

# THE iMprint

Office of the Secretary  
Assistant Secretary for Administration

## Honoring U.S. and Coalition Troops

To date there have been at least 167 confirmed coalition deaths. To learn more details about each of these selfless men and women, visit the internet at: <http://www.cnn.com/SPECIALS/2003/iraq/forces/casualties/index.html>

**“Victorious leaders feel the alternative to winning is totally unacceptable, so they figure out what must be done to achieve victory, and then they go after it with everything at their disposal.”**

—John C. Maxwell

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(See new pay scale)	

### ON THE ROAD TO CHANGE

## Land of The Free Because of The Brave



COURTESY TIME MAGAZINE, MARCH 7, 2003

CPL Matthew Walldon (nephew of Lee Privett, M-40), C Company, 1st Battalion, 2nd Platoon, U.S. Marine Corps.

The impact of war is mostly felt in communities and families where people have loved ones who serve in the Armed Forces. The price is high when you consider the hundreds of thousands of men and women who place their lives in harm's way to protect our country and the principles upon which it was established. This iMprint issue is dedicated to those men and women who have laid down their lives to liberate Iraq and to those continuing to serve.

We also want to honor and thank family members of eMployees who are serving in the war effort. The members and their pictures

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## M Delivers: The First 100 Days

In any new organization, the first 100 days are critical. Vince Taylor was sworn-in as the Assistant Secretary for Administration on January 27, 2003. Since then he has been working with M employees to accomplish a daunting agenda. The top 10 initiatives include:

1. Restructuring to leverage resources and unite two organizations into one
2. Instituting core values with employees
3. Heightening security and increasing employee awareness in emergency preparedness
4. Recruiting to fill key vacant positions
5. Launching an independent WCF Cost Accounting and Billing Review
6. Providing for smooth transition of USCG/TSA from DOT
7. Launching innovative/integrated approaches to support the President's Management Agenda initiatives
8. Providing leadership and commitment to the new HQs Building project
9. Redefining the focus of the Working Capital Fund (WCF)
10. Commissioning a task force to review WCF programs

M has delivered! Accomplishing all top 10 initiatives, within the first 100 days, represents a true measurement of M success. The tenth *continued on page 2*

**“What is our aim? I answer in one word: Victory—victory at all costs, victory in spite of all terror, victory, however long and hard the road may be; for without victory, there is no survival.”**

**—Winston Churchill**

*continued from page 1*

appear in this article. We thank them all for their personal sacrifice and send our thoughts and prayers for their safe return.



**Command Master Chief Frederick Pharr** (brother of Lester Pharr, M-30), VFA-105 Squadron, USS Harry S. Truman, U.S. Navy.



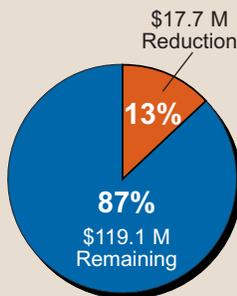
**Tsgt Timothy W. Vantran** (brother-in-law of Lynne James, M-10 ), 113th Fighter Wing, Intelligence, U.S. Air Force.



**AD1 Michael E. Wible** (nephew of Wanda Calderwood, M-50 ), HM15, USS Cleveland, U.S. Navy.

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### FY 2003 WCF DOT OBLIGATIONS



THE  
**iMprint**

**Editor** – Carmen D. Jones,  
Office of Strategic Initiatives,  
Rm 2310

**Graphic Design and Layout**  
– DOT Graphics Design Team  
(thanks again for a great job!)

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

initiative has just been completed. M employees and customers have been waiting for the results of the task force program review and they are in!

The task force reviewed almost 100 WCF programs with most of the effort completed within 30 days. The purpose of the review was to identify ways to streamline, combine or eliminate unnecessary or inefficient programs utilizing the newly defined focus of the WCF—supporting DOT’s core mission, supporting homeland security, and enhancing national defense.

This type of comprehensive review has never been undertaken since the WCF was established over 30 years ago. This effort demonstrates M’s commitment to providing DOT customers with cost effective services that support the accomplishment of their mission. The efficiencies resulting from this review will add value as they translate into lowered costs for our customers. Customers can then redistribute their resources to create further efficiencies.

