



# iMprint

Office of the Secretary  
Assistant Secretary for Administration

QUALITY PEOPLE • WORKLIFE • SERVICE •

## It Isn't Easy Being "Green"

DOT is the first agency to achieve "green," the highest rating, on four of the five President's Management Agenda (PMA) initiatives as of June 30th. The Office of the Assistant Secretary for Administration hosted a celebratory awards ceremony on July 15th to acknowledge employees who made significant contributions to transforming the department's culture by implementing human capital and competitive sourcing initiatives. "Everyone in this room is here because you were part of the leadership in these initiatives, and when people looked at you, they saw commitment, strategic thinking, and a focus on results," said Assistant Secretary for Administration **Vincent T. Taylor**.



In the spirit of celebration, and to emphasize the comradery of attaining "green," OPM Director **James** presented her coveted "It Isn't Easy Being Green" award — a glass-encased, green Kermit the Frog — to Secretary **Mineta**.

**Secretary Norman Y. Mineta** personally thanked employees for coming together as ONE DOT to achieve these results. Representatives from the Office of Personnel Management (OPM), including **OPM Director Kay Coles James**, were also there to recognize DOT's achievements. The accomplishments reflect DOT's continuous commitment to be citizen-centered, results-oriented, and market-based. For more information on PMA results, visit [www.results.gov](http://www.results.gov).

## New Beginnings

According to the National Center for Education Studies, 71 percent of all high school students and 62 percent of all college students obtained their diplomas

or degrees in 2002. For students, graduation is a celebrated milestone leading to greater independence, empowerment and economic freedom.

### Kimberly Bush

- Daughter of OHRM's Terri Bush
- Graduated from Towson State University; received a B.S. in business administration with a concentration in management
- Immediate Plans: Kimberly works for the Social Security Administration's Office of Communications conducting outreach programs in Baltimore, MD.



### Justin Courtney

- Stepson of OHRM's Steve Gomez
- Graduated from Annandale High School in Annandale, VA
- Immediate Plans: Justin works at his uncle's company, Growing Earth Tree Care, Inc., as a climber. He is having fun saving money and living at home.



Join Assistant Secretary **Vincent T. Taylor** and DOT's Fitness Center manager, **Rick Bradley**, for the "Take Ten" Kick-off Rally on **Thursday, July 29th, at noon on the Nassif Plaza concert stage**. The first 300 employees to sign up and complete the "Take Ten" program will receive a free t-shirt. See page 6 for more details.

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## Hitting the Big League



**C**ongratulations to **Matt Prendergast**, son of Security's Associate Director Mike Prendergast, for being selected by the Colorado Rockies in the 2004 Major League Baseball draft. He departed on June 13th to join the Rockies single A team in Pasco, Washington.

Matt played four years of baseball at Virginia Commonwealth University (VCU) and helped VCU win conference championships in 2002 and 2003. Mike proudly shares that his son threw a one-hit shutout game against George Mason University in 2003, striking out 14 batters in the tournament championship game, and was later awarded the tournament's Most Valuable Player honors. Matt stands fourth among VCU pitchers with a career-high 24 wins.



**Matt, son of Office of Security's Mike Prendergast.**

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For parents and guardians, graduation signifies maturation and marks the start of a new chapter in a graduate's life. We join in the celebration and recognize the accomplishments of several recent graduates in our extended M family. May we never forget that season in our lives – a time filled with promise, excitement, and vision for the future.

Way to go, graduates!



**Christina Alyse James**  
 - Daughter of OS's Betty James  
 - Graduated from Herbert Flowers High School in Springdale, MD  
 - Immediate Plans: Christina will attend Morgan State University this fall.



**Michael Ryan Walker**  
 - Son of OIS's Dorothy Beard  
 - Graduated from University of Virginia in Charlottesville, VA; received a B.S. in mechanical engineering  
 - Immediate Plans: Michael is interning with NASCAR in Charlotte, NC.

## Another View

It is beneficial for federal employees to have a fresh perspective of the government from time-to-time. **Bernadette Persaud**, a student intern working in the Office of Human Resource Management's Special Programs office, offers her view about the federal government and shares her experiences in M.

