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

ORDER

DOT 1660.6A

9-21-90

Subject: REPORTING PROCEDURES FOR INCIDENTS OCCURRING WITHIN THE DEPARTMENT OF TRANSPORTATION HEADQUARTERS FACILITIES

1. PURPOSE. This Order establishes procedures for the reporting of all incidents related to thefts and losses of Government and personal property, suspicious activities and disturbances within the DOT Headquarters facilities, hereinafter referred to collectively as incidents.

2. CANCELLATION. DOT 1660.6, Reporting Procedures for Incidents Occurring Within the Department of Transportation (DOT) Headquarters Facilities, of 5-28-81.

3. SCOPE. The provisions of this Order apply to the Office of the Secretary (OST) and all Operating Administrations in DOT headquarters facilities.

4. OBJECTIVES.

   a. To develop and manage a timely incident reporting procedure for DOT headquarters facilities.

   b. To set up a central reporting and response point within the DOT headquarters facilities for all incidents.

   c. To be sure that there is appropriate investigative followup of all incidents.

5. RESPONSIBILITIES.

   a. The OST Office of Security, M-70, is responsible for the following:

      (1) They will function as the primary point of contact for the reporting of all incidents within headquarters facilities.

      (2) They will be sure to take immediate followup action for all incidents.

      (3) They will serve as the DOT liaison with all Federal and local law enforcement agencies.

DISTRIBUTION: All DOT Employees (Washington Headquarters)

OPI: Office of Security

b. The Secretarial Officers and Heads of Operating Administrations are responsible for the following:

(1) They will be sure that any employee who knows of an incident informs the OST Office of Security at the earliest opportunity. They may contact the OST Office of Security on 366-4677 during normal working hours. After normal duty hours, they should contact the proper guard desk.

Nassif - 366-2816
FB-10A - 267-8829
Transpoint - 267-2426

(2) They will be sure that the employee prepares a written report (DOT F 1660.6) within 48 hours of the initial notification. They should send the original to the Office of Security, OST, M-70, Room 7402, Nassif Building. The employee's office should keep the second copy. The third copy should be sent to Property Services & Records Section (M-443.1) if government property is involved.

(3) They should be sure that DOT headquarters employees take prompt action according to DOT 4410.1, Survey of Lost, Damaged or Destroyed Government Personal Property, if they notice lost or stolen government property.

6. FORMS AVAILABILITY. Employees may get Form DOT F 1660.6 from the OST Office of Security, or from their security coordinator.

FOR THE SECRETARY OF TRANSPORTATION:

Paul T. Weiss
For the Assistant Secretary
for Administration