



Welcome to the United States Department of Agriculture





The Whitten Building



- ▶ Because of funding, war and politics, construction spanned nearly 30 years
- ▶ Constructed 1903 – 1930
- ▶ Renamed the Jamie L. Whitten Building in June 1995



The South Building



- ▶ Designed to house offices and laboratories
- ▶ Completed as a phased Project over a 6 year period – 1930 – 1936
 - Wings 4 and 5
 - Wings 1,2 and 3,
 - And then the rest
- ▶ Archways installed in 1936

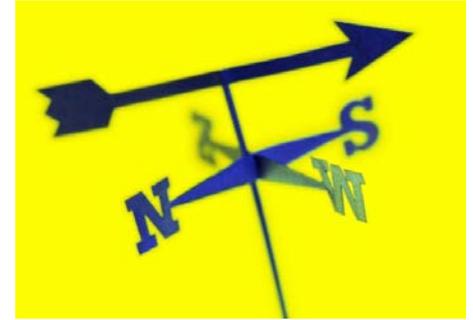


Historical WWI Memorial

In courtyard of Whitten Building

“Dedicated by the Men
And Women of the
Department of Agriculture
To Their Co-Workers Who
Died in the Great War.”
MCMXVII – MCMXVIII





Working in the USDA Headquarters Buildings



How to Get Here

- ▶ USDA Headquarters—located at the corner of 14th & Independence Avenue
- ▶ Metro – Smithsonian Stop
 - Mall Exit – cross Jefferson Drive – enter via Whitten Building
 - Independence Avenue Exit – South Building is at the top of the Metro – 12th and Independence Ave., S.W.
- ▶ Metro –L’Enfant Plaza Stop: 600 Maryland Ave, S.W.





How to Get Here

- ▶ Carpool/Vanpools – Contact Parking Office, ParkingUnit@dm.usda.gov, (202)720-7275; 1st floor, Room 1052S, South Building
- ▶ Bicycle – Bicycle racks are located – Court 2 & Court 5, South Building
- ▶ Motorcycle Parking located – Court 5, South
- ▶ Various Bus Lines – located on Independence Ave; 14th St and C St

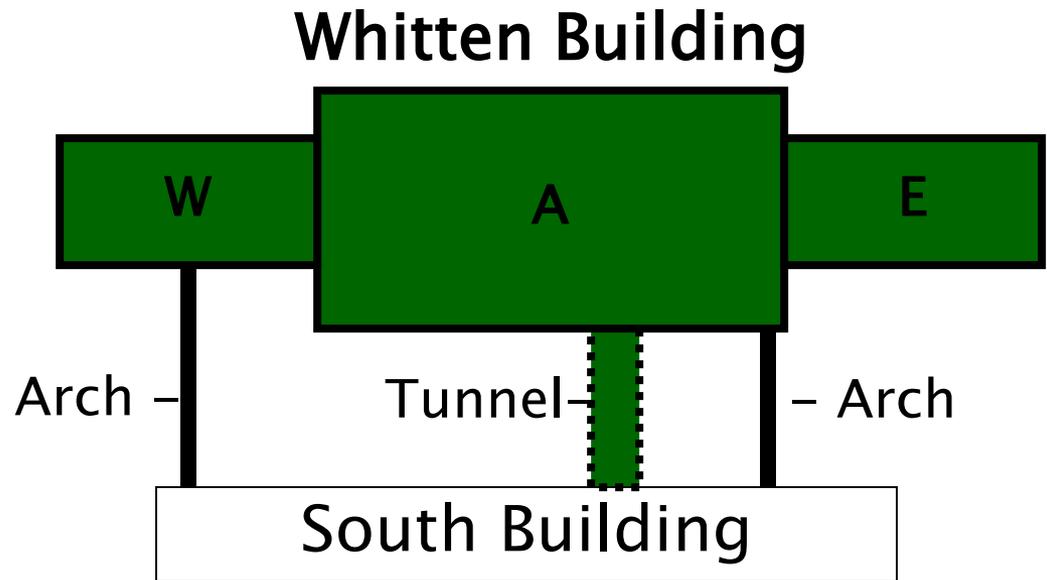




Room Number Derivations

▶ Whitten

- Rooms numbered according to the floor E (east), W (west) or A (center)

