

DOT Today

August 1993
Volume II, No. 11
U.S. Department of Transportation



Moving America Together

THE FLOOD OF '93

by Sue Challis *a proactive government response*

For more than six weeks, people in cities and towns from Minnesota to Missouri have battled the mighty Mississippi River. The Missouri, the Kansas, even one called the Racoon River in Iowa landed punches. The rivers seem to be winning. Thousands of volunteers have spent thousands of hours filling sandbags, trying to hold back levees — only to watch them fail, leaving roads washed out, cutting off interstate travel, making people's daily lives stand still.



above: Railroad lines underwater in Keokuk.
right: A family who said they would never leave their home reconsiders when waters lap near the top of their front porch in St. Charles County, Mo.

What is being called the Great Flood of 1993 has affected all forms of transportation. About 2,000 barges were stranded, costing the barge industry an estimated \$3 million a day. Export shipments from the West Coast were delayed because of stalled cargoes in the Midwest. More than a dozen regional airports were underwater; 21 were closed, and at least five vital highway or railroad bridges were impassable at various times. The railroad freight industry was hit hard — 25 percent of the country's trains normally travel through the flooded area each month.

More than 17,000 requests for temporary housing relief were filed in five states. The Federal Emergency Management Agency (FEMA) says up to 42,000 homes have been isolated or damaged by the flooding — and the numbers increase daily. So far, the disaster has been blamed for 42 deaths. About eight million acres of crops are now reported underwater and presumed ruined. The rain kept coming for weeks, not in showers, but inches at a time, immersing 13.5 million acres of land, bursting federal levees in 12 places, 80 more private ones, pushing damage estimates up around \$10 billion.

DOT has been working with FEMA and all the other federal, state and local agencies to coordinate disaster assistance from two regional operation centers in Chicago and Kansas City. On July 9, Secretary Peña surveyed 300 miles of the river. Less than a week later, he ordered the Coast Guard to begin involuntary mobilization of their reserves. There are now about 450 reservists and auxiliaries in the area, driving rescue boats, sandbagging, inspecting levees, providing help wherever it is needed.

"This is an extraordinary cooperative effort among the federal government, local communities and volunteers," said Secretary Peña. The network of aid has come from both government and private groups. While \$3 billion in emergency disaster aid was being held up by a debate in Congress late last month,

James Lee Witt, the new director of FEMA, was being praised for his personal efforts as well as those on the part of his agency. Witt, the first director of FEMA to have emergency management experience, has already made four trips to the flood area.

Over the weekend of July 17, President Clinton, Vice President Gore, cabinet secretaries and other officials, including Secretary Peña, visited the Midwest to meet with state and congressional officials. In addition to pledging billions of dollars in federal aid, the President promised that the federal government would continue a long-term flood relief effort after the immediate crisis is over. That has been the core sentiment from virtually every government agency involved.

Although the National Weather Service was finally predicting a few dry days for the area (at

press time), experts say it may take a month in some areas for the water to recede back into rivers. "The hard part is coming up," says DOT Chief of Staff Ann Bormolini. "This is going to be with us for a long time."

Acting Research and Special Programs (RSPA) Administrator and DOT's crisis coordinator Rose McMurray agrees. "The Secretary made it clear early on that he expects full dedication to our emergency response efforts, especially once this is off the front page and the rebuilding begins."

(continued on page 2)



left: Navigating through a cornfield in St. Charles County, Mo.



above: Secretary Peña, FEMA director James Lee Witt, Vice President Gore and President Clinton at the July 17 "summit" in the Midwest.



left: A 93-year-old woman is rescued from her home near West Alton, Mo.

photos by Don Wagner, U.S. Coast Guard Photo Team

INSIDE

4

Employee Profile:
Yvonne Daniel
U.S. Coast Guard Band

5

Get Organized!
Tips for
Time Management

6

Clint Eastwood Stars
in FAA Video

The Flood of '93 (continued from page 1)

Transportation on the Front Line

One of the first things Secretary Peña did after being sworn in was to meet with those in DOT responsible for emergency response efforts — everything from rail strikes to earthquakes. "We got an inkling of the Secretary's style during the 'Blizzard of '93,'" McMurray says. "The Secretary has really moved to posture the department to deal with disaster. Because of his interest and commitment, we in emergency response have really altered the way we've approached our roles, resulting in a positive redirection of our response efforts."

The Office of Emergency Transportation (OET) within RSPA is focal point for the department's emergency response efforts, monitoring the effect of the flood on the country's transportation resources and reporting to the Secretary and to the other operating administrations. OET also staffs the FEMA Emergency Response Team and the transportation Emergency Support Function desk at FEMA Headquarters. Transportation is the number one Support Function in the hierarchy.

All elements of the department are in continuous contact with their public and private constituents to monitor and report on the situation and assist where possible. Specific examples underway are:

- All Federal Highway Administration division offices in the affected states are working closely to monitor road closings and will initiate joint damage surveys when the cleanup begins. FHWA has responded quickly to letters of intent received from the states who have indicated a need for Emergency Relief Funds for restoration of highways on the federal-aid system. There are now about 25 highway engineers on standby to perform damage surveys.

- The Coast Guard has deployed its three oil and hazardous materials National Strike Teams and its powerful assortment of pumps. Twelve Coast Guard Disaster Response Units are working in the area, assisting state and local authorities in rescue and evacuation efforts. Hundreds of missions have been performed.

- The Federal Transit Administration has prepared a list of transit vehicles and assorted equipment that can be loaned to affected communities to help restore bus and other systems. In some areas, transit facilities are being used to transport emergency water and food supplies to victims.

- RSPA's Office of Emergency Transportation has developed a computerized assistance request tracking system to speed response time to requests for aid.

