



THE iM print

Office of the Secretary
Assistant Secretary for Administration

This issue is dedicated to our fallen heroes of September 11th.

We will never forget.



“On my watch, your hard work never goes unrecognized.”

—Secretary Norman Y. Mineta

“The Iraqi people express gratitude for our support. Children stand by the side of the road and give us the thumbs up as we drive by. I am proud to be one of many here working to improve life for 26 million Iraqis, and to reduce the threat of terrorism for 280 million Americans back at home.”

—Colonel Vincent T. Taylor

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ON THE ROAD TO CHANGE

Results That Make a Difference

Actions speak louder than words. Over the last eight months M focused on improving customer service and supporting initiatives in the President’s Management Agenda (PMA) and DOT’s Strategic Plan. The PMA is an aggressive strategy focused on five areas for improving management across the federal government. DOT’s Strategic Plan sets forth six major objectives to further

Secretary Mineta’s vision of safer, simpler, smarter transportation solutions. The PMA and DOT’s Strategic Plan share a common theme of accountability to the American people. As a testimonial to M’s support of these initiatives, this iMprint issue documents and *italicizes in blue over 75 mission-driven results achieved this fiscal year.* Further, each result is linked to the PMA and/or DOT’s Strategic Plan (please see the legend at left) to demonstrate how we hold ourselves accountable.

Five PMA Initiatives:

- P-HC** Strategic Management of Human Capital
- P-CS** Competitive Sourcing
- P-FP** Improved Financial Performance
- P-EG** Expanded E-Gov
- P-BP** Budget and Performance Integration

DOT’s Strategic Plan Initiatives:

- D-S** Safety
- D-M** Mobility
- D-GC** Global Connectivity
- D-ES** Environmental Stewardship
- D-Sec** Security
- D** Organizational Excellence

For more information on the PMA and DOT’s Strategic Plan, go to: <http://www.whitehouse.gov/omb/budget/fy2002/mgmt.pdf> and <http://stratplan.dot.gov/>.

From the Front-line—15 August 2003

Excerpts from Assistant Secretary Vincent T. Taylor’s Letter to M

Today is a great day. I turned 45 years of age and realized just how blessed I am—how blessed we all are to be Americans. There is little comparison between our living standards and those of the Iraqis, as many receive less than 3 hours of electricity a day. I will never again sit down at the dinner table without thanking God for a roof over my head and food on the table. Many Americans will never ever fully appreciate the sacrifices the men and women in uniform



Colonel Vincent T. Taylor in Baghdad.

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“It has been a challenging assignment, with great sacrifice. Our Civil Affairs command has lost several soldiers, with many others wounded in action. I salute all of the reservists, especially those from DOT, who have made a difference. May God bless all the men and women who have laid down their lives and those continuing to serve our country. God bless America.”

— Colonel Vincent T. Taylor

THE iMprint

Graphic Design & Photography
(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 call x66523, or e-mail carmen.jones@ost.dot.gov.

Transit Award

M-50 received the Metropolitan Washington Council of Governments 2003 Employer Services Organization Achievement Award (D-M) on June 25th for making it easier for federal agencies to initiate alternative commuting programs in the workplace.

Transit Supports PMA

M-50 converted 17 transit benefit positions to contract in support of DOT's competitive sourcing goals (P-CS, D).

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make every day so that we can enjoy freedom.

I arrived here in early June and in keeping with the DOT senior leadership tradition of multi-tasking, I was given three responsibilities. The first is to serve as the Deputy Commander of the 354th Civil Affairs (CA) Brigade responsible for conducting civil military operations in Baghdad. The second is to serve as the senior CA staff officer for the 1st Armored Division, in charge of conducting stability operations in Baghdad, which will eventually allow the government to transition from military to civilian control. My third duty is to serve as Coalition Joint Task Force Liaison Officer for airport operations. This responsibility keeps me closely linked to DOT and to the Chief of Staff's Iraq Working Group.

I am proud of the CA teams and the difference they have made in the

baladiyahs (towns). We have provided food for the hungry, established living facilities for dislocated civilians, reopened hospitals, cleaned up filthy neighborhood streets, rebuilt schools, established local councils, and prepared the international airports to reopen.