*"I am a full-time student pursuing a B.S. degree in computer and information sciences at the University of Maryland University College, Shady Grove campus. I was hired by the Departmental Special Programs office in the Office of the Secretary to help automate the Secretary's Awards nomination and approval process. So far, I have learned about the many issues that need to be addressed within the government environment, as well as some of the planning and requirements gathering that must be completed before an application can be designed and implemented. As this project continues to take shape, I will be able to put many of the theories I learned in the classroom to practical use."*



**Bernadette Persaud interns with OHRM's Special Programs office.**

Senior officials from all modes within DOT will benefit from the new automated system as the nominating, tracking, and approval processes will be more streamlined and efficient. Thanks, Bernadette, for your contributions!

## Deputy Secretary Visits M Offices

Former DOT General Counsel **Kirk Van Tine** was appointed as the Department's Deputy Secretary on May 31st. In his new role as chief operating officer responsible for the day-to-day management of the ten modal administrations and approximately 60,000 employees, Deputy Secretary Van Tine wanted to gain a more detailed understanding of the department's policy and operational objectives. Accompanied by Assistant Secretary **Vincent T. Taylor** and Deputy Assistant Secretary **Linda J. Washington**, he selected 3 highly-visible M program areas to visit: Transportation and Facilities' TranServe office, Information Services' Dockets office and On-line Publications office.



**Sergio Osteguin of the Office of Transportation and Facilities shows Deputy Secretary Van Tine various types of transit benefit fare media utilized nationwide.**

On June 9th, the Deputy Secretary visited the TranServe office, which manages the government-wide, multi-million dollar transit benefit program. Staff and account managers explained the various transit media used nationwide and illustrated how the media is distributed efficiently within a system of carefully developed internal controls. One of the highlights was the Deputy Secretary's visit to the secured vault where transit media is stored.



**Bill Cunnane, On-line Publications manager, describes the automated publications program to Deputy Secretary Van Tine.**

On June 29th, the Deputy Secretary toured the Dockets office. The Dockets team provided a demonstration on how DOT publishes and stores on-line information consisting of draft and final regulations, public comments on proposed rules, and the Dockets Management System.

The Deputy Secretary also visited the On-line Publications office where he viewed a demonstration of the department's on-line publications system, which currently holds over 5,000 DOT publications available on the internet and receives over 2 million hits per month. To date, more than 1.2 million publications have been downloaded from the site. This program has proven to be cost-effective as the department continues to reduce costs associated with storing and printing hard-copy materials.



**Deputy Secretary Van Tine with Dockets staff member, Joan Coleman.**

## Inspector General Tours TranServe Office

On July 1st, the Department's Inspector General, **Kenneth Mead**, paid a personal visit to the TranServe office. He was able to see first-hand the transit benefit operations and was briefed on their system of internal controls.

## Editor's Notes

In keeping with the Olympic spirit, our theme for this issue is "Maximizing Potential" to support the U.S. athletes who epitomize this theme as they seek gold in Athens. We, the M Family, strive to maximize our potential and achieve "gold" day in and day out. On an organizational level, we all strive for excellence and continuous improvement. On a personal level, we each define our own set of goals and work to achieve them. This issue celebrates the different stages of maximizing potential, from the graduation of extended M family members to the 40 years of outstanding service by government veteran, Kenny Barnes. And to maximize total balance in your life, I would highly encourage you to sign up and take part in our department-wide "Take Ten" program!

Have a safe and happy summer!

Warmly,

— *Carmen Jones, Editor*

## New Headquarters Building Update

**E**xcavation work for the new DOT headquarters project is approximately 80 percent complete with concrete work projected to begin in December 2004. Occupancy is still on schedule for the end of calendar year 2006.