The task force results will effect elimination, streamlining, and reduction changes to 52 programs.

The overall results include:

- A reduction of fifty (50) vacant positions, generating \$2 million in savings per year.
- A WCF net cost decrease of \$9.7 million in FY 2003 and \$6.7 million in FY 2004.
- FY 2003 DOT obligations will decrease by \$17.7 million, partially offset by an increase in non-DOT obligations of \$9.5 million.
- FY 2004 DOT obligations will decrease by \$21 million, partially offset by an increase in non-DOT obligations of \$16.6 million.

*(A portion of the change in DOT and non-DOT obligations is related to the transfer of USCG and TSA to the Homeland Security Administration. They are now categorized as non-DOT.)*

The final task force results will be incorporated into the budgets for each respective WCF program affected. Once new budgets are produced, customers will be able to see the bottom line savings benefit achieved from this effort. A final copy of the task force report will be made available on the DOT Intranet.

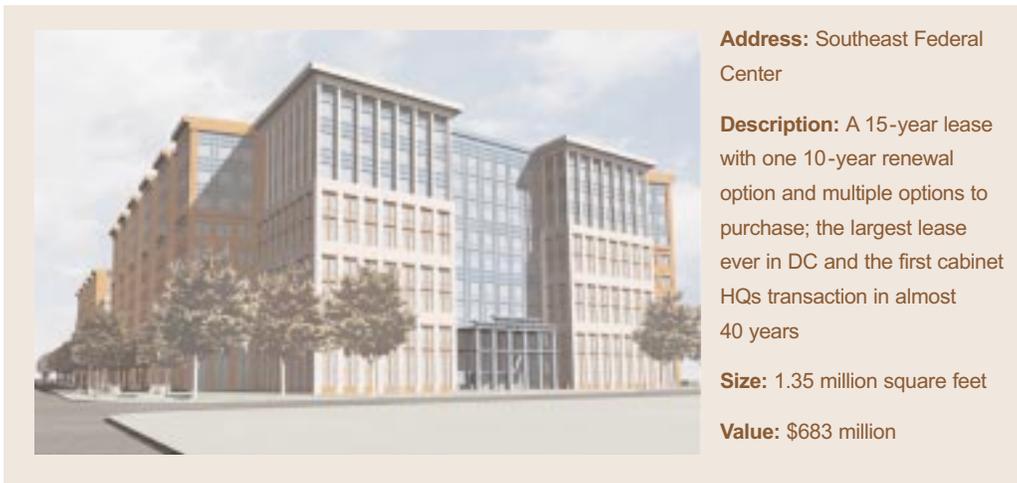
## Accolades for the New Headquarters Building

The Washington, DC business community has taken notice of the work done in preparation for the new building. On April 10th, the DOT Headquarters lease was named *2002 Leasing Transaction of the Year* by the Greater Washington Commercial Realtors Association.

On April 24th, the project was awarded The *Washington Business*

*Journal's (WBJ)* Best Real Estate Deal of 2002, in addition to winning the Best GSA Deal of 2002. Winning these awards is a significant achievement as we competed with 14 other projects in the area, including the Pentagon renovation.

Congratulations to George Fields and the Project Team!



**Address:** Southeast Federal Center

**Description:** A 15-year lease with one 10-year renewal option and multiple options to purchase; the largest lease ever in DC and the first cabinet HQs transaction in almost 40 years

**Size:** 1.35 million square feet

**Value:** \$683 million

Schematic design of new HQs building (front view).

## Spring Cleaning to Manage Records

The Office of Transportation and Facilities (M-50) is sponsoring a training session and a “Spring Cleaning Week” to raise employee awareness about records management. On May 15, 2003, M-50 will host a training session to educate representatives from each OST office about retention and storage of records. Part of the session will focus on how records are categorized and identify retention requirements. For example, general administrative files only need to be retained for three years.