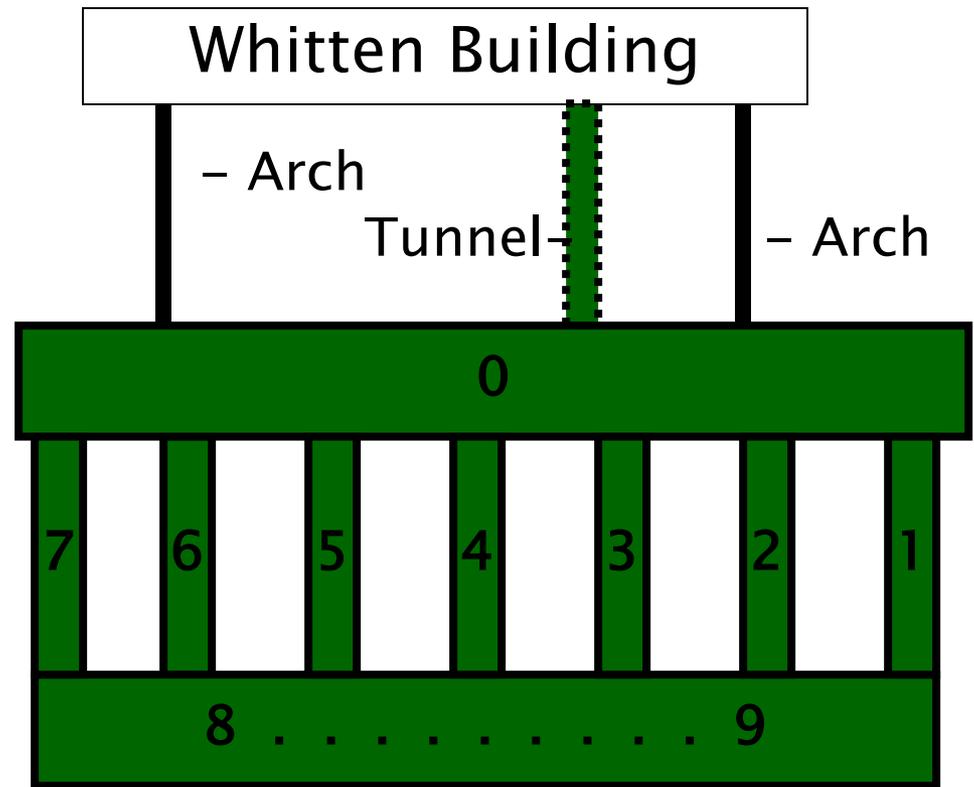




Room Number Derivations

▶ South

- “0” Wing parallel to Independence Avenue
- Wings “1” through “7”
- Wings “8” and “9” across the back of the South building
- First digit is the floor; 2nd digit is the wing; and last 2 digits room #



South Building



Moving Between Buildings

- ▶ Archways: Above-ground, 3rd floor of the Whitten or South Building, on the 2nd and 6th wings of the South Building, connects buildings across Independence Avenue





Moving Between Buildings

- ▶ Tunnel: On the 3rd Wing, basement level the tunnel connects Whitten Bldg (A-section) and South Building under Independence Avenue



USDA Where to Eat

- ▶ Whitten Building
 - Cafeteria – basement
 - Buffet – 3rd floor
- ▶ South Building
 - Cafeteria
 - USDA ID is required to leave the cafeteria @3rd wing
 - Tourists and other visitors must sign in and exit at the 3rd Wing – Independence Ave and must wear Visitor Badge at all times!
 - Snack Bar – 6th Wing Basement
 - Deli/Almah's – Sub-basement of South Building (called Ag Promenade)



