WELCOME TO THE

RONALD REAGAN BUILDING

PREPARED
BY
USAID HEADQUARTERS CONSOLIDATION CENTER
(M/AS/UHCC)

JULY 1997
Revised September 1997

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USAID's MAILING ADDRESS
REMAINS UNCHANGED:

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, DC 20523

• • •

USAID's MAILING ADDRESS OVERSEAS
REMAINS UNCHANGED:

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, DC 20521

• • •

FOR DIRECT DELIVERIES TO REQUESTOR BY CARRIER (such as: flowers, food, messenger etc.), PLEASE USE THE FOLLOWING ADDRESS:

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
RONALD REAGAN BUILDING
1300 PENNSYLVANIA AVENUE
(Enter at 14th Street Lobby)
WASHINGTON, DC

INTRODUCTION

This information package is provided to you by the USAID Headquarters Consolidation Center (UHCC) and is intended to give you basic orientation information about the building, your new office environment and about post-move activities. Various Offices will be providing you with more detailed information. The Office of Information Resources Management (M/IRM/TCO) has left on your new desk a welcome sheet related to your computer equipment and telephone service. The Office of the Inspector General, Security Division (IG/SEC) also will be providing comprehensive information related to security and your access to the building. Once all the moves are completed, the Office of Administrative Services (M/AS) will issue an updated Directory of Agency Services, which will cover in more details how the various administrative services will be operating permanently in the Ronald Reagan Building (RRB).

POST MOVE ACTIVITIES

Now that your move to the RRB is over, we would like to make you aware of some post-move activities.

- We are requesting that you empty your boxes within the week so that they can be used for future move phases. Please bring your empty boxes to designated locations in your area. Proper signage will be posted at these locations. The movers will be coming on Monday and Thursday in the afternoon, to pick up the empty boxes.

- The UHCC has compiled various punchlists (lists of discrepancies or damages) prior to your move. There is a construction punchlist, a furniture punchlist, a systems furniture punchlist and a move damage punchlist all of which recorded missing, damaged or wrong items if applicable. These items have already been reported to GSA, the construction crew and the various vendors involved for correction in the very near future. Just in case we have not captured it all, we are providing you with a user punchlist sheet where you can record your broken, missing or damaged items. Please return this punchlist to your AMS by c.o.b. on the Friday after your move. If not recorded yet, the UHCC will add this to their list. We have procedures in place to correct the items and are striving to have everything in grand shape within a short period of time. We appreciate your patience.

USER PUNCHLIST

Date:

User name:
Bureau/Office/Division:
Room/Workstation #:
Tel #:

ITEM #	LOCATION	DESCRIPTION
EXAMPLE: ITEM 1	WORKSTATION 2.11-024	WORKSURFACE IS DAMAGED
EXAMPLE: ITEM 2	ROOM 2.7-120	TELEPHONE IS NOT WORKING

GENERAL INFORMATION ABOUT THE RRB

The Ronald Reagan Building is located between Pennsylvania Avenue (North), 14th Street (West) and 13th Street (East). The gross area occupied by the RRB is 3.2 million square feet (SF).

USAID is the largest federal tenant in the building and occupies approximately 500,000 SF. Co-tenants are: the United States Customs Services (USCS); the Environmental Protection Agency (EPA); Woodrow Wilson International Center for Scholars; the International Trade Center. There will also be a food court on Concourse.

The RRB contains 10 floors above ground starting with the Ground level, above it the Mezzanine level then second floor through 9th floor. There are 5 floors below ground: Concourse level, B1, B2, B3, B4.

The Concourse level, Ground Floor and the Mezzanine level are considered public floors.

The B1 through B4 levels, contain some office space for each of the federal tenants and parking.

You will have access to all floors that are occupied. Non occupied floors will be closed off. Once all the moves are completed you will have access to all USAID space during working hours.

USAID OFFICE SPACE AT THE RRB

The Agency's primary office spaces are located between the second and the eighth floors and are vertically stacked. Additional office spaces are located on the Mezzanine and the ninth floor, and on the lower levels: B1, B2, B3.