In closing, may God bless Clara Barbara (Angelilli) Taylor, my three children, and all of the other military family members who continue to bear the burdens of a deployed love one. I thank Secretary Mineta, Michael Jackson, and the ever-watchful Chief of Staff, John Flaherty, for allowing me to serve my country. I would also like to thank each of you for your hard work in making M a great organization. I think about you often and anticipate being home soon.

To read the entire letter, go to: http://dotnet.dot.gov/feature/vince_taylor_081503.htm.

The Transit Challenge

Under Pat Prosperi's leadership, M-50 rose to Vince Taylor's challenge of reducing travel required to deliver transit benefits nationwide by 50 percent, while increasing overall customer growth by 5 percent. The Transportation Services Office (TRANServe) not only *continued to provide timely and efficient service to over 200,000 customers nationwide on behalf of 100 federal agencies (P-HC, D-M)*, they also worked with agencies to identify ways to reduce travel. By utilizing many strategies (such as combining trips, converting trips to mailings, working with transit authorities to change their business processes, and using regional part-time agents), TRANServe exceeded this challenging goal and *reduced*



M-50's JoAnne Kauffman, Steve Winn, Sheila Clinkscale, and Mark Ziska worked together to reduce travel required to deliver transit benefits.

travel by 55 percent (P-BP, D). At the same time, *TRANServe achieved an 11 percent increase in overall customer growth (more than double their 5 percent goal) (P-HC, D-M)*. Overall regional customers grew by 21 percent while M-50 still achieved the travel reduction goal.

Congratulations M-50!

Getting High Marks on the Human Capital Plan

The White House tracks federal agencies' progress and status on each of the five President's Management Agenda (PMA) initiatives using a "red, yellow, or green" stoplight scoring system. Green is for success, yellow indicates some achievements, and red signifies an unsatisfactory score. Congratulations to M-10 for achieving a "green" progress rating in one quarter and a "yellow" status rating during this quarter for DOT on the PMA Human Capital initiative! *Of 26 federal agencies, DOT is one of only 12 that has achieved this status rating.* This initiative



reflects the vision of President Bush to effectively manage federal employees.

DOT's success is based on senior leadership support, accountability, and working together to achieve a common goal. Most of the results documented on this page contributed to this success. Each is linked to the Human Capital Initiative of the PMA and

Organizational Excellence under DOT's Strategic Plan (**P-HC, D**). For more information on PMA ratings and DOT's status, go to: <http://www.results.gov/agenda/scorecard.html>.

Human Capital Plan

Developed a plan with over 30 initiatives and M-10 reports its status to the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM).

Human Capital Planning Council

This Council established consistent and cost-effective integrated solutions that drive the Human Capital Plan. M-10 also worked with Departmental strategic and performance planners in revising DOT's Strategic Plan, to ensure that human capital strategies are integrated in each strategic goal.

Managing Human Capital

Issued Departmental performance management policy to ensure that supervisors, managers, and team leaders are accountable for strategic management of human capital through the performance management process.

Succession Planning

Developed a Leadership Succession Planning Model to achieve a consistent Departmental approach in planning for future staffing needs. As a result, all administrations are implementing succession plans using this model as a guide.

Workforce Planning

The workforce planning team (M-10, M-60, and M-80) *partnered with the CNA Corporation to complete an automated workforce plan for the Office of the Secretary by December 2003.* The team added a new requirement to this initiative, integrating M-60's competitive sourcing data as workforce planning strategies are developed. The team has *completed the first two phases of this project with over 240 OST participants documenting knowledges, skills, and tasks required to perform OST's mission.* The tracking system (right) illustrates the team's progress as it completed Phase II of the project and achieved an internal "green" rating.

The DOT administrations are working to complete their workforce plans by December 2003 *utilizing models and templates developed by M-10.* M-10 coordinates monthly meetings to ensure this project is on track.



Janice Lalangan of M-80 tracks workforce planning project status.