- The Federal Railroad Administration, through close cooperation with private railroads and Amtrak, reports track, bridge and signal outages. Railroads haul about one third of all freight tonnage, much of it coal, grain, chemicals and other bulk loads that can't go efficiently by truck. In the past decade, the move has been to intermodal transportation, with the railroads, ship lines and trucking companies using interchangeable containers to haul freight across the country. The flood area intersects crucial traffic lanes where cargo is transferred from one mode of transportation to another. On July 27, all rail traffic in the area was temporarily halted, prompting northern or southern detours of 1,000 miles in some cases. One week, freight was backed up as far as Long Beach, California.

- The Maritime Administration, working with the River Industry Executive Task Force (made up of representatives from the Coast Guard, Army Corps of Engineers, and the barge industry) is closely monitoring the situation to assess impacts on the marine shipping industry. Daily contact is maintained with barge companies, port and terminal operators, trade associations,

and other federal and state agencies. A daily report is issued on lock status, flood stages, and cargo delays.

- Overall, the flood has affected some 37 facilities at 26 airports. The Federal Aviation Administration has issued temporary flight restrictions for some areas, and continues to expedite the repair of damaged aids to navigation and landing systems. All damaged airports have been contacted to expedite repairs.

The most pressing long-term problem is damage to the transportation infrastructure. When the waters begin to recede, the states, with the assistance of DOT, will perform surveys to determine the extent of damage to local roads, bridges, highways, rail lines, and even the aids to navigation the Coast Guard maintains on the rivers. The Coast Guard is also working with the Environmental Protection Agency to assess the environmental impact of the flood.



left: The barely visible Coast Guard Upper Group, Mississippi River in Keokuk, Iowa.



below: A woman holds onto her dog after being rescued near Portage Des Sioux, Mo. She was taken to a local hospital for treatment.



above: The corner of Red School and Wise roads can only be traveled by boat.

A railroad bridge near West Alton.

Chief of Staff Bormolini, Rose McMurray, RSPA, and Lloyd Milburn, OET Director at a meeting of the Emergency Response Coordinators.

last photo by Bob Laughlin all other photos by Don Wagner, U.S. Coast Guard Photo Team

DOT's Emergency Response Coordinators

They've been working 60 to 80 hour weeks, coming in over the weekends, taking phone calls at home. In each operating administration there are people with this kind of schedule. They are the DOT emergency response coordinators (ERCs), and they've been probably the busiest employees around for more than a month.

"The coordinators — in fact all the DOT employees — have been remarkably flexible and innovative," says Chief of Staff Ann Bormolini. "They have really taken up the challenge."

In between phone calls from various railroads and reports from inspectors in the field, Jim Boone, ERC for the Federal Railroad Administration, talked about the unprecedented cooperation between government and the privately owned railroads as well as the cooperation between normally fierce competitors in the industry. "We're not just monitoring things in this situation," he says. "We're being proactive. We are all trying to help our various industries personally, directly."

The emergency response coordinators in each mode have been working together for a while. They each have a basic understanding of their respective industry and how it impacts on the other modes, Boone explains. In this situation, "we are acting as the eyes and ears for the Secretary and for our modal administrators" he says.

"For the first time I can remember," Boone continued, "our field staff have fully participated in getting information and updates to the Secretary. Our field personnel have been invaluable in getting the most accurate, up to date information to us at headquarters."

RSPA, as the coordinating office for DOT, has been issuing two status reports daily to keep the Secretary and all the operating administrations current. "We're not an AP (Associated Press) newsroom," says McMurray, but we feel we're doing a pretty good job of getting accurate, detailed information out there."

The entire group meets often to update each other and to discuss strategy. The Chief of Staff participates in each session. "For most of us (ERCs)," says Boone, "the emergency duties are not our entire job, but it is an important part. To have this kind of recognition and support from the secretary and his senior staff is great for all of us. We're working together because we know that's the way to get things done. This experience has really given us solidarity."

For the department, for the coordinators, for those in the field, and certainly, for the people of the Midwest, this experience is far from over.

"Our challenge from this point forward," says Bormolini, "is to keep motivating each other in these efforts. It's going to test us for a long time to come, and the hard part is coming up. When the adrenalin gives out on the people who are filling sandbags and shoring up levees — when the cameras go away and they're left with just the mud — we in government must still be accessible and responsive and help the people when they need it most."

DOT Today

Volume II, No. 11, August, 1993

DOT Today is an official publication of the U.S. Department of Transportation, under the direction of the Office of Public Affairs, Office of the Secretary. It is a monthly publication and is distributed to DOT employees nationwide.

Secretary of Transportation
Director of Public Affairs
Editor
Design

Federico F. Peña
Richard Mintz
Sue Challis
Tomara Arrington & Catherine Vass

This is your publication, and we value your input.

If you would like to submit letters, comments or articles, please address them to: Editor, DOT Today, OST, Office of Public Affairs, A-20, Room 9419, 400 Seventh Street, S.W., Washington, D.C. 20590. (202)366-5578; FAX (202)366-3703.

The deadline for the September 1993 issue is August 20.

This newsletter is
recyclable



Please Recycle

Employee's Volunteer Efforts Highlighted by ABC Evening News

On May 5, Rocco Rutledge, a transportation program specialist in the Federal Transit Administration's Chicago Regional Office appeared on the "American Agenda" segment of the ABC Evening News with Peter Jennings.



(Left to Right) Jim Williams, Rocco Rutledge, Ronald McMorris

In his spare time, Rutledge works as a volunteer with the Community Networking for Offender Reintegration (CNOR) program, sponsored by Southeastern Illinois Community College. His volunteer role is to help integrate ex-offenders back into society by helping them find employment using the job skills they have acquired during their time in prison. CNOR staff begin working with ex-offenders while they are still in prison, teaching them skills through an accredited educational program. When they are released, the volunteers continue to provide support groups and help the ex-offenders find jobs through established contacts in both the public and private sector.

Jim Williams, director and marketing specialist of the CNOR program and Ronald McMorris, an ex-offender and program participant, joined the interview to talk about job prospects for program participants. McMorris was recently released from the Vienna Correctional Center after serving a five-year sentence. During his incarceration, he had acquired computer aided design (CAD) drafting skills and received vocational training certification in surveying. The program was able to provide McMorris with several job contacts that might be able to use his newly acquired skills.