The brochure: "USAID on the Move," distributed to all staff in March of '97 provided you with all the floorplans, showing where the various organizations are located in USAID space. For your convenience and to help identify where your colleagues are located in the space, we are providing you a chart of "Who's Where at USAID in the RRB". The various Bureau's and Offices will be moving in over a period of four months, between the end of July til the end of October '97. The Move Phasing Chart, herewith added, will help you identify when those groups will be joining you in your new office space.

WHO IS WHERE AT USAID IN THE RRB

RRB FLOOR	BUREAU/ OFFICE
B-1	LPA
B-1	M/HR
B-2	IG/SEC
B-2	M/AS
B-2	M/ISS
B-3	M/FM
B-3	M/IRM
Concourse	LFCU, TRAVEL AGENCY
G	IG/SEC
Mezzanine	PIC (G, LPA, M & PPC)
2	AFGE
2	AFSA
2	BHR/OTI
2	ENI/PER
2	EOP
2	G/EG
2	M/AMS
2	M/AMS
2	M/AS
2	M/HR
2	M/IRM
2	M/MPI
2	M/OP
3	G/AA
3	G/AMS
3	G/DG
3	G/ENV
3	G/HCD
3	G/PDSP
3	G/PHN
3	G/WID
4	AFR
4	ANE
4	M/AS
4	M/AS/OD
4	M/AS/TT
5	ENI
5	LAC
6	A/AID
6	BHR/ODA
6	ES
6	GC
6	IG
6	LPA
6	M/AA
6	M/B
6	PPC
7	BHR
7	M/FM
7	M/IRM
7	M/OP
7	OSDBU
8	BHR
8	IG
9	BHR/OFDA

USAID RRB MOVE SCHEDULE

Rev. 10/20/97

NEW MOVE DATE	TO RRB	FROM	BUREAU/ OFFICE	NUMBER PEOPLE
10/09	COLUMBUS DAY		NO MOVE	
10/16	2ND B1 B2	SA/14A SA-14A NS	M/HR M/HR MAIL / COPY	7 7 WS 11 TOTAL people 18
10/23	7TH	SA-14	OSDBU	11 TOTAL 11
10/30	9TH 8TH & 6TH 8TH, 6TH, & 2ND 8TH, 7TH & 6TH 2ND 4TH	NS/SA-14 NS SA-14 SA-8 SA-2 NS	BHR/OFDA CENTER BHR BHR BHR BHR M/TT	2/9 WS 53 27 80 3 11 TOTAL 176
11/06	6TH	NS NS NS NS/SA-18/SA-2	M/B GC IG PPC	24 43 6 23 TOTAL 146
11/13	2ND B1 6TH	NS NS NS NS NS NS	AFSA LPA/PHOTO LPA ES A/AID M/AA	3 6 WS 51 20 18 ...3... TOTAL 95
11/20	2ND & 7TH	SA-14	M/OP	157 TOTAL 157
12/04	B3 7TH	SA-14/RRB 7th RRB	M/IRM M/IRM	31 20 TOTAL 51
12/11	B3 7TH	SA-2 SA-2	M/FM M/FM	55 74 TOTAL 12 7
01/08/98	MEZ	SA-14A SA-18 RRB-6 N/A SA-2 (location under review)	PIC HR/TD Library PPC/CDIE Library LPA TEL Operators G/EG/BD	52 TOTAL 52
11/15 1/98	RRB RRB	ATRIUM WEST FLOORS 2 THROUGH 8 ATRIUM EAST FLOORS 2 THROUGH 5	(11/15 is latest date completed) (confirmed schedule will follow when available)	
TBD	CONCOURSE	NS	TRAVEL	..9.. TOTAL 9

u\knewsc5.wk4

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SECURITY AND USAID ACCESS TO THE RRB

Please refer to separate information provided to you by USAID Security Office.

EMERGENCY PROCEDURES

- ### Medical Action

MEDICAL EMERGENCY:

- Dial 911.
- Dial USAID Security Operations Center at ext. 25644 and give location.

ROUTINE MEDICAL:

- Health Unit at Main State 8:15 AM - 5:00 PM (202) 647 2546
- Poison Center - George Washington Medical Center (202) 625 3333
- Hospital George Washington University (202) 994 3211

TTY/TDD Users call (202) 944 5610 or 911*
* When dialing 9-1-1, wait until your call is answered, tap TDD space bar 5 times, give situation and location.