"M has undergone many changes in the last year. As a result, we are stronger and smarter. I'm very proud of each and every M team member."

— *Mari Barr Santangelo, Deputy Assistant Secretary for Administration*

Diversity Action Plan

M-10 developed an S-1 approved plan that provides a framework to ensure leadership, accountability, and measurement in hiring and retaining a diverse workforce.

Supervisory Toolkit

M-10 created an electronic handbook designed to provide information and guidance to all supervisors, employees, and HR specialists within DOT. Topics include accommodating people with disabilities, labor management, worklife issues and more.

Migrating To Federal Personnel and Payroll System (FPPS)

M-10 provided ongoing leadership to the OPM-mandated FPPS Migration Project, a massive effort to integrate DOT's legacy personnel and payroll systems into a new system provided by the Department of the Interior. The result will be a seamless transition to an efficient system that manages payroll information, leave and earnings, personnel actions, and much more.

Random Drug And Alcohol Testing for TSA

While continuing to provide services to DOT customers, the Departmental Drug Office in M-10 more than doubled its testing workload by launching a random drug and alcohol testing program for TSA (D-S).

DRC Delivers

With no increase in staff, the Disability Resource Center (DRC) employees met the challenge of a 500 percent increase in demand for accommodations such as training, technical assistance, readers, and interpreters.

Fitness Center Increases Productivity

With 1,500 participants (or 25 percent), the Nassif Building Fitness Center has exceeded the industry's participation excellence standard of 15 percent. As a result, DOT has experienced increased employee productivity and retention rates while reducing sick leave usage.



Parking Savings

M-40 saved \$160,000 by combining parking duties with contractor guard duties. This eliminated the parking contract for all three headquarters buildings (D-Sec).

Passports/Visas

M-40 provided timely processing of over 4,000 passports/visas. This workload has significantly increased as DOT continues to service TSA (D-Sec).

Streamlined Security

M-40 enhanced the services provided in the new ID Center opened last year in the SE lobby to provide "one-stop shopping" for security clearances, fingerprinting, and issuance of IDs (D-Sec).

Facility Inspections

M-50 performed daily facility inspections in the Nassif Building yielding 24,000 service calls this year. This resulted in 70 percent of facility problems being addressed prior to occupants reporting them (D).

Air Quality

M-50 completed two preventive indoor air quality surveys of the Nassif Building this year. Samples were taken of fungal spore concentrations, CO₂, CO, temperature, humidity, and hydrocarbons, with all samples below legal regulatory limits (D-S).

S-1 Emergency Planning

M-50 issued policy, signed by Secretary Mineta on August 12th, requiring administrations to review emergency planning efforts to ensure that the needs of people with disabilities are addressed. Administrations are to report their findings by November 12th (D-S).



M-50's James Usual, Eileen Tarr, and Tom Black conducted the shelter-in-place drill in the DOT Command Center.

First Line of Defense

Since September 11th, M-40 has faced new challenges and implemented many initiatives. M-40 experienced a 300 percent increase in workload at the same time that several senior personnel left their positions to support the Transportation Security Administration. M-40 continued to provide guard services during a transition to a new 8(a) contractor that was awarded a 5-year, \$54 million contract (D-Sec). The new contractor is Computer Systems Management, Inc. (CSMI)/Worldwide Security Services (WSS). They met M-40's increased requirements by:

- Providing security force officers that are professional, courteous, and trained in firearms, self-defense, CPR, and x-ray screening;
- Ensuring they have extra capacity to provide on-demand guard support in response to elevated security threat levels with only four to eight hours notice (D-Sec);
- Partnering with M-40 to provide new guard services at the FB-10B building (D-Sec).



This iMprint issue recognizes CSMI/WSS's Security Officer Brian K. Rivers for his courteous and professional manner.

M-40 installed new physical security systems in the FB-10B Building and upgraded to digital video recording systems in three headquarters buildings (D-Sec). In addition, M-40, working with M-10, ensured DOT's full participation in a Governmentwide Clearance Verification Program (D-Sec) that allows security specialists to query a central database housed at the Office of Personnel Management to verify security clearances of other government personnel. Congratulations to M-40 for continuing to enhance protection measures for DOT headquarters employees!