P.S. - McMorris landed a job with an architectural firm within two weeks of the interview.

Appointees

Jennifer A. Watson has been appointed deputy director of public affairs, Office of the Secretary. Watson, a 1980 graduate of Wellesley College, served as Massachusetts press director for the Clinton-Gore campaign. Previously, she worked for a Boston public relations firm, as well as the Massachusetts Bay Transportation Authority, as well as an agency of the state government, and she was a legislative aide in the state legislature.

Mark L. Gerchick has been named chief counsel for the Federal Aviation Administration. Since 1985, Gerchick has been a partner in the Washington law office of the Los Angeles-based firm of Paul, Hastings, Janofsky & Walker. He has been practicing law in Washington for 15 years, focusing on administrative law, counseling and government-related litigation.

On July 13, Secretary Peña announced the appointment of U.S. Coast Guard Rear Admiral Paul E. Busick as head of DOT's Office of Intelligence and Security. Since 1991, Busick has served as deputy chief, Office of Law Enforcement and Defense Operations at Coast Guard headquarters. Reporting directly to the Secretary, the Office of Intelligence and Security is responsible for the strategic planning, coordination and oversight of all transportation security and intelligence activities. The office director is DOT's chief liaison in working with the national intelligence community and law enforcement agencies, including the National Security Council.

Bill Hudson Retires After 43 Years of Service

Secretary Peña had warm words of praise for Bill Hudson, who retired after more than 43 years of government service and a distinguished career in equal opportunity and civil rights compliance programs.

"Although I've had the pleasure of working with Bill Hudson for only a few short months," Peña said, "I know he has worked for every previous transportation secretary. His creative leadership is well known and he has been invaluable to the department."

During the late 1960s, Hudson was instrumental in developing plans and guidelines for internal equal employment opportunity (EEO) programs for the new Department of Transportation. He also initiated special emphasis programs for women and Hispanics.

In 1970 the Coast Guard named him to lead the civil rights office, where he directed EEO programs for both military and civilian personnel and served as a principal advisor to the assistant secretary of defense in reorganizing what it is now called the Defense Equal Opportunity Management Institute.

Hudson was named as head of DOT's Office of Civil Rights in 1983. Reporting directly to the Secretary, Hudson coordinated the activities of the civil rights staffs of the entire department and directed an immediate staff of 25, with a \$3.5 million annual budget.

Prior to joining DOT, he held several positions with the Social Security Administration in Chicago and Baltimore and helped create their contract compliance program. He also designed and implemented the EEO program at Health, Education and Welfare and served on the staff of the President's Committee on Equal Opportunity.

A member of the Senior Executive Service, Hudson has received numerous awards, including the 1991 Presidential Rank Meritorious Executive award. He is listed in Who's Who in America and Who's Who in Government. Hudson lives in Washington, D.C.



DOT is sponsoring 45 college students for 10-week summer internships this year at headquarters. Twenty interns are participating in the Summer Transportation Internship Program for Diverse Groups, and 25 students make up the DOT Summer Intern Program.

Summer Interns at Transportation

The Summer Transportation Internship Program for Diverse Groups is an intermodal program that exposes college students with diverse backgrounds to transportation careers during their summer work experience. Students are assigned to projects in the Federal Highway Administration, the Federal Transit Administration, Federal Railroad Administration, and the Research and Special Programs Administration. The students will write and present papers on their transportation projects at the end of the summer.

The DOT Summer Intern Program, sponsored by the Office of Small and Disadvantaged Business Utilization, provides a direct link with the minority, women-owned and disadvantaged business communities. The program is designed to strengthen the overall focus of DOT's connection with the minority business community and to ensure that participating students have challenging and rewarding experiences. This year, along with the DOT's operating administrations in Washington, D.C., participating sponsors include the

Washington Metropolitan Area Transit Authority, Amtrak, District of Columbia Department of Public Works, National Association of Minority Contractors, Service Corps of Retired Executives, and Pinnacle Financial, Inc.

The students in these programs come from across the nation, majoring in a wide range of subjects, including engineering, business administration, planning, economics, and transportation studies.

Employee Profile

Swing Singer

story and photo by PA1
Randy Midgett, USCG

As the lights grew dim, silence fell over the concert hall. The crowd strained to see the hidden images blanketed in a mask of black. As the spotlight hit the stage and a single note emerged from their horns, the Masters of Swing came to life, adding harmony to the full, silky voice of YN1 Yvonne Daniel.

Daniel and the Masters of Swing are both part of a larger band—the Coast Guard's premier service band. Through the years, the service band and its smaller components have performed in 45 states, the District of Columbia, Canada, and was the first American military band to play in the former Soviet Union. But now, for the first time in recent history, the Coast Guard Band has added the talents of a vocalist.

"I'm really excited and more than honored," says Daniel, who took this new assignment in March. "Also, I'm able to do something that I've always enjoyed doing—singing."

But Yeoman Daniel is more than just a singer with the band. "I bring to the band yeoman skills plus a diverse background as a vocalist," she said. "With 11 years of Coast Guard active service, I've held various administrative positions and have received a lot of personnel reporting unit experience as well."

Although her Coast Guard skills go back a number of years, her singing background is even more far-reaching. Coming from a family of six, Daniel inherited her talent from her father, Fuller Ming Sr., who sang and recorded with the Royal Harmonizers, a gospel group based in the Washington metropolitan area.

She was born in Washington, D.C., and raised in Fairmont Heights, Md., near the northeast part of the capital city. Daniel said it wasn't the best place for a young child, considering the drugs and violence, but fortunately she was removed from that environment in her early teens. "I guess the angels were watching over me or something; a better

school and neighborhood all came when my family moved to Camp Springs (Maryland)," she said.

