U.S. Department of the Interior
Office of the Chief Information Officer

# Office of the Chief Information Officer Employee Guide

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# Document History

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# 1 Introduction

The Office of the Chief Information Officer (OCIO) Employee Guide is a reference document created to educate OCIO employees on our administrative operations along with other valuable information that would be of interest to employees located in the Washington, DC, Reston, VA and Denver, Colorado areas.

## 1.1 About the Document

The purpose of the OCIO Employee Guide is to educate OCIO employees on the structure of the organization as well as provide detailed instructions on the various day-to-day operations. The objectives of the guide are as follows:

- Identify the OCIO Leadership and Executive Support Staff
- Identify the structure of the organization
- Briefly describe the various information technology (IT) functions and services OCIO provides and the Functional Leads
- Communicate the protocols (i.e., T&A, Official Travel, Training, Parking, etc.) of the organization and provide detailed instruction on how to meet the necessary requirements as appropriate.
- Promote an awareness of the work environment at the DOI Washington, DC and Denver, CO locations to include the services and operations (e.g. Physical Security, Onsite Amenities, Logistical and Help Desk Support Services, etc.) available to both DOI employees and the neighboring agencies.

## 1.2 Background

The Office of the Chief Information Officer (OCIO) provides leadership to the Department of the Interior (DOI) and its bureaus in all areas of information management and technology. The OCIO applies modern Information Technology (IT) tools, approaches, systems and products to successfully serve the Department's multiple missions. Effective and innovative use of technology and information resources enables transparency and accessibility of information and services to the public.

The OCIO strives to implement technology innovations and efficiencies to deliver improved services across the Department at lower costs. These initiatives include reducing operating costs and energy consumption by consolidating and centralizing the IT infrastructure and compliance functions across the Department.

## 1.3 The OCIO Organization

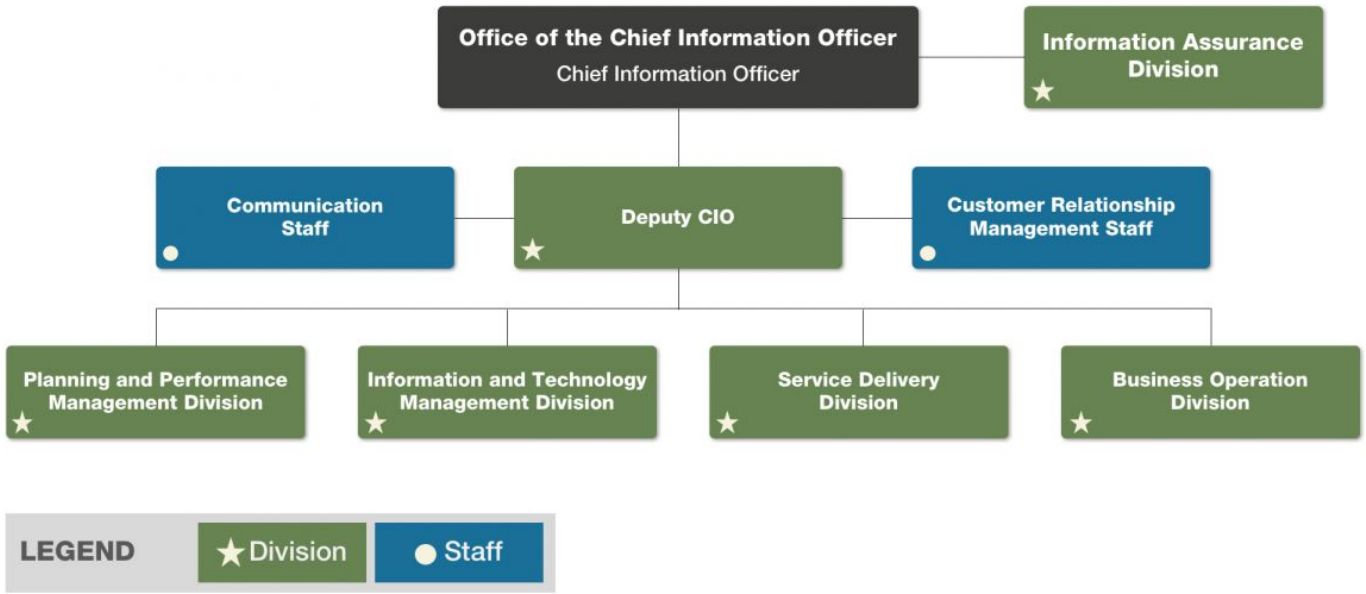
The OCIO's mission and primary objective is to establish and manage a comprehensive information resource management (IRM) program for the DOI. The basic elements of the program include policy, planning, execution, oversight, enterprise service design, development and delivery.

The Chief Information Officer (CIO) authorities are consistent with the Federal Information Technology Acquisition Reform Act (FITARA) and include planning, programming, budgeting and execution across the departmental information technology (IT) portfolio. This includes defining and implementing governance, standards, guidelines, metrics, and processes for ensuring compliance, in addition to the ownership of enterprise data management, geospatial technology, and IT shared services.

The primary authorities for the mission and function of the organization include: Public Law 104-106 Division E – Information Technology Management Reform Act (ITMRA) also known as the "Clinger-Cohen Act of 1996";

The Government Paperwork Elimination Act; The Paperwork Reduction Act; The Federal Records Act (as amended); The Privacy Act; The Intelligence Reform and Terrorism Prevention Act (IRTRA); The E-Government Act (E-GOV); The Federal Information Security Management Act (FISMA); and OMB Memorandum M-0-02, "Information Technology Management Structure and Governance Framework".

**Figure 1. OCIO Organization Structure** *(click on the image below to access the latest version of the organization chart)*




### 1.3.1 OCIO Functional Divisions

**Chief Information Officer (CIO):**
The OCIO is headed by the Chief Information Officer (CIO). The CIO reports to the Secretary and receives operational guidance and support from the Assistant Secretary – Policy, Management and Budget (PMB) through the Deputy Assistant Secretary – Technology, Information, and Business Services (DAS-TIBS). The CIO is responsible for providing the vision and leadership in the development and implementation of the Department's IRM strategic plan and IT programs. The CIO leads the Department in planning and implementing enterprise information systems to support both distributed and centralized business operations and achieve more effective and cost beneficial enterprise-wide IT operations. The CIO carries out these functions with the assistance and collaboration of bureaus and offices, DOI Policy, Management and Budget partner offices including the BIO, POB, PAM, and PFM. The Deputy CIO reports directly to the CIO and is responsible for managing the OCIO's daily operations.

**Information Assurance Division (IAD)**:

This division reports directly to the CIO. This division is headed by the Chief Information Security Officer (CISO) and is responsible for IT security policy and operations, privacy, and risk management, and IT security operations. This provides a single point of accountability and visibility in this critical area. The Federal Information Security Management Act (FISMA) reinforces the direct reporting relationship of the CISO to the CIO.

**Business Operations Division (BOD):** This office is responsible for budget coordination with the Office of the Budget including formulation, presentation, and execution. It is responsible for coordination with the DOI service providers, which include Interior Business Center (IBC) for Acquisition, Human Resources, and Finance. The office also provides administrative services to OCIO program offices and supports the CIO in administratively promulgating DOI IT policies and directives.

**Planning and Performance Management Division (PPMD):**

This office is responsible for IRM strategic planning and execution, enterprise architecture, IT capital planning and investment control, portfolio management, IT project management, IRM community workforce planning, IT governance, policy and management. In addition, PPMD oversees internal controls for IT systems, quality assurance, verification and validation, program assessment, audit liaison, and IT performance management, including the preparation of annual assurance statements.

**Information and Technology Management Division (ITMD):**

This office is responsible for technology innovation, geospatial programs, enterprise data management, solutions architecture and design, information and records management, accessibility and shared service program development and management. This includes commodity IT service brokering and the management of the Departmental IT service catalog.

**IT Service Delivery Division (ITSDD):**

This office is responsible for Department-wide IT services including telecommunications, customer support, hosting and end user services. This office manages the Department's telecommunications backbone and wide area network, enterprise directory services, and is responsible for the Department-wide cloud-based email and collaboration system that supports over 70,000 end users. It provides intra and interagency shared services in these areas.

The OCIO Leadership is comprised of the following officials *(click on the links provided for their biographies)*:

Sylvia Burns, Chief Information Officer (CIO)
Bruce Downs, Deputy Chief Information Officer (DCIO)
Larry Ruffin, Chief Information Security Officer (CISO)
*Vacant*, Director of Planning and Performance Management Division (PPMD)
*Vacant,* Director of Information and Technology Management Division (ITMD)
*Vacant*, Director of Service Delivery Division (SDD)
Mark Davis, Director of Business Operations Division (BOD)

### 1.3.2 OCIO Executive Support Staff

The OCIO Executive Support Staff is comprised of seven Administrative Specialists and one contract support person. They are assigned to one or more of the divisions within OCIO to include the CIO's and DCIO's office. In Table 1, the name, location, contact information and the the division supported by each assistant is captured below. Please contact the Administrative Specialist assigned to your division for assistance.

**Table 1. OCIO Administrative Specialists**

| Name | Email | Phone Numbers | Location | Division Supported |
|---|---|---|---|---|
| Annette Taylor | Annette_Taylor@ios.doi.gov | O:(202) 513-0764 | Washington, DC | SDD - End User Services |
| Audrey Childress | Audrey_Childress@ios.doi.gov | O: (202) 208-4453<br>F: (202) 501-2360 | Washington, DC | PPMD, ITMD |
| Cynthia Figueroa-Lugaro | Cynthia_Figueroa-Lugaro@ios.doi.gov | O: (202) 208-6194<br>F: (202) 501-2360 | Washington, DC | CIO<br>DCIO |
| Delayna Lujan | Delayna_Lujan@ios.doi.gov | O: (303) 236-5171<br>F: (303) 236-5108<br>BB: (303) 261-5173 | Denver, CO | Principle ACIO |
| Jennifer Kershner | Jennifer_Kershner@ios.doi.gov | O: (703) 648-5501<br>F: (703) 648-5593 | Reston, VA | SDD - Telecom - EISS |
| Jean Washam | Jean_Washam@ios.doi.gov | O: (303) 969-5812 | Denver, CO | SDD - Hosting |
| Kym Kuoni | Kym_Kuoni@ios.doi.gov | O: (703) 487-9884<br>F: (703) 487-3844 | Reston, VA | SDD - CSC |
| Marian Thomas | Marian_Thomas@ios.doi.gov | O: (202) 208-5425<br>F: (202) 208-6084<br>BB: (202) 999-0457 | Washington, DC | BOD and IAD |

### 1.3.3 Subject Matter Experts (SMEs) – Functional Leads

The Subject Matter Experts (SMEs) are the functional or technical leads of the following OCIO IT functional areas listed below. For detailed information on each functional area, click on the link provided or visit the OCIO internet site.

- Capital Planning and Investment (CPIC)
- Privacy
- Section 508 (Accessibility)
- Section 515 (Information Quality)
- Information Assurance (IA)
- Enterprise Architecture (EA) and
- Records Management

In Table 2 below the contact information of the OCIO Functional Leads is provided.