The DOT headquarters project team, consisting of **Director George Fields, Rudy Spruill, Robert Barbour, David Heinmuller, Bunmi Shofu, and Yolanda Lyons**, will continue to work with the General Services Administration, the developer, architects, and contractors on this project. The DOT headquarters project team is also working with the tenant architectural firm Ai to monitor the development of modal-specific office space layouts for the new facility. In addition, the project team is leading a multi-modal team of representatives participating in the evaluation and procurement process for new furniture. Centrally procuring the furniture for the new headquarters building is a strategic purchase that leverages DOT's buying power.

The new facility will house approximately 5,500 employees and contractors. There will be eight and nine stories in the eastern and western buildings, respectively. A glass-enclosed atrium will run the length of each building with the main entrance accompanied by a two-story rotunda on New Jersey Avenue. The two buildings will be connected below grade by a concourse and a parking garage.

The new DOT headquarters building will be a pair of well-designed structures forming a gateway to a new southeast Washington neighborhood. Following are some frequently asked questions (FAQs) employees may find helpful as DOT prepares for the upcoming move.



Front view of the new headquarters building

**Q: Where is the new headquarters located?**

A: The new headquarters will be on the corner of New Jersey Avenue and M Street, at 1200 New Jersey Avenue, SE, just west of the Washington Navy Yard.

**Q: How far is the nearest Metro station?**

A: The Navy Yard metro station is within 400 feet of the main building entrance.

**Q: How many parking spaces will there be in the new building?**

A: There are a total of 936 spaces with 145 designated for government vehicles, visitors, and persons with disabilities.

**Q: Are there any environmental concerns at the new location?**

A: The Environmental Protection Agency (EPA) has approved the developer's plan, which requires the cleanup of the site as necessary during the excavation process. EPA will continue to monitor the developer's compliance with the plan.

**Q: Are there security concerns associated with the site?**

A: The advent of major infrastructure redevelopment and influx of businesses, as well as a large number of Navy personnel in the area, are all factors that contribute to a more secure environment.

### New PMA Federal Real Property Asset Management Initiative

**T**he government owns or manages one in every four acres of land in the United States, which equates to hundreds of billions of dollars in real property assets. Although most federal property assets are used to support agency missions, the government currently holds significant amounts of underused and unneeded inventory that does not generate revenue and is expensive to maintain. To promote efficient and economical use of America's real property assets and to assure accountability for implementing federal real property management reforms, a sixth President's Management Agenda (PMA) Federal Real Property Asset Management initiative has been created. Executive Order 13327, signed on February 4th, sets forth initiatives to achieve efficient and effective stewardship of federal real property. To learn more about this new standard, contact Rita Martin on x69724 or visit [www.results.gov/agenda/real\\_property.html](http://www.results.gov/agenda/real_property.html).

## Strengthening Evacuation Plans

To further strengthen evacuation plans, the Office of Transportation and Facilities (OTF) has launched several improvement initiatives, which will be completed this summer.