Shelter-in-Place Drill

Shelter-in-Place is a protective action conducted inside the building when emergencies occur outside, such as tornados, hurricanes, civil disturbance, or acts of terrorism in the form of biological, chemical, or radiological releases. On July 2nd, employees in the Nassif Building participated in DOT's first shelter-in-place drill (D-S). The drill was in response to a simulated chemical release at the Capitol. M-50 and M-40 planned the drill, updated and disseminated new procedures, and conducted employee workshops prior to drill implementation (D-S).

Occupants were instructed via the public address system to take shelter. Hearing-impaired individuals were

notified via the emergency text message pager system. Emergency Wardens provided instructions and expeditiously led all occupants to designated shelter areas. The building's central heating, ventilation, and air conditioning (HVAC) system was shut down as directed. According to M-50's Safety Officer, Tom Black, "Employees did a great job of turning off window HVAC units and moving away from windows into the main corridors or interior offices with no windows." The building was inspected, evaluated, and an "all clear" message was announced within 26 minutes. DOT is one of the few agencies that has conducted such a drill.

Efficiency through Automation

During FY 2003, M has implemented automated processes and procedures which have impacted the Department, ranging from weeding-out volumes of materials in the library to updating the personnel security system. This sweeping automation effort is also preparing the Department for the future move to the new building. M's major automation accomplishments this year include:

Security

M-40 developed a *Personnel Security Investigation and Clearance Tracking System*, which is a one-stop repository that will contain investigative information on all DOT and contractor employees (P-EG, D-Sec), including those who require access to the national classified information.

M-40 planned for the implementation of the *Live Scan System*, which links DOT to an FBI fingerprint database and reduces processing time for criminal history checks from three weeks to under two hours (P-EG, D-Sec).

Financial Management

M-70 initiated implementation of a new invoice imaging and routing system called MarkView. This system *streamlines the process to approve and track invoice payments and significantly reduces interest penalty payments* (P-FP, D).



David Jones of M-30 performs weeding in the library.

Library

M-30 continued an ongoing weeding process for the DOT Library, eliminating over 18,000 books (P-EG, D) this year. More mission essential information is being provided online at <http://dotlibrary.dot.gov/>.

Digital Document Center (DDC)

M-30 developed the web-based online job submission system that enables customers to send their files electronically (P-EG, D) to the DDC and have the completed job returned to their desk!

Dockets

M-30 continued implementation of DOT's automated docket management system that enables the public to electronically comment on rulemakings and view comments of all submitters (P-EG, D). DOT is one of the few agencies that has this capability.

New Building Update

The new headquarters building project continues on track toward two specific initiatives. The Building Project Team, led by George Fields (M-90), looks forward to a September 18th meeting with the D.C. Zoning Commission for clearance to begin breaking ground on the new building. If this meeting is successful, ground-breaking will commence by the end of October 2003 and construction will begin.

M-90 has teamed with technical experts throughout the design phase to ensure that the building and its systems meet current security requirements and maximize on technologies—all with a ONE DOT focus. Specific accomplishments for FY 2003 include:

- Received the "Best Real Estate Deal of 2002," (D) by the Washington Business Journal, in addition to "Best GSA Deal of 2002" (D). In addition, the team was named "2002 Leasing Transaction of the Year" (D) by the Greater Washington Commercial Realtors Association.

- Worked with developers to *eliminate retail stores in the Federal Center* (D-Sec), which will help control traffic in and out of the building.

- Partnered with the City and developer to *heighten security by closing down 3rd Street* (D-Sec), which deters traffic in the area. With the technical support of M-40, M-90 negotiated the hardening of the building's façade to ensure protection from explosive blasts (D-Sec).

Editor's Notes

As we compiled the many M accomplishments for this issue, I felt compelled to add a few from our office:

- released 4 iMprint issues documenting M results (D);
- provided project management for workforce planning (P-HC, D);
- participated in the Leaders For Tomorrow Mentoring Program (P-HC, D);
- designed an M website to be launched in October 2003 (P-EG, D);
- provided communication support to M offices (D);
- participated in the Minority Serving Institution Internship Program (P-HC, D); and
- completed several special projects to support or unify the M organization (D).