Daniel started singing in church at the age of six and continued through college. As her voice grew, so did her love for music. "Momma always said I had a gift and that I shouldn't let it go to waste," she said. Throughout her school years, Daniel stayed focused on singing. That focus helped carry her to the stage of the Kennedy Center Opera House, to a solo part in "Godspell," and to Prince George's Community College where she spent three years as a voice major. She started singing with three big bands and continued singing in church.

"The small groups led to performances with Trux Baldwin and the Starlight Orchestra," she said. It was with the orchestra where she found her style. "The songs I sang were very natural for me—music from the 1930s, 40s and 50s—it was great and I thought I could really get into this," she says.

In 1982 Daniel's life took yet another turn. She wanted independence and a successful future so she joined the Coast Guard. "I really didn't know that much about the Coast Guard except for what the recruiter told me—which included several career opportunities," she explains.

"So I signed (on) the dotted line, raised my hand and joined the Coast Guard."

"I had a real honest recruiter who gave me some great advice—no matter what I'm told to do, do the best job I can do," she says. "I've tried to do this my whole military career and I think it's worked."

While stationed at Coast Guard Headquarters in Washington, Daniel sang with the volunteer band. That's where her musical talent was discovered by Ken Megan, assistant director of the Coast Guard Band, while conducting a rehearsal of the volunteer band. "She simply stood out," said Megan. "She's a great talent and I knew she would make a fine addition to the band."



Daniel had not even reported in for her assignment with the band when she had an opportunity to sing with the Masters of Swing, scheduled to perform at the military farewell ceremony for outgoing President Bush.

"When I first heard that I might get a chance to sing for the President, I suddenly realized something else," Daniel said. "I wasn't only singing for the commander-in-chief; I was representing the entire Coast Guard."

Over the years, Daniel has performed religious, classical, operatic, show tunes, big band and jazz in three languages as a vocalist. "Yvonne is still developing her style and technique," Megan says. "Although she tends to steer towards a jazzy, bluesy style, she has the ability to become an accomplished classical singer."

"We hope to use all her talents with our rock band, swing group, combo and full band," he continued. "She's a great talent that our audiences will enjoy hearing again and again."

Black Boxes on Trains Will Aid Investigators

The Federal Railroad Administration has published a final rule that as of January 16, 1995 will require the use of "black box" event recorders in the first locomotive of all trains operated faster than 30 miles per hour.

The recorders, similar to those used on airplanes, measure speed, braking, throttle position and other operating data for use in accident investigations. Railroad carriers will be required to submit to periodic inspections on recorders already in use after November 5 of this year.

About 70 percent of the locomotives used in mainline freight and passenger service have some form of event recorder now, but typically they measure only time, speed and distance traveled. The FRA's rule would require that all locomotives operated above the 30 miles per hour speed have recorders that can measure eight operating characteristics within 18 months after the rule goes into effect. Penalties for violations can be as high as \$16,000. Railroads will be required to have 90 percent of the black boxes working at all times.

The rule came out of a requirement under the Rail Safety Improvement Act of 1988.

Secretary Peña Speaks at National Press Club

Secretary Peña was the luncheon speaker July 15 at the National Press Club in Washington, where his audience included about 300 members of the national media. The appearance was part of a continuing series of luncheon meetings with members of the President's cabinet.

In addition to outlining the department's goals, the Secretary focused on the technology revolution underway in transportation, as well as the need to "humanize" our transportation system. "I believe (these new) technologies are crucial to

reviving an old American tradition: winning," said the Secretary. "We are determined not to repeat the mistakes of the past," he continued. "We will not fail again to support the creative genius of our nation and forfeit our technological advances to other nations. As we ride the exciting X2000 tilt train from Sweden or the Talgo from Spain," he continued, "let's remember that this technology was invented by Americans who sold their patents to the Europeans."

As important as technology may be, Secretary Peña

also cautioned that "we must humanize our transport system and improve people's daily lives. We need to see transportation as more than the engine of economic growth and technology, as an integral part of all our policy goals. We need to weigh human needs—for convenience, for quiet, for clean air—even for beauty—in all our transportation decisions. And we will," he concluded.

The speech was carried live on National Public Radio and broadcast on the CSPAN television network.

U.S. FLAG VESSELS TRANSIT SEAWAY

by Kevin O'Malley

Two U.S. flag vessels moved through the St. Lawrence Seaway carrying U.S. grain destined for Russia during late June and early July, marking the first time that U.S. flag vessels have passed through the Seaway since 1989.

The two vessels, the S.S. J. L. Mauthe, of The Interlake Steamship Company Inc., Cleveland, Ohio, and the M.V. American Mariner of American Steamship Company Inc., Buffalo, N.Y., transported the 40,000 metric tons of grain to the Port of Montreal where it was then transferred onto the U.S. flag vessel MormacSky, of Mormac Marine Transport Inc., Stamford, Conn., bound for St. Petersburg, Russia.

Saint Lawrence Seaway Development Corporation Administrator Stanford E. Parris noted that this reemergence of U.S. flagged vessels back into the Seaway is a positive sign that the binational waterway is competitive for the American fleets. "We are hopeful that other U.S. flag shipowners will consider using the St. Lawrence Seaway for the movement of commercial goods to and from the Great Lakes region of North America," Parris said.

In order to accommodate the 78-foot beam of the American Mariner, the Seaway Corporation and the St. Lawrence Seaway Authority of Canada had to make minor modifications to the bumper guards at two of the St. Lawrence Seaway's 15 locks—the U.S. Eisenhower Lock and Lock No. 7 at Canada's Welland Canal. Seaway locks generally handle vessels with a 76-foot beam.

"This is just another example of the binational effort of the two Seaway agencies to develop innovative ways to generate new and additional cargo for the St. Lawrence Seaway," Parris concluded.



Photo by Dominic Tricase

TIME MANAGEMENT

By Sonja Dara Jones, DOT summer program

Most Americans say there just aren't enough hours in the day to get things done. And many workers are willing to give up higher pay in order to have more free time to spend with their families or in leisure activities. Increasingly, corporations and individuals are turning to time management experts for help.