The following week, May 19-23, 2003, has been designated as “Spring

Cleaning Week.” Employees are asked to dedicate time during this week to purge records. M-50 will provide logistical support upon request; call x62458 to receive receptacles for purged records and for “pickup” of files to be archived. Since space for records storage will be limited in the new Headquarters building, it is especially important that we prudently manage records on a daily basis as well as look for opportunities for electronic storage in the near future. If you have further questions, please contact LaVerne Ivey on x62097.

## Editor's Notes

The world has changed since the premiere issue of the iMprint. Elizabeth Smart has returned home after a 9-month kidnapping; there is a worldwide SARS epidemic; and, our country is leading an international coalition of troops to liberate Iraq.

As I ponder the war effort, my heart fills with pride to hear daily reports of sacrifice and patriotism demonstrated by the brave men and women serving our country. Many are relatives of eMployees in the ‘M’ organization. This May-June issue honors these soldiers serving in the Gulf Region.

As the Nation braces for military victory, we in our workplace, are poised to experience the victory of achieving significant milestones in the first 100 days of Assistant Secretary Taylor's appointment. On each page, you will see evidence that ‘M’ delivers Departmental solutions. I believe ‘M’ employees will continue to build upon this success and make a lasting iMprint in DOT!

Warm regards,

Carmen Jones  
Editor



Making a difference!

## Partnering Ensures Streamlined Security and Emergency Response

**“The most likely shelter-in-place response is to turn off air conditioning units in exterior offices, shut exterior office doors, and seek shelter in the nearest main corridor or interior office. ”**

*—Pat Prosperi, M-50*

On March 17th the Attorney General raised the threat condition under the Homeland Security Advisory System to the High (Orange) level when President Bush issued the ultimatum to Iraqi dictator Saddam Hussein. Hostilities began against Iraq on March 19th. The Office of Security (M-40) implemented appropriate security measures at DOT Headquarters including increased guard presence, additional patrols, visitor parking restrictions, and random vehicle searches. M-40 partnered with the Office of Transportation and Facilities (M-50) and sent a broadcast e-mail to DOT Headquarters employees on March 18th providing emergency preparedness information and links to helpful web sites.

On March 20th, another e-mail was

sent linking to a helpful brochure detailing emergency procedures and emphasizing the new concept of shelter-in-place. The shelter-in-place response is a protective action taken inside the building, with doors and windows closed, to minimize chances of injury if certain types of emergencies occur outside the building (e.g., severe weather, civil unrest, accidental chemical release, or biological, chemical, radiological attack). Employees are asked to follow shelter instructions provided through the emergency public address system. Employees with hearing impairments are notified via a pager system. For more information go to: [http://dotnet.dot.gov/feature/emergency\\_brochure.doc](http://dotnet.dot.gov/feature/emergency_brochure.doc)

On April 16th the threat condition was lowered to “yellow”.



FHWA Employees attending workshop.

## The Personal Touch—Security and Emergency Response Workshops

While employees have been provided information about preparing and responding to emergencies, many have questions they want addressed. Office Directors Lee Privett (M-40) and Pat Prosperi (M-50) have developed a personalized workshop solution providing security and emergency response information.

At the request of the FHWA Administrator Mary Peters, Lee and Pat have begun conducting these workshops throughout FHWA offices. The hour-long session is interactive, with a significant amount of time devoted to answering questions ranging from the length of a shelter-in-place event to the type of items included in a personal “go kit”. Lee and Pat also conducted similar workshops with several hundred FTA employees.