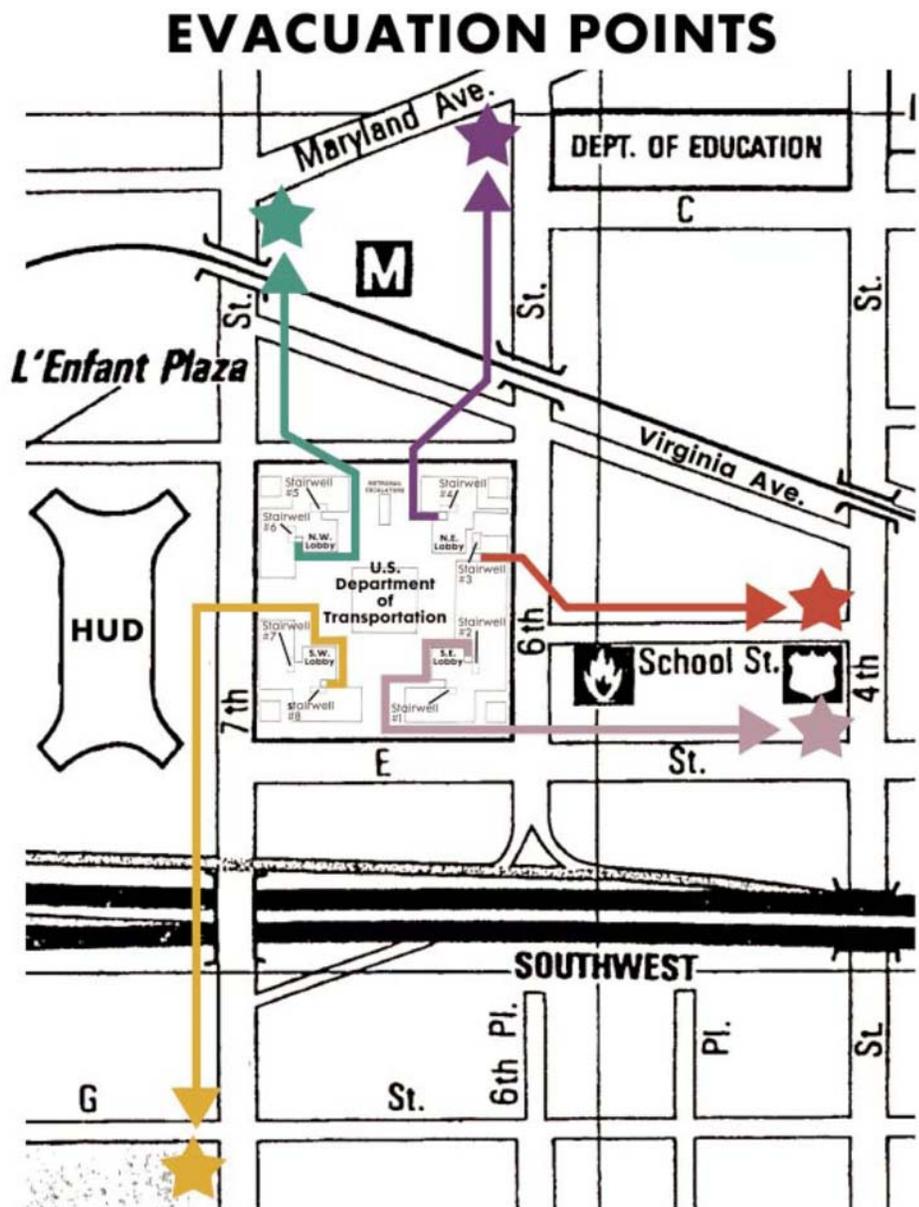
- Each Operating Administration (OA) within the DOT Headquarters building has been asked to select one of five approved locations where they will assemble when evacuating the building. **The map depicts the five evacuation assembly locations.** This information will be entered in a central database as an official department-wide record of the location of every DOT employee during an emergency.
- Office Managers will keep an up-to-date employee roster and have it available to account for all personnel and identify missing persons during emergency events.
- Each OA will recruit three employees to serve on a team of Missing Person Emergency Reporters (MPERs). MPERs will become part of the Emergency Warden System and will collect information from Office Managers about persons unaccounted for or missing at DOT's five approved assembly locations. OTF will provide training for the MPERs.

In the near future OTF will conduct a series of Town Hall meetings to review evacuation procedures with all DOT staff. As an additional

improvement to the Department's emergency plans, all of DOT's Emergency Wardens and MPERs will soon be issued orange safety vests to help identify them in emergencies. If you have any questions regarding DOT's emergency plans, please contact OTF's Thomas Black on x66754.

## Fire Drill Results

On June 23rd, the Office of Transportation and Facilities administered a successful facility-wide emergency evacuation drill of the DOT Headquarters Nassif Building in 16 minutes. Additional drills are planned during the summer to verify that new measures being implemented are contributing towards continuous improvement.



## Croatian Diplomats Visit DOT's DRC



Croatian diplomats with DRC staff.

DOT's Disability Resource Center (DRC), in partnership with the Department of Defense and the Department of State, hosted a delegation from Croatia in late May as part of the "Assistance to People with Disabilities" program. The Croatian diplomats visited the U.S. to gain a better understanding of how the federal government supports employees with disabilities. The DRC was selected as a "must see" destination because of the many programs and services offered department-wide, including sign-language interpretation.