Since this issue is jam-packed with year-end results, I thought I would leave you with a "top 5" list of ways to celebrate this issue:

- Congratulate yourselves on a job well done!
- Learn more about the M organization.
- Use it to help save time writing your accomplishments.
- Provide it to your customers as a "report card."
- Hand it to your friends when they ask what you do.

Happy end of summer,

Carmen Jones
Editor

P.S. A special thanks to Vince Taylor for taking the time to send such a heartfelt letter.



Renewable Energy

M-50 reduced Nassif Building utility costs by \$130,000 (P-BP, D) using a bulk purchase contract with PEPCO Energy Services that guarantees a 6.5 percent reduction on a portion of each monthly bill. *This savings was used to purchase \$90,000 of renewable energy (20 percent of annual electric consumption) in compliance with E.O. 12123 (P-BP, D-ES).* M-50 bought 7.23 megawatts of green/renewable power (25 percent windpower and 75 percent landfill gas). Buying green power will eliminate emission of 2.6 million pounds of carbon dioxides, 6,090 pounds of nitrogen oxides, and 19,956 pounds of sulfur dioxides. Eliminating these pollutants is equivalent to planting 117,450 trees, not burning 478,500 pounds of coal, and taking 123 automobiles off the road. *DOT is one of five agencies purchasing renewal power in this area.*

Accounting for Property

M-50 completed the annual physical inventory for BTS, STB, and OST totaling 6,000 property items valued at \$35 million (D). The final reconciliation phase will be completed by December 2003.

S-1 Environment Policy

Secretary Mineta signed an Environmental Policy Statement in November 2002 ensuring that DOT will protect and enhance communities and the natural environment (D-ES) affected by transportation.

Section 508 Training

M-60 provided Section 508 procurement training for over 300 DOT employees and contractors (D) to promote procurement of accessible electronic and information technology.

Multi-Tasking in Financial Management

M-70, under the leadership of Marie Petrosino-Wolverton, has managed and implemented significant changes this year. M-70 continued to provide financial management support, manage accounting processes, ensure that *customers receive timely and accurate billings each month (P-FP, D), and complete the 2005 budget cycle in record time (P-BP, D).* M-70 also made the financial changes needed to accommodate *the merging of two organizations into one M organization (P-HC, D) and the subsequent reorganization of M to leverage resources (P-HC, D).* M-70 is responsible for implementing *the results of the Task Force, and for reviewing every Working Capital Fund (WCF) program. This review yielded a reduction of 50 vacant positions, saving about \$2 million per year. M-70 also streamlined 53 WCF programs to reduce current year DOT obligations by \$17.7 million (P-BP, D).*

And there is more! M-70 is also responsible for implementing findings from an earlier independent audit as well as recommendations received from a Grant Thornton consulting team. Grant Thornton evaluated current costing practices, documented supporting technology, and identified improvements to ensure that WCF cost management is consistent with federal guidance. M-70 is in the process of implementing three core improvements:

- developing project accounting, standardization, and automation of billing and invoice processing;
- convening a senior level WCF Steering Group; and
- establishing a performance measurement program.

Congratulations to Marie and the M-70 team for displaying a high level of professionalism, hard work, and commitment to change.

Balanced Scorecard Measures Performance

On August 19th the Balanced Scorecard Team (M-60's Barbara Fallat and Wayne Hoheisel; M-10's Edmundo DeLeon and Jim Woodmansee) briefed M office directors on their *success in using the balanced scorecard approach to measure DOT-wide performance in procurement and human resources (D).* This scorecard measures performance beyond the financial bottom-line. M-60/M-10 achieved balance in their scorecards by surveying customers, employees, and managers, and/or adding productivity measurements.

