- and long-haul freight, both in total amounts and percentages. For interstate freight we will see three-, four-, and five-trailer "trucktrains" using preferential truck lanes like the ones already in use on the New Jersey Turnpike.

I have described what I predict will be the kind of transportation world we will be living in, in the year 2000. I have no doubt that for a great number of years to come, rubber-tired, personally-operated vehicles will be the prevalent mode of transportation for people and freight.

Assuming that this prediction will prove accurate, let's now take a look at what role the federal government should play over the next two or three decades in highway transportation.

First, the federal government must continue to assist in construction and reconstruction of the Interstate highway sys-

tem. This system has important national connotations, and must be completed as soon as possible.

Second, the federal government must be increasingly involved in the maintenance of a satisfactory level of performance on the Interstate system, even though both construction and maintenance functions will continue to be carried out at the state level.

Third, there is a legitimate role for the federal government in construction and maintenance of an adequate level of performance in a "major arterial" system (probably similar to our primary system today).

Fourth, it is important that we resolve the question of what role, if any, the federal government should play at the next lower level—the minor arteries, major collectors, and the local service roads for cities and counties.

Fifth, it is obvious that the federal government must continue to be responsible for insuring uniformity in traffic operations, of which a good example is the standardization of traffic control devices.

In conclusion, I would remind you that never before in history have distances been less important. Never have Americans traveled more nor depended more upon transportation to supply their needs.

There is absolutely no doubt that the vast majority of Americans and the greatest volume of their freight will continue to be carried over roads by rubber-tired vehicles.



The Navy hydrofoil FLAGSTAFF is now flying Coast Guard colors and is assigned to Woods Hole, Mass., where it will serve primarily as a law enforcement vessel. The FLAGSTAFF, the first hydrofoil in the Coast Guard, is capable of speed in excess of 45 knots and will be used for the full range of Coast Guard operations at sea including search and rescue and marine environmental protection.



This is the new \$7 million FAA control tower at Hartsfield Atlanta International Airport which was dedicated on September 27 by FAA Southern Region Director Phil Swatek. The new tower is 225 feet high and is topped by an eight-sided glass-enclosed cab which has 525 square feet of floor space. A two-story base building contains some 25,000 additional square feet housing the terminal radar control (TACON), administrative offices, and training rooms.

We Get Letters

Secretariat is DOT Mail Focal Point

A. B. Virkler Legate was appointed Executive Secretary of the Department of Transportation on May 18, 1969, following a four-year assignment on the Hill where he had been executive assistant to Congresswoman Margaret M. Heckler, and assistant to Congressman Robert C. McEwen. Mr. Legate received his B.S. in 1950 at Stetson University, Florida, and has taken various courses at the University of Pennsylvania and Cornell University. His career includes director of public relations for the New Haven Railroad from September 1954 to January 1956. From 1956 to December 1961 he was executive assistant to the president of the Boston and Maine Railroad.

Mr. Legate, would you describe your function and responsibilities as Executive Secretary of the Department of Transportation?

The Executive Secretariat provides a staff for the Secretary and the Deputy Secretary to assist them in carrying out their management functions and facilitate their responsibilities for formulating, coordinating and communicating major policy decisions. The Secretariat consists of the information analysis staff; the information management staff; the committee management staff; the special projects staff; and the immediate office of the Executive Secretary.

The Secretariat and paperwork management are synonymous to many people. Doesn't it control the Secretary's mail?

Yes, and the Deputy Secretary's as well. We log it all in and assign action to the appropriate departmental element. Although the control of correspondence is only one of our several responsibilities, and involves only one third of our staff, it does take up a disproportionate amount of our space, largely because of our computer and related equipment. Of course, all 22 of us are involved with correspondence throughout the day.



The Secretary receives a great deal of mail on a wide variety of subjects. Exactly how much?

It runs from 6,000 to 8,000 letters per month. However, we logged in nearly 14,000 in September with an unusually high volume relating to air bags, aviation noise, Interstate 66 and other issues where certain decisions by the Secretary appeared imminent.

It's difficult to anticipate correspondence loads. As an example, total correspondence received in the Secretariat was 33,000 pieces in 1968, increasing each year to 87,000, 121,000 and 178,000 through 1971. It then sharply tapered off to 150,000, 104,000 and 99,000 over the next three years. It all depends on the number of issues, the amount of interest they kindle and, frankly, whether you have a Secretary who just seems to attract letter-writers.

I would add here that while the Secretariat is geared to anticipate these "peaks and valleys"—since we make it our business to keep ourselves well informed on upcoming decisions—we are taken by surprise at other times.