- ### Fire

- Activate alarm located by the nearest stairwell.
- Call USAID Security Operations Center at ext. 25644.
- Vacate building and go to Freedom Plaza on Pennsylvania Avenue.

- ### Telephone Bomb Threat

- Remain calm and courteous. Do not hang up! Keep the caller on the line and alert a co-worker to call the USAID Security Operations Center at ext. 25644.
- Take notes and try to remember the exact wording of

the threat.

- Await further instructions.

Suspicious Package/Object-Crime or Suspicious Person/Activity

- Notify your immediate supervisor.
- Call USAID Security Operations Center at ext. 25644.
- Await further instructions.

Explosion

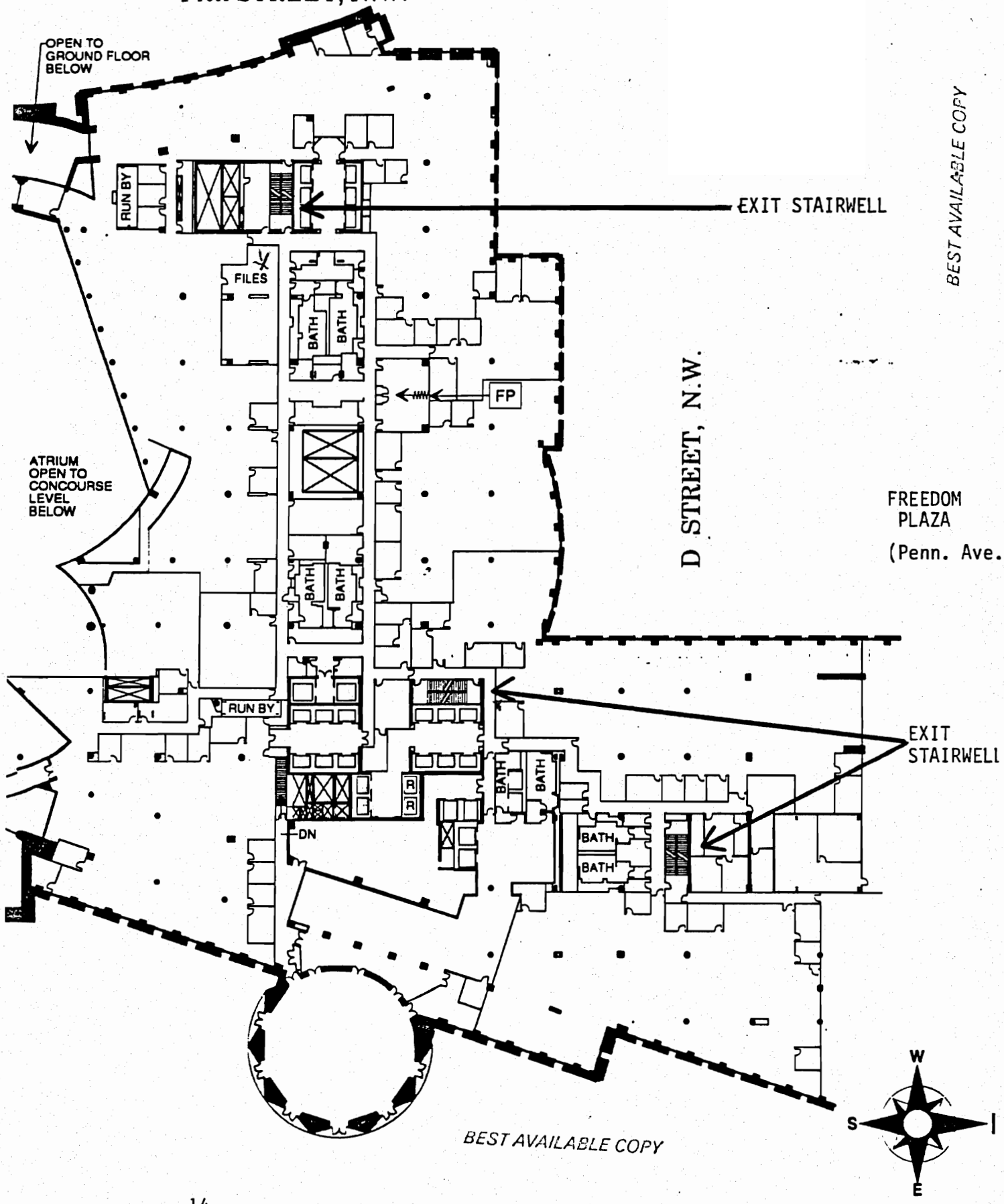
- Activate fire alarm located by nearest stairwell.
- If time permits, call USAID Security Operations Center at ext. 25644. Otherwise, call from a safer place.
- Vacate building. Go to Freedom Plaza on Pennsylvania Avenue and await further instructions.