**Table 2. OCIO Functional Leads**

| Functional Areas | Functional Lead/SME | Title | Office Phone | Email | Location |
|---|---|---|---|---|---|
| **Deputy CIO** | | | | | |
| **Associate CIO, OS** | Chris Lawson | ACIO, OS | (202) 208-5284 | Christopher_Lawson@ios.doi.gov | Washington, DC |
| **Customer Relationship Management** | Tomas Tarr | Director, CRM | (202) 208-5720 | Tomas_Tarr@ios.doi.gov | Washington, DC |
| **Planning and Performance Management Division (PPMD)** | | | | | |
| **Capital Planning & Investment Control (CPIC)** | Kevin Schmitt | Chief, Strategy Portfolio Planning and Integration Branch | (202) 513-0793 | Kevin_Schmitt@ios.doi.gov | Washington, DC |

| | | | | | |
|---|---|---|---|---|---|
| **Enterprise Architecture** | Kevin Schmitt | Chief, Strategy Portfolio Planning and Integration Branch | (202) 513-0793 | Kevin_Schmitt@ios.doi.gov | Washington, DC |
| **Independent Verification & Validation (IV&V)** | Richard Westmark | Chief, Compliance and Audit Management Branch | (202) 513-0749 | Richard_Westmark@ios.doi.gov | Washington, DC |
| **IT Performance Management & E-Gov** | Tracy Hamm (Interim) | IT Portfolio Manager | (202) 208-5445 | Tracy_I_Hamm@ios.doi.gov | Washington, DC |
| **Information and Technology Management Division (ITMD)** | | | | | |
| **Geospatial** | Tod Dabolt | Geospatial Information Officer | (202) 208- | Thomas_Dabolt@ios.doi.gov | Washington, DC |
| **CTO** | Andrew Havely | Chief Technology Officer | (303) 236-7011 | Andrew_Havely@ios.doi.gov | Denver, CO |
| **Web Management** | Vacant | Departmental Web Manager | | | |
| **Records Management** | Ed McCeney | Departmental Records Officer | (202) 208-3321 | Edward_McCeney@ios.doi.gov | Washington, DC |
| **Controlled Unclassified Information** | Will Brimberry | Controlled Unclassified Information | (202) 208-6052 | Will_Brimberry@ios.doi.gov | Washington, DC |
| **Information Collection Clearance** | Jeffrey Parillo | ICC Lead | (202) 219-8526 | Jeffrey_Parrillo@ios.doi.gov | Washington, DC |
| **Section 508** | Sid Sharma | DOI Section 508 Program Manager | (202) 219-0963 | Siddhartha_Sharma@ios.doi.gov | Washington, DC |
| **Section 515** | Sid Sharma | Departmental Information Quality Officer | (202) 219-0963 | Siddhartha_Sharma@ios.doi.gov | Washington, DC |
| **Information Assurance Division (IAD)** | | | | | |
| **Information Assurance (Policy)** | Lawrence Ruffin | Chief Information Security officer (CISO) | (202) 208-5419 | Lawrence_Ruffin@ios.doi.gov | Washington, DC |
| | Vacant | Deputy Chief Information Security officer (DCISO) | (202) 208-5433 | | Washington, DC |
| **Privacy & Civil Liberties** | Teri Barnett | Departmental Privacy Officer | (202) 208-3387 | Teri_Barnett@ios.doi.gov | Washington, DC |
| **Information Assurance (Ops.)** | Alvin Foster | Chief, Information Assurance | (202) 513-0540 | Alvin_Foster@ios.doi.gov | Washington, DC |
| | Jim Warren | Cybersecurity | (703) 648-5553 | James_Warren@ios.doi.gov | Reston, VA |
| | Quentin Cheuk | Cybersecurity Operations | (703) 648-5557 | Quentin_Cheuk@ios.doi.gov | Reston, VA |
| | Judy Snoich | ICAM | (703) 648-5623 | Judith_Snoich@ios.doi.gov | Reston, VA |
| **Information Assurance Policy, Security Architecture, Security Training and Risk Management (IAPATRM)** | Stacy Richkun | IAPATRM Branch Chief | (303) 969-7468 | Stacy_Richkun@ios.doi.gov | Denver, CO |
| **Strategic and Capital Planning & Portfolio Management Branch** | Kris Caylor | Chief, Strategic and Capital Planning & Portfolio Management Branch | (303) 859-6740 | Kris_Caylor@ios.doi.gov | Denver, CO |
| **Services Delivery Division (SDD)** | | | | | |
| **Hosting** | Spencer Bessette, Acting | Hosting Consolidation ***Chief*** | (303) 969-7205 | Spencer_Bessette@ios.doi.gov | Denver, CO |
| **End User Support** | Martha Eichenbaum | End User System Admin ***Chief*** | (202) 208-4712 | Martha_Eichenbaum@ios.doi.gov | Washington, DC |
| | Brian DuFresne | Desktop Support ***Chief*** | (202) 709-8469 | Brian_Dufresne@ios.doi.gov_ | Washington, DC |
| **Telecommunications** | Peter Suave | Telecommunications ***Chief*** | (303) 969-6612 | Peter_Suave@ios.doi.gov | Denver, CO |
| | Stuart Ott | Data Telecom ***Chief*** | (703) 648-5517 | Stuart_Ott@ios.doi.gov | Reston, VA |
| | Russ Sevada | Radio & Spectrum Telecom ***Chief*** | (303) 236-5091 | Russell_Sveda@ios.doi.gov | Denver, CO |

| | | | | | |
|---|---|---|---|---|---|
| | Darrell Westbrook | HQ Voice Telecom ***Chief*** | (202) 208-6673 | Darrell_Westbrook@ios.doi.gov | Washington, DC |
| **Customer Support** | Karen Matragrano | Customer Support ***Chief*** | (256) 520-5246 | Karen_Matrgrano@ios.doi.gov | Reston, VA |

# 2 Onboarding

Congratulations on your new employment with the U.S. Department of the Interior (DOI) Office of the Chief Information Officer (OCIO) and welcome to the OCIO team! For additional information about the onboarding process to include the required paperwork, forms, and employee information needed before you report for duty, visit the OCIO New Employee Welcome Program site.

**Human Capital Office Contacts List**

| Organization | Name | Title | Email | Office Phone | Location |
|---|---|---|---|---|---|
| **OCIO, Human Capital Office** | Patrice Hernandez | Chief, Human Capital Branch | Patrice_Hernandez@ios.doi.gov | 202.208.7589 | Washington, DC |
| **OCIO, Human Capital Office** | Tiffany Deans | Resource Manager | Tiffany_Deans@ios.doi.gov | 202.208.3132 | Washington, DC |
| **OCIO, Human Capital Office** | Loray Harmon | Human Capital Assistant | Loray_Harmon@ios.doi.gov | 202.219.0598 | Washington, DC |
| **IBC-HR** | Vanessa Chambless | HR Specialist | Judy_Chambless@ibc.doi.gov | 303.969.6641 | Denver, CO |
| **IBC-HR** | Jessica Jones | HR Specialist | Jessica_Jones@ibc.doi.gov | 303.969.5590 | Denver, CO |
| **IBC-HR** | Kevin Rice | HR Specialist | Kevin_Rice@ibc.doi.gov | 303.969.6623 | Denver, CO |
| **IBC-HR** | Amanda Gunderson | HR Assistant | Amanda_Gunderson@ibc.doi.gov | 303.969.5304 | Denver, CO |

# 3 Telework

The Telework Enhancement Act of 2010 (Act) was signed into law on December 9, 2010. The passage and signing of this legislation (Public Law 111-292) was a significant milestone in the history of Federal telework. The Act is a key factor in the Federal Government's ability to achieve greater flexibility in managing its workforce through the use of telework.

Specifically, telework: **1**) is a useful strategy to improve Continuity of Operations to help ensure that essential Federal functions continue during emergency situations; **2**) promotes management effectiveness when telework is used to target reductions in management costs and environmental impact and transit costs; and **3**) enhances work-life balance, i.e., telework allows employees to better manage their work and family obligations, retaining a more resilient Federal workforce able to better meet agency goals.

DOI has implemented a telework program which has the participation of the bureaus and offices. OCIO employees who have an 'approved' Telework Agreement in place are teleworking on a core, situational, or emergency basis.

For additional information, see the links below or contact the OCIO Telework Coordinator, Loray Harmon on (202) 219-0598 or email Loray_Harmon@ios.doi.gov.

**The hours you telework need to be recorded correctly in QuickTime** in the column labeled "TI". The most common telework indicator codes are: **F** – When you work at home on a regular and recurring basis. **I** – When

you work at home on an occasional or in frequent basis**. L**- When you work at home due to inclement weather or as part of a COOP plan.

**Additional Resources:**
Telework Handbook
Telework Fact Sheets

- Eligibility and Participation
- Training
- Special Reports for Teleworkers
- Labor Agreements and Telework
- Including Teleworkers In Office Meetings

## 3.1 Staying Connected While You Telework

### 3.1.1 Check Your Voicemail

If your duty station is at the Main Interior Building (MIB) or South Interior Building (SIB), **dial (202) 208-6997** then
1) Press #
2) Enter your telephone number (exclude 202)
3) Enter your security code
4) You are now in your voice mailbox

Press "1" to play new message, "2" to send a message, and "3" to review old messages.

### 3.1.2 Forward Desk Phone To Mobile Phone

If you have a Alcatel ipTouch phone, then
1) Press the first white button to the right of the display screen
2) Select "immediate fwd (forward)"
3) Dial "9-1-area code-7-digit number
4) Press End.
To Deactivate the Forward Feature on Your Phone, then

1) Press the first white button to the right of the display screen
2) Select "Deactivate"
3) Press End.

**All other locations, please check with your Telecommunications Office for instructions.**

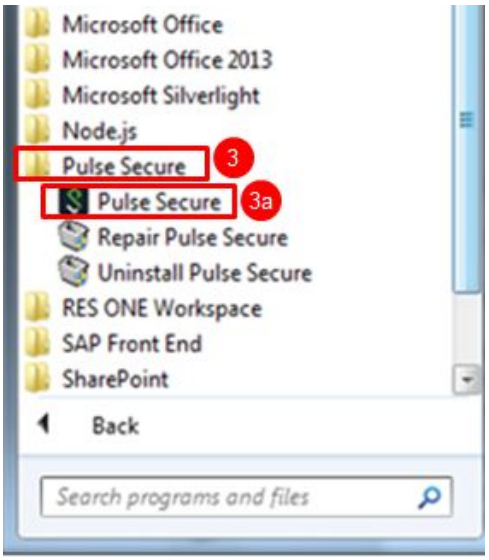
## 3.2 Accessing the DOI Network thru Pulse Secure

There's a new way to access DOI's network remotely! The next generation of Remote Access Virtual Private Network (VPN) services is now available through Pulse Secure. Prior to connecting to Pulse Secure, you must use your DOI Access Card + PIN to login from your government furnished equipment (GFE). You will be unable to access Pulse Secure or DOI's network on your personally owned device. Instructions for accessing Pulse Secure are as follows:

### 3.2.1 Checking to see if you have access to Pulse Secure on your desktop/laptop

Pulse Secure, which allows you at access DOI's network, may already be installed on your computer. To check if you have access to Pulse Secure on Windows, follow these steps:

1. Click your Start menu ( )
2. Click *All Programs*
3. Click the *Pulse Secure* folder as shown below
    a. Click *Pulse Secure* as shown below



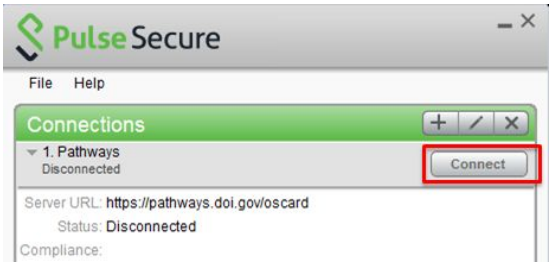

To check if you have access to Pulse Secure on your Mac, follow these steps:

- Go to your Menu Bar
- See if the Pulse Secure logo ( ) is located at the top right of your screen by your clock

We are currently in the process of rolling out Pulse Secure. If you do not have Pulse Secure installed on your desktop click here to learn when you may receive it or contact your local IT support or Bureau Help Desk to have it installed.

### 3.2.2 How to Connect to Pulse Secure

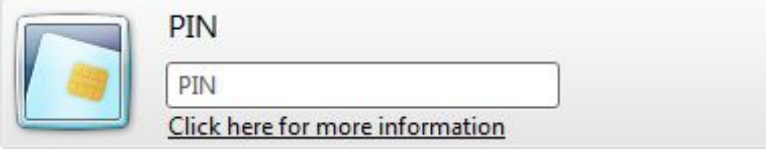
1. Make sure your DOI Access Card in properly inserted into your card reader
2. Open Pulse Secure (Instructions for accessing Pulse Secure are provided in the previous section)
3. Click the connect button




4. Select your current certificate as shown in the below diagram:
    a. We recommend that you select the top one on the list. If this does not work, we recommend that you try other certificates present
    b. If you are certain you have the correct certificate, click *Save settings*
    c. Click *Connect*

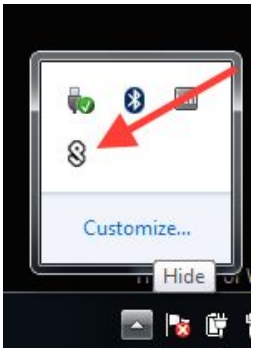
5. Enter your PIN, which you will be prompted for automatically. This is a 6 to 8 digit number associate with your DOI Access Card + PIN

    Note: It may take a few attempts for your certificate to recognize your PIN. If your PIN fails on your first attempt, click try again and make sure your PIN is correct. If it continues to fail, try another certificates listed in Step 3.




