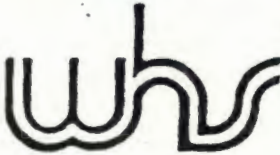




Washington
Headquarters
Services

Building Circular



No. PBA-87-37 Date: Sept. 18, 1987 Expiration: Permanent

SUBJECT: Restroom Policy

In the past, employees have been permitted to make trips to the restrooms under informal guidelines. Effective Oct. 1, 1987, a Restroom Trip Policy (FTP) will be established to provide a consistent method of accounting for each employee's restroom time and ensuring equal treatment of all employees.

Under this policy, a Restroom Trip Bank will be established for each employee. On the first day of each month, employees will be given 20 Restroom Trip Credits. Restroom Trip Credits can be accumulated from month to month.

Within the next two months, the entrances to all restrooms in the National Capital Region will be equipped with Restroom Personal Identification Stations and computer-linked voice print recognition devices. As soon as the installation is completed, each employee will be required to provide two copies of voice prints (one normal, one under stress). The voice print recognition stations will be operational, but not restrictive, during November; employees should acquaint themselves with the stations during this time. If an employee's Restroom Trip Bank balance reaches zero, the doors to all restrooms will remain locked for the employee's voice until the first workday of the following month.

In addition, all restroom stalls are being equipped with timed paper roll retractors. If a stall is occupied for more than three minutes, an alarm will sound, the roll of paper in the stall will retract, the toilet will flush, and the stall door will open.

SAM F. RYAN, Acting
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National Capital Region

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