U.S. Department of the Interior

WELCOME TO THE NEIGHBORHOOD

Overview of Services Provided at
The Stewart Lee Udall Main Interior Building & South Interior Building

Updated 7/27/2015

Prepared by the Department of the Interior's
Office of Facilities and Administrative Services

OFAS Contact Information

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www.doi.gov/ofas

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HISTORY OF THE STEWART LEE UDALL DEPARTMENT OF THE INTERIOR BUILDING

CONCEPT & DESIGN PHASE

The Stewart Lee Udall Main Interior Building (MIB) was the first building in Washington, D.C. authorized, designed, and built by the Roosevelt Administration. Construction began in April of 1935 and was completed in December of 1936 - a record time for the building of a federal structure of its size and complexity.

Plans for a new building to contain the principal offices and agencies of the Department of the Interior (DOI) were realized during the first term of Secretary Harold L. Ickes. When Ickes was sworn in on March 4, 1933, as the 32nd Secretary (1933-46), the DOI had outgrown the old Interior Building (now the General Services Administration Building), between E and F Streets and 18th and 19th Streets, NW.

Even with offices in 15 additional buildings around Washington, D.C., employees were overcrowded and morale was low. Acutely aware of problems resulting from rented offices scattered throughout the city, Ickes undertook the task of finding a more suitable arrangement.

In November 1933, President Roosevelt gave Secretary Ickes permission to take over the soon-to-be finished Interstate Commerce Building in the Federal Triangle. However, this required an Act of Congress. Since that seemed highly unlikely, FDR recommended that funds be appropriated for a new building to be specifically designed and constructed to meet the requirements of the DOI. In 1934 the Administrator of Public Works, with the approval of the President, allotted $12,740,000 for a new Interior building.

Three sites were considered: the first was on the Mall facing Constitution Avenue between 12th and 14th Streets, NW, the second was a cluster of small lots on the east, west, and north sides of the old Interior Building; and the third was just south of the old Interior building and Rawlins Park.

On March 21, 1934, the third proposed site just south of the existing structure and Rawlins Square was selected. This plot, including the area between 18th and 19th Streets and C and E Streets, NW represented one of the few double-block sites in the city where an intervening street (D) could be eliminated for development.

Waddy B. Wood, a prominent Washington, D.C., architect was selected to design the new Interior Building. Mr. Woods's work was concentrated in a rapidly growing city; his designs centered on the historic styles; and his philosophy was one that disdained attempts against the traditional as forced and wasteful.

BUILDING ECONOMY, SAFETY & USER UTILITY
SECRETARY ICKES VISION

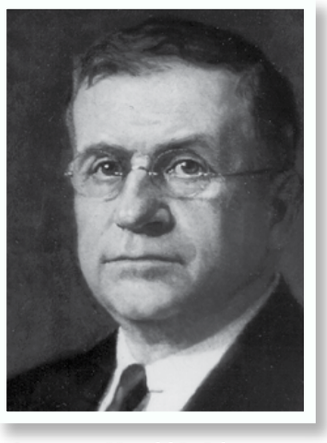
Secretary Ickes' influence went beyond that of the typical client/architect relationship, as reflected in the following quote from the Washington Daily News, January 9, 1937: "Secretary Ickes has a paternal concern for the new MIB. He designed most of it himself, and financed it through PWA." This statement is not far from the truth. Although Ickes did not design the building, the innovative characteristics and special features was largely a product of his input in the planning, design, and construction stages of the new building.

"Utility and economy" were the principles that guided the design of the new MIB Building. Among the most significant aspects were the spacious central corridors, the open courtyards, the movable steel office partitions, the acoustically treated ceilings, an entire floor reserved for mechanical equipment, and the fireproof design. Every element of the building's plan and architectural and decorative detail was considered carefully to allow for a useful building of practical simplicity.

Concern for the employee's comfort and needs were of prime considerations at all levels of planning. As a result, the new Interior Building became one of the most functional and innovative government office structures in Washington, D.C., during the 1930's.

Secretary Ickes was progressive and open to new ideas and technologies. After he had air-conditioning installed in his office in the old Interior Building, he regretted that all personnel could not have it. Ickes' insistence that central air be included throughout the new structure resulted in the first such system in a large government building. As reported by Ickes at a cabinet meeting, the MIB not only cost less per square foot than those of the Federal Triangle, but also cost 10 to 15 percent "less" to operate-even with air conditioning.

Since the MIB was to be two blocks in length, it was important that effective and efficient maintenance and fire protection systems be designed. Facilities and operation programs were planned to reduce maintenance and to keep operation cost minimal. Plans included a central vacuum system and a floor between the fifth and sixth floors to contain mechanical equipment-plumbing, electrical panels, telephone equipment rooms, and central air-conditioning. The MIB was designed with protective fire and security systems. An automatic sprinkler system was installed in the parking garage and storage areas, and a fire detection system covered the mechanical floor. Eleven stairways were also included in the structure to allow rapid evacuation of employees in the event of fire or emergency.



Secretary Harold L. Ickes

An original feature of the MIB, which has added immeasurably to the total ambience of this working place over the years, was the inclusion of spaces designed for group assembly and employee amenities. Most such spaces evolved as a result of the efforts of Secretary Ickes. They included the conference hall (Auditorium), the activity space (Gymnasium), the cafeteria with courtyard, the employees lounge with soda fountain, the Museum, the Art Gallery, the Indian Arts and Crafts Shop, the Broadcasting Studio (North Penthouse), and the parking garage. Their architectural detailing and embellishments were given special attention and, in most instances, they are still used for their original purpose.

ARCHITECTURE & ART

Although the designers placed considerable emphasis on the functionalism of the MIB, the architectural and decorative details were not over-looked. The MIB is not excessively ornate, but the quality of decorative detailing, such as the bronze grilles and hardware, the lighting fixtures, and the plaster moldings, reflects the architect's and his client's concern for design, materials, and craftsmanship. Like most buildings designed for a specific purpose of organization, the building's architectural details often included the symbols of the DOI in their design, such as the door hardware featuring the buffalo motif.

Ickes was a great proponent of the arts, which is immediately apparent upon entering any of the central corridors. The structure contains more Public Work Administration (PWA) artwork than any other government building and it is second only to the Post Office building (Franklin Street Station), Washington, D.C., in the number of artists who executed the work under that program.

Involved in every step of the development of all the artwork, the Secretary reviewed preliminary sketches and often provided valuable critiques. He inspected all full-size mural cartoons taped on walls and frequently requested changes, especially the content of the message in the mural. He saw each work of art as a medium to expound upon the administration's philosophy of conservation or to portray one of the programs of the DOI. He inspected murals painted in the building daily (some were painted in studios and brought to the buildings for installation). No mural was complete until Ickes approved it.

Part of the MIB's significance lies in its concept. The building reflects the dedication and commitment to government service of people such as Harold L. Ickes and Franklin Delano Roosevelt and their unfaltering belief in the "new day." Ickes placed utmost importance on this meaning of the MIB - to the extent that in his official portrait the plans for the new structure are lying on the table in front of him.

INTERIOR MUSEUM / TOURS

The Interior Museum regularly offers tours of the MIB. The Interior Museum Murals Tour lasts one hour and visits 26 photographic murals by Ansel Adams and many of the mural panels painted by notable artists including Maynard Dixon, Allan Houser, Gifford Beal, and John Steuart Curry.

The Murals Tour is offered at 2:00 p.m. on Tuesdays and Thursdays. The tour is limited to 20 visitors and a reservation is required. For groups over six, custom tours can be scheduled from 9:00 a.m. to 4:00 p.m. on normal government workdays. For more information, visit *www.doi.gov/interiormuseum/tours.cfm.*

The Interior Museum regularly offers public programs focusing on the work of the DOI's bureaus. For scheduled events, see the Interior Museum's website. *www.doi.gov/interiormuseum/events.cfm*

CONTACT INFORMATION

Please call the Museum in advance of your visit at 202.208.4743 to make a reservation.

THE SOUTH INTERIOR BUILDING

HISTORY OF THE SOUTH INTERIOR BUILDING

The South Interior Building (SIB) which now serves as the headquarters for the DOI Office of Surface Mining (OSM) is a three story E-shaped marble building that was originally commissioned by the Surgeon General, Hugh S. Cumming to be built in 1932 as the headquarters for the Public Health Service. The design comes from Beaux-Arts architect Jules Henri de Sibour who is responsible for several notable District buildings including the French Embassy as well as what is now the Embassy of Uzbekistan.

Architectural highlights of the SIB include a central auditorium, a spiraling staircase with aluminum bannister and an ornate private office for the then Surgeon General. The room, an octagon shape placed where the west leg of the "E" joins the front wing, was embellished with pecan paneling, ornamental carving, a molded plaster ceiling, parquet floor, marble fireplace, and crystal chandeliers. This room has the reputation of being the largest government office in Washington, even larger than the Oval Office in the White House.

The Public Health Service moved into the building in 1933, then, in December 1941, a meeting was held in the Federal Reserve Building next door which was to have important consequences for the building as well as world history. At this meeting, known as the Arcadia Conference, the heads of Great Britain's military staff and the United States Joint Chiefs of Staff were united under the designation "Combined Chiefs of Staff." In order that the closest possible communications be maintained between London and Washington, it was decided that representatives of the British Chiefs should remain in Washington and confer daily with the United States Chiefs of Staff.

An announcement by President Franklin D. Roosevelt followed on January 30, 1942, saying the Public Health Service Building was to be renamed the Combined Chiefs of Staff Building. It was here that British representatives met regularly with the United States Chiefs of Staff.

The room that is now Office of Surface Mining Director's office was where the Joint Chiefs met to make decisions affecting the lives of millions of people during World War II, and the present auditorium was the map room.

The Combined Chiefs of Staff Building was the site of the planning for the Manhattan Project, which developed the atomic bomb. The planning was done in a temporary wooden structure atop the two-story center wing of the building. The Manhattan Project was so important that the building was sealed, and sharpshooters maintained a round-the-clock vigil to guard it.

In 1947, with the second World War concluded, the Combined Chiefs were disbanded, and the newly created Atomic Energy Commission moved into the building. Quite possibly the allocation was made because of the high security arrangements which had been necessary during the war years. The

Atomic Energy Commission remained in the building until August 1958, when the National Science Foundation took it over as the center for its program of administering and financing research at colleges and universities across the country. That organization was in turn succeeded by the Department of the Interior, whose Bureau of Indian Affairs (BIA) moved in during April 1965.

It was under the BIA that the building experienced one of its most dramatic events. On November 3, 1972, a week before the Presidential election, a group of Native American Indians identifying themselves as part of the American Indian Movement (AIM) barricaded themselves inside the building in an attempt to make their concerns known to the government. For seven days teepees covered the front lawn, manned by some of the protesters made up in war paint and brandishing spears. When the AIM Indians finally left, the building was standing; but, its interior was in shambles. Windows had been broken, furniture and equipment destroyed, graffiti covered the walls, and the halls were knee-deep in papers from overturned files. Although it took a long time to restore order no serious structural damage had been done. In 1977 the building gained its current tenant, the newly formed OSM.