6. Verify that you are connected to Pulse Secure. Pulse Secure will disappear from your desktop and might give you a pop up notification that you are connected as shown in the graphic on the right

    On Windows the Pulse Secure logo will be Green when connected and greyed out when you are disconnected as shown here:




On Mac, you will see a green circle with a check mark or the Pulse Secure logo with a green arrow that indicates that you are connected to the DOI network as shown here:

If you have any issues connecting to Pulse Secure, please contact the IT Support Help Desk at CSC_IT_Services_HelpDesk@ios.doi.gov or on 1-888-367-1622.

## 4 Time and Attendance *(Quicktime)*

The OCIO uses Quicktime (QT), an automated time and attendance (T&A) software, for T&A recording and processing. QT is a web-based application that allows employees to record their time as well as traditional timekeeper data entry. Your role in the system will be established as an employee and/or timekeeper and/or supervisor depending on your job responsibilities. New employees will receive an email with their UserID and password. Password resets are done through the Customer Support Center (CSC), see contact information below.

The timekeepers will send an email notification to the supervisors and employees at the beginning of the pay week requesting the employees to complete and verify their time in QT by close of business on Thursday or Friday. The supervisors have until close of business on the following Tuesday to certify their employees time in Quicktime.

Click on the links below for instructions on **How To Process Time and Attendance in Quicktime** as an employee, timekeeper, and supervisor (certifier).

Quicktime for Employees
Quicktime for Timekeepers
Quicktime for Certifier

For access to the Quicktime system and additional system related information please click on the following links:

Quicktime Login
Quicktime Help Guide
Quicktime FAQs

**IBC QT Help Desk: When calling the DOI QT helpdesk, use Main Menu Option 3 then option 3.**

Technical Hotline: (888) 367-1622
Functional Hotline: (888) 367-1622
Hours of Operations: **Monday through Friday 8:00 a.m. - 7:30 p.m. ET and 6:00 a.m. – 5:30 p.m. MT**
Email: quicktimehelpdesk_nbcdenver@nbc.gov

**Customer Support Center (CSC) Contact Information: *(QT Password Resets)*, use Main Menu Option 2 then option 1.**
Hours of Operations: **Monday through Friday 7:00 a.m. – 7:00 p.m. ET and 5:00 a.m. – 5:30 p.m. MT** Email: nbc_quicktime_helpdesk@nbc.gov or NBC_webTA_HelpDesk@nbc.gov | Telephone**:** 1-888-367-1622
Faxes: **Denver** -- 303-969-5463, 303-969-5606, **DC/Metro** -- 703-487-3826

### 4.1 Quicktime via Remote Access

Employees may access Quicktime Time and Attendance remotely without connecting to the DOI network. The remote access is provided through the DOI Apps Store. The DOI Apps Store allows employees with a web browser to securely access certain DOI applications on Government Furnished Equipment (GFE) and Personally Owned Equipment (POE) such as laptops, tablets, and mobile devices.

## 5 Training

Training and development is a critical tool for improving individual performance and opportunities, as well as the performance of the OCIO and the Department of the Interior. OCIO employees are highly encouraged to complete an Individual Development Plan (IDP) to document their developmental needs. The following information will assist employees in working with their supervisors to address those needs by utilizing the department's resources to be successful in their current positions and future endeavors.

The following are mandatory training courses DOI supervisors/managers and employees are required to take through DOI Learn:

**Mandatory Training for Employees**

- Federal Information Systems Security Awareness (FISSA) + Records Management + Privacy Act Orientation + Rules of Behavior for Network Access *(this is one course)* - Annual
- Discrimination and Whistleblowing in the Workplace (No Fear Act) – Every 2 years
- Role-Based Security Training (RBST) – Annual
- Ethics Training – Annual
- Telework Policy: Telework for Employees – One time requirement
- Charge Card Training - One time requirement

**Mandatory Training for Supervisors/Managers**

- Federal Information Systems Security Awareness (FISSA) + Records Management + Privacy Act Orientation + Rules of Behavior for Network Access *(this is one course)* - Annual
- Discrimination and Whistleblowing in the Workplace (No Fear Act) – Every 2 years
- Role-Based Security Training (RBST) – Annual
- Equal Employment Opportunity (EEO) Training – 4 hours Annual
- Diversity Training – 4 hours Annual

- Ethics Training – Annual
- Telework Policy: Telework for Managers – One time requirement
- Charge Card Training - One time requirement
- Veteran Employment Training - Annual

For additional information about mandatory training, to learn about these training courses or to access DOI Learn see the DOI Learn section of the guide below.

**Commercial Training**

Commercial training is outside training that is not readily offered by DOIU but offered by training vendors such as Global Knowledge, Learning Tree, Management Concepts, etc. For more information on acquiring commercial training use the guidance below in 5.1.1 and 5.1.2.

## 5.1 How To Request Training

### 5.1.1 Obtain Pre-Approval for Training:

1. Submit the training request via email to your Branch Chief for approval to include the following information:
    a. Name of the Training:
    b. Estimated Training Cost (Course Fees):
    c. Estimated Travel Cost:
    d. Total Cost:
    e. Name of Attendee(s):
    f. Travel Location From and To:
    g. Training Start Date and End Date:
    h. Number of Days:
    i. Justification: Please include the benefits and the impact if this training is not approved.

2. If the Branch Chief approves the training, submit the training request to your Associate Chief Information Officer (ACIO) for approval via email and Cc your Branch Chief as confirmation of their approval.
3. If the ACIO approves the training, submit the training request via email to your Administrative Specialist and Cc your ACIO as confirmation of their approval.
4. You or the Administrative Specialist updates the Google sheet OCIO FY17 Travel and Training Reporting. For step-by-step instructions on how to update the OCIO FY17 Travel and Training Report click here.

### 5.1.2 Getting Started Once Training is Pre-Approved:

1. The employee completes the SF-182 form.
2. The employee submits the completed SF-182 form to their supervisor for approval.
3. The supervisor reviews the form and compares the requested training to the employee's Individual Development Plan (IDP).
4. If the supervisor approves, he/she signs the SF-182 and returns it to the employee.
5. Upon supervisory approval, the employee submits the signed SF-182 to their Administrative Specialist for payment.

6. The employee registers for the course and coordinates with their Administrative Specialist to use their government purchase card to make the payment for training under $3K. For training over $3K the Administrative Specialist adds the correct line of accounting (LOA) to the form and sends the approved form to OS Payments for payment. ***(NOTE: If travel was required as part of the training, the attendee needs to have an an approved travel authorization and must submit a travel voucher within 5 calendar days of the course end.)***

## 5.2 DOI University (DOIU)

The DOI University (DOIU) has extensive experience delivering wide variety of competency-based training opportunities for DOI and other federal employees. DOIU offers courses and certificate programs to target knowledge sets and develop competencies. They also have the capability to deliver training at the client's site to maximize training budgets and minimize travel costs. Their staff of training professionals supports all facets of the coordination and delivery to ensure a meaningful learning experience. DOIU works with you to develop online training to produce multimedia training events at their studio in Albuquerque, NM. DOIU is located in Albuquerque, NM, Denver, CO and Washington, DC.

Note: In order to schedule a course through DOIU at your ("the client") site you will need to have a **minimum of 20 – 25** participants. If you're interested in scheduling training, contact the persons listed below.

| DOIU Washington Learning Center Points of Contact | | | |
|---|---|---|---|
| Name | **Title** | **Email** | **Phone** |
| Mary Jo Catalano | Manager | Mary_Catalano@ios.doi.gov | (202) 208-3757 |
| Paulette Owens | Associate Manager | Paulette_Owens@ios.doi.gov | (202) 208-3637 |

## 5.3 DOI Learn

DOI Learn is the department-wide training registration system. OCIO employees and contractors should use DOI Learn to register and access training. All mandatory training is accessible through DOI Learn, as well as other courses such as those offered DOI-wide or offered by other bureaus and offices. It can take several weeks for new federal employees' information to appear in DOI Learn. New employees **should not** use the "Request a New Account" link on the login screen to request an account. New employees will receive an email with login instructions from the system when your account has been created.

Once an employee logs into DOI Learn, he/she will be required to update their profile information. Instructions are available at www.doi.gov/doilearn.

**DOI Learn Helpdesk**
Phone Number: 866-466-1998
Email: doilearn@sumtotalsysms.com

**Additional Resources**

- Mandatory Training

- DOI Learn FAQs, Training Aids and Orientation Info.
- DOI University

#### 5.3.1 Skillsoft Online Learning Library

SkillSoft Online Learning Library is available at no charge to DOI employees through **DOI Learn**. SkillSoft's library of over 2,000 online courses is available 24/7 and covers a wide range of topics, including:

- Project management
- Supervisory/leadership skills
- Human Resources development
- Budget/financial management
- Acquisition management
- Information technology including Microsoft Office and Adobe applications

SkillSoft offers courses that satisfy a number of mandatory training requirements including Diversity/EEO and Role-Based Security Training (RBST) for IT personnel.

The following are **SkillSoft Course Collections** which include full course descriptions:

- Business Skills Course Catalog
- Desktop Skills Course Catalog
- IT Skills Course Catalog

# 6 Official Travel - ConcurGov

**ConcurGov**

ConcurGov enables employees to book domestic and international flights, reserve rental cars and make hotel and rail reservations – all from their smartphones or desktop browser. Thanks to the integration of travel with expense reporting, all itineraries and credit card charges are automatically imported. With the matching delivered with Smart Expenses™, receipt data is accurate and in-policy. The end result is that the expense report is nearly complete by the time you get back. Managing business travel expenses has never been easier.

For additional information about ConcurGov, contact your designated Executive Staff Assistant. You can also click here to access the DOI ConcurGov Federal Traveler Quick Reference Guide and ConcurGov User Manual.

# 7 Office Supplies & Equipment

## 7.1 Supplies ( For Denver, Reston and Remote Employees)

Supplies may only be ordered from vendors under the GSA Advantage Schedule for competitive pricing. The primary vendor for OCIO is Metro Office Products. Utilize the latest vendor catalog to search and select the supplies of your choice. Requests for office supplies are to be submitted via email to the Executive Staff Assistant supporting your division. The Executive Staff Assistant may research other vendors for the lowest price.

Office supplies are ordered as needed, provided there is funding and more than one item is being requested. Employees are encouraged to first make a list and obtain their supervisor's approval before submitting their

request. In the case where only one item is needed for a meeting or a special project it is handled as a 'special request' and ordered as soon as it is received.

### 7.2 IT Hardware

The OCIO procurement process is currently under review by the OCIO Core Leadership Team. For immediate questions regarding OCIO IT acquisition issues , please contact Jim Thornberry at Jim_Thornberry@ios.doi.gov.

## 8 Transit Benefits Program

The Transit Benefits Program *(Transit Subsidy)* was established by the authority of Executive Order 13150 Federal Workforce Transportation which was established on April 21, 2000. 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 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. The enrollment form, the rules to participate and frequently asked questions (FAQs) can be found at the Transit Benefits Program site. In addition to enrolling in the program, every employee is required to complete the Transit Subsidy Integrity Training course through DOI Learn before collecting his/her benefits. The department's point of contact for this program is Dante Jeffries (202) 219-0429.

OCIO employees interested in participating in the program are encouraged to visit the New Employee (Onboarding) site to complete and print the following documents and forms that require their supervisor's signature to participate:

- Public Transit Subsidy Program Application Form
- SmartBenefits Program Application Form
- Transit Subsidy Commuting Expense Worksheet

### 8.1 Washington Metropolitan Area (WMA)

OCIO employees whose duty station is in the Washington Metropolitan Area (WMA) (i.e., Washington, DC / Reston, VA, Herndon, VA) are required to purchase a **SmartTrip Card** to receive the transit subsidy benefits. Visit the Metro WMA Transit Authority SmartTrip site to learn...

- What is a SmartTrip Card?
- How to create or manage a SmartTrip Account
- SmartTrip Card Benefits and
- How to purchase a SmartTrip Card

### 8.2 Denver, CO

The **Regional Transportation District's (RTD) West Rail Line** opened on April 29, 2013. It is the first completed rail line of the RTD Fasttracks Project and it includes 12.1 miles of light rail running between the Denver Union Station and the Jefferson County Government Center in Golden.

The light rail has added (11) new stations, (6) Park- n-Rides and (3) new Call-n-Rides to the system. One of the largest stations on the new line is at the Denver Federal Center (DFC) - the new Federal Center Station at 2nd Place; Routt Street, just west of the DFC Gate 5 entrance. Already open to extensive bus service, the light rail will provide added transportation services to our federal customers and the surrounding Lakewood community.

RTD will make significant operational changes to regional and local bus services, including the addition of Call-n-Ride Services, with the opening of the West Rail Line. To learn more about these changes, as well as the rail services, go to www.rtd-denver.com *(a non-government website)*.