M-60 implemented their scorecard DOT-wide in 1995. M-10 executed their balanced scorecard in 1998 by adapting M-60's methods and automated system. By 2000 M-10's scorecard was implemented DOT-wide. Scorecards measure specific areas of

performance (such as leadership, satisfaction, and quality) and their level of importance to customers. *As a result, modal organizations strategically target specific areas for improvement, share best practices, and develop action plans to improve services.*

Since this scorecard is adaptable and cost effective, many other federal agencies have requested briefings on our results. *M-10 briefed staff at the Department of Health and Human Services (HHS) and they have already implemented the scorecard (P-HC, D).* M-10 also *briefed the Department of Agriculture (P-HC, D)* as they are considering implementation of the scorecard. For more information on M-60's scorecard, please call Barbara Fallat on x64974, and on M-10's scorecard, please contact Edmundo DeLeon on x30545.

Customer Savings in Printing/Distribution

Although federal law requires ADOT customers to purchase their printing through (M-30) as the central control point, M-30 has added incentives that customers continue to appreciate. Bringing printing to M-30 guarantees the customer's publication will be available through the online publications system. *Customers save money by ordering fewer printed copies (and save on shipping/handling costs) since their stakeholders can log on and print on demand the information they need. The system had over 600,000 hits/downloads this year (P-BP, D).*

M-30 is changing the way distribution services are delivered. Currently M-30 sends printing jobs through the Government Printing

Office (GPO) and the printed material is sent to the DOT warehouse where an onsite contractor distributes the job according to customer requirements. *Beginning October 1st, GPO will handle the distribution requirements directly at the source of printing.* Since each GPO job is "competed" the distribution work will also be competed, this process will be more efficient and cost effective. *While total cost savings will not be available until FY 2004, M-30 is already avoiding costs as they will not renew the \$700,000 distribution contract for 2004. They will also vacate 14,000 square feet of warehouse space saving \$126,000 per year (P-BP, D).*

Purging Stored Furniture

M-30 launched an initiative to work with modal administrations to reduce the amount of furniture stored at the warehouse. Stock levels were not declining and space is needed to eliminate safety hazards by clearing aiseways.

In 90 days, the modes reduced their furniture inventory by 806 pieces of furniture (or 39 percent) from the original 2,089 pieces (D). This initiative is important as this furniture will not be needed at the new DOT Headquarters building.

Let The Cleanup Begin!

Linda Washington asked the offices of M-30, M-50, and M-70 to set the records management example by sponsoring a Cleanup Day on August 20th. The goal was to purge records and eliminate file space in preparation of DOT's future move to the new headquarters building. As you can see, the results are truly in the bag (and boxes). This effort continues to raise awareness of the need to purge records throughout DOT.



M-30, M-50, and M-70 eliminated trash equating to 28 five-drawer file cabinets in one morning (D).

Mail Screening

M-30 continued precautionary screening procedures and successfully delivered/picked-up over 13 million pieces of mail, alternate carrier packages, interoffice envelopes, and newspapers (D). This was an increase of 12 percent from last year due in part to servicing TSA.

Copiers in Centers Reduced

In one example of M-30's continuing effort to match productivity levels with equipment resources, *M-30 eliminated four high-volume copiers, saving \$39,000 this year (P-BP, D).*

Satellite Copier Upgrade

M-30 negotiated an upgrade in copiers \$300,000 below anticipated costs (P-BP, D). The final amount, \$4.7 million for 250 copiers on a 5-year contract, was 25 percent under the GSA schedule cost. An added bonus to the contract is that all copiers will be moved to the new DOT Headquarters building for free—a savings of \$60,000!

Paper Savings

M-30 negotiated a 41 percent savings for copier/printer paper (P-BP, D). DOT customers prefer to order from M-30 at \$20/box (5,000 sheets) instead of paying the GSA Schedule price of \$49/box.

“Since my arrival in May our focus has been on encouraging teamwork. This cleanup effort is one of many examples where our hardworking employees have joined together toward a common goal. We will continue to encourage teamwork as we take on initiatives such as program reviews and standard operating procedure documentation to ensure we provide better service to our customers.”

