U.S. Department of Transportation
Office of the Secretary of Transportation

ORDER

DOT 1100.17B

12-24-87

Subject: CHANGES IN FACILITIES

1. PURPOSE. To require that the Secretary be notified in advance of an official release of any notification or publicity that constitutes an initial announcement of a significant action involving Department of Transportation (DOT) facilities.

2. CANCELLATION. DOT 1100.17A, Changes to Facilities, dated 3/7/68.

3. DEFINITION. "Facility" within the meaning of this Order is defined as any real property (land, building or structure) used for conducting DOT official business.

4. BACKGROUND. It is essential that the Secretary have complete and up-to-date knowledge of potential or proposed actions by the Department that may have a significant public impact or generate significant Congressional, public or press interest. This fore-knowledge is important to ensure that the Secretary is informed of plans and developments through Departmental channels rather than from external sources, and to permit the Secretary to take whatever steps are deemed necessary. The magnitude of the action or the facility involved is not as controlling as the extent of interest that may be evoked. The fact that a particular action is a part of an approved project or program does not necessarily exclude it from coverage under this Order if the timing or impact is not clearly known to the Secretary.

5. RESPONSIBILITY. It is the responsibility of the Heads of Operating Administrations to ensure that changes to facilities which may create public, press or Congressional interest are brought to the attention of the Secretary before the information is released outside the Department. A change to a facility is typically the opening of a new facility, closing of an existing facility, or a major reduction in staffing. Routine press releases submitted to the Office of the Assistant Secretary for Public Affairs are not considered adequate notification in these cases. To notify the Secretary of such actions, a memorandum should be sent to the Director of Administrative Services and Property Management (M-40) at least ten working days before the information is to be released. The memorandum should provide

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information on the facilities involved and their purpose, the number of employees involved, the changes to take place, the potential impact, and any other pertinent information.

FOR THE SECRETARY OF TRANSPORTATION:

Jon H. Seymour
Assistant Secretary
for Administration