**Green Mountain Call-n-Rides (Light-rail shuttle services to and from the Denver Federal Center)**
**For reservations call 303-483-8283**
**Hours of Operation: Monday-Friday from 5:30 a.m. to 8:00 p.m.**
**Scheduled DFC Stops: Approx. e**very 60 minutes from 5:53 a.m. to 6:53 p.m.

For additional information about the light rail shuttle service, go to the following site:
**Call-N-Ride Website**: http://www.rtd-denver.com/WestCallnride.shtml#greenmountain (non-government website)

# 9 Points of Contact

### 9.1.1 Points of Contact for Systems and Services Used by OCIO

| Applications | Points of Contact | Phone Number | Email |
|---|---|---|---|
| Data Tracking System (DTS) | Al Hunter (OCIO)<br>Donnise Hancock (FWS) | 303-275-2330<br>202-208-5681 | Al_Hunter@fws.gov<br>Donnise_Hancock@fws.gov |
| Quicktime | Michele Foster (IBC)<br>Anna Maestas (IBC)<br>Jennifer Umscheid (IBC) | 303-969-7083<br>303-969-7772<br>303-969-7073 | Michele_J_Foster@ibc.doi.gov<br>Anna_M_Maestas@ibc.doi.gov<br>Jennifer_I_Umscheid@ibc.doi.gov |
| BisonConnect (Unified Messaging) | Customer Support Center (CSC) | 1-888-367-1622 | NBC_IT_Services@nbc.gov |
| OCIO Web Content Specialist | Augustina (Tina) Howe | 202-208-2931 | Augustina_Howe@ios.doi.gov |
| ConcurGov Travel | Barbara Smith (IBC)<br>Deanne Wilson (IBC) | 303-969-5697<br>303-969-5819 | Barbara_A_Smith@ibc.doi.gov<br>Deanne_R_Wilson@ibc.doi.gov |
| DOI Learn | Mary Jo Catalano (OS)<br>Rebecca Rabuck (OS)<br>Paulette Owens (OS) | 202- 208-3757<br>202-208-3446<br>202-208-3637 | Mary_Catalano@ios.doi.gov<br>Rebecca_Rabuck@ios.doi.gov<br>Paulette_Owens@ios.doi.gov |

# 10 Dress Code

The OCIO does not have a formal policy in place directing the employees on what is considered “appropriate” attire for the workplace. However, as professional employees of this organization employees are expected to represent themselves, the OCIO and the department in a professional manner while conducting official business. **The employee’s supervisor is the final authority on what is or is not appropriate attire.**

Typically, employees are dressed in business attire from Monday thru Thursday and on Friday ‘some’ employees dress in business casual attire and jeans. In the instance an employee is scheduled to attend a business meeting on a Friday, he/she should dress in business attire.

# 11 Resources

## 11.1 Key Links

### 11.1.1 Electronic Official Personnel File (eOPF)

The electronic Official Personnel Folder (eOPF) is a system developed as a management solution to handle official personnel files and to simplify your access to your own Official Personnel Folder (OPF). The OPF contains human resource (HR) records and documents related to Federal civilian employees. An OPF is created when an employee begins Federal service, and is maintained throughout an employee's career in accordance with the United States Office of Personnel Management (OPM) regulations. For additional information click here for FAQs. For assistance contact the eOPF Help Desk on 866-275-8518 or at eopf_hd@telesishq.com.

### 11.1.2 Employee Express

Employee Express (EEX) is an automated system that empowers you to check your Leave and Earnings Statement (LES), view and update payroll information, including address, tax withholding, health coverage, direct deposit, financial allotments, and Thrift Savings Plan (TSP). For assistance send your email request to EEXHelp@opm.gov.

### 11.1.3 BisonConnect

BisonConnect is DOI's unified messaging email system provided by Google. For information on how to navigate BisonConnect and utilize the numerous features visit the website https://sites.google.com/a/doi.gov/bisonconnect-resource-site/home .

For advanced features and commands consult the Tips & Tricks at https://sites.google.com/a/doi.gov/bisonconnect-resource-site/tips-and-tricks.

### 11.1.4 Electronic Library of Interior Policies (ELIPS) Site

The ELIPS is a library of official policies, procedures, programs, and functions of the bureaus and offices of the Department of the Interior. For search tips click here.

## 11.2 Shuttle Services

DOI employees have access to shuttles services provided by several of the bureaus and organizations that transports employees to various DOI sites located in the Washington, DC Metro Area (WMA). To obtain a copy of the shuttle bus schedule for Bureau of Land Management (**BLM**), Fish and Wildlife Services (**FWS**), National Park Service (**NPS**), U.S. Geological Survey (**USGS**) and the General Services Administration (**GSA**) see the Security Guard at your location. See **Section 13.4.9 Shuttle Bus Schedule** for the Reston, VA and Herndon, VA locations.

## 11.3 IT Transformation Acronyms

| | |
|---|---|
| AD | Active Directory |
| ADAT | Application and Data Assessment tool |
| ADFS | Active Directory Federation Services |
| ADIR | Assistant Director for Information Resources |

| | |
|---|---|
| AMS | Account Management Services |
| ASOC | Advance Security Operations Center |
| BIE | Bureau of Indian Education |
| BYOD | Bring Your Own Device |
| CAB | Change Authorization Board |
| CAS | Central Administration System |
| COSH | Cost per Operating System (OS) per Hour |
| DAS-TIBS | Deputy Assistant Secretary – Technology Information Business Services |
| DMS | Desktop Management System |
| DOG | Deputy Director Operating Group |
| ECS | Enterprise Content Services |
| EES | Enterprise e-Archive System |
| EDS | Enterprise Directory Services |
| eERDMS | eMail Enterprise Records and Document Management System |
| ESC | Executive Steering Committee |
| ESD | Enterprise Service Desk |
| EVAC | Enterprise Virtual Application Capability |
| FBMS | Financial and Business Management System |
| ITSSO | IT Shared Services Organization |
| LACS | Logical Access Control System |
| LMRS | Land Mobile Radio Service |
| MIB | Main Interior Building |
| NAC | Network Access Control |
| NAP | Network Access Point |
| NAT | Network Address Translation |
| PAB | Protected Area Database |
| POE | Personally Owned Equipment |
| RMS | Risk Management Services (IA – Cyber Security) |
| RSA | Reimbursable Service Agreement |
| SAML | Security Assertion Mark-up Language |
| SCADA | Supervisory Control and Data Acquisition Systems |
| SCCM | Systems Center Configuration Manager |
| SDI | Solutions Design and Innovation |
| SIB | South Interior Building |
| SIEM | Security Information & Event Monitoring |
| SSPW | Self Service Password Reset |
| TIC | Trusted Internet Connection |
| UFR | Unfunded Requirements |
| UMS | Unified Messaging System |
| VDI | Virtual Desktop Initiative |
| WCF | Working Capital Fund |
| WCS | Workplace Computing Services |

# 12 Stewart Lee Udall Building or Main Interior Building (MIB) – Washington, DC

The information provided in this section of the guide is location-specific to the Department of the Interior (DOI) Stewart Lee Udall Building which is also referred to as the Main Interior Building (MIB) located at **1849 C Street, NW, Washington, DC 20240**.

## 12.1 Parking

The department provides temporary parking passes to DOI employees upon request through the OS Office of Facilities and Administrative Services (OFAS) Parking Office. Temporary passes are issued for parking spaces at the South Interior Building (SIB) lot and the Main Interior Building (MIB) and Federal Reserve Building (FRB) parking garages. Temporary passes for parking spaces in the MIB garage are assigned to DOI Key Officials only.

When requesting a temporary parking pass, provide the following information:

- Requestor's first and last name
- Requested date to park
- Make and model of the vehicle
- License plate (State & Tag #)

All parking requests are to be submitted to OCIO_ParkingRequest@ios.doi.gov for processing. An OCIO Parking Coordinator will process only **four temporary passes per employee per month**. If an employee requests a temporary pass and does not use the pass, that request will count against the allotted four passes within the month the request is made. Parking requests are to be submitted to the OCIO Parking Coordinator via electronic mail (Email) within 24 hours of the day the pass is required. There is a 24 hour turn-around time from the receipt of the request for the Parking Office to issue a pass. Upon completion of the request, the OCIO Parking Coordinator will forward the temporary pass to the employee along with parking instructions and directions for the assigned parking location.

DOI employees *only* have access to **free** and **open** parking at the SIB parking lot after 3:30p until 10:00p during the weekdays (Mon. thru Fri.) and all day on the weekends (Sat. and Sun.) until 10:00p. A temporary pass is not required to park during this time but employees must display their badge to the Security Guard to park on the lot. For additional information visit the OFAS Parking Services site.

The following are the weekday closures for the secured parking locations at the Interior Complex:

| | |
|---|---|
| A/B ramp Main Interior Building | Closes at 8:00 pm |
| C/G ramp Main Interior Building | Closes at 8:00 pm |
| D Ramp – Main Interior Building | Closes at 6:30 pm |
| South Interior Building Parking Lot | Closes at 10pm daily |

## 12.2 Building Security

### 12.2.1 Security and Building Access at the MIB

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. The C and E Street entrances are wheelchair accessible. Employees entering the building must show their badge and place it against the reader. Core business hours are from 6:00 a.m. to 6:00 p.m. on normal government workdays; however, employees assigned to the MIB have 24 hour access. When entering or exiting the building after hours or on weekends, employees must enter the MIB at the C Street entrance and sign in and out, in addition to the normal access procedures described above.

A memorandum identifying contractors and visitors requiring access to the building after hours (after 6:00p) should be submitted via email, fax, or drop it off in room 1320 to the Security Interior Customer Service Office (ICSO) at least 24 hours prior to their arrival, to give the office time to process the information and disseminate it to the appropriate post.

If larger than normal equipment is required to be brought into or out of the loading dock area, the Security ICSO should be notified at least 24 hours in advance for coordination purposes. This can be done by sending an email indicating the estimated size, weight, and intended date/time of pick-up/drop-off, POC and use to *security_services_inbox@ ios.doi.gov*. All government property (equipment) entering and exiting the building(s), including laptops, is to be accompanied by a property pass issued by the Property Office in OFAS.

### 12.2.2 Room Keys and ID Badges for the MIB

OCIO employees are to see one of the following OCIO, Business Operations Division staff persons for a key:

Loray Harmon
Patrice Hernandez
Tiffany Deans
Marian Thomas

New OCIO contract employees are to see Marian Thomas to *borrow* and *return* a key the same day.

The management and distribution of room keys and HSPD-12 compliant identification badges are the responsibility of the Office of Law Enforcement and Security (OLES). 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*

### 12.2.3 Medical Emergency Procedures for the MIB

In the event an individual becomes seriously ill or injured and requires emergency medical assistance, the following steps should be followed:

1. Call **911**
2. **Call the DOI Security Dispatch Center at 202-208-5803**

The second step is vitally important as it ensures DOI Security can meet the arriving emergency medical service personnel and escort them to the incident location. **The Security Dispatch Center will notify the Health Unit nurse so it is not necessary for you to call the Health Unit directly!**

The dial plan on the telephones in the MIB and SIB are programmed so the caller can dial **911 or 9-911** and reach emergency services. DOI Security recommends employees program the DOI Security Dispatch Center telephone number 208-5803 into their desk phone and mobile device for a quick reference.

If the illness or injury is of a less urgent nature and the employee is able to walk to the Health Unit, treatment can be provided during normal business hours – from 8:00 a.m. to 4:00 p.m. during federal workdays. The Health Unit is located in the North Penthouse of the MIB (elevator and stairwell are located near the 5th wing of the 7th floor).

### 12.2.4 Emergency Evacuation of the MIB

In the event of an emergency in the MIB, you will be notified by alarm bells, voice annunciated messages, strobe lights, and vibrating pagers (for hearing impaired individuals) to immediately evacuate the building.

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. 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. For additional information, visit the Employee Emergency Information site.

The OCIO Wing Wardens and their designated areas at the MIB are as follows:

| | | |
|---|---|---|
| BOD | Wing Warden 7100 East | Mark Davis |
| IAD | Wing Warden 7100 East | Larry Ruffin |
| ITMD | Wing Warden 7100 West | TBD |
| PPMD | Wing Warden 7100 West | TBD |

**Emergency Evacuation Rally Points**

**Location (1): Main Interior Building – Wings 1, 2 & 3**
Occupants in Wings 1, 2, & 3 of the Main Interior Building should exit the building through the C Street Lobby and cross C Street, Virginia Ave, and 19th Street and proceed to the front promenade and lawn of the South Interior Building. Please remember that cross traffic may not be stopped.