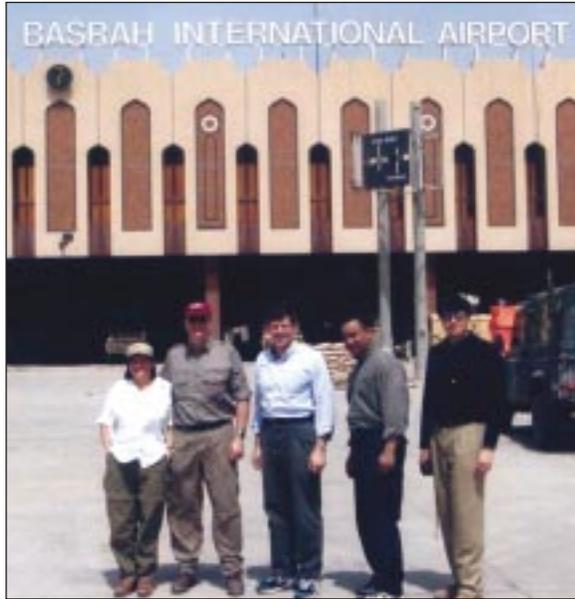


Mike Prendergast, filling in for Lee Privett, (M-70), Pat Prosperi (M-50), and Lyle Hayhurst of FHWA conducting an employee workshop.

## Iraq's Transportation Infrastructure

On April 12th members of DOT's senior management team traveled to Iraq and Kuwait to evaluate the current condition of the transportation infrastructure. The team was asked to identify the challenges and any "roadblocks" to meeting future transportation needs and accomplishing the President's rebuilding initiatives and timeframes.

**DOT Team:** Genie Norris, Senior Advisor to the Secretary; John Flaherty, Chief of Staff; J. Richard Capka, Deputy FHWA Administrator; Vincent T. Taylor, Assistant Secretary for Administration; and Robert Sweet, Air Traffic Services, FAA.



## Taking on TSA's Staffing Challenge

While the post September 11th creation of TSA is well known, the significant role of Human Resources Management (HRM) on TSA's behalf may be less known. In an instant, the HRM staff was thrust into creating a completely new organization from scratch. HRM staff provided leadership on a myriad of issues; however, the most daunting of all was that of staffing and recruiting for over a thousand positions with challenging time constraints. Joan Simpson led the TSA team effort with the support of Jackie Lowe and a team of 12 contractors. The team's responsibility was to recruit and staff TSA's Headquarters and Executive level positions from February 2002 through March 2003.

The team reviewed thousands of applications and hired 1,350 HQs employees at various levels of TSA's pay banding system—including 150 transportation executives. The staff was also responsible for assisting in the creation of personnel policies and

procedures, and responding to inquiries from the public.

Beginning in late February 2003, this team assisted TSA in transitioning over to the Department of Homeland Security. TSA employees will continue to be supported by DOT's human resources/payroll systems until the new Department establishes its own systems. This is another fine example of eMployees meeting challenging customer demands and ultimately supporting our country's homeland defense.

**HRM Team/Systems Support:** Ruby Thompson, Carolyn Bach, Mary DeRosa and Helen Lewis. Not pictured: Tom Garell, Susan Jenifer and Barbara Green.



**HRM Team:** (front row) Joan Simpson, Nancy Mowry, Jackie Lowe; (back row) Judy Holland, Sandra Sutton and Zee Grant.



## Public Service Recognition Week

**Celebrating Government Workers Nationwide—  
May 5 - 11**

Public employees around the world use this week to educate citizens about the many ways in which government services make life better for all Americans.

Over 100 government agencies will have exhibits on the National Mall between the Air and Space Museum and the National Gallery of Art. You can attend the Kick-off Ceremony at 11:00 a.m. on Friday, May 2nd.



## Developing Leaders For Tomorrow

In March 2003, the Assistant Secretary for Administration announced a new Departmental mentoring pilot program that provides workforce development for emerging leaders. The “Leaders for Tomorrow” pilot takes a fresh approach to the age-old concept of mentoring that is effectively implemented in America’s most progressive companies.

“Leaders for Tomorrow” is designed to engage mentors and protégés in meaningful career experiences that will be of great value to them and DOT. The program adds value to the organization by enhancing professional leadership skills, increasing employee job satisfaction and transferring institutional

knowledge and corporate expertise. The end result is an established pipeline of trained professionals who are prepared to handle organizational challenges and equipped to meet future goals of the Department.

This 10-month pilot program provides structured activities—workshops, assessments and onsite learning experiences for mentors and protégés. This program will be expanded to allow for more participation in the future.