**Alison Levy** and **PJ Brown** represented the department and answered questions from the group. The Croatian diplomats were interested in learning more about the rights of citizens with disabilities and the American with Disabilities Act. They also gathered

information on how the DRC collaborated with other operating administrations and agencies. The visit ended with an insightful discussion on strategies that both the U.S. and Croatia can adopt in further eliminating barriers to help persons with disabilities fully integrate into the workplace.

### THE iMprint

Graphics, Photography, & DDC  
(Thanks again for a great job!)

The iMprint is published for DOT employees and customers of the Office of the Assistant Secretary for Administration. Comments and contributions are welcome. Please call 202-366-6523, or email [carmen.jones@ost.dot.gov](mailto:carmen.jones@ost.dot.gov).

## Take Ten

The "Take Ten" fitness program is a department-wide effort to promote healthier lifestyles by recruiting at least 300 DOT employees and contractors to take a ten-minute brisk walk or related exercise once a day during the eight-week pilot period starting August 2nd. Just ten minutes of walking will ease stress, increase energy level, and improve health by boosting the body's immune system. The first 300 participants to sign up and complete the program will receive a free t-shirt. Join Assistant Secretary **Vincent T. Taylor** and DOT's fitness manager, **Rick Bradley**, on July 29th at noon down in the Nassif Plaza concert stage for the "Take Ten" Kick-off Rally. Sign up at the rally or contact your modal representative.



Secretary Mineta displays his Take Ten t-shirt at the June 19th Executive Management Team meeting.

BTS	Tonya Tinsley	x66268
FAA	James Fraser	x34850
FHWA	Michael Vecchietti	x60604
FMCSA	John Hill	x61927
FRA	Marcie Mullins	x36114
FTA	Ann Linnertz	x30397
MARAD	Christ Krusa	x62648
NHTSA	Sean McLaurin	x64800
OST	Juli Huynh	x67178
OST/C	Charlotte Boeck	x64713
OST/X/P	Allen Truhan	x64895
RSPA	Almaz Beyene	x77586
SLSDC	Anthony Chica	x60898

## 40 Years and Still Going Strong

In 1964, The Beatles released their debut album in the U.S. and made their first visit to America. That same year, IBM introduced the system 360 Computer, which became the mainstay computer of businesses for many years. It was also in 1964 — 40 years ago — that **Kenny Barnes** of the Office of Information Services (OIS) joined DOT and started his career as a public servant.

As part of OIS’s Digital Document Center team, Kenny shared, “When I first joined the Department, we did things quite differently. We had no computers and almost everything was done manually. Now, we have machines and computers which have significantly increased our productivity.” The one component that has not changed over the years is the daily interaction with customers, which Kenny says is the best part of his job.

In his spare time, Kenny enjoys doing yard work and spending quality time with his 4 children and 13 grandchildren. Congratulations, Kenny, for your 40 years of dedicated service!



From left: Director of Information Services **Chuck Doucette**, **Kenny Barnes**, and Deputy Assistant Secretary **Linda J. Washington**.

## New M Award — Employee of the Month



**Betty James** is June’s “Employee of the Month.”

Since employees in the M organization do such great work, Assistant Secretary Vincent T. Taylor and his senior management team created the new “Employee of the Month” award to recognize such employees. How does this differ from the “eEmployee Making A Difference?” The “Employee of the Month” is selected by management, whereas the five chosen per year as the “eEmployee Making A Difference” are nominated by their colleagues.

The first “Employee of the Month” award for June goes to **Betty James** in the Office of Security. She is known for her willingness to help others not just within her own office, but across the entire M organization as well. While Betty was recently working in the front

office, Assistant Secretary Taylor noted, “She is always pleasant and smiling, and when she serves in our office, we don’t miss a beat.” In addition to her regular duties, Betty has served on numerous M committees, including the annual M Family Picnic, and she has been named chairperson for the 2004 M Holiday Party.

The “Employee of the Month” for July is **Lester Pharr** in the Office of Information Services. Lester was selected for providing outstanding logistics and coordination support for the copier management program in the absence of two key staff members. His supervisors and customers were especially appreciative of his “can do” attitude and his willingness to step in to ensure smooth operation during this transition period.