Other Action

- Environmental, Electrical, Sanitation, Rodents/Pests, Restrooms: call the M/AS Customer Service Center at ext. 20178
- Non emergency Police: (202) 727 1010
- Non emergency fire (202) 673 3265
- Non emergency Police, Fire, Ambulance TTY/TDD users (202) 727 9334

DEPT. OF COMMERCE

USAID



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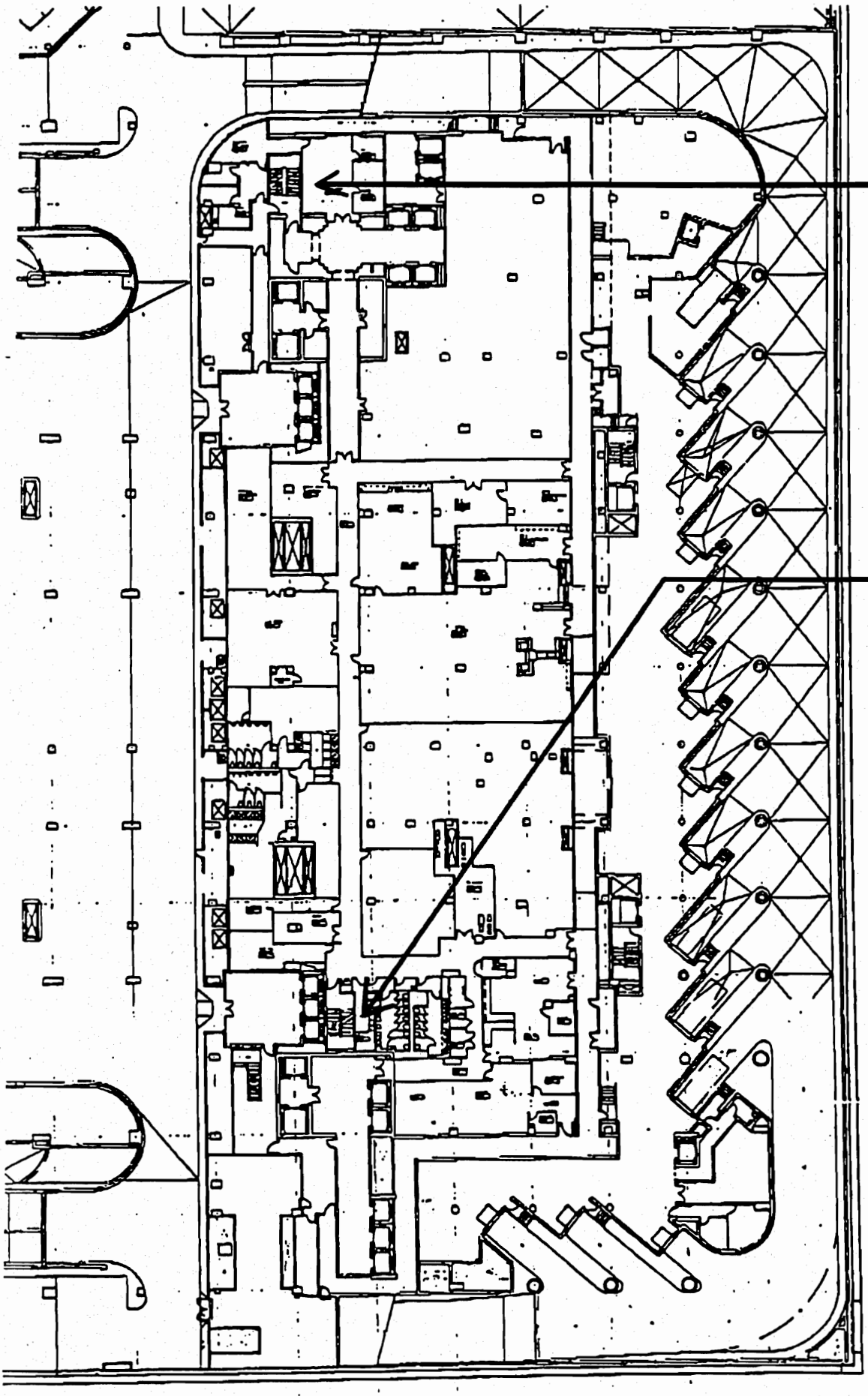
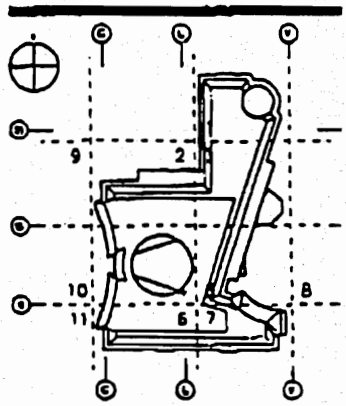
12th STREET PLAZA