**—Linda J. Washington,
Deputy Assistant Secretary
for Administration**



Leaders for Tomorrow Mentoring Program

On August 21st, M-10 hosted the *Assessing Leadership Skills Workshop (P-HC, D)* for protégés, which included an executive leadership panel of DOT senior executives from four operating administrations (Jane Bachner, FRA; Paula Ewen, FHWA; Deborah Johnson, FAA; and Drucella Andersen, FTA). The panelists and protégés engaged in a “hearty” discussion about leadership characteristics and strategic career planning. The 16 mentor/protégé pairs have provided positive feedback on the many learning experiences afforded by this program. *As a result, this program will be implemented DOT-wide next year.*

T.U. Update

This past July, the DOT Learning Center Directors met for the first time to share information on how to implement the Transportation University concept (P-HC, D). The Directors will be assessing different curricula and services to offer DOT employees. Future discussions will focus on inter-modalism, leadership and management, and “the business of training.” Opportunities will also be identified to better serve and interface with the transportation industry. DOT will continue to explore this concept and updates will be provided in future iMprint issues.



A special thanks to Martin Gertel, DOT's OIG/GAO Liaison, who reviewed, commented on, and revised over 175 draft reports and 125 final reports this year on behalf of DOT (D).

Recruitment and Staffing is Easier than Ever!

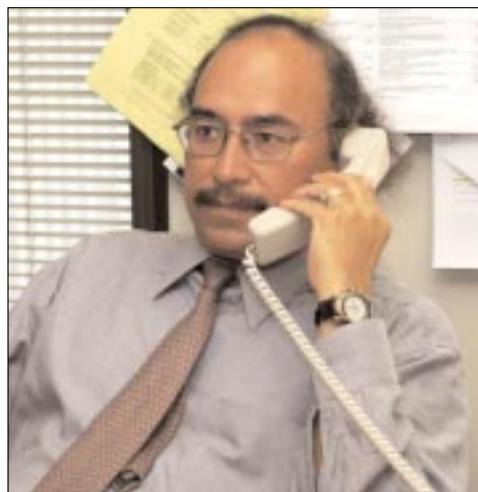
For anyone who has wanted to work for the federal government, filling out the intimidating applications and crafting KSAs can be an arduous task. Well, not any longer. Two exciting new initiatives, led by OPM and M-10, provide innovative solutions for managers, employees and applicants. *The first one is Recruitment OneStop and the second is QuickHire (P-HC, P-EG, D).*

Recruitment OneStop is an e-Gov initiative that will simplify the application process for the public. Applicants submit their qualifying information to the USAJOBS.gov site one time, and with their permission, the information is sent to every federal agency looking to hire for that specific grade and series. Applicants will be notified about which agencies have received the application and will also be sent periodic updates. Applicants will no longer have to send and file multiple copies. Since this process is

completed online, it is fully automated. Recruitment OneStop uses the technology of the recruitment portal, MONSTER.com.

QuickHire is an automated staffing system that will greatly assist departmental managers. Since it is anticipated that the use of Recruitment OneStop will significantly increase the volume of applicant responses to vacancies, QuickHire will screen, rate, and rank the applications. The best qualified applicants will be identified and managers will be sent a certificate. This will eliminate the time-consuming qualifications process and need for review panels. With QuickHire, DOT will bring new employees onboard more quickly. All administrations, except FAA and OIG, will begin to migrate to this new technology in September 2003. Information briefings for employees and managers will be scheduled in the near future.

The Winner—Steve Gomez



Steve Gomez of M-10.

Congratulations to Steve Gomez, who has been selected as our “eMployee Making a Difference.”

Steve, the Department's program manager for Labor Relations and Workers Compensation, was nominated for his leadership on three major parts of the Department's Human Capital Plan. When asked about Steve, his peers in M-10 describe him as a Human Capital Champion! Steve's largest project captured the attention of OPM and OMB, that is, the *effort to reform and revitalize DOT's performance culture. Steve oversees a Taskforce of over 20 DOT employees charged with developing policy and tools through different working groups to assist supervisors and managers (P-HC, D).* Steve is an eMployee that is truly making a difference at DOT!