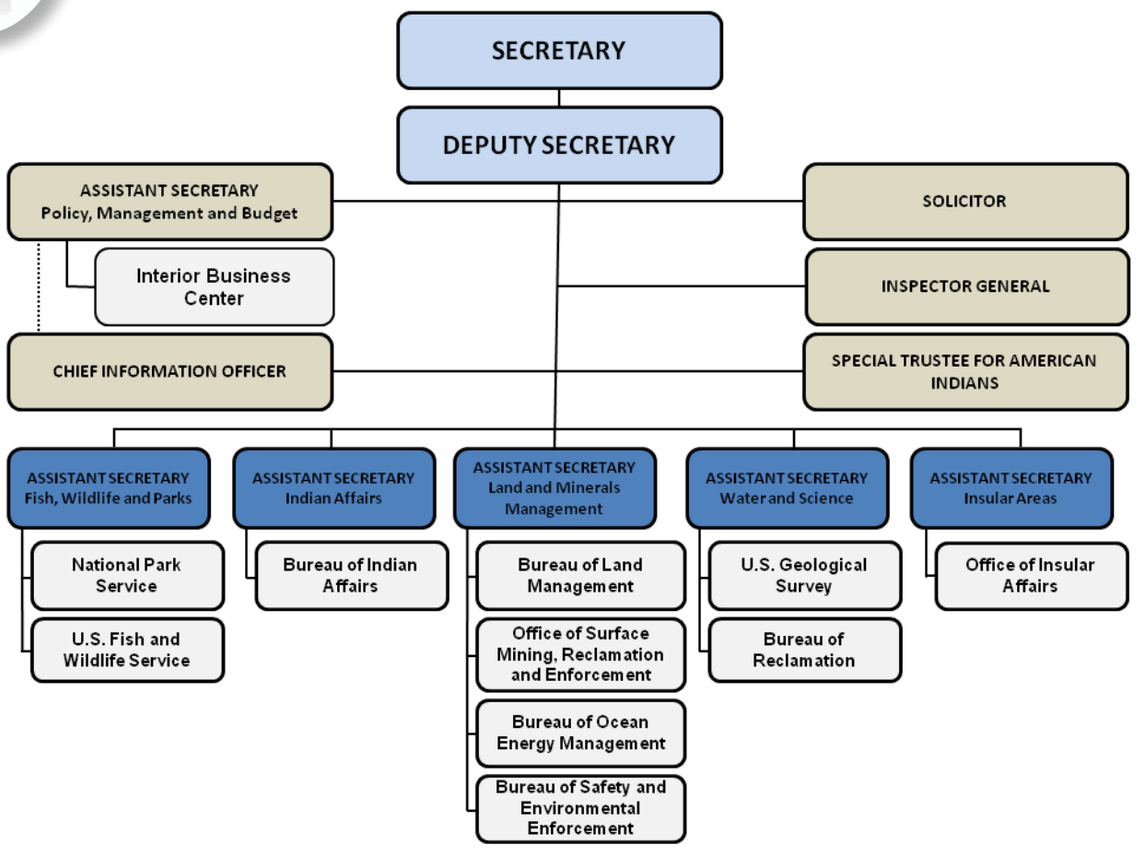
Shortly after the OSM moved into the building, the temporary Manhattan Project structure on the roof was demolished. Preservationists attempted to stop the demolition but were unsuccessful. Each day as the wrecking ball finished its work the preservationists would salvage pieces of the walls the scientists had used to scribble notes on.

The General Services Administration (GSA) began work on renovation in November, 1978, in an effort to bring the building up to GSA fire and safety standards. The third and mezzanine floors of the center wing, original built of wood, were removed and the third floor replaced in steel and limestone. New stairwells at the ends of the wings were added for greater ease of evacuation in case of fire, and new fire alarms with smoke detectors were installed. In addition, a new heating and cooling system, new electric wiring, and new steam and water lines were added. The outside of the building was cleaned, and interior repainting and replastering peeling walls completed. At the same time this renovation was going on, the new staff of the Office of Surface Mining was writing the final regulations for implementation of the Surface Mining Law. As work crews proceeded from one section of the building to the next, the large body of regulation writers would quickly move into the finished areas.

The renovation work in the octagonal office which was once the Surgeon General's office included removal of fluorescent lights in the ornamental plaster moldings of the ceiling. They were replaced by a handsome brass chandelier which duplicates in spirit, the original crystal one. A General Services Administration decorator tastefully chose furniture and decor to fit the period of the room and the wall-to-wall carpeting was cut back to show the beautiful parquet floor beneath. Except for the comfort of the air-conditioning, someone in this office today could almost be waiting for a chat with that first Surgeon General.

While the renovation was being done, the OSM employees moved from one section of the building to another until January 1981, when work was completed and the building officially became the headquarters of the OSM.

DOI ORGANIZATIONAL CHART



ASSISTANT SECRETARY OFFICES

Policy, Management and Budget 202.208.1927

Fish, Wildlife and Parks 202.208.6087

Indian Affairs 202.208.7163

Land and Minerals Management 202.208.6734

Water and Science 202.208.3186

Assistant Secretary for Insular Affairs 202.208.4709

THE BUREAUS

Bureau of Indian Affairs 202.208.5116

Bureau of Indian Education 202.208.6123

Bureau of Land Management 202.208.3801

Bureau of Ocean Energy Management 202.208.6474

Bureau of Safety and Environmental Enforcement 202.208.3500

Bureau of Reclamation 202.513.0574

National Park Service 202.208.3818

Office of Surface Mining Reclamation & Enforcement 202.208.2565

U.S. Fish and Wildlife Service 800.344.9453

U.S. Geological Survey 703.648.5953

OTHER OFFICES

Office of the Secretary
- Alaska Affairs - Review of Federal Subsistence Program 907.271.5485
- Congressional and Legislative Affairs 202.208.7693
- Indian Arts and Crafts Board 888.279.3253
- Intergovernmental and External Affairs 202.208.1923
- Interior Museum 202.208.1169
- National Invasive Species Council 202.513.7243
- Secretary's Indian Water Rights Office 202.208.4576

Office of Policy, Management and Budget (PMB) 202.208.1927
- Acquisition and Property Management 202.513.0645
- Budget 202.208.4701
- Civil Rights 202.208.6120
- Collaborative Action and Dispute Resolution 703.235.3791
- Coordinated Ocean, Coastal and Great Lakes Activities 202.208.3342
- Emergency Management 202.208.4679
- Environmental Policy & Compliance 202.208.3891
- Facilities and Administrative Services 202.208.2222
- Financial Management 202.208.4701
- Hawaiian Relations 202.513.0712
- Hearings and Appeals 703.235.3810
- Human Resources 303.969.7151
- Interior Business Center 202.208.6254
- International Affairs 202.208.3048
- Law Enforcement and Security 202.208.6319
- Natural Resources Revenue 202.513.0600
- Occupational Safety and Health 202.208.7702
- Planning and Performance Management 202.218.1818
- Policy Analysis 202.208.5978
- Restoration and Damage Assessment 202.208.6528
- Small and Disadvantaged Business Utilization 202.208.3493
- Strategic Employee and Organization Development 202.208.2154
- Valuation Services 202.219.7758
- Wildland Fire 202.606.3144

Office of Insular Areas (U.S. Territories & Freely Associated States) .. 202.208.6816

Office of the Solicitor 202.208.7406
- Ethics Office 202.208.7960

Office of the Inspector General 202.208.5745

Office of the Chief Information Officer 202.208.6194

Office of the Special Trustee for American Indians 800.961.6109

EMERGENCY INFORMATION FOR EMPLOYEES IN THE MIB / SIB

EMERGENCY PROCEDURES

The Office of Emergency Management has prepared an Occupant Emergency Employee Guide which provides an employee with the information about who to call, where to go, and what to do in a variety of emergency situations which may occur at the MIB or SIB. Each employee should take time to review the Occupant Emergency Employee Guide *(www.doi.gov/emergency/employeeemergency)* and may download and/or print a copy for future reference. However, some basic emergency information for the MIB/SIB is presented in this document.

EMERGENCY PHONE NUMBERS

SERVICE	LOCATION	PHONE
Fire / Medical / D.C. Police	Throughout District	911
Security Issues / Law Enforcement / Bomb threats	MIB 1012	202.208.5803
Security Dispatch Center	MIB 1012	202.208.5803
DOI Interior Operations Center	MIB 3400W	202.208.4108
MIB Security Office	MIB 1320	202.208.5111
Health Unit	MIB North Penthouse	202.208.7057 or 202.208.2222
Building Manager	MIB	202.208.2222
Safety & Health Manager	MIB	202.208.2222
Federal Protective Service		202.708.1111
DOI Emergency Information		202.208.6606
DOI Emergency Management Website	www.doi.gov/emergency/index.html	

EMERGENCIES IN THE MIB OR SIB

In the event of an emergency in the MIB or SIB, you will be notified by alarm bells, voice annunciated messages, and strobe lights,

Every employee should know at least two emergency evacuation routes from their office area and be aware of the evacuation routes for other areas in the MIB and SIB. Evacuation maps can be found in the Occupant Emergency Employee Guide and are also posted in the display cases, on each floor, near each bank of elevators.

The Evacuation Support Team includes the many volunteers who serve as Wing Wardens (identified by orange hats), Sector Wardens (identified by yellow hats), and Buddies for people with disabilities. During emergencies, it is important that you follow the directions of these team members. They have been trained for emergency incidents and will provide significant benefit during an emergency.

However, not all emergency situations require occupants to evacuate the building. In some instances such as severe weather, terrorist acts, or civil disturbance, occupants may be required to Shelter-in-Place (staying within a safe area of the building). The decision to Shelter-in-Place will be made by the Office of Emergency Management. Shelter-in-Place notification will be made using the public address system.

EMERGENCY EVACUATION RALLY POINTS

MEDICAL EMERGENCIES / HEALTH ISSUES

For serious accidents/incidents requiring emergency medical assistance, particularly if the individual involved is unconscious, call 911 immediately and then call the Security Dispatch Center on 202.208.5803. Security will provide immediate assistance and direct EMS personnel to the incident location.

If the individual is conscious and needs medical evaluation before deciding whether to call 911, call the Health Unit on 202.208.7057 during clinic hours, 8:00 a.m. to 4:00 p.m. on normal government workdays, or the Security Dispatch Center on 202.208.5803 during evenings and weekends.

For minor medical assistance, during normal business hours, contact the Health Unit on 202.208.7057. After normal business hours, contact the Security Dispatch Center on 202.208.5803. Exercise judgment in dealing with medical emergencies, but you should always err on the side of safety and health.

The Health Unit, located in the North Penthouse of the MIB, is staffed by a Registered Nurse and offers a walk-in clinic for minor illnesses and other services for employees such as seasonal flu shots, wellness physicals, allergy shots, tuberculosis (TB) testing, and administration of medications prescribed by personal physicians.

PERSONS WITH DISABILITIES

The Office of Emergency Management in cooperation with the DOI Accessible Technology Center and the OFAS provides additional assistance to individuals with disabilities during emergency situations. This includes individuals with physical, visual, and auditory disabilities and individuals with temporary disabilities such as a broken leg or high risk pregnancy. Individuals who require assistance in an evacuation should self-identify their needs prior to an incident by submitting an Employee Emergency Self-Identification Form ***(www.doi.gov/emergency/employeeemergency)*** to the Office of Emergency Management in MIB room 3418. Self-Identification is not required but it aides the Office of Emergency Management in ensuring there are adequate resources available to aid all individuals who may require assistance and helps us to ensure everyone is safely evacuated.