Most experts in time management recommend prioritizing and then dividing the most important duties into small, achievable steps; then rewarding yourself frequently as you complete each task. At first, they warn, you will probably underestimate the time needed for each step, but you should get more precise with practice.

After measuring your long range goals, planning one week at a time may help you focus on what you really want to accomplish each week. Besides weekly planning, daily "To Do" lists are helpful, for they not only release your mind to devote to important projects, but provide a sense of satisfaction when each item is checked off as it is completed.



If you still fail to accomplish certain objectives, it may be time to ask yourself some hard questions:

- Do I really have to do everything?
- Is it necessary?
- Is there an easier way to get the job done?
- Can I delegate it to someone else?
- Are my standards of timeliness realistic for completing the tasks?
- Do my goals really illustrate what I want to achieve?

When beginning to organize your time, start with large time periods and work your way down to the day-to-day, hour-to-hour increments:

- What do you have to accomplish each month—the regular things that you must do?
- What commitments have you made? Must they all be met?
- How can you allocate these monthly tasks into weekly goals?
 - Some things you probably have no control over. Simply write them down.
 - Some things you do have control over. Can you eliminate them over the course of a month?

Many people find themselves faced with a endless pile of projects both at home and at work. But there are some things that might help:

1. Organize your daily plan. Decide what do you need to achieve each day. Make a list of your daily responsibilities (including eating and sleeping), then draw two pie charts: one to show how you currently spend your time and the other to indicate how you would like to spend your time. These simple graphics may indicate a need to organize your time better.

- How about other duties? Can you schedule them so they don't all come due at once?
- Keep a daily task list. Make it up either before you leave work in the evening, or first thing in the morning. The sole purpose of the list should be to help you meet your weekly goals.

2. Keep a time log. It is hard to tell where the time goes unless you make an effort to keep track of it. An effective way to do this is a daily time log—a simple list of how you spend your time. Do this for at least a week or until you see a pattern. Take a good look at where you might be wasting too much time.

MONDAY		AUG. 23 1993		SEPTEMBER 1993		
JULY 1993		AUGUST 1993		S M T W T F S		
S	M	T	W	T	F	S
1	2	3				
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
23 rd Day		130 Days Left				
APPOINTMENTS			NOTES			
7:00 A.M.			A. Complete Budget Report			
7:30						
8:00						
8:30						
9:00			FAX DRAFT			
9:30						
10:00			10:00 Tom's Review			
10:30						
11:00						
11:30						
12:00						
12:30 P.M.						
1:00						
1:30			1:45 meet w/ Jones			
2:00			Rm. 343B			
2:30						
3:00						
3:30			3:30 meet w/ Spitzer			
4:00			phone conf.			
4:30						
5:00						
5:30						
6:00						
6:30						

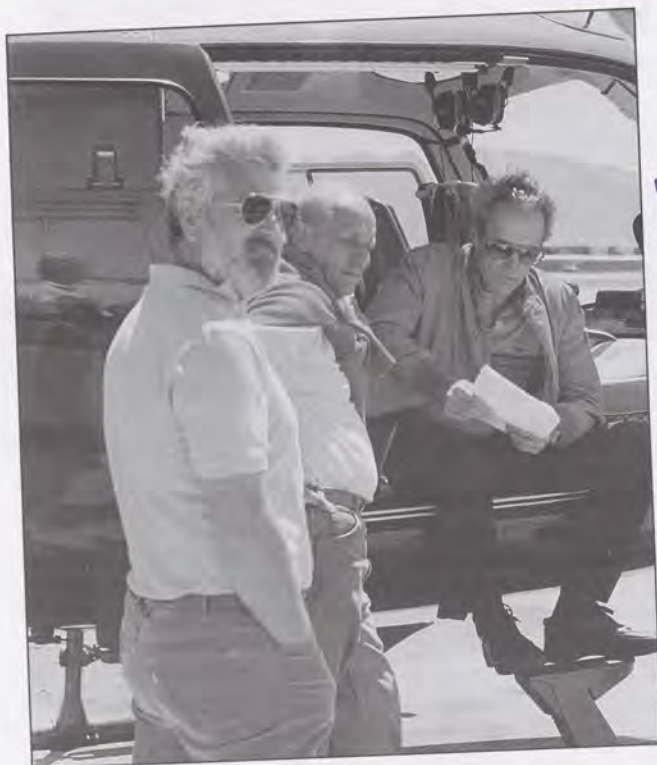
3. Plan ahead. A "time planner" calendar/scheduling book may help you become more organized.

Fighting Procrastination

Do you put things off that you don't want to do? Are you a paper ratter? Then take this advice:

- Stick to your list, and deal with every task on it. Pick up each piece of paper and handle it. Either respond to it immediately or throw it away.
- Don't schedule every hour of your time. Leave some room for the unexpected.
- Fighting procrastination is really an exercise in self-discipline. Once you learn to deal with the things that need to be done, you will find that you actually have more time to do the things you want to do.
- Manage your priorities. To manage them, you first need to determine just what they are. Next, scrutinize your current habits and begin to try and change the pattern you've fallen into.

Remember: you can't save time. You can only spend it. So, spend it wisely!



Safety Video is FAA's "UNFORGIVEN"

It won't win an Oscar, but it does star Clint Eastwood. It's the FAA video entitled "The Vertical Dimension," which urges corporate executives to leave it to their pilots when it comes to flight decisions and safety issues. Accidents can occur when an executive's schedule or desire for a change in destination conflicts with the margin of safety a pilot must maintain. Eastwood generously agreed to star in and narrate the video. For the Oscar-winning actor (seen here studying his script), playing the part of a pilot comes naturally, since he's a licensed helicopter pilot. "The Vertical Dimension" was produced by the Office of the Associate Administrator for Aviation Safety and will be used to promote safety awareness, targeting associations and individuals who hire helicopters or use those owned by their companies. The video has also been made available to the military.