The Spring 2003 Kick-off Orientation for mentors and protégés will be held in May. To learn more about “Leaders for Tomorrow,” visit <http://dothr.ost.dot.gov> or contact Patrice Blackman, Departmental Program Manager on x69844.



## The Winner—Dachun Bao



Dachun Bao in the DOT Library.

Congratulations to Dachun Bao in the Office of Information Services (M-30), who has been selected as our “eMployee Making a Difference” in this iMprint issue. Dachun was nominated by Phyllis Bell for producing a cost savings of \$12,000 in the delivery of library services.

Dachun innovatively partnered with a vendor to share automated workload in purging FAA holding records from an international database. Dachun has also increased DOT employee productivity by providing them access to our electronic based library collection right on their desktops. Dachun will receive a complimentary lunch with Assistant

Secretary Vince Taylor. Thank you for making a difference!

We want to thank other ‘M’ employees that were also nominated for this issue. We appreciate your daily contributions and look forward to an opportunity of recognizing you in future issues.



In each iMprint issue we will feature an employee that is making a difference. In future months, we will ask you to nominate fellow employees. The featured employee will be treated to lunch with the Assistant Secretary.

## Loaned Executive Program

**A**re you looking for a developmental experience that will test the depths and bounds of your commitment to humanity while enhancing your professional career? If so, serving as a Combined Federal Campaign (CFC) Loaned Executive is a great opportunity.

Annette Wilson (M-80), recently served as a CFC Loaned Executive for 2002 and shares her story:

“I was selected as one of the Department’s Loaned Executives and was detailed to the CFC HQs staff for four months. I was provided with professional development training and then assigned to several government agencies to plan and manage their campaigns. This experience enhanced

my skills in establishing goals and strategies, organizing complex work, analyzing data and giving oral presentations to employees at all levels within organizations. The detail is an excellent way to learn how other agencies operate and to network with some of the Federal government’s finest executives. I actually loved my entire experience, loved it, loved it, loved it...”

The Loaned Executive Program is sponsored by OPM and employees at the GS 13, 14 and 15 level are eligible to participate. If you are interested in serving as a CFC Loaned Executive, please call Nadine Rawls at x66388 or Gabrielle Valdivieso at [gabrielle.valdivieso@ost.dot.gov](mailto:gabrielle.valdivieso@ost.dot.gov).



Annette Wilson, 2002 CFC Loaned Executive

## New DOT Telecommuting Order

**S**ecretary Norman Y. Mineta recently approved the DOT Telecommuting Order now available for use within the Department. As part of the Departmental implementation, each Operating Administration (OA) will review its current telecommuting policy to ensure that it conforms with the DOT Telecommuting Order. Most importantly, OAs are being charged with removing barriers which impede the use of telecommuting—namely management resistance and technology.

Positions with the following characteristics are appropriate for telecommuting:

- Work activities are portable;
- Data and systems security requirements, including sensitivity and Privacy Act concerns, are adequately addressed;
- Necessary material and information can readily be moved to and from the Federal office;

- Periodically working onsite allows sufficient access to necessary specialized equipment;
- Technology for off-site work is available, if needed;
- Close supervision or daily input from sources accessible only onsite is not required;
- Contact with employees and customers can be performed electronically or by telephone without adversely affecting customer service or productivity; and,
- Other position characteristics that management determines to be appropriate.

Position and employee suitability will be viewed in terms of criteria and the business benefit to the Department. This policy is designed to remove both artificial and real barriers that may exist within the Department.

**“We believe this telecommuting policy will serve as a model for rest of the Federal government.”**

**—DeShawn Shepard,  
M-10**



## National Fitness Month Activities

**Wed., May 7** 12 - 1 p.m.,  
Room 2230, Nassif Building  
“*Exercise, Health, Diet and Nutrition*”

Conducted by Gabe Mirkin, MD,  
author of *The Sports Medicine Book* and radio talk show host.