Individuals who have self-identified have the option of using an assigned Buddy to aid and assist them in safely exiting the building. A Buddy should become familiar with the specific needs of the individual. This may require training with special equipment, such as evacuation chairs; knowing how to provide guiding assistance and how to assist when a service animal is used.

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Although we have not had a situation before at the MIB or SIB, active shooter incidents have become more common. While the Department has taken steps to ensure your safety, all employees must always be aware of their surroundings.

Active shooter situations are unpredictable and evolve quickly so individuals must be prepared both mentally and physically to deal with an active shooter situation. If there is an accessible escape path, attempt to evacuate the premises. If evacuation is not possible, hide out - stay out of the active shooter's view, preferably in a locked office behind heavy furniture. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter. When Law Enforcement Officers arrive, raise your hands and keep them visible at all times and avoid making quick movements toward officers.

EMERGENCY EQUIPMENT

All employees should be familiar with the location of emergency equipment within the building.

MANUAL ALARM PULL STATIONS

Pull stations are located in each wing adjacent to each stairwell door and will activate a general alarm. Manual pull stations should only be used when smoke or fire is present. If you detect an unusual odor but do not detect a fire or other emergency, contact the Building Manager's Office at 202.208.2222.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

AED are located in the main corridor, on each floor of the MIB and SIB. The devices are designed for ease of use by non-medical personnel. AED and cardiopulmonary resuscitation (CPR) training is available through the Health Unit.

EMERGENCY PHONE

Red emergency phones have been installed in the cafeteria entrance and freight elevator lobbies in the MIB, near the elevators in the SIB, and in the stairwells at the east and west end of SIB. In the event of an emergency, pick up the emergency phone receiver and you will be connected to the Security Dispatch Office. Notify the Dispatcher of your location and the assistance you require and await further instructions.

EVACUATION CHAIRS

Evacuation chairs are located in the North and South freight elevator lobbies along the main corridor on each floor of the MIB and near the Health Unit in the MIB North Penthouse. Evacuation chairs are also available in the SIB on each floor near the central staircase. Evacuation chairs should only be used by trained personnel and used in case of an emergency. Prior to using an evacuation chair, use the red emergency phone to contact the Security Dispatch Office for assistance.

EMPLOYEE ACCOUNTABILITY

During catastrophic emergencies, employees must report their status to their supervisor. In the event that you are unable to contact your supervisor, bureaus and offices have established alternate contact numbers. Please check ***www.doi.gov/emergency/employeeemergency*** to find the contact numbers for your bureau or office. Employees who are unable to reach these designated emergency contact numbers should report their status on the on-line Employee Emergency Locator Service at ***www.doi.gov/emergency/employeeemergency/Employee-Locator.cfm.*** This service is only active during Emergency situations. Building updates can be accessed via the DOI Emergency Information hotline 202.208.6606.

BE PREPARED

Employees should take the time to prepare themselves for emergencies both at work and at home. In addition to reviewing the Occupant Emergency Employee Guide, employees should prepare a "Grab and Go" personal emergency kit for their office. Recommended items for a "Grab and Go" kit can be found in the back of the Occupant Emergency Employee Guide. Information on preparing a family emergency plan and a home emergency kit can be found on ***www.ready.gov/.***

The National Capital Region News and Information website ***(www.capitalregionupdates.gov)*** provides links to subscribe to free emergency alerts and traffic, weather, and utility outage alerts in the National Capital area. The Capitalert website ***(www.capitalert.gov/)*** allows you to subscribe to free emergency alerts (email and text messages) including major emergencies, severe weather, severe traffic, amber alerts, government closings, and school closings. Both sites allow you to customize the types of alerts you receive and select the affected area for the alerts.

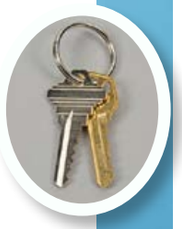
SECURITY & BUILDING ACCESS

There are two entrances to the MIB. The main entrance on C Street is open 24 hours a day, 7 days a week; the E street entrance is open from 6:00 a.m. to 7:30 p.m. on normal government work days. Both entrances are wheelchair accessible. Employees entering the building must show their badge and place it against the scanner, and allow the guards to inspect any bags or boxes they are carrying. In order to enter or exit the building after hours (6 p.m. to 6 a.m.) or on weekends, employees must sign-in and out, in addition to the normal access procedures described above.

A memorandum identifying contractors and visitors requiring access to the building should be submitted to the Office of Law Enforcement & Security, Interior Compley Security Operations Branch (OLES, ICSO) at least 24 hours prior to their arrival, to give the Secuirty Customer Service Office time to process the information and disseminate it to the appropriate post.

If extraordinary equipment is required to be brought into the building(s), the OLES, ICSO Branch should be notified at least 24 hours in advance. This can be done by sending an email indicating the estimated size, weight, and intended use to ***security_services_inbox@ios.doi.gov*** or by phone 202.208.5111 or fax 202.208.7610. All property (equipment) entering and exiting the building(s), including laptops, is to be accompanied by a Property Pass.

ROOM KEYS & BADGES



The management and distribution of room keys and HSPD-12 compliant Personal Identity Verification (PIV) badges are the responsibility of the Secuirty Customer Service Office. This office is located in the MIB in room 1320 and the hours of operation are 7:00 a.m. - 4:00 p.m. on normal government workdays. You may contact the office at 202.208.5111.

For more information on security credentials please visit: ***www.doi.gov/hspd12/directives.cfm***

To download detailed instructions and credential application forms please visit: ***www.doi.gov/hspd12/documents.cfm***

ELEVATOR SAFETY IN THE MIB/SIB

Whenever we hear of an elevator incident in our community, there is cause to reflect on safety issues in general and elevator safety in particular.

Please review the procedures below which outline the proper steps to take in the event you become entrapped in an elevator.

Call Button

1. First (and, most importantly), try to remain calm.
2. Do not attempt to pry the doors open and/or exit the elevator cab. Though being entrapped on an elevator is unnerving, it is much safer to remain in the cab and wait for emergency-response personnel to respond.
3. All of our elevators in our buildings have a **call button** built into the control panel. When this button is depressed, you are placed in contact with the building's 24/7 Security Operations Office. The **call button** can be identified with a "TELEPHONE" symbol in the Main Interior Building and labeled "HELP" in the South Interior. To see an example, click here. Do not use the red telephones which are located in the passenger elevators; these are only for use by firemen during an emergency and are not manned except by the Fire Department.

Alarm Button

4. In the rare event the **call button** does not work, press the **alarm button** located on the elevator control panel indicated by a "BELL" symbol. To see an example, click here. An audible alarm will ring until the button is released
5. When you call from these elevators, you will be asked to provide the name of the building (i.e., Main or South Interior Building), and the elevator cab number (which is posted inside the elevator cab). If possible, please provide the approximate location of the elevator cab (e.g., between the 4th and 5th floors).
6. When you have reported the problem to the proper authority, discontinue any unnecessary use of the **call button**. It may be necessary for emergency-response personnel to call you to give you specific instructions.

The Elevator operation and safety record for the Interior Complex is excellent. We maintain a rigorous maintenance program, and periodic testing and inspections are performed by licensed elevator inspectors from the GSA. The elevator contractor is on duty from 6:00 a.m. – 6:00 p.m. on normal government workdays. Should an emergency occur before or after those hours, the elevator contractor is required to respond and be on-site within one hour of notification.

CONTACT INFORMATION

You may contact us through the administrative contact for your bureau or office, the OFAS service desk on 202.208.2222, email ***facilities@ios.doi.gov*** or the individual below:

Ken Tunney
Building Manager
202.208.2222
kenneth_tunney@ios.doi.gov

THE DEPARTMENT OF THE INTERIOR'S OFFICE OF FACILITIES & ADMINISTRATIVE SERVICES (OFAS)

The Office of Facilities and Administrative Services (OFAS) supports the Department by providing facility management services for the MIB and SIB and administrative services for DOI in a transparent, effective and efficient manner while delivering an exceptional customer experience.

The overall responsibilities and services provided by OFAS include:

- Facilities management for the MIB and SIB.
- Management and logistical support for special events and conference room scheduling at the MIB and SIB.
- Interior Library located within the MIB.
- Space management for occupants of the MIB and SIB in addition to managing office space for the Office of the Secretary nationwide.
- Parking services for occupants of the MIB and SIB. The parking is provided for eligible employees and non-DOI entities within the MIB garage, the SIB parking lot and the Federal Reserve Martin Building.
- Health unit at the MIB including the services of a full-time certified nurse.
- Safety management program for the MIB and SIB
- Environmental management program support for the MIB and SIB.
- Pest management services for the MIB and SIB.
- Manage alcohol waivers for the MIB and SIB.
- Transportation subsidy policy for the Department; transportation subsidy operational support for the Office of the Secretary nationwide.
- Administer the flags and seals policy and operational support for the Department.
- Personal property management for the Office of the Secretary.
- Fleet management for the Office of the Secretary.
- Mail policy for the DOI; mail operational support for the Office of the Secretary and the MIB and SIB.
- Driving services for the Deputy Secretary and other senior officials within the Office of the Secretary (excluding the Secretary).
- Graphic design and copying center services for the Department at the MIB and SIB.
- Modernization of the MIB.

OFAS hosts a monthly Customer Communication Forum (CCF) in order to inform the occupants on what's happening at the MIB and SIB, ask questions, and provide OFAS with direct and candid feedback on their services. The meetings are conducted on the third Wednesday of each month from 10:00 a.m. - 11:00 a.m. LAN messages are distributed each month as reminders along with logistics for the upcoming meetings.

If you need assistance from the OFAS, the contact information is as follows:

HOURS OF OPERATION:

7:00 a.m. - 5:00 p.m. on normal government workdays

LOCATION

Main Interior Building, 1300 East Corridor:

CONTACT INFORMATION

Telephone: 202.208.2222
Email: *facilities@ios.doi.gov*
Website: *www.doi.gov/ofas*

*You can reach us at any time at 202.208.2222 in case of emergency.

BUILDING OPERATIONS FOR MIB / SIB

The Building Operations Branch is responsible for the day-to-day operation, maintenance, and care of the MIB and the SIB. The standard services that are provided to occupants include:

Daily operation of the heating, ventilation, and air-conditioning systems from 7:00 a.m. until 6:00 p.m. on each government workday.

Repair and maintenance of the building equipment and component systems

- Pest management
- Building accessibility
- Landscaping
- Recycling program
- Custodial services
- Historic preservation

The costs for these services are included in the rent payments made by each occupant organization. With the exception of the recycling program which was a DOI initiative that started in the MIB and SIB in 1988, the Building Operations Branch is responsible for providing the above services as outlined in the Delegation of Authority Agreement between DOI and the General Services Administration.

CUSTODIAL SERVICES

The Building Operations Branch is responsible for providing a full range of custodial services for the occupants of the MIB and SIB. The cost for this service is included in the rent paid by your bureau or office.

CONTACT INFORMATION

Contact the OFAS Service Desk at 202.208.2222 or one of the following individuals below.