Seaway Corporation Sponsors Canals and Waterways Conference in London

by Kevin P. O'Malley

Safety, waterway operations and the environment were the main topics of interest at a two-day meeting in London of top executives from seven of the world's major waterways and canals. The event was sponsored by the Saint Lawrence Seaway Development Corporation.

The International Canals and Waterways Chief Executive Officers' Meeting took place June 30 and July 1 and was the first meeting of its kind. There were a number of presentations and roundtable discussions on operational topics including management practices, operation and maintenance procedures, maritime safety issues, environmental protection issues, and application of advanced technology in the operation of international commercial waterways.

"This was the first time that executives from the major waterways and canals of the world have come together to exchange operational and safety ideas," said Administrator Stanford Parris. "Many of the executives indicated that the opportunity to exchange information about other waterways and canals was extremely beneficial and said they hope to meet with each other on a regular basis."

The canals and waterways represented at the meeting were: Saimaa Canal, Finland; Suez Canal, Egypt; Trollhätte Canal, Sweden; The Danube River Basin Commission, Hungary; Straits of Bosphorus and Dardanelles, Turkey; Tiete Parana, Brazil; and the Corinth Canal, Greece.

Secretary Peña Helps in Coast Guard Rescue

When a sailboat and a tugboat collided on the Patapsco River near Baltimore on July 13, one surprised member of the sailboat crew found himself being rescued by Transportation Secretary Federico Peña.

The Secretary was returning from a tour of Baltimore port facilities and the Coast Guard Yard, aboard a Coast Guard vessel. "(The crew) yelled something about a collision. They said there were two people in the water. We couldn't see because they were on the other side of the tugboat," Peña said. The two men were brought on board, with the Secretary assisting. The man was surprised to discover that one of his rescuers was a cabinet official.

The 33-foot sailboat had been involved in a race organized by the Baltimore City Yacht Association.

"It was terrific to see the Coast Guard in operation because this is the kind of rescue work they do every day," said Peña.

FAA Technician to Play Soccer in Bulgaria

by Cal Fox, FAA Academy

Visitors to the Republic of Bulgaria should know that the traditional gestures for "yes" and "no" are the opposite of the ones we use in the United States. "Yes" is indicated by shaking the head from side to side; "no" is indicated by nodding up and down.

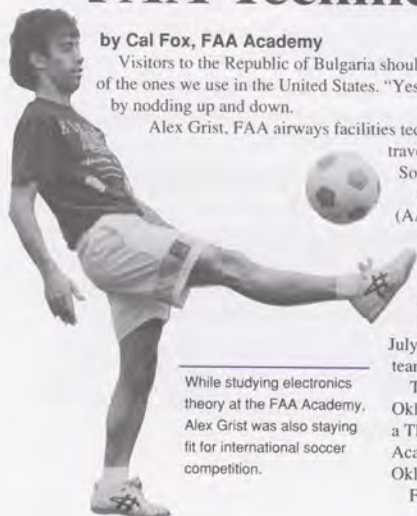
Alex Grist, FAA airways facilities technician in the Chicago O'Hare Sector, will need to know this when he travels to Sofia this month to represent the U.S. at the Comité International Sports des Sourdes (CISS) World Games for the Deaf.

Grist is a member of the American Athletic Association for the Deaf (AAAD), an organization that works with the U.S. Olympic Committee in staging amateur and other special sports programs for hearing-impaired people all over the world. Grist competed in the preliminary rounds of the soccer competition on July 25, hoping to be in the August 2 final.

Practice and training for the team were held in New Jersey early in July. The team flew to Bulgaria on July 19. Following the games, the team plans to vacation at a Black Sea resort in Albena, Bulgaria.

This spring, Grist studied electronic theory at the FAA Academy in Oklahoma City. During that time he was also instrumental in getting a TDD (telecommunications device for the deaf) installed in the Academy's office of student services. He also did volunteer work in Oklahoma City with local support organizations for the deaf.

From your DOT co-workers: Good luck in the games!



While studying electronics theory at the FAA Academy, Alex Grist was also staying fit for international soccer competition.



FAA photo by Mike Harvey

TACLET Member FIGHTS for title

by Marc D. Warren, U.S. Coast Guard

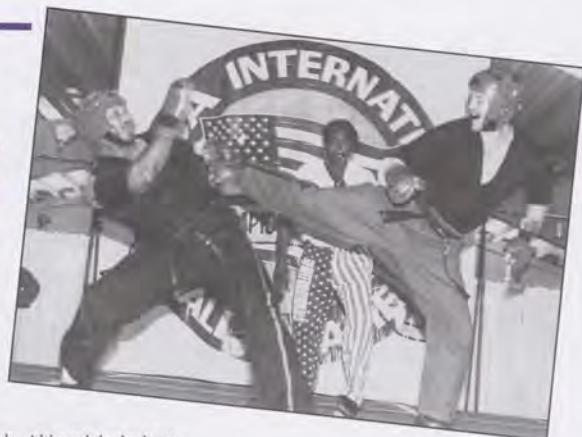


James Dougan of the U.S. Coast Guard Pacific Area Tactical Law Enforcement Team (TACLET) is climbing in the rankings of the Sport Karate Circuit.

On June 25 Dougan won the International Karate Championship held in Las Vegas, Nevada. Although he had not competed in a tournament for three years, Dougan still holds a second degree black belt in Tae Kwon Do and has fought competitively for ten years. Dougan, who joined the Coast Guard last year, has also held numerous state titles and five national titles as well as being top ranked nationally. He began a "comeback" in April at the Intercontinental Martial Arts Championship, where he took second place overall.

He was granted permissive orders by TACLET to compete in the Las Vegas Internationals. Over 2,400 black belts from around the country came to Las Vegas to fight. This is one of the largest events on the Sport Karate Circuit and was attended this year by Chuck Norris. Although the competition was tough, Dougan took the International Karate Championship for his weight class.