2





Date: 06-20-97

Drawn By: CWM

Scale: NOT TO SCALE

Checked By:

Contract No. & Title: 8949893

Drawing Title

COMPOSITE PARTITION PLAN B2 LEVEL

Drawing No.

4.1B2-COMP

A TYPICAL FLOOR

From the second floor through the eighth floor the Agency's space is vertically stacked. Except for the second floor, which is larger, all floors have similar features (see Typical Floorplan). On each floor the office space surrounds the Core or Center of the building.

The core contains:

- 2 sets of elevators: One set from the 14th Street Lobby (west side), the other from the 13 1/2th Street Lobby (East side)
- 2 sets of stairs: one West, one East. The second floor, being a larger floor, has a third staircase at the North side
- 2 sets (M/W) of restrooms one West, one East. The second floor, being a larger floor, has one additional set of restrooms at the North side
- 1 galley kitchen to be used by all USAID employees
- 1 mail sort room for your floor
- 1 high speed copier area to be used by all USAID employees
- The core also contains telephone, electrical and maintenance closets

Around the Core:

- A corridor loops around the core separating the core from the office space.
- Off the corridors are the suite entry doors. You will recognize them by the grey arrows in the floor. The suite entry doors are light ash wood with black trim.

- The office space surrounds the core. Coming off the elevators, each floor has one or two official lobby spaces. The design concept is angular to create more wall space because it is intended to display large photographs depicting the mission of the Agency. This is currently under development. Special lighting has been provided to enhance this space.

- If several Bureaus share the same floor then separating walls enclose the space.