Facilities Mailbox
facilities@ios.doi.gov

Kenneth Tunney
202.208.4398
kenneth_tunney@ios.doi.gov

Virginia McBride
202.513.0884
virginia_mcbride@ios.doi.gov

Cynthia Whittle
202.219.0846
cynthia_whittle@ios.doi.gov

MIB/ SIB CLEANING AND CUSTODIAL SERVICES

Our custodial services are provided under the terms of a "green" contract. The first of its kind in any federal facility, the contract requires the use of only the most environmentally-friendly products, chemicals, and methods. Overall, the results of this "green" contract include a marked improvement in indoor air quality (e.g., all vacuums are equipped with high-efficiency particulate air (HEPA) filters that collect 99.97 percent of all particulates; carpet cleaning now is done with a dry chemical product that does not promote the growth of bacteria and fungus as wet methods do) and a significant reduction in waste generated (both general and hazardous) as a result of custodial activities. Our contractor is a National Industries for the Severely Handicapped-affiliated firm that employs disabled workers.

Most services related to the cleaning of offices (e.g., vacuuming, emptying trash, dusting, etc.) are provided by our custodial contractor during business hours. Much of the work in public spaces (e.g., the cleaning of rest rooms, sweeping and refinishing of corridor floors, the cleaning of garages, etc.) is accomplished during evening hours between 5:00 p.m. and 10:00 p.m.

For more information and detailed list of services visit *www.doi.gov/ofas/mib/cleaning.cfm.*

HOW TO OBTAIN SERVICE

Requests for service or repairs or complaints should be forwarded to the OFAS service desk on 202.208.2222, or you may come to room 1749, MIB. Please provide the requestor's name (i.e., the person to whom we can speak about the problem) and telephone number, and a brief description of the problem or service(s) needed.

CONTACT INFORMATION

Facilities Mailbox
facilities@ios.doi.gov

Julio (Jay) Agosto
Building Mgmt. Specialist
202.208.3335
julio_agosto@ios.doi.gov

Ken Tunney
Building Manager
202.208.2222
kenneth_tunney@ios.doi.gov

Evelyn Bonilla
Bldg. Mgmt. Spec.
202.208.6266
evelyn_bonilla@ios.doi.gov

SPACE MANAGEMENT

The Space Management Team coordinates the assignment and utilization of space for the Office of the Secretary nationwide and for the MIB and SIB. The team serves as the primary contact between the General Services Administration and program offices for the acquisition or disposal of office space and provides assistance to ensure space utilization meets Departmental guidelines. Assistance can also be provided for developing programs of requirements, space layout and design and facility support.

CONTACT INFORMATION

If you need assistance, please contact the OFAS Service Desk at 202.208.2222 or one of the individuals below:

Paul Harris
202.208.4309
russell_harris@ios.doi.gov

James Delp
202.208.3735
james_delp@ios.doi.gov

Lanita Logan
202.208.5774
lanita_logan@ios.doi.gov

RECYCLING

The DOI is comitted to reducing needless waste by providing handy recycle containers throughout your office environment along with regular collections. Containers can be found in hallways, offices, kitchenettes and various other office locations. If you do not have and would like a container for recycling, contact the OFAS service desk for assistance.

White Paper - Grade 1

- White paper (any color ink)
- White tissue paper (onion skin)
- White copier paper
- White computer paper
- White office stationery (also, high-quality, off-white paper such as stationery)
- White envelopes with water-soluble glue (i.e., seals when moistened), without windows, and without self-adhesive labels or postage stamps (please remove and discard these)

Mixed (colored) Paper - Grade 2

- Colored or natural-shade paper
- Magazines and glossy paper
- Yellow routing and message slips
- Blueprints and drawings
- Unsolicited mail
- Carbonless paper
- Shredded paper (must be in bags)
- Books (glued, stitched, or stapled) - examples include CFRs and Federal Registers
- File stock - manila, green, or brown folders; wallet folders; hanging folders (please remove the metal hangers first)
- Tabbed dividers (remove plastic materials)
- Envelopes (any color except white) with water-soluble glue and envelopes with windows (please remove and discard self-adhesive labels and/or postage stamps)
- Copy-paper wrappers (i.e., the wrappers that bind each ream of new paper)

Notes:

Staples may be left on paper being recycled, but paper clips, binder clips, and other reusable fasteners should be removed and reused.

Documents that contain sensitive information (e.g., data protected under the Privacy Act of 1974) should be shredded before being recycled or discarded.

Recycling containers for desktop separation of Grades 1 and 2 paper are available from the Building Manager's Office, room 1749, or by contacting one of the individuals listed at the end of this Recycling Guide.

Centralized collection centers are located throughout both buildings. For information on the one nearest to your office, please contact one of the individuals listed at the end of this Recycling Guide.

Newspaper - Grade 3

- Newspapers should be recycled by placing them in the specially-marked containers which are located in both buildings. In the Stewart Lee Udall Department of the Interior Building, collection points are located at the pedestrian entrances to parking garages, in the dining area of the cafeteria, at freight-elevator lobbies on each floor, and in each kitchenette. In the South Interior Building, the containers for newspapers are located at the elevator lobby on each floor and in the vending room on the basement level.

Cardboard - Grade 4

- Cardboard may be placed in the hallway outside each office door after 4:00 p.m. each business day. A special collection for large quantities of cardboard can be arranged by calling the Building Manager's Office. Please remove any waste and/or packing materials from the cardboard being recycled.

CONTACT INFORMATION

For a more detailed list of recycled materials, you may visit the following link: ***www.doi.gov/ofas/mib/recycling.cfm***

Contact us with any pertinent questions through the administrative contact for your bureau/office, the OFAS service desk on 202.208.2222, or the individual below.

Julio (Jay) Agosto
Building Management Specialist
202.208.3335
julio_agosto@ios.doi.gov

OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENTAL MANAGEMENT

OCCUPATIONAL SAFETY AND HEALTH

Occupational Safety & Health and Industrial Hygiene personnel analyze many types of work environments and work procedures. Specialists inspect workplaces for adherence to regulations on safety, health, and the environment. They also design programs to prevent disease or injury to workers and damage to the environment.

SUSTAINABILITY AND ENVIRONMENTAL MANAGEMENT PROGRAM

In meeting the requirements of Executive Order 13514, the program addresses sustainable and environmental activities in the Main and South Interior Buildings through an Environmental Management System (EMS). The EMS creates a framework for tracking and reducing the environmental impacts of the Main and South Interior Building operations and services and addresses the sustainability requirements of Executive Order 13514. The program establishes environmental policy, roles and responsibilities, enhances cross-organization communication and facilitates reporting.

CONTACT INFORMATION

You may contact our service desk at 202.208.2222 or you are welcome to contact one of the individuals listed below directly:

Stephen D'Antoni
Supervisor (Occupational Safety & Health Specialist)
202.501.8693
stephen_dantoni@ios.doi.gov

Saundra Jackson
(Industrial Hygienist)
202.219.0847
saundra_jackson@ios.doi.gov

Gay Bindocci
(Sustainability and Environmental Management System Coordinator)
202.208.3919
cynthia_bindocci@ios.doi.gov

Barbara Hayden
RN, COHN-S (Certified Occupational Health Nurse - Specialist)
202.208.7057
barbara_hayden@ios.doi.gov

INTERIOR HEALTH CLINIC

The Health Clinic is located in the North Penthouse of the MIB and provides a full range of occupational and preventative health services.

- Services Offered By The Health Unit Include:
- Access to on-site first aid and urgent care services
- Onsite clinical care, referral and follow-up
- Immunizations for Tetanus, Diphtheria, Pertussis and Flu
- Allergy shot support
- Treatments prescribed by private physicians
- Health risk assessments
- Health screenings
- Health counseling
- Health and wellness education
- Lactation Facilities

Health Unit Services are for Interior Employees with duty stations in the Washington, DC Metropolitan Area.

LOCATION

Main Interior Building
North Penthouse
1849 C St. NW
Washington, DC 20240

HOURS OF OPERATION

8:00 a.m. - 4:00 p.m.
on normal government workdays

CONTACT INFORMATION

Health Unit Telephone:
202.208.7057 *or* 202.208.2222
202.208.7175 (fax)

U.S. MAIL, MESSENGER AND DRIVING SERVICES

The Administrative Services Division, Property and Mail Management Branch, is responsible for the Department of the Interior (Department), U.S. Mail (Mail), Locator and Transportation Services Programs. These responsibilities encompass developing, managing and implementing the Department's Mail policy and reporting to the General Services Administration (GSA); overseeing and managing Main and South Interior Buildings, (MIB/SIB) Mail operations; managing the Department's Locator service; and providing messenger and executive driving services for senior level officials within the Office of the Secretary, located at the Department's Headquarters.

MAIL SERVICES

Mail Policy – Providing policy and technical support and ensuring that bureau and office mail managers are aware of, and comply with, standards and operation procedures established by service providers such as U.S. Postal Service (USPS), Federal Express (FedEx), United Parcel Service (UPS), and GSA.

Mail Operations – Providing a full range of mail services for the MIB/SIB and satellite buildings in the Washington DC, National Capital Region. The services are primary sort (by bureau), secondary sort (by mail stop), internal and external delivery, dispatch (application of postage to mail), and distribution (breakdown of bulk materials).

We deliver and pick-up mail two times daily. The times are 10:30am and 2:00pm.

Domestic Delivery Services – Express Mail Packages - These are commercial-carrier packages to be delivered or picked up by FedEx or UPS. Customers process the packages online and can drop-off the packages and related paperwork at the MIB mailroom (Room 1621). Alternatively, drop boxes are located at MIB C-Street Lobby behind the security guards and the pick-up times are 6:15pm for UPS and 6:30pm for FedEx.

DOI LOCATOR, MESSENGER AND EXECUTIVE DRIVING SERVICES

DOI Locator – Processes and routes phone calls from the worldwide callers requesting either employee contact, Departmental program information. The DOI Locator phone number is 202-208-3100.

Messenger and Executive Driving Services – Providing driving support for senior officials in the Office of the Secretary located at the MIB. For Executive Driving services contact 202-208-3651.

IMPORTANT LINKS

Employee and Mailstop Lookup:
http://www.doi.gov/public/contact-us.cfm

Zip Code Lookup:
https://tools.usps.com/go/ZipLookupAction_input

U. S. Postal Service:
https://www.usps.com/

Postal Zone Charts:
http://postcalc.usps.gov/Zonecharts/

Mail Stop Change Form:
http://www.doi.gov/ofas/asd/upload/Mail-Stop-Service-Change-Form-4-2013-2.pdf

HOURS OF OPERATION

8:00 a.m. - 4:30 p.m.
on normal government workdays

CONTACT INFORMATION

Contact the OFAS Service Desk at 202.208.2222 visit the webistor one of the individuals below:

MIB Mailroom – Room 1621
Helen Briscoe
202.208.3285

MIB Mailroom – Room 1621
Helen Briscoe (Contractor)
202.208.3285
Helen_Briscoe@ios.doi.gov

Bulk Mail/Large Boxes Pickup –Room 1608
Darrin Simpkins (Contractor)
202.208.3285
Darrin_Simpkins@ios.doi.gov

Locator Services and Federal Express Drop off - Room 1083
Howard Coley
202.208.7050
Howard_Coley@ios.doi.gov

Taunya Scott
202.208.1452
Taunya_Scott@ios.doi.gov

John Butler (Branch Chief)
(202) 208-4682
John_Butler@ios.doi.gov

INTERIOR LIBRARY

***Note:** The Library is temporary located in Room 2262 of the Steward Lee Udall Main Interior Building while Wing 1 of Interior building is undergoing modernization*

MISSION

The Interior Library, located on the west side of the C Street lobby entrance of the MIB, is the leading research institution for DOI staffers, other federal government officials, and non-governmental researchers seeking information on subject areas related to the mission of the DOI. The collection of nearly 1 million print volumes provides researchers with a "one-stop" resource for primary and secondary source materials. In addition, the Library's collection of online databases and other electronic information sources, available through the Library's comprehensive website (***www.doi.gov/library***), enables Departmental personnel throughout the country to access needed information from their desktop computers.