Dougan says his "fighting future" is uncertain at this time. He has a full schedule not only being a valuable member of the Coast Guard and a world class martial artist, but he also takes time out to do volunteer work for the Adam Walsh Foundation, part of the National Foundation for Missing and Exploited Children. Dougan, who is currently shopping for a sponsor so he can continue his fighting career as well as his Coast Guard career, says all of this would not have been possible without the support and cooperation he received from his unit, family, and friends.



FTA Interns Learn About "Reinventing Government"

"This time it works: federal employees working with federal employees," said Franz Gimmler, commenting on the positive interaction between National Performance Review team members and other employees working together this summer on efforts to "reinvent government." Gimmler, deputy associate administrator for safety with the Federal Transit Administration (FTA) and a member of the National Team for Reinventing Government, was one of five speakers during a June 29 brown bag luncheon with FTA management interns.

The luncheon topic explored the three levels of the reinvention effort:

national, departmental, and modal. FTA employees serving on teams at each level spoke of their experiences in the President's plan to change government from the inside.

Also speaking from the national perspective was Jennifer Libby, a Presidential Management Intern (PMI). Libby explained that each national team has at least one PMI on staff to encourage informal, lateral communication between teams.

Doug Kerr of FTA's Grants Management Office and Kevin Yearwood of RSPA's Volpe Center represented the DOT teams. Kerr, assigned to the cross-cutting team on grants delivery, covered the depart-

ment's major grants issues: streamlining the certification process; switching from the oversight of grantees to a partnership role; and moving from a noncompliance approach to training grantees in how to comply.

Additionally, Kerr said this experience has taught him and other members of the teams that the modes "need to better understand each other."

FTA's modal team, chaired by Yvonne Griffin of Budget and Policy, has 10 members. Also speaking for the modal team were Dorrie Aldrich, deputy associate administrator for administration, and Sean

Libberton of the Grants Management Office, who spoke on human resource issues such as diversity and a more flexible workplace.

Griffin says she has seen similar efforts come with each new administration since joining DOT in 1969. But she's very enthusiastic about this current effort. "This is the first time I remember anyone asking the people who do the daily work to come up with ways to do things better and make the government more effective," she said.

Thanks to management intern Susan Lytek for this story

FAA Researcher Goes International

by Mike Wayda, FAA

Last month's newsletter featured a story on head injury protection in airplanes, written by FAA researcher Roy Van Gowdy. Since then, we've learned more about Gowdy, his team and the international importance of their work.

Gowdy manages the Biodynamics Research team at the Office of Aviation Medicine's Civil Aeromedical Institute (CAMI) in Oklahoma City. For the past 12 years, he has directed FAA testing and research activities towards improving crash injury protection for aircraft passengers. He received a safety award in May 1993 during the Aerospace Medical Association's annual meeting in Toronto, and the Association's Life Sciences and Biomedical Engineering Branch presented him with the 1993 Hasbrook Award for his work on improving crash survivability.

But professional recognition by an "outside-the-government" organization is only part of the story. Gowdy and his CAMI team have developed "customers" for their expertise on a worldwide scale. In a cooperative effort with Steve Soltis, national resource specialist for Crash Dynamics, they developed a three-day course on "Dynamic Impact Test Procedures," used in the CAMI laboratory. The course is popular with government and industry safety people. So popular, in fact, that foreign

countries have asked to be involved.

Last summer, for example, Russian engineers came to Oklahoma City to attend the course. As part of their training, the Russian visitors helped to set up and conduct three airplane seat impact tests at CAMI's track facility.

Other countries have requested that the training be conducted "over there." In 1991, the European Joint Airworthiness Authority invited Gowdy to present the course at the Millbrook Proving Grounds in the United Kingdom. Attending were 46 engineers from various European regulatory offices and manufacturers.

In 1992, Gowdy traveled to Sydney, Australia, where the Road Transport Authority Crashlab had asked him to instruct the Australian Civil Aeronautics Administration in test procedures required to meet new FAA crashworthiness seat regulations. Last fall, the People's Republic of China invited him to present his training class there, at their expense. The Civil Aviation

Authority of China arranged for him to inspect their facilities and lecture at the China Aero Polytechnology Institute in Beijing.

Finally, this summer, CAMI was asked to participate in France's upcoming fullscale drop test of a



Roy Van Gowdy and friends in China

Daussalt Falcon 10 aircraft at the Centre d'Essais Aeronautique De Toulouse. Gowdy was dispatched to Toulouse to consult with French test engineers. An experimental energy-absorbing seat, designed by the CAMI Biodynamics team, will be on board the test aircraft. Van Gowdy will be there to consult and observe the scheduled drop test in October.

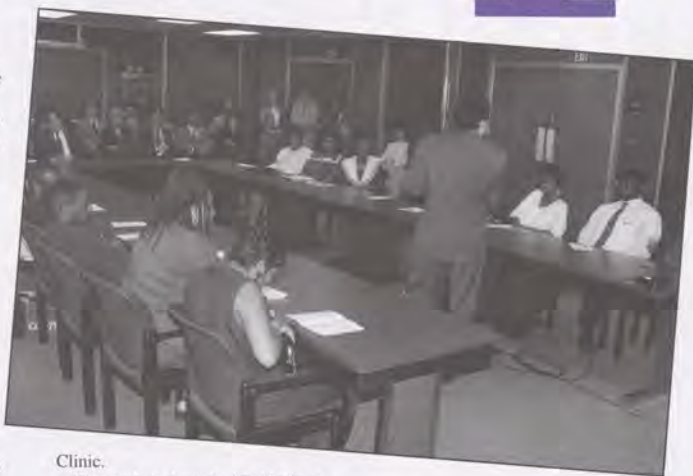
Employee Forum

DOT Pilot Program: High School/High Tech



On July 6, Secretary Peña helped kick off the Department of Transportation's High School/High Tech Program at headquarters. Grace Crunican, deputy administrator, Federal Transit Administration, gave opening remarks and Dorrie Aldrich, FTA associate administrator for administration welcomed the students in this pilot program. The Secretary gave an overview of DOT's mission and described his commitment to diversity and special emphasis employment programs. He also took time to have individual photos taken with the students and job coach specialists.