*No quickly-accessible restaurants outside of building
(metro ride)*



Also In Sub-Basement

South Building – Ag Promenade, 3rd wing sub-basement

- ▶ ATM Machine
- ▶ Barber Shop
- ▶ Office Supply Store
- ▶ Fitness Center
- ▶ Gift Store
- ▶ Post Office
- ▶ Agriculture Federal Credit Union (AFCU)





Other Facilities



- ▶ USDA Credit Union Satellite Center – South Bldg, 1st floor, 2nd wing next to the cafeteria
- ▶ ESRA Store – South Bldg, 1st floor, 2nd wing
 - Purchase merchandise
 - Information about services



WASC Hotline

- ▶ Report any building services issues that need attention
- ▶ Internet address:
www.wasc.usda.gov/wasservices
- ▶ Call Building Services (202)720-6858



Medical Services Health Unit

- ▶ South Building, 1st floor, 4th wing
- ▶ (202)720-3281
- ▶ **EMERGENCIES ONLY:** (202)720-9522
- ▶ Some of the services provided:
 - Emergency Office Call
 - Immunizations (allergy shots)
 - Nursing Mother's Room
 - Acute Ambulatory Care
 - Health Education



USDA **USDA Security**

- ▶ **HSPD-12/ID Room:**
 - 1408 – South Building, 1st floor, 4th wing
 - (202) 690-8000
 - Hours: 8:00 AM – 4:00 PM
 - Badges – all personnel within the USDA facility must wear their badges above the waist and at all time.
- ▶ **Security:**
 - 202) 720-0000
 - 202) 720-6270
 - OOSecurityHelp@dm.usda.gov
 - Lost and found – S-824





Visitor Policy



- ▶ Visitor Entrance is located:
 - South Bldg, Wing 3 – Independence Ave
 - From 6:00 am – 6:00 pm
 - Must sign in at Wing 3 and have your host meet you there prior to your arrival.
 - All visitors must be escorted at all times
 - Host agency must submit a security access request memo for group visits. Contact OOSecurityHelp@dm.usda.gov for the memo.
- ▶ Government visitors – sign in, and with proper ID, no escort required



Emergency Information New Employees Need To Know



WWW.USDA.GOV/OIG/BEPREPARED



24/7 Information Access

- ▶ Be Prepared web-site
(<http://www.dm.usda.gov/beprepared/>)
 - Updated daily and as needed
 - Provides current information on ongoing incidents and emergencies
 - Status on Government closings
 - Severe weather predictions
 - Reports from OPM
 - National media news
- ▶ Employee information line: 1-800-932-1902
 - Government closing
 - Facility operational status
 - Reports from OPM