The Interior Library serves the employees of the Department of the Interior, other federal employees and officials, and the general public. The resources and services provided by the Library and its staff are geared towards Departmental personnel seeking data to support the views and goals of the Department as well as others conducting serious research into subject areas covered by the Department's stated mission.

The Library's collections include documents produced by or for the Department, as well as a broad range of related books, journals, and other resources that support the Department's efforts to protect and provide access to the Nation's natural and cultural heritage and to honor its trust responsibilities to Native American tribes. Additionally, the Library provides Departmental personnel and other patrons with training sessions on the efficient use of the Library's print and electronic resources, as well as other programming meant to educate users about the missions, programs, and histories of the Department's varied bureaus and agencies.

LIBRARY SERVICES

- Research assistance on work-related topics
- Internet-accessible catalog and website at ***www.doi.gov/library***
- Lends materials from the collection to Interior employees
- Obtains needed materials from other libraries for Interior employees
- Public terminals with access to the Internet, online catalog, and online databases (including EBSCOHost, HeinOnline, Academic OneFile, ProQuest Congressional, JSTOR, the Congressional Serial Set, and Westlaw)
- Educational and Training programs open to both Interior staff and the public, including the popular Park Ranger Speaker Series lectures

COLLECTIONS

- Interior-produced and funded reports and publications
- Books, serials, and electronic resources pertaining to such topics as Native American culture and history, American history, National Parks, geology, nature, wildlife management, law and legislation, and public lands management
- Law and policy-related periodicals, reporters, and codes
- Rare Book Collection consisting of titles published in the 19th century and earlier on subjects such as the history of the Interior Department, Native Americans, American history, and natural history
- Standard Reference sources

HOURS OF OPERATION

7:45 a.m. - 5:00 p.m.
on normal government workdays

CONTACT INFORMATION

You may contact our service desk at 202.208.2222 or the number listed below.

Phone: 202.208.5815
202.208.6773 (Fax)
library@ios.doi.gov
www.doi.gov/library

THE MAIN INTERIOR BUILDING MODERNIZATION PROJECT

The MIB has been undergoing a major renovation and modernization since November 2002.

The modernization of Wings 2 through 6 is complete. Wing 1 modernization began in 2014 and is scheduled to be completed in early 2016. The building, which encompasses more than 1.3 million square feet (slightly larger that New York's Chrysler Building), will be completely modernized in areas including: environmental health and safety; life safety; accessibility; technology; security; sustainability and heating, ventilating and air-conditioning. Employee gathering spaces including the Bison Bistro, the courtyard adjacent to it, Wing 2 Roof, and the gymnasium which have all been completely renovated. In addition, the Post Office, IDRA Store and the DOI Credit Union have been relocated adjacent to the Bison Bistro to make them more accessible to occupants.

BUILDING ENHANCEMENTS

- Upgraded fire alarm and sprinkler systems
- Increased energy efficiency
- New public address system
- New fire rated stairwells and building egress routes
- Energy efficient blast mitigation window system
- New office heating and air conditioning systems with individual controls
- New lights in offices
- Motion Sensors to activate light and reduce energy consumption
- New recycled content carpeting
- New employee showers in B200 corridor
- Kitchenettes with energy star appliances, aerators in faucets to reduce water use,
- LEED platinum certified new cafeteria

COMPLIANCE WITH LIFE SAFETY, AMERICANS WITH DISABILITIES, & FIRE CODES

- Modernized space compliant with applicable codes
- New ADA code compliant toilet rooms
- Enhanced alarm systems for hearing impaired or blind employees

ENVIRONMENTAL EFFORTS OF MODERNIZATION

- All appliances are Energy Star rated
- Fluorescent lighting switched using two energy levels
- Occupant controlled heating and cooling
- Recycled carpet tiles
- Reuse of window blinds
- Forest stewardship-certified wood used in windows and trim
- Low volatile organic chemical paint
- Low flush toilets 1.6 gal
- Restroom partitions 100% recycled content
- Restroom tiles manufactured in sustainable plant
- Local products (within 500 miles) purchased when possible
- New furniture - sustainable standards

MODERNIZATION PROGRAM OFFICE OFAS ROLE/RESPONSIBILITIES

Responsible for programmatic support to insure the Department's needs are met in the development and execution of the design and construction with minimal disturbance to tenants.

DOI RESPONSIBILITIES:

- development and coordination of tenant issues and space requirements
- development and coordination of all swing space requirements
- coordination of all tenant moves with construction schedules
- funding coordinating design changes required to meet new programmatic needs
- telecommunications/data design funding and implementation
- coordinate, track, and submit documentation for LEED-EB certification.

CONTACT INFORMATION

202.208.0728
OFAS Service Desk: 202.208.2222

Facilities Mailbox
facilities@ios.doi.gov

BISON BISTRO CAFETERIA AND SNACK BAR (MIB)

The Bison Bistro is located in the basement of the MIB. The operating hours are:

- 6:30 a.m. - 7:00 a.m.
  Continental Breakfast
- 7:00 a.m. – 9:30 a.m.
  Breakfast
- 9:30 a.m. - 11:00 a.m.
  Morning Break
- 11:00 a.m. - 1:30 p.m.
  Lunch

The Bistro features daily hot entrees with a variety of healthy options and home-style favorites, a full salad bar, homemade soups, frozen yogurt, prepackaged snacks, sandwiches, and salads. We also have our own Sub Deli, Grill and Pizza, available daily. You may view the Bison Bistro menu from the Quick Links section on *oneINTERIOR*.

THE WATERING HOLE

The Watering Hole is a coffee station located at the bottom of the grand staircase in the basement. It is a full service coffee station featuring Mayorga coffee; it offers hot and cold beverages. You can also purchase pastries, bottled beverages, and prepackaged snack items. The operating hours are

- 7:30am – 3:30pm

SNACK BAR

There is a snack bar located on the fourth floor (near the 4500 wing). It is open weekdays from approximately 7:00 a.m. - 4:00 p.m.

Turn to page 33 to find a map identifying restaurants within walking distance of the MIB.

CONTACT INFORMATION

If you have any questions related to the Bison Bistro cafeteria or the Watering Hole, please contact the Sodexo general manager at 202.289.6293. or visit *https://usdoicatering.catertrax.com/*

PARKING INFORMATION

The OFAS Parking Office, in close collaboration with the Office of Law Enforcement and Security and Bureau / Office parking coordinators, administers the parking policy, parking space allocations, distribution of parking permits, and parking rules and regulations for the MIB and SIB and the Federal Reserve Martin Building (FRMB). Parking policy, regulations, application forms and other information can be found at *www.doi.gov/ofas/support_services/parking.cfm*

VISITOR & TEMPORARY PARKING

The OFAS Parking Office maintains a designated number of short-term parking spaces for official visitors and temporary employee parking. The majority of these spaces are located at the SIB and FRMB. For more detailed information on the process for requesting this type of parking, please follow the link below:

www.doi.gov/ofas/support_services/upload/Visitor-and-Temporary-Parking-PolicyFINAL9-26-12.pdf

If you need assistance, please contact the OFAS Service Desk at 202.208.2222 or the individuals below.

ASSIGNED PARKING CONTACT

Michelle Howard-Hanson
202.208.5072
202.208.3777 (fax)
michelle_howard-hans@ios.doi.gov

HANDICAPPED, VISITOR & TEMPORARY PARKING CONTACT

Dante Jeffries
202.219.0429
202.208.2721 (fax)
dantes_jeffries@ios.doi.gov

TRANSPORTATION SUBSIDY PROGRAM

Executive Order 13150 dated April 21, 2000, established the Mass Transportation and Vanpool Transportation Fringe Benefit Program. Under the program, Federal employees may receive transit passes in amounts approximately equal to employee commuting costs, not to exceed the maximum level allowed by law. The transit subsidy program was fully implemented throughout DOI in October 2000. The program has benefited many employees and the environment by subsidizing employee public transportation commuting expenses and by reducing traffic congestion and pollution. The Department of Transportation (DOT) administers the program for DOI. Before an employee can collect his/her benefits they must complete the Transit Benefits Integrity Program course. A link to the course instructions is provided below.

www.doi.gov/ofas/support_services/upload/training_login_instructions_10192012_REV.pdf

Periodically, employees will be required to perform a recertification to remain in the program. Program updates and new offerings will be announced via the following link:

www.doi.gov/ofas/support_services/transportation_subsidy.cfm

or by DOI LAN messages. For more information about the transit benefit program please visit the OFAS website or use the contact number below.

CONTACT INFORMATION

Contact the OFAS Service Desk at 202.208.2222 or the individuals below.

Dante Jeffries
202.219.0429
dante_jeffries@ios.doi.gov

Michelle Howard-Hanson
202.208.5072
202.208.2721 (fax)
michelle_howard-hans@ios.doi.gov

BICYCLE PARKING IN THE MIB

The Department of the Interior does not require employees to register for bicycle parking in order to park your bicycle in the MIB or at the SIB. An employee is required to present their DOI identification badge to the security guard upon entry to the parking area. Cyclists may enter through Ramps A (18th Street), C (18th Street) or G (19th Street). There are bicycle stations located in various areas of the MIB garage; specifically, in zones 2, 4 and 5 (zones are clearly marked on the pillars throughout the garage). Bicycle parking at the SIB is available in the parking lot near the rear entrance to the building as well as the west courtyard.

Contact the OFAS service desk at 202.208.2222, with any questions.

DOI CAPITAL BIKESHARE PROGRAM

DOI Capital Bikeshare Program is a bicycle sharing system that serves Washington, D.C.; Arlington County, Virginia; and the city of Alexandria, Virginia. The stations and bicycles are owned by the participating local governments and operated in a public-private partnership with Alta Bicycle Share. With more than 2,500 bicycles operating from 300 stations, the system is the largest bike sharing service in the United States.

Office-wide bikeshare membership allows employees to travel locally in a way that supports employee health, reduce air pollution and saves Federal money that might otherwise be spent on taxis or shuttle buses.

A bikeshare station is conveniently located on the corner of 19th and E Street across the street from MIB.

For more detailed information on the program, please visit *http://oneinterior.doi.net/oneinterior/Employee_Resources/capital_bikeshare.cfm*

DOI GREEN ROOF

In 2008, the Department repurposed the roof area in sight of the south penthouse by planting green vegetation over the designated area.

Green roofs in a city setting like Washington DC have the potential to offer tremendous stormwater management control opportunities. They serve as natural bio-filtration devices that absorb rainwater and improve the quality of rainfall runoff that ultimately flows to the fragile Chesapeake Bay Watershed. And, when the green roof plants grow lush in the Spring, they will attract migratory birds, butterflies and insects creating a microhabitat. Instead of coffee breaks at a desk, employees may enjoy green space and a vista unparalleled as far as the eye can see.