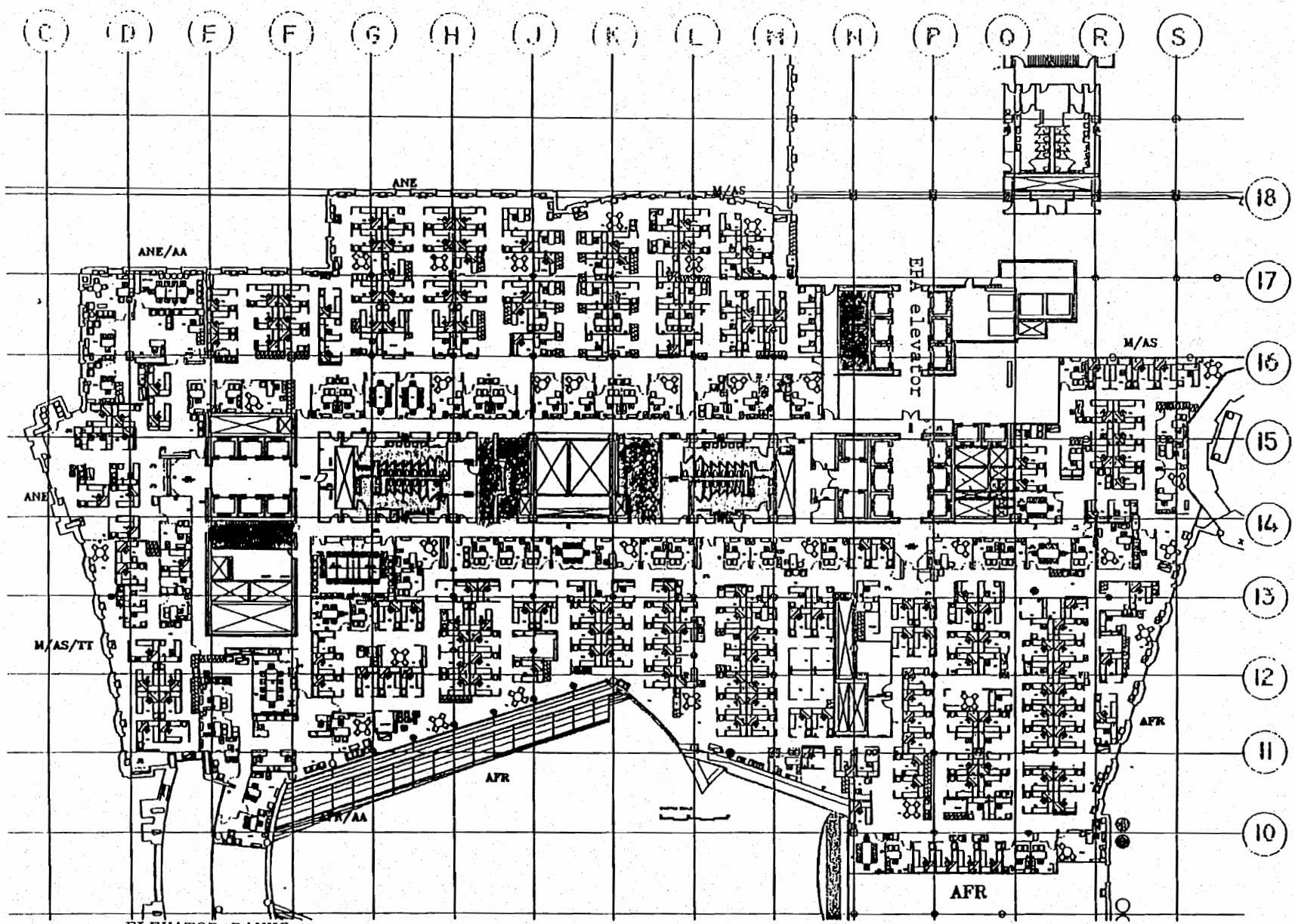
- Each office space is designed to allow as much natural light as possible for all staff. Therefore, the private offices are generally located away from the windows and closer to the core. The private offices have etched sidelights to allow penetration of light.

- Column colors on each floor are painted in one of three colors: teal, blue or mauve.

- Systems furniture workstations are placed in groupings separated by secondary and tertiary corridors. Each corridor has its own color scheme associated to its numbering system (see signage concept).

- High-low panels were added to create diversity and lightness

TYPICAL FLOOR



ELEVATOR BANKS

STAIRCASES

RESTROOMS

GALLEY KITCHEN

HIGH SPEED COPIER AREA

MAIL DISTRIBUTION ROOM

4TH FLOOR

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

4TH FLOOR FURNITURE & EQUIPMENT PLAN
RONALD REAGAN BUILDING

4

DRAWN BY:
DATE:
SCALE:
PROJECT:
DATE:
REVISION:

DRAWING FILE:
A
SHEET NO.
OF

YOUR OFFICE

• Teds

Teds are the Telephone/Electrical/Data outlets that are installed in the raised floor. Each workstation has one Ted. Teds consist of 1 telephone drop, 2 data drops and 2 electrical outlets one of which is a conditioned power receptacle (orange) the other an unconditioned power receptacle (white). The conditioned power receptacle provides power to your computer equipment. The unconditioned receptacle provides power to non computer related equipment.

The telephone receptacle has been programmed with the employee name provided on the final approved CAD (Computer Aided Design) drawing. If a person other than the approved employee is connected to this receptacle, this name will not appear on the caller ID.

The data receptacle also has the approved employees' identification programmed back to the server. If a person other than the approved employee is on this receptacle, she/he will not be able to connect to the file server.

Please do not switch equipment around in your TED.

For those in workstations, a temporary power strip has been provided under your worksurface for items such as pencil sharpeners, calculators etc.