**Location (2): Main Interior Building – Wings 4, 5 & 6** ***(OCIO's Rally Point!)***
Occupants in Wings 4, 5, & 6 of the Main Interior Building should exit the building through the E Street Lobby or the emergency exit stairwells at the end of the wings and cross 19th Street, proceed west in front of the Office of Personnel Management (OPM), and cross 20th Street to **Jose de San Martin Park**. Please remember that cross traffic may not be stopped.

**Location (3): South Interior Building**
Occupants of the South Interior Building should exit the building through the basement level emergency exit stairways and proceed across C Street to the park at the **Federal Reserve, Martin Building.**

#### 12.2.4.1 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):** AEDs 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. 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 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.

## 12.3 Points of Contact

### 12.3.1 Logistical Support

**Audio Visual Support**

| | | | |
|---|---|---|---|
| Michael Hershfeld *(Lead)* | 202-208-4572 (w) | 202-369-7491 (BB) | Michael_Hershfeld@ibc.doi.gov |
| Ron Tull | 202-208-5089 (w) | 202-297-7290 (BB) | Ronald_Tull@ibc.doi.gov |

**Reservation of MIB & SIB Conference Rooms and Auditoriums**
In addition to reserving conference rooms, the Conferencing and Scheduling Events Office (CSEO) provide easels and flip charts upon request per availability. To reserve a room or to request logistical support, contact the following persons:

Mariane Gately 202-208-4412 (w) Mariane_M_Gately@ios.doi.gov

### 12.3.2 Conference Facilities

| Room | Capacity | Room Setup | Are food & beverages permitted? | Audiovisual |
|---|---|---|---|---|
| **7000A** | **30** | Conference Table w/seating seating around the perimeter | NO | Plasma TV, dvd, powerpoint flipchart w/ paper and podium w/mic |
| **7000B** | **30** | Conference Table w/seating seating around the perimeter | NO | Plasma TV, dvd, powerpoint flipchart w/paper and podium w/mic |
| **1352** | **40** | Conference Table w/seating seating around the perimeter | NO | Plasma TV, dvd, powerpoint fipchart w/paper and podium w/mic |
| **7429** | **25** | Conference Table w/seating seating around the perimeter | YES | Video Conferencing, Audio Conferencing, plasma, powerpoint, dvd and flipchart w/ paper |
| **Rachel Carson** | **70** | U shape, classroom, square, cafeteria, reception and theater seating (70) | YES | Video Conferencing, Plasma, dvd, powerpoint flipchart w/paper and podium w/mic |
| **Kiowa Room** | **40** | Conference and pod, seating 20 & theater for 40 | YES | Video Conferencing, Plasma, dvd, powerpoint flipchart w/paper and podium w/mic |
| **North Penthouse** | **40** | U shape for 30 ten chairs around perimeter | NO | Plasma TV, dvd, powerpoint flipchart w/ paper and podium w/mic |
| **South Penthouse & Roof Terrace** | **50**<br>**482** | Banquet, Reception and Theater Seating | YES | Plasma TV, dvd, powerpoint flipchart w/ paper and podium w/mic (Mariane Gately will schedule) |
| **MIB Auditorium (request form required)** | **600** | Fixed Seating Theater | NO | Various (Mariane Gately will schedule) Various AV services |
| **SIB Auditorium (request form required)** | **175** | Round tables seating for 80, classroom for 35 and theater seating for 160 | YES | Various (Mariane Gately will schedule) Various av services |
| **T.V. Studio (Room 4041)** | **1-4** | Panel Format w/ Backdrop | NO | Taped & Live productions, VTC, podcast, teleprompter, etc. |

| | | | | |
|---|---|---|---|---|
| **Bison Bistro Employee Courtyard** | **200** | Fixed tables/chairs | YES | Two Gas Grills, Various AV Services |
| **Bison Bistro (main seating area)** | **200** | Tables/chairs | YES | Various AV Services |

## 12.4 Onsite Amenities

Take advantage of an opportunity to work at the Interior Complex (Main and South Interior Buildings) where services such as a state-of –the-art fitness center provided by the Interior Department Recreation Association (IDRA) as well as a Hair Salon, Barbershop, Dry cleaners, IDRA Store, and a Post Office are all located on the Basement level of the MIB. Additional amenities and services such as the Bison Bistro, DOI Federal Credit Union (DOIFCU), multiple conference room facilities, Health Unit, Indian Arts and Crafts Shop and much more are conveniently located throughout the building.

### 12.4.1 Interior Department Recreation Association (IDRA)

The Interior Department Recreation Association is a nonprofit organization formed in 1935 by DOI employees. Its mission in 1935, as it remains today, is to provide quality services for the benefit of all department employees. The IDRA provides the following services:

- Fitness Center
- IDRA Buying Services (IDRA Store)
- Dry cleaners
- Barber and Beauty Shop
- Post Office

For questions or concerns about IDRA and the services or facilities contact Nadine Wright by email Nadine_Wright@ios.doi.gov or call 202-208-7382. For all insurance products email InteriorRec@yahoo.com or call 877-437-0135.

#### *12.4.1.1* IDRA Fitness Center

The IDRA Fitness Center is located on the basement level in room B-538. It is open Monday through Friday 6:30am-7:30pm. For additional information about the facility, equipment, fitness programs and classes visit the website http://www.interiorrec.org/fitnesscenter.htm or call (202) 208-5756.

#### *12.4.1.2* IDRA Buying Service (IDRA Store)

The IDRA Store is located on the basement level in room B-342. It is open Monday through Friday from 8:00am to 4:00pm. It carries a wide selection of DOI logo items such as sweatshirts, coffee mugs, polo shirts, badge reels, writing pens, cuff links, lapel pins, briefcases, portfolios, book bags, stress release buffalos, etc. For additional information about store products visit the store, the website http://www.interiorrec.org/store.htm or call (202) 208-3104.

#### *12.4.1.3* Barber and Beauty Shop

The IDRA Barbershop and Beauty Shop are located on the basement level in room B-356. It is open Tuesday through Friday from 10:00am to 3:00pm. For additional information on the services provided and the associated cost visit the website http://www.interiorrec.org/beautysalon.htm or call (202) 208-3926. You may also call to schedule an appointment.

#### *12.4.1.4* Dry cleaners

The IDRA dry cleaners is another one of many services provided that is conveniently located inside of the IDRA store – B-342. It is open from Monday through Friday from 8:00am to 4:00pm. For additional information on drycleaner services and the associated prices visit the store or call (202) 208-3104.

#### *12.4.1.5* Post Office

The IDRA Post Office is located on the basement level in room B-348. It is open Monday through Friday from 7:45am to 3:30pm and they accept *cash only*.

Services provided are...

- Stamps
- Money Orders
- Certified Mail
- Parcel Post
- Insured Mail
- Registered Mail
- Priority Mail

Services not provided are...

- Next Day Delivery
- Overseas packages
- APO/FPO or International

For additional information about services visit the Post Office or call (202) 208-3482.

### 12.4.2 Wellness Center

The Wellness Center (formerly the Health Unit) is located on the fourth floor of the MIB in room 4058 (across from the Snack Bar). The hours of operation are Monday through Friday from 8:00 a.m. to 4:00 p.m. For additional information about the Wellness Center call the main line by dialing from the alpha key pad **H-E-A-L-T-H** or (202) 208-7057 or visit the website http://www.doi.gov/ofas/asd/oshe.cfm. All health records are kept confidential and separate from personnel files!

The onsite DOI Occupational Health Nurse is Barbara Hayden, RN and she can also be reached on (202) 208-7057.

Note: In the event of a medical emergency **do not** call the Wellness Center. It is imperative that you follow the two-step instructions provided in **Section 10.3 Medical Emergency Procedures for the MIB and SIB**.

### 12.4.3 Interior Federal Credit Union (DOIFCU)

The Department of Interior Federal Credit Union (DOIFCU) is a financial cooperative, owned and operated by its members. Members deposit money and that money is distributed to other members in the form of loans. After operating expenses and reserve requirements are met, income is returned to all members in the form of higher share dividends, lower loan rates and other low-cost financial services.

DOIFCU is located on the basement level in room B-038. It is open Monday thru Friday from 9:00am to 4:00pm. For additional information about becoming a member, loan products, benefits, accounts, and the numerous services they provide visit DOIFCU in-person, visit the website https://www.doifcuhb.org/home/home or (202) 208-3936.

### 12.4.4 Indian Craft Shop

The Indian Craft Shop was established in 1938 inside the U.S. Department of the Interior in Washington, DC and features American Indian arts and crafts from across the United States. Information about **American Indian arts and crafts**, **Tips on Collecting**, the **Calendar of Events** and more can be found browsing the web site http://www.indiancraftshop.com/. A selection of the work available in the Shop can be found on the **Online Store**.

The Indian Craft Shop is an independent contractor located on the first floor of the MIB in room 1023 - enter thru the C Street entrance. It is open Monday thru Friday from 8:30am to 4:30pm and every third Saturday of the month from 10:00am to 4:30pm. You may contact the Indian Craft Shop by email indiancraftshop@guestservices.com or call (202) 208-4056.

### 12.4.5 Snack Bar – 4th Floor

There is a snack bar located on the fourth floor (near the 4500 wing). It is open weekdays from approximately 6:45 a.m. - 3:00 p.m.

### 12.4.6 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.

### 12.4.7 Bison Bistro (Cafeteria)

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. They also have their own Sub Deli, Grill, Pizza, and Sushi available daily. You may view the Bison Bistro menu from the Quick Links section on *oneINTERIOR*.

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

- Coffee Service 6:30 a.m. - 7:00 a.m.
- Breakfast 7:00 a.m. – 9:30 a.m.
- Snack Service 9:30 a.m. - 11:00 a.m.
- Lunch Service 11:00 a.m. - 1:30 p.m.
- Snack service 1:30 p.m. – 2:30 p.m.

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/ .

### 12.4.8 Childcare Center

Thanks to a joint partnership between DOI, GSA and the child care provider (Bright Horizons), there is now a child development center here at the MIB. The new 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 ft facility. In addition to classrooms designated for each age group, there is also a multi age classroom where children can interact together.

The center is open on normal government workdays from 7:00 a.m. to 6:00 p.m. For additional information, including enrollment and waiting list information, you may contact the Child Care Center at 202.501.1945 or visit the website http://child-care-preschool.brighthorizons.com/dc/washington/fingerprints.

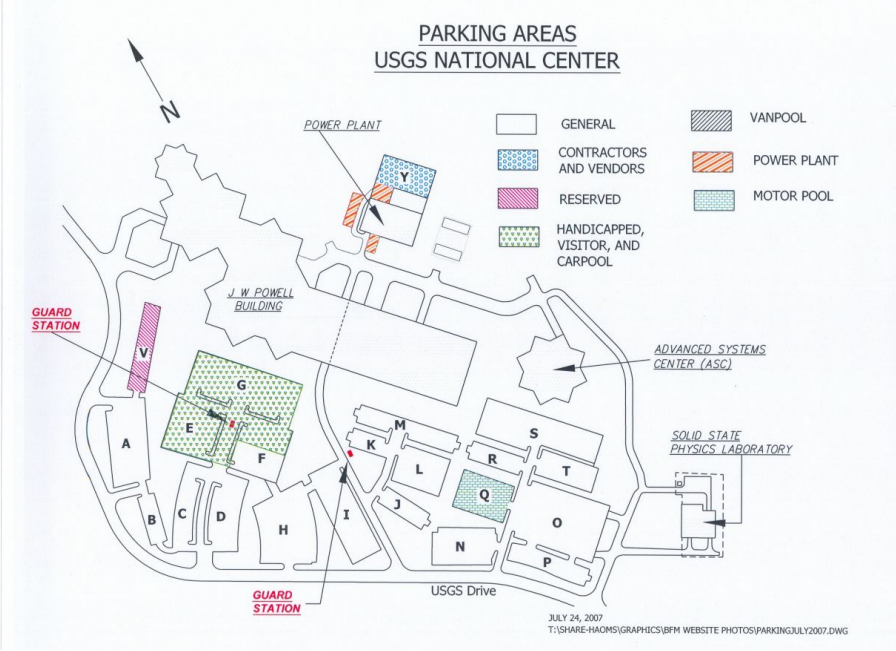
# 13 U.S. Geological Survey (USGS) National Center or J.W. Powell Building – Reston, VA

The information provided in this section of the guide is location-specific to the Department of the Interior (DOI) U.S. Geological Survey (USGS) or the J.W. Powell (Main) Building located at **12201 Sunrise Valley Drive Reston, VA 20192**.