An example is a *Parade* magazine article of last July 18 which dealt with the use by Americans of foreign air carriers rather than domestic carriers for trans-Atlantic flights. The article concluded with "If you have answers or suggestions, Secretary of Transportation Coleman would welcome your views," and listing his address. It resulted in fewer than 100 letters, but it's the sort of thing that makes me shudder when I'm at home reading my Sunday newspaper.

You mentioned your computer. How does it fit into your overall operation?

Its acronym, SIRS, describes it in general—Secretariat Information Retrieval System. SIRS utilizes an indexing processing unit (a mini-computer) to replace many of the manual operations previously performed by our former executive correspondence staff and the companion research and records staff. As the volume of correspondence continued to climb, and with the passage of time, the very size of our records inventory made followup, search and retrieval a difficult, expensive and time-consuming effort, and we felt that a wholly manual operation no longer was practical.

SIRS is used in conjunction with modern photographic, viewing and reproduction equipment, which permits us to store 1,000 pages of text on one cartridge of microfilm. When the computer has located the desired document, it automatically displays the correct cartridge and frame number on the screen of one of our seven cathode ray tube terminals. At the touch of a button a copy is reproduced.

The system permits us to call up due dates of pending materials, search the status of material in coordination and retrieve copies of documents completed and microfilmed in SIRS. And the computer print-out becomes the official transmittal of action direction to all action offices.

What happens to the incoming letter itself?

More than one person has wondered if the computer doesn't gobble up the letters and somehow hold them in suspense until the final response is signed by the Secretary. In reality, the computer—which is a microdisc system built by the 3-M Company—is merely a unit which holds indexing information on a disc until we remove it.

We remove or "purge" such information on a daily basis as it becomes superfluous and so that we will have sufficient disc storage for new information. Otherwise, expensive discs would take up as much space as hard copy files used to. The incoming letter is photocopied and held in suspense in the Secretariat while the original itself travels to the action office.

Is your computer tied into a central system that could share information with other elements of the Department or even with other agencies?

No, it is not, and that's a mixed blessing. Our original planning back in 1969 envisioned such an application, our thinking at the time being that we could hook into the Department's existing capability at the time or even into a computer out in Ohio. But budgetary and other constraints did not permit this, and a principal disadvantage would have been the necessity to share time.

As it turned out, our computer—which is a mini-computer—is situated in our office, where we can start it up, shut it down, perform certain adjustments and otherwise provide for its care and feeding without being at the mercy of others. This affords terrific flexibility, and I would guess that when Secretary Coleman or Deputy Secretary Barnum call for information, they are comfortably confident that we'll have it to them in 5 to 10 minutes.

Does the Secretariat serve all segments of the Department, or does it serve only the Secretary and the Deputy Secretary?

In common with other elements of DOT, the Secretariat's mission and responsibility are set forth in a functional statement. A literal interpretation of that document leads me to conclude that the Secretariat's mission is to assist the Secretary and the Deputy Secretary, perhaps even to the exclusion of other elements and personnel of the Department.

But a realistic interpretation convinces me that the very nature of the Secretariat's operation—in some instances we may have the only copies of various papers and documents—dictates that we offer our cooperation to all employees and officials of DOT.

And to the general public as well. Few DOT offices are affected to the extent the Secretariat is by the Freedom of Information Act, and scarcely a week passes but what we are called upon to do archival research at the request of the general public. So I guess it's safe to say that we're an across-the-board organization.

When the Secretary travels he seems to be very well briefed. Does your office take care of this?

Yes, we assemble the pertinent material into a briefing book that is quite impressive. The finished product is designed to acquaint the Secretary with the area he is visiting and to brief him on the DOT presence in the area.

What else does the Executive Secretary do?

He wears a second hat as the Department's committee management officer. The Federal Advisory Committee Act requires that each agency have in place an office which concerns itself with the mechanics of chartering advisory committees and for ensuring that the committees comply with the provisions of the Act. This involves liaison with the Office of Management and Budget, General Services Administration, the Federal Register, our Office of General Counsel and individual committee management contacts scattered throughout the Department. Senator Lee Metcalf, who chairs an oversight subcommittee, keeps our feet to the fire, and we take pains to ensure that we are in compliance and that our committee records are kept in shipshape order.

Summer Job Applications Now Available

Persons interested in working for the federal government next summer are urged to submit their applications as early as possible.

Robert F. Stokes, chief of the DOT central employment information office, said applications received after Jan. 13, 1977, will not be accepted.

"We have the necessary forms and associated information available in room 2223 in the Nassif building," Mr. Stokes said.

Complete details are available in the Civil Service Commission's 1977 edition of Announcement 414.



Have you ever wondered what an articulated bus was, but were too timid to ask? Well, this is one. The Urban Mass Transportation Administration is providing financial assistance to the Alameda-Contra Costa Transit District, Oakland, Calif., to acquire 30 buses similar to the one shown.