CHILDCARE CENTER (MIB)

DOI offers a childcare center in the MIB for employees.

The center is located in the 1200 East wing of the building, and can accommodate 76 children from infants to pre-k in the 9000 sq foot facility. In addition to classrooms designated for each age group, there is also a multi age classroom where children can interact together. Future plans will include a courtyard play area that will be adjacent to the center and allow the children and staff, convenient outdoor access.

Finding quality child care presents a challenge to most working families. While GSA offers centers throughout the metro DC area this center is able to offer DOI employees child care right here at headquarters. Providing an on-site quality child development center is a positive investment in our employees that will come back in such things as increased retention, recruitment of skilled employees, increase performance and a better work life environment.

The center's provider, Bright Horizons is the world's leader in providing employer sponsored child care, early education and work/life solutions. Their centers are designed to meet the standards of excellence set by the National Association for the Education of Young Children (NAEYC). They are committed to providing innovative programs that help children, families and employers work together in an environment that is nurturing, supportive, educational, and diverse.

HOURS OF OPERATION

7:00 a.m. to 6:00 p.m.
On normal government workdays

CONTACT INFORMATION

For additional information, including enrollment and waiting list info, please contact the Child Care Center at 202.219.1127, 202.501.1945 or online at *http://child-care-preschool.brighthorizons.com/dc/washington/fingerprints*

Roberta Richardson
DOI Liaison
202.208.4938
roberta_richardson@ios.doi.gov

OS FLEET MANAGEMENT

The OFAS, Administrative Services Division, provides fleet management services for the Office of the Secretary. Employees of those offices can arrange for the temporary use of government vehicles (one small sedan, passenger van and cargo van) by contacting the Fleet Management Office. Requests for temporary use must include date, type of vehicle, destination, contact name, telephone number and office. Vehicles are provided on a first come, first serve basis and employees are encouraged to utilize public transportation first.

FLEET VEHICLE USE REQUIREMENTS

- U.S. Government vehicles are to be used for official Government business only.
- Transporting passengers other than those who are officially authorized is strictly prohibited.
- All Government vehicles must be parked in their designated parking spaces while not in use.
- All Government vehicle operators are required to have a valid driver's license.
- Every time a government vehicle is used, a complete entry must be made into the log book located in the vehicle.
- Government vehicle credit cards are assigned to each vehicle and are identified by the corresponding vehicle license tag number. Government credit cards are to be used for fuel only and receipts are to be kept in the vehicle logbook. Drivers are required to re-fuel the vehicles.
- Accidents or any auto body damage to the Government vehicles must be reported immediately to the Fleet Management Office and local police as appropriate.
- Traffic citations are the sole financial responsibility of the vehicle operator.
- Seatbelts are to be worn at all times.
- Cell phone usage is not permitted while operating a motor vehicle.
- All trash and belongings must be removed prior to return.

HOURS OF OPERATION

7:00 a.m. to 4:30 p.m.
on normal government workdays

HELPFUL HINTS

To be sure your needs are met, reserve vehicles in advance.

HOURS OF OPERATION

8:00 a.m. - 4:30 p.m.
on normal government workdays

LOCATION

Room 1316-MIB

CONTACT INFORMATION

Contact the OFAS Service Desk at 202.208.2222 or one of the following individuals below.

Julie Buscher
202.208.4683
julie_buscher@ios.doi.gov

Scotty Fox
202.208.1377
scotty_fox@ios.doi.gov

PRINTING AND GRAPHIC SERVICES (CREATIVE COMMUNICATION SERVICES)

OFAS's Creative Communication Services (CCS) offers a variety of services to help enhance your documents, presentations, exhibits, and overall organizational needs. We help you to find the most effective solutions. The keys to a successful visual identity are distinctiveness, relevance, and consistency. CCS anticipates these challenges and looks forward to working with you. The following are some of our capabilities. Please call us and we can provide you with cost and time estimates, and/or consult with you on what design and reproduction approach best fits your individual needs.

- Computer Services: The Graphics Section provides a full range of design, layout, photo/art/text scanning, and illustration services.
- High Quality Document Reproduction: With our state-of-the-art laser reproduction equipment, we can provide you with the quality of offset printing in a fraction of the time.
- Color Services: CCS can produce high-quality color images using our advanced digitized color laser copiers and printers.
- Presentation Services: The Graphics section can help you design or use your current files to produce high-impact color charts, graphs, and text.
- Oversize Color Presentation: On a larger presentation scale, our Graphics staff can work with you to design and produce exhibits for trade shows, museum exhibits, press conferences and numerous other events.
- Finishing Services: CCS can add that final touch to your documents with high quality binding, folding, double-sided copying, saddle-stitching, shrink wrapping, laminating, padding, three-hole punching, and collating.

Useful links:

fillable requisition form

business card order form

CONTACT INFORMATION

Theodore Ravas
202.208.3920
theodore_ravas@ios.doi.gov

Alfred Addison
202.208.3921
alfred_addison@ios.doi.gov

CONFERENCE ROOM RESERVATIONS & SPECIAL EVENTS

SERVICES OFFERED

The OFAS, Conference and Special Events Office (CSEO) provides event planning services, scheduling, and coordination of logistical and technical support for conference rooms, auditoriums, employee courtyard, production studio and public space in the Interior Complex. These services are provided to internal as well as external customers. Listed on the next page and on *www.doi.gov/ofas/asd/events/index.cfm* are the available conference facilities along with room capacity, room setup, audiovisual equipment and other important information.

External customers will incur fees for room rental & support services for the use of conference rooms, auditoriums and public space.

SPECIAL PURPOSE ROOMS

Main and South Interior Auditoriums, South Penthouse

Request form is required for reserving this space. The form can be downloaded at *www.doi.gov/ofas/asd/upload/MIBaud-form10-3-12.pdf* Fees vary and depend upon requirements and time of meeting/event.

Production Studio

Audio/Video Productions

South Penthouse & Roof Terrace

This space was originally used as an employee lounge in the 1940's and contains a large collection of Native American murals. Today the penthouse and roof terrace are used for meetings, receptions, award ceremonies and press conferences.

Bison Bistro Employee Courtyard

The newly renovated courtyard can be used for luncheons, receptions and employee social gatherings.

Bison Bistro (MIB Cafeteria)

The main seating area can be used for meetings, award ceremonies, receptions, etc.

MULTI-MEDIA AND LIVESTREAM SERVICES

Multi-Media (video, audio, recording, production support, etc.) and Livestream (broadcast meetings and events to remote audiences via the internet) services are available to customers

To ensure 508 compliance for Livestream meetings or events posted on a government website, the CSEO is required to obtain captioning services from an outside vendor which the program office would incur cost.

HELPFUL TIPS AND INFORMATION

- Schedule rooms as far in advance as possible (including annual meetings).
- Consider your logistical (audiovisual, catering, alcohol waiver, etc.) needs prior to planning and scheduling your meetings.

CONTACT INFORMATION

Leslie Harmon
Special Events Assistant
202.208.4412
leslie_c_harmon@ios.doi.gov

Mike Hershfeld
Audiovisual Team Leader
202.208.4572
michael_hershfeld@ios.doi.gov

Mariane Gately
Chief, Branch of Conference and Special Events
202.208.7204
mariane_m_gately@ios.doi.gov

CONFERENCE AND SPECIAL EVENTS OFFICE
CONFERENCE ROOMS AND AUDITORIUMS

Room	Capacity	Room Setup	Food Beverages Permitted	Equipped with Audiovisual
7000A CLOSED August 2014	**30**	Conference Table w/seating seating around the perimeter	NO	YES
7000B CLOSED August 2014	**30**	Conference Table w/seating seating around the perimeter	NO	YES
1352	**40**	Conference Table w/seating seating around the perimeter	NO	YES
1548	**25**	Conference Table w/seating seating around the perimeter	YES	YES VTC System
2529	**20**	Conference Table w/seating seating around the perimeter	NO	YES VTC System
John Muir Room	**25**	U Shape seating for 25 w/seating around the perimeter	YES	YES
Rachel Carson	**70**	U shape, classroom, square, cafeteria, reception and theater seating (70)	YES	YES VTC System
Kiowa Room	**40**	Conference and pod, seating 20 & theater for 40	YES	YES VTC System
North Penthouse	**40**	U shape for 30 ten chairs around perimeter	NO	YES
South Penthouse & Roof Terrace	**50** **482**	Banquet, Reception and Theater Seating	YES	YES
MIB Auditorium (request form required) CLOSED August 2014	**600**	Fixed Seating Theater	NO	YES
SIB Auditorium (request form required)	**175**	Round tables seating for 80, classroom for 35 and theater seating for 160	YES	YES
Production Studio **(Room 4041)**	**1-4**	Panel Format w/ Backdrop	NO	YES
Bison Bistro Employee Courtyard	**200**	Fixed tables/chairs	YES	NO
Bison Bistro (main seating area)	**200**	Tables/chairs	YES	NO

OS PERSONAL PROPERTY MANAGEMENT

The OFAS provides personal property management oversight and services for the Office of the Secretary (OS) nationwide. The Administrative Services Division, Property Management Branch, coordinates property activities with OS Offices and their designated contacts to manage accountable and sensitive personal property; acquire and dispose of excess/surplus furniture and equipment; provide training on personal property process and procedures.

SERVICES

The following are some of the services provided by this office:

- Manage OS accountable personal property in the Department's Financial and Business Management System (FBMS)
- Issue guidance on personal property accountability. Contact any staff member listed below for hard or electronic copy of latest Property Training Manual
- Establish and maintain client office listings of Accountable and Custodial Property Officers (APO/CPO). Offices are required to provide the Property Management Branch with their CPO designees within 30 days following a change or replacement.
- Conduct training for APO/CPO's
- Conduct and maintain personal property inventories
- Perform management control reviews for property accountability
- Provide excess furniture and/or purchase of new/used furniture thru GSA surplus
- Disposal of surplus furniture
- Recycle computers and other equipment. Before disposal of computer equipment, all hard drives are to be completely erased and sanitized of official government records. For questions on erasing hard drives, contact your IT Service provider.
- Provide Property Pass Pass Authorization

HELPFUL HINTS

- Do not place surplus furniture or equipment in the hallways
- Disposal of surplus furniture and equipment must be coordinated through Administrative Contacts
- Disposal of large volume of surplus furniture and equipment may require contract labor support (see moving services page on contract request and job assessment)
- Provide 2 business days notice to schedule removal of surplus furniture and equipment
- Clearly label furniture and equipment as surplus
- Contact this office to arrange for proper disposal of refrigerators and microwaves

HOURS OF OPERATION

8:00 a.m. - 4:30 p.m.
on normal government workdays

CONTACT INFORMATION

Contact the OFAS Service Desk at 202.208.2222 or one of the following individuals below.