Employee Response Guide

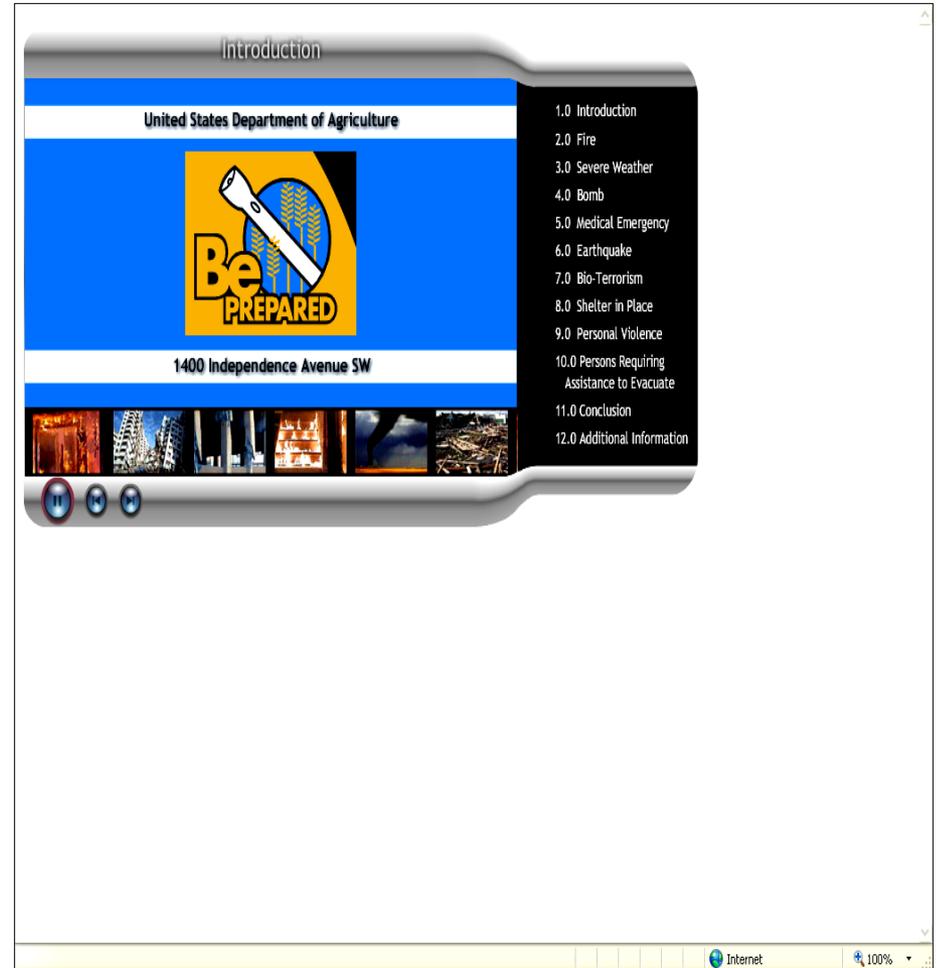
- ▶ <http://www.usda.gov/dm/beprepared/>
- ▶ This guide will help further explain what to do in a ‘Shelter-in-Place’ scenario and other emergencies
- ▶ To be prepared in case you’re detained at work because of a an emergency that impacts the city, Employees should consider a personal Grab and Go kit.



Available Online Training Aglearn -Emergency Preparedness

► Learn

- How to report emergencies
- How to evacuate
- Why we shelter-in-place
- Seek assistance in an emergency
- Support for disabled employees



USDA Mail Services

- ▶ Located in the South building; basement, 4th wing
- ▶ Mail Delivery
- ▶ Accountable Mail
- ▶ Courier Service
- ▶ Mail Preparation
- ▶ Central Mail Unit
- ▶ Maintain Departmental Mailing List





Duplicating Center

- www.da.printshop.gov
- (202)720-0321
- South building basement, 5th Wing (0556)
- Large Reproduction Jobs
- Bindery Services (min 5,000 copies) folding; cutting; shrink wrapping; tape binding; laminating etc.
- Color Copies/Presswork





Self Service Copy Centers

- ▶ Walk up Stations are located throughout the South, Whitten and Yates Buildings
- ▶ Maximum of 25 copies per original
- ▶ Smart Badge equipped (must swipe USDA ID badge)





USDA Target Center

- ▶ Assistive Technology
- ▶ Ergonomics
- ▶ Training
- ▶ Section 508 Compliance
- ▶ Temporary Disability
- ▶ Interpreting Services (Sign Language)





Beltsville Service Center

- ▶ Centralized Excess Property Operation
- ▶ Forms and Publications
- ▶ Central Supply Store
- ▶ Computers for Learning
- ▶ Central Shipping & Receiving





Beltsville Shuttle



- ▶ **Circuit runs between**
 - Greenbelt Metro Station
 - George Washington Carver Center (USDA offices) on Sunnyside Road
 - National Agricultural Library
 - Beltsville Agricultural Research Center at Bldg. 003
- ▶ **Leaves..**
 - from the bus lane at the station
 - every 20 minutes from 6:00 AM to 9:40 AM
 - every hour from 9:40 AM to 3:40 PM
 - every 20 minutes from 3:40 PM to 6:00 PM



Beltsville Shuttle



- ▶ **Express Service From Beltsville to South Building**
 - George Washington Carver Center
5601 Sunnyside Ave
 - South Building
Independence Ave
Under The Arch Between Wings 1 & 2