**Wed., May 14** 12 - 1 p.m.,  
Room 8236, Nassif Building  
“*Get Fit with the Three B’s—Balls, Bands and Bars*”

Conducted by Vivian Wallace,  
Asst. Mgr. DOT Fitness Center

**Wed., May 21** 12 - 1 p.m.,  
Room 2230, Nassif Building  
“*Fitness and Foot Health*”

Conducted by Gene Mirkin,  
DPM and Julie Jurd, DPM  
American Academy of Podiatric Sports Medicine

**Wed., May 28** 12 - 1 p.m.,  
Room 2230, Nassif Building  
“*Allergy Desensitization—Naturally*”

Conducted by Reggie Norton,  
M.A.C., L.A.C., Jeannie Lohmeyer, RN, Mary Lynn Lipscome, RN, MSN

From: Meridians - A Center for the Healing Arts

**Thur., May 29** 11 - 2 p.m.,  
DOT Plaza, Nassif Building  
**3rd Annual Walk and Roll Event** (includes professional and personal wellness demonstrations and an information resource fair with music, food, and games).

## Time to Save!

The 2003 Savings Bonds Campaign is underway May 1 - 31st, 2003. OST and BTS employees are encouraged to use Employee Express to purchase Savings Bonds. If you do not have Employee Express, you may buy savings bonds directly by visiting, [www.savingsbonds.gov](http://www.savingsbonds.gov).

## It’s Time to Shape Up!—National Fitness Month

How many of you have made the following statements when considering fitness and nutrition?

“I don’t have time to work out.”

“I’ll start my diet next Monday.”

“I’ll get to the doctor when I can.”

If you can relate to one or all of those statements, you are not alone. We use these excuses to justify why we do not take better care of ourselves. The truth of the matter is that exercise and

nutrition enhance the quality of our lives. We rest better, lower our risk for heart attacks and strokes, and increase energy and stamina.

During the month of May, the DOT Fitness Center will sponsor a series of events geared to answer questions and motivate employees to improve their health. All DOT employees are invited and events are free. Hope to see you there!

## Show Me the Money—Pay Increase

Good news! The President has amended Executive Order 13282, which now provides Federal civilian employees with an average 4.1 percent pay raise in 2003, including 1 percent for locality-based pay. The increase will be paid retroactively, beginning January 12, 2003. **DOT employees will receive this retroactive payment in their April 29th paycheck.**

### GS Pay Schedule for Employees in the Washington, DC Area

Effective January 2003

Annual Rates by Grade and Step

GS	1	2	3	4	5	6	7	8	9	10
1	17,152	17,725	18,295	18,863	19,434	19,770	20,332	20,900	20,923	21,456
2	19,285	19,743	20,382	20,923	21,158	21,780	22,403	23,025	23,647	24,270
3	21,042	21,743	22,444	23,146	23,847	24,548	25,249	25,950	26,652	27,353
4	23,621	24,408	25,195	25,982	26,769	27,556	28,343	29,130	29,917	30,704
5	26,429	27,309	28,190	29,070	29,951	30,831	31,712	32,592	33,473	34,353
6	29,459	30,441	31,423	32,405	33,387	34,369	35,351	36,333	37,315	38,297
7	32,736	33,828	34,919	36,010	37,102	38,193	39,284	40,376	41,467	42,558
8	36,255	37,464	38,672	39,881	41,089	42,298	43,506	44,715	45,924	47,132
9	40,044	41,379	42,714	44,049	45,383	46,718	48,053	49,388	50,723	52,058
10	44,098	45,568	47,039	48,509	49,979	51,449	52,919	54,389	55,859	57,329
11	48,451	50,067	51,682	53,298	54,913	56,529	58,145	59,760	61,376	62,991
12	58,070	60,006	61,942	63,877	65,813	67,749	69,685	71,620	73,556	75,492
13	69,054	71,357	73,659	75,961	78,263	80,565	82,867	85,169	87,472	89,774
14	81,602	84,323	87,043	89,764	92,484	95,204	97,925	100,645	103,366	106,086
15	95,987	99,186	102,386	105,586	108,785	111,985	115,184	118,384	121,583	124,783

NOTE: About 2% of DOT employees will receive this retroactive payment after April 29th due to complex payroll issues.