There is 1.2M square feet of buildings sitting on 110 acres of land of which 50 acres is still wooded. The National Center has its own power plant to produce heating and cooling as well as electrical distribution. There are over 12 parking lots consisting of 1,400 parking spaces. There is a shuttle bus that picks up and drops off at the main entrance at least 7 times a day. The Fairfax County Connector Bus #951 and Ribs 3 drop-off is at the main entrance from 5:00a.m. to 10:00a.m. and from 3:00p.m. to 8:00p.m. daily.

## 13.1 Parking

### 13.1.1 Parking Areas




### 13.1.2 Parking Permits

- ***Who must have a parking permit?***
  Anyone wishing to park on USGS property at the J.W. Building must have a parking permit displayed in the window of their vehicle.

- ***How to obtain a parking permit.***
  *PARKING PERMIT APPLICATION*
  Parking permit applications will need to be filled out manually at the Facilities Help Desk. The Help Desk is located in the J.W. Powell building in room 1C100. They can be reached via phone at (703) 648-7208**.**
  **One-day visitor parking permits are issued at the Guard's Station located between lots E and F.**

- ***What kind of parking permit do I need?***
  Most employees will need only a general parking decal which permits them to park in any of the areas designated as "General" parking. Employees with a current and valid parking placard for V, G, Y, or X Lots do not require an additional General parking permit.

- ***Special parking lot access.***
  A special parking placard is needed to gain access into parking areas at the National Center other than General parking. For access to parking areas G, Y and X, please contact Matilde Moss in Facilities Management at (703) 648-7524. For information regarding access to the V parking area, contact Janet Arneson in the Director's Office at (703) 648-7411.

  **Please Note**: With a valid parking placard from one of the special parking lots, you may park in General parking as needed; however, you may not park in any of the special lots other than the one to which you have been given authorization.

### 13.1.3 Handicapped Parking

Designated handicapped parking spaces are located in Lot G. When presented with appropriate documentation, Facilities Management will issue a parking decal for Lot G.

- ***Short-Term Handicapped Parking - Required Documentation***
  For access to Lot G for one-month or less, due to a short-term disability, please provide documentation from a physician specifying the number of days access is needed. When parked, display the Lot G decal in the front window of the vehicle.

- ***Long-Term Handicapped Parking, Required Documentation***
  For long-term temporary or permanent access to Lot G, please provide documentation from a physician specifying the length of time access is needed and documentation and/or a placard from a Department of Motor Vehicles (DMV). When parked, display the Lot G decal and the DMV placard in the vehicle's front window.

- **Temporary and permanent handicapped placards are issued by the Department of Motor Vehicles (DMV) in your state of licensure.**

### 13.1.4 Parking Decals

- ***Where to display parking decals.***
  General parking decals should be displayed in the upper left corner of the vehicle's rear window. Special access decals should be visible in the vehicle's front window, usually hung on the rear view mirror.

- **Lost or stolen parking decals.**
  If your parking decal is lost or stolen, immediately contact the Branch of Facilities Management at (703) 648-7524.

### 13.1.5 Perimeter and Parking Lot Barricades

The National Center is open to the public and receives numerous visitors every day. The purpose of the perimeter barricades such as chains, jersey barriers, or parked security vehicles is to restrict traffic to certain controlled areas in order to determine that a visitor has a bona fide purpose for his/her presence on the campus. The Security Management Office has mobile units constantly patrolling all parking lots.

### 13.1.6 Commuting Alternatives

To avoid parking congestion and restrictions at the J.W. Building, employees may wish to take advantage of local Fairfax Connector Park and Ride facilities. In addition, employees can take the Silver Line Metro and the building is a short bus or cab ride away.

## 13.2 Building Security

### 13.2.1 National Center Building Admission

This section contains the basic requirements for admission to the U.S. Geological Survey National Center in Reston, Virginia.

#### *13.2.1.1* Individuals with Valid Government Identification

For an individual possessing a valid DOI Access badge, entrance may be gained into the building by presenting his/her valid DOI Access badge to the guard at the entrance when entering the building **without** signing in during the following hours:

- Front Entrance: 5:30 a.m. until 6:30 p.m., Monday thru Friday
- Visitor's Entrance: 5:30 a.m. until 6:30 p.m., Monday thru Friday
- Loading Dock A Entrance: 7:00 a.m. until 4:00 p.m., Monday thru Friday

Registration upon entering is required by individuals possessing a valid DOI Access badge **after** 6:30 p.m. until 5:30 a.m., Monday thru Friday, and all day on holidays and weekends. Sign out is required **after** 8:00 p.m. at the front entrance. The Visitor's Entrance closes at 7:30 p.m. and the Loading Dock A Entrance closes at 4:00 p.m.

#### *13.2.1.2* Public

For admittance during public business hours from 5:30 a.m. until 6:30 p.m., Monday thru Friday, individuals who do not possess a valid DOI Access badge must:

- Present a valid photo identification card
- Register upon entry into the building
- Be scanned by a magnetometer
- Have all containers X-rayed

The visitor will then be given a "visitor badge" to wear at all times while in the J.W. Powell Building.

Building access can be gained at the Visitor's Entrance during the public business hours. Building access can be gained at the Loading Dock A Entrance between the hours of 7:00 a.m. until 4:00 p.m., Monday thru Friday. **Visitors cannot gain entrance at the Front Entrance during public business hours**. For admittance during public non-business hours (6:30 p.m. until 5:30 a.m., Monday thru Friday, and all day on holidays and weekends), in addition to public business hour procedures, all individuals without a valid DOI Access badge must be registered upon entry by a **sponsor who possesses a valid DOI Access badge,** and sign out upon exiting the building. The same processing procedures mentioned above will be required. During public non-business hours, access is limited to the Front Entrance.

### 13.2.2 Room Keys and Identification (ID) Badges for Reston

All key requests must be submitted and received by a previously approved USGS designated employee authorized to request and assign keys. Each office and or discipline may require additional control or accountability of issued keys. All key requests must be submitted via email to BuildingServicesNC@usgs.gov and include the room and core number for all rooms, closets or office door keys.

- ***Who must wear an ID badge?***
  A wear-badge policy became effective at the National Center on December 1, 1997. All employees, contractors, and visitors are required to wear and visibly display either a DOI Access badge, Temporary

Access badge or a USGS visitor badge. Refer to the Branch of Security's procedures for National Center Building Admission for more information.

- ***Card reader access for controlled spaces at the National Center***
  To obtain privileges to enter a controlled space that has a card reader access, please submit your name, room number(s) you are trying to get access too along with your phone number to buildingservicesNC@usgs.gov. Instructions on who to contact to get permission to gain access to the specific room(s) and how to initialize your badge will be sent via email in reply to you.

### 13.2.3 Emergency Evacuation of the J.W. Powell Building

When an evacuation order is given, occupants are instructed to exit the building by the most direct route. Employees shall report to their designated evacuation or assembly area in the parking lot and notify their supervisor of their presence. For questions or additional information contact Frank Cashwell at fcashwell@usgs.gov or on 703-648-7554.

#### *13.2.3.1 Rally Points*

**J.W. Powell Evacuation Designated Meeting Areas:**

| | |
|---|---|
| ELT/DO/COS/OSQI/Science Advisor/OEO | Lot V (north end) |
| OBPI/Communications & Publishing | Lot V (south end) |
| AEI/HC | Lot A |
| Water | Lot B |
| Ecosystems | Lot C |
| Natural Hazards | Lot D |
| MW Area/IBC | Lot E |
| NE/SE Areas | Lot F |
| Climate and Land Use (CLU) | Lot G |
| Energy, Minerals and Environmental Health | Lot G |
| Core Science Systems | Lot H |
| **DOI/DOD and All Other Tenant Unit** | **Lot I** |

**ALL OCIO employees are to report to this rally point, Lot I!**

### 13.2.4 Medical Emergency Procedures

**All National Center Campus emergencies are to be reported by dialing 7222 or 4103 (TTY) DO NOT DIAL 911!**

These numbers are used **ONLY** for reporting emergency situations, e.g., fire, explosion, release of hazardous materials, medical emergency, bomb threats, etc. From a safe location, callers should state – their name, location, nature of the emergency or injuries.

WHY DIAL 7222? 7222 simultaneously rings the Guard's Desk, Health Unit, National Center Safety and Health Team, Environmental Management Branch, Security and Facilities which are the six entities that have the greatest capacity for responding to all types of emergencies. The 7222 line is answered by a Guard who will, if necessary, dial 911 and guide the responders to the precise location where help is needed.

Should an occupant dial 911 to report an emergency, the responders will be summoned to the National Center, but critical time will be lost since the responders will have no way to locate the emergency. For additional information about these emergency procedures contact Frank Cashwell at fcashwell@usgs.gov or on 703-648-7554.

## 13.3 Points of Contact

### 13.3.1 Help Desk Support

For Help Desk Support please call (703) 648-4357 to speak to a representative.

### 13.3.2 Logistical Support

For logistical support please contact (703) 648-5555.

**Reservation of Conference Rooms:**
Contact the Facilities Help Desk at (703) 648-7208 or Matilde Moss on (703) 648-7524.

**Audio Visual Support:**
Contact Ed Simmons on (703) 648-5962 or (240) 606-4744.

### 13.3.3 Conference Facilities

All of the six conference rooms listed in Table 4 below require the key to be picked up in National Center Operation Branch in room 1C100. The room must be locked after use and the key must be returned to Facilities Management.

**Table 4. J.W. Powell Building Conference Facilities**

| Contact for Reservations | Location | Room No. | Seating | Equipment |
|---|---|---|---|---|
| (703) 648-4904 or 4905 | First floor around the corner from the Visitor's Center and near | 1B215 | 60 people comfortably | • Satellite Broadcasting<br>• TV/VCR<br>• Internet Capability<br>• LCD Projector |

| | | | | |
|---|---|---|---|---|
| | the Technology Center | | | • Whiteboard<br>• Flipcharts |
| (703) 648-5238 | Basement near the Cafeteria | BA102A | 40 people comfortably. Can be connected to rooms BA102B & BA102C for a larger space. | • Satellite Broadcasting<br>• TV/VCR<br>• Internet Capability<br>• LCD Projector<br>• Whiteboard<br>• Flipcharts |
| (703) 648-5238 | Basement near the Cafeteria and BA102A | BA102B | 20 people comfortably. Can be connected to rooms BA102A & BA102C for a larger space. | • Phone & internet capabilities<br>• Pull-down projector screen |
| (703) 648-7531 | Basement near the Cafeteria and next to BA102B | BA102C | 30 people comfortably. Can be connected to rooms BA102A & BA102B for a larger space. | • Phone & internet capabilities<br>• Pull-down projector screen |
| (703) 648-6553 | Inside the Visitor's Center near the Auditorium | 1C400A | 60 maximum and 30 classroom style setting | • LCD Projector<br>• DVD/CD Player<br>• Polycom/Telephone<br>• Internet capability<br>• Podium<br>• Easel<br>• Flip Charts |
| ***AUDITORIUM***<br>*(See Section 13.4.5 for detailed information.)* | On the first floor near the Visitor's Entrance & Visitor's Center | Audit. | *(See Section 13.4.5 for detailed information.)* | *(See Section 13.4.5 for detailed information.)* |

## 13.4 Onsite Amenities

Enjoy the pleasantries of both the outdoor and indoor amenities this location has to offer from the free parking, walking trails, rock walk, and fourth floor patio to the cafeteria, fitness center, credit union, etc.

### 13.4.1 Cafeteria

Enjoy specialty salad, hot entrees, salad bar and much more while eating in a dining area with a great view of the woods and nature. The cafeteria also has a grill and pizza available daily. It is located in the basement of the National Center in room BA110. The operating hours are:

- Breakfast 6:45 a.m. – 9:45 a.m.
- Continental 9:45 a.m. – 10:30 a.m. *(coffee and pastries)*
- Lunch Service 11:00 a.m. - 1:30 p.m.

### 13.4.2 Snack Bar and Seated Vending Areas

There is one snack bar on the first floor located in room 1A204, operated by the Virginia Department for the visually handicapped. It is open Monday thru Friday from 7:30a.m. to 4:00p.m. The vending areas are located on the basement and 4th floors and are open 24 hours.

### 13.4.3 Interior Federal Credit Union (DOIFCU)

The Department of Interior Federal Credit Union (DOIFCU) is a financial cooperative, owned and operated by its members. Members deposit money and that money is distributed to other members in the form of loans. After operating expenses and reserve requirements are met, income is returned to all members in the form of higher share dividends, lower loan rates and other low-cost financial services.