Scotty Fox
202.208.1377
scotty_fox@ios.doi.gov

DeMinche Boyd
202.208.3995
deminche_boyd@ios.doi.gov

Ronald Roberts
202.208.3307
ronald_roberts@ios.doi.gov

Mike Crowley
202.208.3225
michael_crowley@ios.doi.gov

John Butler
202.208.4682
john_r_butler@ios.doi.gov

DOI SHUTTLE BUS SERVICE

SUNRISE VALLEY - BUS 1						
IBC	BSEE	OIG	BIA	USGS	MIB	
625 Herndon Pkwy	381 Elden Street	12030 Sunrise Valley Dr.	12020 Sunrise Valley Dr.	12201 Sunrise Valley Dr.	Main Interior Building	
Departure	Departure	Departure	Departure	Departure	Departure	Departure
7:00	7:08	7:19	7:24	7:29	8:10	8:20
		9:01	9:05	9:10	9:50	10:00
		10:36	10:41	10:45	11:25	11:30
		12:06	12:10	12:15	12:55	1:15
		1:51	1:55	2:00	2:40	2:50
		3:31	3:35	3:40	4:20	4:30
		5:11	5:15	5:19		

HERNDON - BUS 2						
IBC	BSEE	OIG	BIA	USGS	MIB	
625 Herndon Pkwy	381 Elden Street	12030 Sunrise Valley Dr.	12020 Sunrise Valley Dr.	12201 Sunrise Valley Dr.	Main Interior Building	
Departure	Departure	Departure	Departure	Departure	Departure	Departure
7:30	7:38	7:49	7:54	7:59	8:40	8:50
9:31	9:39				10:19	10:30
11:06	11:14				11:54	12:04
12:41	12:49				1:29	1:40
2:16	2:24				3:04	3:10
3:51	3:59				4:39	4:45
5:26	5:34					

	FWS SHUTTLE BUS		
	MIB 18th & C	Farragut N. Metro	Skyline Seven 5275 Leesburg Pike
Bus 2	7:25am	7:35am	7:55am
Bus 1	n/a	n/a	7:25am
Bus 1	7:55am	n/a	8:25am
Bus 2	8:25am	8:35am	8:55am
Bus 1	8:55am	n/a	9:25am
Bus 2	9:25am	9:35am	9:55am
Bus 1	9:55am	n/a	10.25am
Bus 2	10:25am	n/a	n/a
Bus 1	10:55am	n/a	11:25am
Bus 1	11:55am	n/a	12:25pm
Bus 1	12:55pm	n/a	1:25pm
Bus 1	1:55pm	n/a	2:25pm
Bus 1	2:55pm	n/a	3:25pm
Bus 1	3:55pm	n/a	4:35pm
Bus 2	n/a	n/a	4:05pm
Bus 2	4:25pm	4:35pm	5:05pm
Bus 2	5:05pm	n/a	5:35pm
Bus 1	5:25pm	5:35pm	6:05pm
Bus 2	6:05pm	n/a	6:35pm
Bus 1	6:25pm	6:35pm	7:05pm
Bus 2	7:05pm	n/a	n/a

NPS SHUTTLE BUS	
Leaves MIB - C Street	Leaves NPS - I Street
	7:45
8:15	8:45
9:15	9:45
10:15	10:45
11:15	11:45
12:00	1:00
1:15	1:45
2:15	2:45
3:15	3:45
4:15	4:30 (Drop off only)

BLM SHUTTLE BUS		
1602 L Street	MIB - E Street	1120 20th Street
7:40	8:00	8:05
8:20	8:40	8:45
9:00	9:20	9:25
9:40	10:00	10:05
10:20 (Break)	11:00	11:05
11:20	11:40	11:45
12:00 Lunch	12:40	12:45
1:00	1:20	1:25
1:40	2:00	2:05
2:20 (Break)	3:00	3:05
3:20	3:40	3:45
4:00	4:20	4:25

Departure is based on the synchronized shuttle times. Passengers are encouraged to be at the shuttle stop 5 minutes prior to departure!

Schedules may be subject to change, please refer to bureau postings at lobby entrances for the most current schedule information.

www.doi.gov/employees/shuttle/index.cfm (IBC Shuttle)

TRANSPORTATION INFORMATION

METRO STATIONS CLOSEST TO THE DEPARTMENT OF THE INTERIOR:

Farragut West (0.57 miles)
900 18th St. NW
Washington DC 20006

Foggy Bottom - George Washington University (0.64 miles)
2301 I St. NW, Washington DC 20037

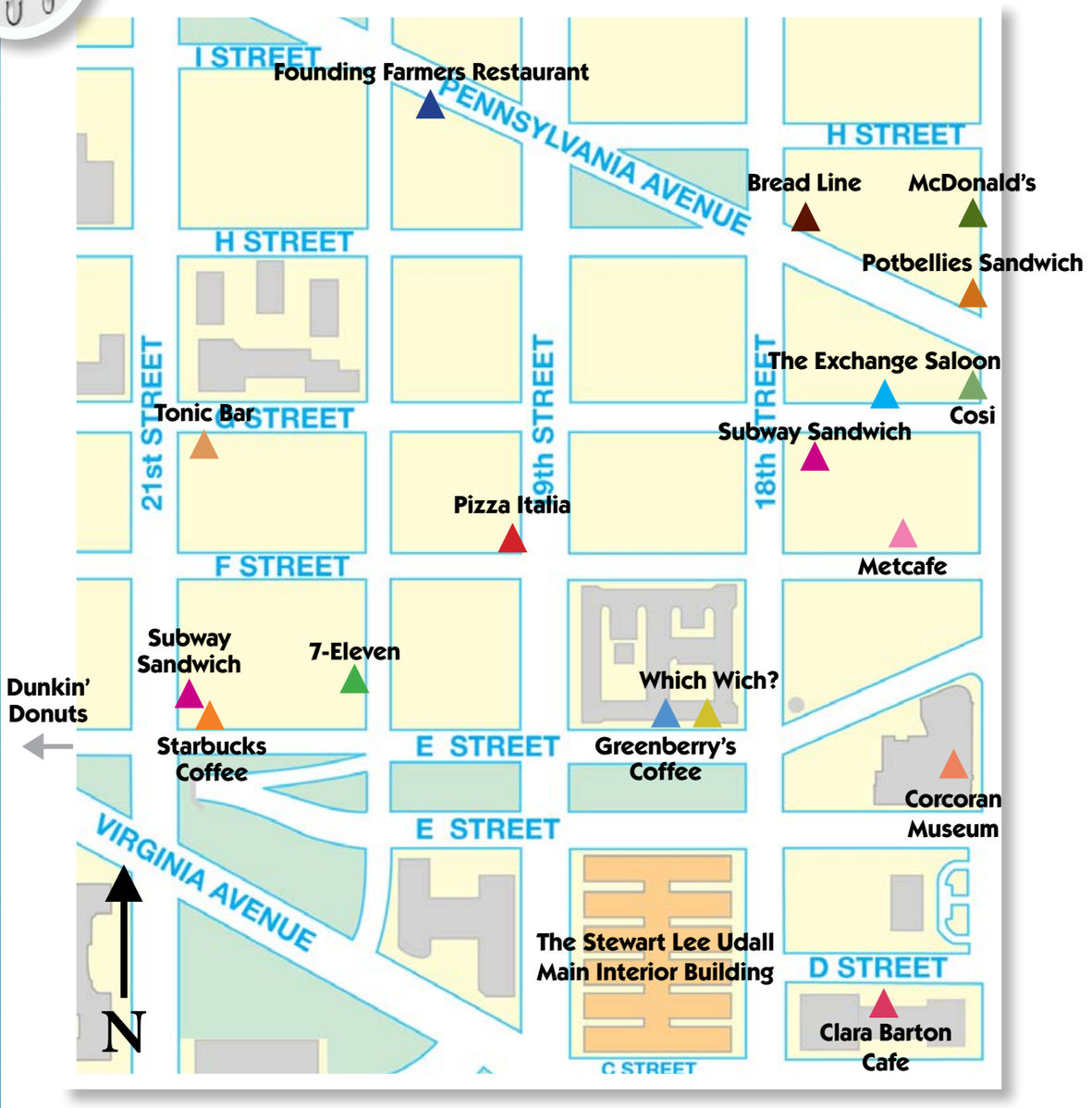
Farragut North (0.65 miles)
1001 Connecticut Avenue NW,
Washington DC 20036

For more information, please visit:
www.wmata.com

AUTOMOBILE

Public Parking Garage (Colonial Parking Inc)
1776 K Street Northwest)
Washington, DC 20006
202.298.7124

A SELECTION OF LOCAL RESTAURANT LOCATIONS



DOI CUSTOMER SUPPORT CENTER

The Office of Chief Information Officer (OCIO) DOI Customer Support Center (CSC) provides extensive support for multiple service offerings for all users in the MIB and SIB. Service requests are delivered through multiple channels such as phone, using skill based routing and email, which allows us to offer our customers alternative options to request support. The CSC range of services provided spans across a variety of Information Technology, Human Resources, and Financial Management services/systems to include the following:

1. Hardware/Software Support- such as; desktops, laptops, mobile devices, email and printers
2. User Security/Password assistance
3. Payroll, Quicktime, Datamart, Human Resources Management Suite (HRMS), Federal Personnel Payroll System (FPPS) and Talent Management System (TMS)
4. Travel/GovTrip
5. Financial and Business Management System (FBMS), Oracle and Ideas

HOW TO OBTAIN THE LATEST SYSTEM INFORMATION

The CSC offers our customers a Status Line and by selecting the status option from the toll free menu a customer is provided with the latest information on network and outage statuses.

HELPFUL INFORMATION

Please note that all email mailboxes are monitored by the CSC during core business hours. For emails submitted outside of core hours, the CSC will respond to the email during the next business day.

FEEDBACK

We encourage our customers to give us feedback on our performance. Please feel free to contact the Customer Support Center Managers, by emailing: ***ibc_customer_support_center_managers@ibc.gov***

HOURS OF OPERATION

The CSC core business hours are 7:00 a.m. ET to 7:30 p.m. ET on normal government workdays

CONTACT INFORMATION

The CSC can be reached through our toll-free number 1.888.367.1622

ACCESSIBLE TECHNOLOGY CENTER (MIB)

The DOI Accessible Technology Center (ATC) was established in June, 2000 to support employees with disabilities. The ATC supports employees with disabilities by determining the appropriate assistive technology and ergonomic solutions for the individual. These accommodations enable employees with disabilities to achieve equal access to information technology that is essential in today's workplace.

WHAT WE DO

The ATC has 4 workstations available for hands-on demonstrations and evaluations of assistive technologies. Each of the workstations is geared to the demonstration of products that provide accommodations for a particular category of disability. There is a station for vision, hearing, cognitive, and mobility/dexterity impairments. There are a variety of ergonomic keyboards, seating, monitors, and "point and click" devices such as alternative mice and trackballs at each workstation.

MOBILITY SCOOTER LOAN PROGRAM

The purpose of the ATC Scooter Loan Program is to provide assistance to DOl employees who have temporary mobility issues. DOl employees may borrow an ATC scooter for a limited timeframe when they are faced with temporary mobility issues which include, but are not limited to, minor surgical procedures, accidents, injuries or illnesses that restrict their ability to move. DOl employees with mobility issues of a more long-term nature should follow the DOl reasonable accommodations guidelines for seeking long-term accommodations through their supervisor, Human Resources Office, or Disability Employment Program Manager.