Congratulations to Betty and Lester!



**Lester Pharr** is July’s “Employee of the Month.”

## Maximizing Potential for Others

The M organization recognizes the valuable contributions of employees in the workplace and outside of DOT as well. Violet Collins of the Office of Information Services volunteers her time at the Dinner Program for Homeless Women, located at 945 G Street, NW. In its twenty-fifth year, the shelter provides a safe place for DC’s homeless women and children.

The residents needed basic toiletry items, including soaps, lotions, and shampoos. Violet canvassed M staff and received tremendous support for this endeavor. Through generous donations and as a result of Violet’s thoughtfulness, women and their children will be blessed to have aspects of their dignity restored by this kind gesture.

## Work Hard. Play Hard.

### M Awardees

Congratulations to the following individuals/teams who received an award during the M Family Picnic for their service and dedication in advancing the Department's mission.

#### TranServe Team

Wanda Calderwood • Misty Conklin • Deanna Fowler • Ed Hansen • Leona Jackson • Cheri Johnson • Jo Anne Kauffman • Jean Linassi • Sergio Osteguín • Franklin Weaver

#### ITOP Staff

#### Photography Team

Joseph Kohler • Benjamin Mitchell

#### Financial Management Team

Craig Bellet • Jim Citro • Gina Diaz • Susan Hadrick • Wanda Harvell • Artis Johnson • Jeff Jones • Debra Mello • Jessica Rose • Sid Savoy • Joyce Thompson • Diana Webster • Marie Petrosino-Woolverton • Ron Weston

#### Executive Protection Team

Chris Lehn • Chris Maney • Mike Prendergast • Scott Reiger • Bill Viney

**Juli Huynh, OHRM**

**David Heinmuller, OHB**

**Betty James, OS**

**Diane Watkins, M-2**

**Tammy Howard, M-1**

**Linda J. Washington, M-2**

In the spirit of celebrating M accomplishments, employees took some time for fun, fellowship, and food at the annual M Family Picnic on June 15th. The picnic not only provided colleagues, family, and friends an opportunity to connect and socialize with one another, but also served as a forum to recognize the many contributions of M employees who are listed in the left column on this page. A special thanks to the M Picnic Committee and our famous M-tertainers for making this event a huge success!

#### M Picnic Committee

With Deputy Secretary Kirk Van Time and Assistant Secretary Vincent T. Taylor

OHRM	Terri Bush
OTF	Misty Conklin*
OHB	David Heinmuller*
OS	Betty James
OHRM	Patricia Parker*
OFM	Jessica Rose
OIS	Patricia Washington
OPSE	Barbara Woolfolk*
OHRM	Annette Wilson*
	* not pictured



#### M-tertainers

With special guest, Assistant Secretary Vincent T. Taylor

OHRM	Don Faulkner
OS	Betty James
OIS	Neal Law
OS	David Meade
M-1	Mona Middleton
OHRM	Linda Moody



## The Winner — Martin Gertel

Congratulations to **Martin Gertel** who has been selected as our “eEmployee Making a Difference.” Martin is the Department’s point of contact for all U.S. Government Accountability Office (GAO) investigations and serves as the Office of the Secretary’s (OST) liaison to the Office of the Inspector General (OIG). He negotiates on the Department’s behalf to ensure audit work conducted throughout DOT is both equitable and expeditious .



**DOT’s OIG/GAO Liaison,  
Martin Gertel.**

Customers in OST and the Operating Administrations appreciate the services Martin provides. For instance, he recently received high praise from Federal Transit Administrator Jennifer Dorn. In a June 16th memo, she wrote, “You were instrumental in conveying our concerns to GAO and negotiating a remarkable resolution. We rely on your solid grasp of FTA issues, as well as your calm, clear-headed leadership in finding solutions and working through some very difficult matters with GAO staff.” Administrator Dorn’s sentiments are echoed throughout the department.

Thanks, Martin, for making a difference!