DOIFCU is located on the basement level in room BA208. It is open Monday thru Friday from 8:30am to 3:00pm. For additional information about becoming a member, loan products, benefits, accounts, and the numerous services they provide visit DOIFCU in-person, visit the website https://www.doifcuhb.org/home/home or call (703) 648-7544.

Note: There is one ATM located in the main lobby on the first floor of the building.

### 13.4.4 Fitness Center

The Fitness Center is located on the basement level in room BB-16 and it is available to USGS and OCIO federal employees. It is open 24 hours and operated by the 'honor system' for filling out an application. It is equipped with weights, exercise equipment, TVs and mirrored areas with workout mats and balls. For additional information or to get an application contact Hope Johnson at hmjohnson@usgs.gov or on (703) 648-4457.

### 13.4.5 J.W. Powell Building Auditorium

The National Center has an auditorium located on the first floor in room 1C111 near the Visitor's Entrance and Visitor's Center. It is a very large space equipped with a large stage, permanent theater-style seating that can accommodate up to 161 people on three sides with pit seating for approximately 90 seats. The side areas can be opened to seat an additional 35 people on each side with an accessibility ramp.

**Seating Capacity:** 321

**Equipment:** Fully integrated multimedia presentation system

**Special Instructions:** To reserve the Auditorium for an event, call Matilde Moss at 703-648-7524. Please check with the National Center Operations Branch in Room 1C100 or call 703-648-7524 on the day of your reservation – You may need to pick up the key in the National Center Operations Branch in Room 1C100.

### 13.4.6 Health Unit

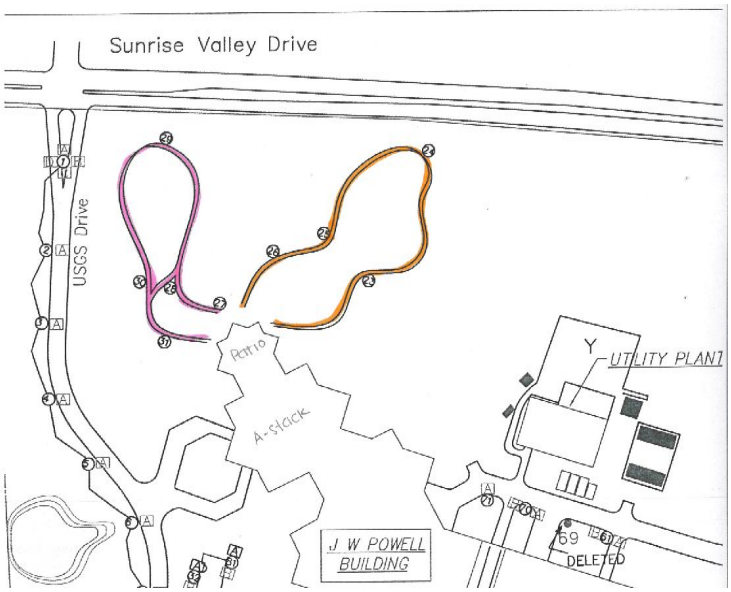
The Health Unit is located on the first floor in room 1B205. The hours of operation are Monday through Friday from 8:00 a.m. to 4:00 p.m. with a nurse on duty. The Health Unit offers the following services:

- Free physical exams, including EKG and blood work, to USGS employees. Please call 7333 to schedule an appointment. If you have any questions regarding these sessions, you may contact the USGS Health Unit at (703) 648-7333.
- First response to emergencies.
- Assessment, treatment, counseling and referral as needed for illnesses and injuries on a walk-in basis.
- Health guidance, counseling, pamphlets and information.
- Allergy injections administered on Tuesdays and Thursdays between the hours of 7:30 and 11:00 a.m.
- Yearly Health Risk Appraisals (HRA). Blood is drawn for a coronary risk profile (cholesterol, HDL, LDL, triglycerides, cholesterol/HDL ratio and blood glucose). An optional questionnaire booklet can be filled out and the employee will receive recommendations on lifestyle changes. Treatment (i.e., injections, blood pressure checks, hot packs, bed rest, dressing changes) is available at the request of private physician.
- Physical exams every three years at the request of employee.
- Annual flu shots starting in October.
- TB tests, vision screening and hearing tests.
- TRAVEX computer printout for international travel which shows immunization recommendations and information on the countries the employee is visiting.
- Periodic health education programs and health screening programs.

For additional information about these services you may contact the USGS Health Unit on (703) 648-7333.

### 13.4.7 Walking Trails and Rock Walk

There are two walking trails indicated by the highlighted areas in the image below that are both 1/4 mile long and together they total 1/2 mile. One of the trails contains a rock walk that is enjoyable and relaxing to walk while taking a break.




### 13.4.8 IDRA Vendors

At least three days a week, jewelry and clothing vendors are located in the dining area of the cafeteria for your shopping convenience.

### 13.4.9 Shuttle Bus Schedule

## Herndon / Reston Shuttle

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

| | IBC/OIG | USGS / IBC / OCIO | BIA | MIB on "E St." | |
|---|---|---|---|---|---|
| Bus Schedule | 381 Elden Street | 12201 Sunrise Valley Dr. | 12220 Sunrise Valley Dr. | 1849 C Street NW, Washington | |
| | Departure | Departure | Departure | Arrival | Departure |
| Bus 1 | 7:10 AM | 7:20 AM | 7:25 AM | 8:05 AM | 8:20 AM |
| Bus 2 | 7:40 AM | 7:50 AM | 7:55 AM | 8:45 AM | 9:00 AM |
| Bus 1 | 9:00 AM | 9:10 AM | 9:15 AM | 10:05 AM | 10:20 AM |
| Bus 2 | 9:50 AM | 10:00 AM | 10:05 AM | 10:55 AM | 11:10 AM |
| Bus 1 | 11:00 AM | 11:10 AM | 11:15 AM | 12:05 PM | 12:20 PM |
| Bus 2 | 11:50 AM | 12:00 PM | 12:05 PM | 12:55 PM | 1:10 PM |
| Bus 1 | 1:00 PM | 1:10 PM | 1:15 PM | 2:05 PM | 2:20 PM |
| Bus 2 | 1:50 PM | 2:00 PM | 2:05 PM | 2:55 PM | 3:10 PM |
| Bus 1 | 3:00 PM | 3:10 PM | 3:15 PM | 4:05 PM | 4:20 PM |
| Bus 2 | 3:50 PM | 4:00 PM | 4:05 PM | 4:45 PM | 5:10 PM |
| Bus 1 | 5:00 PM | 5:10 PM | 5:15 PM | n/a | n/a |
| Bus 2 | 5:45 PM | 5:55 PM | 6:00 PM | n/a | n/a |

# 14 Denver Federal Center (DFC) – Denver, CO

The information provided in this section of the guide is location-specific to the Department of the Interior (DOI) Denver Federal Center (DFC) located at **Building 53 Entrance E-9 Denver, CO 80225**.

The Denver Federal Center (DFC) is open to the public from 6:00 a.m. to 6:00 p.m., Monday to Friday, except federal holidays. After-hours admittance must be authorized prior to the date required. For additional information, please call the DFC Service Center on (303) 236-8000.

## 14.1 Parking

All requests for parking permits must be submitted via email to Delayna Lujan at Delayn_Lujan@ibc.doi.gov and include the employee's full name and the make and model of his/her vehicle. Delayna will issue the parking permit to the employee once she records the permit number.

## 14.2 Building Security

### 14.2.1 Denver Federal Center Building Admission

New employees will need to make an appointment with David Pearson (303) 236-5101 or Delayna Lujan (303) 236-5171 before reporting to the DFC. The employee will be given access to OCIO controlled doors as well as Building 53 GSA doors once the employee is approved by the Security Office after receiving notification from Delayna or David. Upon approval, the employee will need to visit the GSA Access Control System office located at Building 41 in room 110 between 7:30a.m. and 3:30p.m. MT to be given access to the GSA controlled doors.

If an employee needs to update or reset their Personal Identification Number (PIN) for their Personal Identity Verification (PIV) card, contact Delayna Lujan or David Pearson.

Travelling employees and visitors will also need to contact David Pearson at David_Pearson@ios.doi.gov or Delayna Lujan at Delayn_Lujan@ibc.doi.gov to obtain a temporary code to access OCIO doors only.

### 14.2.2 Room Keys and Identification (ID) Badges for DFC

New employees must first obtain their ID badge through their HR point of contact before contacting Delayna Lujan or David Pearson to set up their workstation.

### 14.2.3 Emergency Evacuation of the DFC

When the fire alarm sounds during normal duty hours, immediate evacuation must take place. Building occupants should evacuate through the exit nearest to them and proceed immediately to their designated outside meeting area which is the

in the parking area. Evacuation routes for each area are posted throughout the building. For additional information see the Designated Emergency Coordinator, Delayna Lujan, located in Building 53, Entrance E9, in room C107 for the Occupant Emergency Plan (OEP) for Building 53.

### 14.2.4 Medical Emergency Procedures

**All Denver Federal Center Campus emergencies are to be reported by dialing (303) 236-2911!**

The AED program was developed and implemented as part of the Public Access Defibrillation (PAD) program. AEDs are devices that shock the heart back into normal rhythm, used along with cardiopulmonary resuscitation (CPR) to save lives during cardiac emergencies. An AED should not be used on children younger than 8 years of age (per the American Heart Association). For additional information see the Occupant Emergency Plan (OEP) for Building 53.

**Note: Unless you have gone through the training sponsored by the Safety Officer, whether you have been certified in AED use elsewhere or not, you ARE NOT authorized to operate the AED units located throughout the building. This is primarily due to liability issues and safety issues.**

## 14.3 Points of Contact

### 14.3.1 Help Desk Support

Employees are to contact the Customer Service Center (CSC) via email at NBC_IT_Services@nbc.gov or by phone on 1-888-367-1622.

### 14.3.2 Logistical Support

The following persons are the *only* points of contact providing logistical support (e.g., building. keys, parking permits, office supplies, etc.) for OCIO employees at the DFC location:

Delayna Lujan Administrative Officer 303-236-5171 (w) 303-261-5173 (c)
Delayna_Lujan@ios.doi.gov
David Pearson Data Center Manager 303-236-5101 (w) 303-888-1178 (c)
David_Pearson@ios.doi.gov

## 14.4 Onsite Amenities

Take advantage of the opportunity to work on a property that provides numerous amenities. Some amenities are available within walking distance or a Regional Transportation District (RTD) bus ride of the DFC campus.

### 14.4.1 Conference Facilities

Are you holding a meeting but you do not have the available space? You can reserve a joint-use conference room on the DFC campus.

**Table 5. DFC Conference Facilities**

| Contact for Reservations | Conference Facility | Bldg No. | Room No. | Seating | Accommodations |
|---|---|---|---|---|---|
| General Services Administration (GSA) 303.236.8000 ext. 2632 | Conference Room | 25 | B | 80 people w/ tables<br>150 people w/o tables | • Excellent sound system<br>• Satellite TV access<br>• Laptop capability<br>• Hitachi multi-media HGA<br>• Document camera for 3-D projection capabilities<br>• Adequate parking |
| Susan Barnes 303.236.5438 | Eugene E. Ford Lecture Hall | 20 | B1409 | 125 people w/o tables<br>Can hold up to 10 tables | • Laptop capability<br>• Projection capabilities<br>• Adequate parking |
| Susan Barnes 303.236.5438 | Tweto Lecture Hall | 20 | B1207 | 30 people w/ tables<br>50 people w/o tables | • LCD projector<br>• Laptop capability<br>• Projection capabilities<br>• Whiteboard<br>• Two breakout rooms – (6) people each<br>• Adequate parking |

Note: The DFC has additional conference rooms managed by GSA that range in size from small to large. For additional information, contact GSA on (303) 236-8000 extension 2632.

### 14.4.2 Cafeterias

The DFC campus offers a number of convenient cafeterias listed in Table 4 below that visitors from other buildings are encouraged to visit. The buildings are high-security buildings and visitors will be required to sign in or present their identification badges before access is granted.