CONTACT INFORMATION

Visit our website for additional information pertaining to the full range of accessable technology available to DOI employees at *www.doi.gov/accesscenter/index.cfm* or call 202.208.5704

INTERIOR DEPARTMENT RECREATION ASSOCIATION (IDRA)

The Interior Department Recreation Association is a nonprofit organization formed in 1935 by Department of Interior employees. Its mission in 1935, as it remains today, is to provide quality services for the benefit of all Department employees. IDRA provides a wide variety of services to DOI employees, including the IDRA store and buying service, dry cleaning services, the IDRA Fitness Center and Post Office, and the Barber & Beauty Shop. IDRA also sponsors vendors to visit the MIB and sell merchandise. A schedule showing when vendors will be in the building, information on becoming a member, as well as expanded details concerning services, are all available by accessing the IDRA website at: *www.interiorrec.org*

CONTACT INFORMATION

IDRA Administrative Office
202.208.7381

IDRA FITNESS CENTER

EQUIPMENT

Our Cardiovascular Equipment includes treadmills, ellipticals, steppers, rowing machine, recumbent & upright stationary bicycles machines. The weight room consists of a variety of Cybex equipment and an assortment of weight benches.

STAFF

All staff members are nationally certified in personal training, group exercise, and CPR, AED and First Aid.

CLASSES

A variety of group exercise classes are offered weekly and we encourage members of all fitness levels to participate in our group fitness program.

BASKETBALL COURT

The IDRA Fitness Center offers a full basketball court. See schedule for full and half-court basketball play.

FITNESS TESTING & PROGRAMMING

All staff members are qualified to administer our standard fitness test and to help members plan an appropriate fitness program. Staff members also give orientations to the weight room - Appointments are necessary.
Cost is $8.00.

LOCKERS

The lockers in the locker rooms are for day use only. Any locks left overnight will be removed by IDRA Management. There are lockers available for member use outside the locker room and are appointed to members by the Fitness Center staff for a nominal fee.

FITNESS & HEALTH INFORMATION

Handouts and bulletin boards offer wellness information. While any person with questions should consult their physician, the Fitness Center staff members are available to discuss certain fitness issues. Staff members also welcome feedback regarding exercise classes or other Fitness Center issues.

RUNNING/WALKING OUTSIDE

IDRA Fitness Center members have permission to exit via parking garage ramps G and D with I.D. A memo with specific information is posted in the Fitness Center.

BECOMING A MEMBER

Fill out the forms located through the contact link below (physician's consent is not necessary for everyone-ask fitness staff if you are unsure) and submit them to the IDRA Fitness Center. There is a $25.00 initiation fee, plus an annual fee for IDRA membership if you are not a current member. You may pay fees by credit card, debit, cash, or check. See price list (link above) for payroll allotment and pricing information.

LOCATION

The IDRA Fitness Center is located at
1849 C Street NW #B-538
Washington, DC 20240

HOURS OF OPERATION

6:30 a.m. - 7:30 p.m.
on normal government workdays

CONTACT INFORMATION

202.208.5756
www.interiorrec.org/fitness.html.

IDRA BUYING SERVICE (IDRA STORE)

OPERATION HOURS & LOCATION

Located alongside the Bison Bistro and open daily from 8:00 a.m. - 4:00 p.m. The IDRA Buying Service operates as a gift shop and carries a selection of DOI and Bureau related apparel and merchandise. Offerings include a full line of Interior souvenirs, t-shirts, sweatshirts, hats, pins, stuffed animals, greeting cards, toiletries, keepsakes and nick-knacks of all kinds.

CONTACT INFORMATION

For additional information, please call 202.208.3104.

DRY CLEANERS

LOCATION

The IDRA dry cleaners is conveniently located *inside* the IDRA Store alongside the Bison Bistro and is open daily.

HOURS OF OPERATION

8:00 a.m. - 4:00 p.m.

Daily pickups

CONTACT INFORMATION

For additional information, please call 202.208.3104.

HAIR SHOP AND BARBER SHOP

LOCATION

The IDRA barber shop is located inside the Bison Bistro behind the Contract Postal unit. Appointment required.

HOURS OF OPERATION

9:00 a.m. - 4:00 p.m.
Tuesday - Friday

CONTACT INFORMATION

For additional information, or to make an appointment please call 202.208.3532.

IDRA CONTRACT POSTAL UNIT

LOCATION

Open government workdays and located in the Bison Bistro, MIB. The Postal Unit offers: Express Mail, Priority Mail, Money Orders, Stamps, Certified Mail, Parcel Post, Insured Mails, Registered Mail, International Mail. Please no checks or charges.

SERVICES NOT PROVIDED

Next day delivery, overseas/international packages, apo/fpo

HOURS OF OPERATION

7:45 a.m. - 3:30 p.m.
on normal government workdays

CONTACT INFORMATION

For additional information, please call 202.208.3482

INTERIOR FEDERAL CREDIT UNION

The Interior Federal Credit Union located in the Bison Bistro of the MIB. The credit union also maintains a location in Reston, VA, an ATM in the MIB near the C Street entrance, and a network of shared branches and ATM's where credit union members can access their accounts. A list of share branch and ATM locations is available on the credit union website at: ***www.doifcuhb.org/home/services/electronic/branch***

The Interior Federal Credit Union offers a wide variety of services including checking and savings accounts vehicle and home equity loans savings bonds IRA's, HSA's, money market accounts and more. All employees and volunteers of the Department of the Interior are eligible for credit union membership as are their immediate family members. Those interested in joining the credit union should visit the credit union website: ***www.doifuc.org*** for more information, or visit the credit union during business hours.

HOURS OF OPERATION

9:00 a.m. - 4:00 p.m. (Room 4045) on normal government workdays

CONTACT INFORMATION

202.208.3936
202.219.9326 (fax)

PHOTOGRAPHY SERVICES

Professional Photography Services are available at the DOI. The photo studio is located on the first floor of the MIB. Services offered are official portraits, passport photos, special event photography, press conferences, award ceremonies, meetings and conference's. Both off-site and on location photography are available.

CONTACT INFORMATION

Tami Heilemann
202-208-1793
tami_heilemann@ios.doi.gov

INDIAN CRAFT SHOP

Established in 1938, located inside the MIB, The Indian Craft Shop represents the work of American Indian Artists from across the country. This charming shop is under historical preservation with original murals painted in 1938 by the late Allan Houser and the late Gerald Nailor.

The Indian Craft Shop has developed a national reputation for carrying a diverse selection of authentic American Indian arts and crafts. Over 45 tribal groups within the United States are represented. The shop offers quality to the novice as well as collector - fulfilling part of its mission to build widespread appreciation for the skill and time involved in the crafts and to the continuation of artistry through today's generation.

Craft areas represented in the shop include pottery, jewelry, quill and beadwork, kachinas, sculpture, weavings, basketry, sandpaintings, fetish carvings, Alaskan crafts/carvings as well as miscellaneous craft items. The shop also boasts an extensive selection of books about American Indian arts and crafts. The staff of The Indian Craft Shop enjoys sharing their knowledge of the arts and crafts and will easily turn your visit into an educational and enjoyable one.

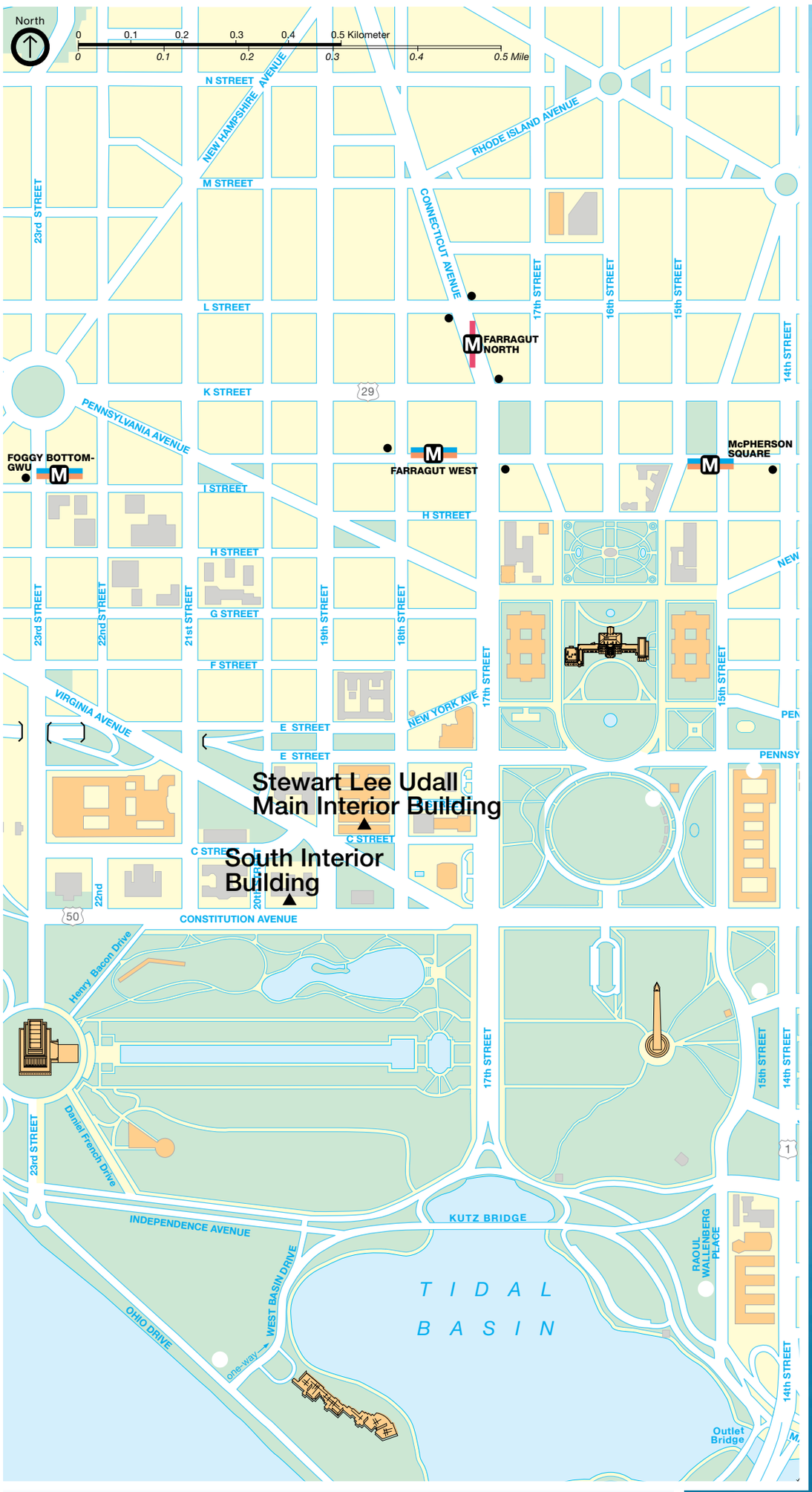
HOURS OF OPERATION

- 8:30 a.m. - 4:30 a.m.
  Monday - Friday
- 10:00 a.m. – 4:00 p.m.
  Third Saturday of each month

Closed on federal holidays

CONTACT INFORMATION

Susan Pourian
202-208-4056
pourians@guestservices.com
www.indiancraftshop.com/



Stewart Lee Udall Main Interior Building
1849 C Street NW, Washington, DC 202040

South Interior Building
1951 Constitution Avenue NW, Washington, DC 20245