The goal of the High School/High Tech Program is to provide students with disabilities with early exposure to professions in the science and technology-related fields. The students are from northern Prince George's County schools in Maryland. The program runs from July 6 through August 13, for 30 hours per week and is funded by a grant from the United Cerebral Palsy Association of Prince George's County, NASA (Goddard Space Flight Center), and the Prince George's Private Industry Council. Students have been placed in nine DOT operating administrations in engineering, earth sciences and administrative positions; and one student is working with the Coast Guard Health



Clinic.

The students have had field trips to the Washington Metropolitan Area Transit Authority, DOT's Transportation Computer Center at headquarters, and Turner-Fairbank Highway Research Center, McLean, Va. The Federal Aviation Administration sponsored a workshop for the students on how to prepare a SF171 and developing interviewing techniques, and the Office of Inspector General gave a presentation on office ethics during the students' orientation session.

DOT would like to thank Dr. Charles McNelly, executive director, United Cerebral Palsy Association; Jeanne Lanthan, Prince George's Private Industry Council; Nancy Jones, High School/High Tech coordinator; and job coach specialists Charles James, Michelle Swanson and Delores Mackall, for coordinating this pilot program.

For more information, contact Charlene Wilder, FTA, at (202) 366-2513.

Deaf Awareness Week Coming Up in September

The Deaf Awareness Committee at DOT headquarters will sponsor a number of events under the theme, "Hear Through Our Eyes," in recognition of Deaf Awareness Week. The kickoff will be September 20, and there will be a variety of events throughout the week to share the unique contributions and differences of people who are deaf or hard-of-hearing.

Tuesday, Sept. 21 is technology day, featuring displays and speakers. On Wednesday, Sept. 22, Bob Seremeth, linguistics professor at George Washington University, will give a talk on communicating with deaf people and will moderate a panel of DOT employees who share a hearing disability. Times and locations will be announced in the September issue of DOT Today. All employees are invited to attend. For more information, call Kris DaCosta at (202) 267-3149 (TDD). If you do not have a TDD, call (202) 855-1000 and ask the operator to call Kris.

TWO MILLION TELECOMMUTERS

Telecommuting — working at home or from regional "telework" centers — has the potential to reduce traffic congestion, air pollution, traffic accidents and energy consumption, according to a recent DOT study.

About two million full-time American workers now practice telecommuting at least part of the week. This figure could reach over 10 million within the next 10 years, the study says.

Currently, up to 30 percent of the country's labor force works at home at least part of the time. The study, required by a provision of the DOT Appropriations Act for FY 1992 and prepared in consultation with the Department of Energy and the EPA, discusses the pros and cons of telecommuting and explores its potential benefits for both employers and employees.

Under the Intermodal Surface Transportation Efficiency Act of 1991, federal funds may be used for planning, developing and marketing telecommuting programs designed to improve air quality and reduce congestion.

Copies of the report, "Transportation Implications of Telecommuting," are available from DOT's Technology Sharing Office, 400 Seventh Street, S.W., M-443.2, Washington, D.C. 20590.

New Printing Services Announced

One of the issues raised during the department's Town Meeting with Vice President Gore was the need to improve responsiveness in DOT printing work performed by the Government Printing Office (GPO).

At headquarters, the OST Publications Services Division has responded to this concern by negotiating a "direct deal" printing contract that will enable DOT to work directly with a contractor rather than involving the GPO. This new procedure is expected to improve response time, lower costs, and provide greater personalized attention and quality control on jobs selected for this type of contract.

Headquarters printing clients in each operating administration are encouraged to work closely with their printing specialists at the outset of a printing project — particularly one that is large, complex or time/security sensitive. DOT field offices are also invited to consider the advantages of "direct deal" contracts through GPO field offices. If you would like further information, contact the OST Publications Services Division at (202)366-1015.

Travel Advance Salary Offsets

The department's initiative to recover overdue or excessive travel advances by automatic payroll deductions has been delayed. The targeted start-up date is now November 1, 1993.

CALENDAR August

16-20 National Hispanic Coalition of Federal Aviation Employees Annual Training Conference, "Breaking Your Boundaries," Oklahoma City, Ok. Exhibits, motivational speakers, training sessions and seminars, cultural events and workshops. Call Nora Leal, (405) 954-5773 or Monica Burton, (405) 954-5536.

17 "Your Professional Image," noon to 1 p.m., Headquarters Nassif Building, room 9230. Sponsored by the DOT Career Resource Center. Call (202)366-6546.

18 Learn About the Union, noon to 1 p.m. DOT Headquarters, Nassif Building (location to be determined) Hear about the benefits of American Federation of Government Employees (AFGE) membership including low-cost mortgages, dental plans, disability insurance and more. Lunch will be provided. Watch TV-TEN for details.

Upcoming Reunions and Conventions

Denver Tower/TRA-CON Reunion will be held September 24-26 in Denver. Featured will be a golf tournament, reunion dinner and a chance to see the Denver Air Show at the New Denver International Airport. If you have not received information yet and wish to attend or have questions, call Chris Laschinger (303) 457-2270 or Libby Brothers Sanders (303) 431-6848.

U.S. Merchant Marine Academy 50th

Anniversary Dinner Dance Gala will be held **September 30** in New York City. Newsman Hugh Downs will be master of ceremonies and dancing to music from the 1940s to the 1990s will highlight this black-tie event. Call the USMMA Alumni Office at (516)482-5274 for reservations and information.

Grand Aviation Reunion, sponsored by the Air Traffic Control Association in cooperation with the Southern Region FAA Retirees Association, will be held in Nashville on October 23, two days prior to ATCA's 38th annual meeting. To get on the mailing list and receive more information about the reunion, write: ATCA Grand Aviation Reunion, 2300 Clarendon Boulevard, Suite 711, Arlington, Va. 22201.