**Table 4. DFC Campus Cafeterias**

| Cafeteria | Menu | Caters | Hours of Operation (MT) | Bldg No. | Entrance No. |
|---|---|---|---|---|---|
| Scotty's | • This full-service cafeteria serves breakfast and lunch. Items include: soups, sandwiches, burgers, salads, coffee, soft drinks, chips and candy.<br>• Table seating: located inside cafeteria area and outside on the patio. | Yes | 6:30a – 1:00p | 25 | E-14 |
| Einstein's Bagels | • This full-service cafeteria serves breakfast and lunch. Items include: bagels, muffins, burritos, wraps, sandwiches, salads, coffee, soft drinks, chips and cookies.<br>Table seating: Located inside cafeteria area. | Yes | 6:30a – 2:00p | 41 | S-1 |
| Lunch Sack Café | • This full-service cafeteria serves breakfast and lunch. Items include: soups, sandwiches, burgers, salads, coffee, soft drinks, chips and candy.<br>• Table seating: located inside cafeteria area. | Yes | 6:30a – 3:00p | 67 | East & South |

### 14.4.3 Recreation

Discover the numerous outdoor recreational amenities. Take a relaxing walk on one of the trails or join some friends after work for a game of basketball, softball, or kickball. The DFC has an organized federal softball and kickball league. Employees interested in joining the softball league can email John Barder at John.Barder@mms.gov or call Steve Wilson on (303) 236-2454. Employees interested in the kickball league can contact James Smith at (303) 231-3705.

### 14.4.4 Credit Unions

The DFC houses two credit unions providing employees with easy access to their accounts.

- **The Credit Union of Denver** is located in Building 67 on the basement level and has an ATM in buildings 67 and 810. For more information on its services also call (303)234-1700.

### 14.4.5 Childcare Center

There is one childcare facility available on the campus. It is open to the public as well as federal employees. Full-day programs are available for children as young as eight weeks old and continue through kindergarten.

**Clever Kids Learning Center** is located on the DFC in Building 64. For more information, call (303) 236-9400 or navigate to www.cleverkidslearningcenter.com .

#### 14.4.6 Health Unit

There are health care services available on the DFC campus. Avoid long lines to get your seasonal flu shot or have your blood pressure checked. These services and more are available in Building 40 through the W-3 entrance. For more information, please call (303) 236-3333.

#### 14.4.7 Wellness Center

Reinvigorate yourself by stopping by our Wellness Center. Open for more than 21 years, the Wellness Center serves the federal community, contractors and family. The Wellness Center is a full-service fitness facility, including locker rooms with showers. The building is easily accessible through a secured keyed-entry system in Building 75. It is managed by the Colorado Federal Executive Board. For more information, contact the Wellness Center at (303) 236-6911, or visit their website at www.colorado.feb.gov .

#### 14.4.8 Hair Care

Need a haircut? Come visit the Barber Shop, located in Building 41 through the S-2 entrance on the first floor. Open Monday 10:00 a.m. to 2:00 p.m. For an appointment, please call (303) 487-9357.

#### 14.4.9 Post Office

The U.S. Post Office is conveniently located next to the DFC, just outside Gate 7. Open Monday through Friday from 8:00 a.m. to 6:00 p.m. and Saturday from 9:30 a.m. to 12:30 p.m. For more information, please call (303) 969-3200.

# 15 Corporate Center and Academy Park Commons - Lakewood, CO

The information provided in this section of the guide is location-specific to the Department of the Interior (DOI) **Corporate Center** located at **7201, 7301, and 7401 W. Mansfield Ave Lakewood, CO 80235-2230** and **Academy Park Commons** located at **7110 W. Jefferson Ave. Lakewood, CO 80235**. Most OCIO employees at this location are located primarily in the 7301 and 7110 buildings.

## 15.1 Parking

Employees can obtain a parking permit from the Facilities Office located at Building 7301 in room 410. Temporary parking permits can be obtained from the guard in Building 7301. If you have questions or require additional information you may contact the Facilities Office on (303) 969-7225.

## 15.2 Building Security

### 15.2.1 Security and Building Access at the Lakewood Properties

Buildings 7201 and 7401 are secured 24/7. To gain access to these buildings employees will need a valid PIV II badge that has been entered into the access control system by Facilities.

Building 7301 and 7110 are open from 6 am to 6 pm Monday through Friday. To gain access to these buildings after hours, employees will also need a valid PIV II badge that has been entered into the access control system.

All visitors to 7201/7301/7401 must check in with the guard who is located in the lobby of building 7301. Visitors for building 7110 must arrange ahead of time with the person they wish to visit.

Guards: 7201/7301/7401 campus has two guards on-site 24/7 year round. There is a roving guard that patrols the property on an hourly basis. The second guard is stationed in building 7301 24 hours a day.

### 15.2.2 Room Keys and Identification (ID) Badges

Employees requiring “hard” keys must have supervisory approval before requesting a key(s) from the Facilities Office located in Building 7301 in room 410.

Employees must complete a background investigation before receiving their ID badge (PIV II card) which is distributed by IBC personnel security located in building 7301 in room 430.

### 15.2.3 Emergency Evacuation of the Lakewood Properties

When the alarm sounds, all personnel will evacuate the building, unless otherwise instructed. Evacuation must be done in a brisk and orderly manner. If the situation and time permits, close all doors as the interior offices are vacated (but avoid locking any doors). Proceed to the designated assembly area to check in. Stand ready for instructions as to re-entry or other action. Do not re-enter the building until the “all-clear” is given.

Unless other specific instructions are issued with the evacuation order (over PA system), building occupants are to assemble with their workgroup and Supervisor in their assigned area.

<u>Building 7110</u>
Occupants exiting 7110 please head towards the Northeast corner of the East parking lot to your rally point, see map in section 15.2.3.2.

<u>Building 7201</u>
Occupants exiting 7201 please head towards the Southeast corner of the South Parking lot to your rally point, see map in section 15.2.3.1.

Building 7301
Occupants exiting 7301 please head towards the Northwest corner of the North parking lot to your rally point, see map in section 15.2.3.1.

Building 7401
Occupants exiting 7401 please head toward the Southwest corner of the South parking lot to your rally point, see map in section 15.2.3.1.

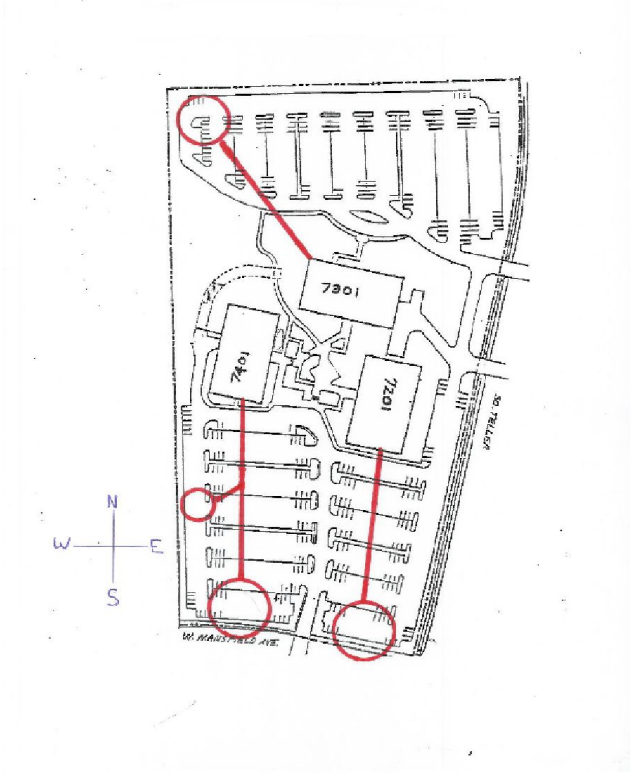
Once you are at your rally points, shown in the diagrams below, there are signs for the different directorates.

When visitors are with you, be sure to include them in the evacuation process and direct them accordingly.

All evacuated personnel are to remain in the assembly area until further instructions are provided by Facilities, West Metro Fire Rescue, and/or Supervisor. When moving to the designated assembly area, employees are not to impede the progress of emergency personnel or equipment entering the area in front of the building. Approaches to the building must remain free of obstructions during evacuation. Stay clear of all emergency vehicles.

For additional information about building evacuation and emergency response see the Occupant Emergency Plan (OEP) Interior Business Center Denver.

### *15.2.3.1* 7201/7301/7401 Rally Point Map



#### *15.2.3.2* 7110 Rally Point Map

### 15.2.4 Medical Emergency Procedures

- If it is a minor injury or first aid:
    1. Report injury to the employee's supervisor.
    2. The supervisor will arrange transportation if the employee needs to go to the doctor or hospital and is unable to drive.
    3. Call Facilities Management on 669-7225.

- If it is a major injury or medical emergency:
    1. Call an ambulance, 911
    2. Send someone to meet emergency personnel at door.
    3. Notify employee's supervisor.
    4. Call Facilities Management on 669-7225
    5. Remain with the injured person until paramedics arrive.

- First Aid kits are located in the stairwell landings on each floor.

### 15.2.5 Emergency Equipment

Fire alarm pull stations are located throughout the corridors in buildings 7201/7301/7401 and 7110. Emergency phones in building 7201/7301/7401 are located in each stairwell landing and there are a total of 18 phones. AED's are located on each floor at the elevators for 7201/7301/7401 and in the break room on the first floor of building 7110. The guards are AED and CPR certified.

## 15.3 Points of Contact

### 15.3.1 Help Desk Support

Employees are to contact the Customer Service Center (CSC) via email at NBC_IT_Services@nbc.gov or by phone on 1-888-367-1622.

For information on Building Operations, Health, Safety, and Physical Security please contact the Facilities Office on (303) 969-7225.

### 15.3.2 Logistic Support

The following table lists the various building services provided at the Lakewood location and the contact numbers:

| | |
|---|---|
| Main campus phone number | (303) 969-7200 |
| Building Manager's Office | (303) 969-7225 |
| Security Guard Desk | (303) 969-7301 |
| Fitness Center Bldg. 7201, room 120 | (303) 969-7789 |
| BlackBerry Service - Kathy Byers | (303) 969-7447 |
| Video Conference Requests | 1-888-FOR-1NBC |
| Physical Security (Access Control System/Building Access Forms/Keys) | (303) 969-7225 |
| Custodial Services/Recycling | (303) 969-7225 |
| Building Management/Space Management /Safety | (303) 969-7225 |
| Alterations (Electrical, Painting, Systems Furniture, Name Plates, Moving) | (303) 969-7225 |
| Mail Room | (303) 969-7266 |
| Property Management | (303) 969-7176 |

To reserve one of the conference rooms listed below, employees will need to make their reservation through Google Calendar and complete the following steps:

| Building | Room No. | Seating | Amenities Available |
|---|---|---|---|
| Bldg 7301 | 440 | 40 people w/ tables & chairs<br>50 people without | Polycom, projector, flipchart, white boards, internet access |
| Bldg 7201 | 430 | 15 people w/ tables & chairs<br>25 people without | Polycom , flipchart, white boards |
| Bldg 7401 | 420 | 40 people w/ tables & chairs<br>50 people without | Polycom, projector, flipchart, white boards, Internet access |

<u>How To Reserve a Conference Room at Lakewood</u>:

1. Access your **Google Calendar** and select the preferred date and time of your reservation.
2. Click **Edit Event** and the calendar will open for the date and time selected. Enter the 'Event Title'.
3. To the right of the screen where it says, **ADD: Guests | <u>Rooms etc.</u>** click on **Rooms**.
4. From the dropdown menu of <u>available conference rooms only</u> listed in alphabetical order, scroll down to **IBC**.
5. From the IBC drop down menu scroll down until you see one of the three aforementioned conference rooms at **7301, 7201, or 7401**. If the conference room is already reserved on your preferred date and time, it will not appear in the dropdown menu.

6. Click **ADD** next to the conference room you want to reserve. If you need to cancel or change your reservations, click **REMOVE** next to the conference room you reserved.
7. Click **Close** and you will see your name and the conference room location appear under 'Guests'.
8. **SAVE**

## 15.4 Onsite Amenities

### 15.4.1 Cafeteria

The cafeteria is located in Bldg. 7201 on the 1st floor next to the elevators and is open Monday thru Friday from 6:30a to 2:00p. For additional information call (303) 969-7484.

### 15.4.2 Snack Bar

The cafeteria-style snack bar is open Monday thru Friday, 6:30 am to 3:00 pm. Vending machines are available in break rooms located in buildings 7201 – first floor snack bar area, building 7301 – second floor break room, and building 7401 – first floor break room.

### 15.4.3 Credit Union

There is no credit union on this property, however, there is an ATM located on the first floor of Building 7201.

### 15.4.4 Fitness Center

The fitness center is located on the first floor of Building 7201 and only available to federal employees. It is open 24/7. There is no fee. It is equipped with a universal weight machine, treadmills, rowing machine, elliptical exercise bikes, and aerobics floor. There are women and men locker rooms with showers. Employees must sign a waiver in the Facilities Office in Building 7301 in room 410 to have their ID card programmed to access the fitness center.