• Furniture

SYSTEMS FURNITURE WORKSTATIONS:

As most of you already know the systems furniture workstations are Manufactured by Haworth. The system that was selected for you is called Premise Horizontal System. The horizontal system offers far more flexibility in functionality and design than the vertical panel

systems.

The panels in your workstation are acoustical on both sides. The manufacturer recommends that you do not pin items into the panels, as the acoustical value would be destroyed. Special tackboards, in an accent color, have been provided in each workstation below your overhead cabinets for that specific purpose.

The storage components in your workstations are all keyed alike. That means that one key fits all components in your workstation. It will not fit your neighbor's workstation. You will be provided with two keys. M/AS will keep extras on file in case you lose or misplace your key.

The overhead cabinets have light fixtures attached to the base. Each of these lights can be turned on individually. Those who visited our showcase may recall that we had a docking module on the worksurface which served as a power strip, from which you could turn on/off your cabinet lights. These docking modules have been recalled by the manufacturer and will not be re-installed til much later. As a temporary measure the manufacturer has provided a traditional power strip which is located under your worksurface.

The keyboard pad at your worksurface has various features. It pulls forward, goes up and down and tilts. The Manufacturer's guidelines explaining the features have been added for your use.

TASK CHAIR:

For those in systems furniture workstations, your new task chair is manufactured by Steelcase. It offers many flexible features which are explained on the tag on your chair. For your convenience we have installed a task chair demonstration program on your PC. It can be accessed from your NETWORK APPLICATIONS I group by clicking on the icon called "CHAIR". If you do not see this icon on your applications, please contact M/IRM to have it added to your computer. Select the "standard chair" from the menu and the demonstration will guide you

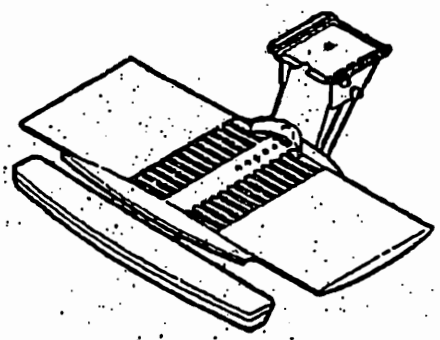
through the adjustments available on your new chair. We like to point out that the "arm width" adjustment was not included in the features, as testing by Agency personnel determined that is was not a desirable feature. We encourage you to experiment with the features to determine the most comfortable height and position for you.

As you will notice the color of the task chair varies. There are three colors that were selected to complement the column color schemes. The colors were distributed randomly among the workstations.

GUEST CHAIR:

For those in systems furniture workstations, your new guestchair is manufactured by the Gunlocke Co. The color scheme of the chair is neutral to match the color scheme of the carpet and the office environment.

ADJUSTABLE KEYBOARD PAD



Guidelines For Use

Before you begin to use your Adjustable Keyboard Pad, familiarize yourself with its ergonomic adjustment features. A computer keyboard should be positioned to allow your forearms to be approximately parallel with the floor. Your hands should not be bent excessively at the wrist joint (Figure 2). For intensive keyboard tasks, there should be frequent keyboard position changes during the workday to help prevent repetitive-motion injuries and fatigue. To make adjustments, please follow these guidelines.

CAUTION!

The keyboard pad features a spring-loaded mechanism. When released by loosening knob A, the pad will rise quickly to its maximum adjustment height. Grasp the pad firmly with both hands when retrieving it from the stored position. Use one hand to hold the pad in the desired position when tightening or loosening knob A (see figure 1).

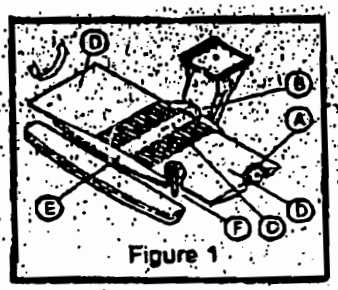


Figure 1

Stored Pad Retrieval:

Align the pad with the front edge of your work surface, desk or return top, lift it slightly and pull it toward you.

Pad Height and Tilt Adjustment:

To position your keyboard at a comfortable working height, loosen knob (A) by turning it counterclockwise (see caution statement on cover). Lift or lower pad and tighten knob (A) to maintain selected height.

On models featuring a tilting pad, adjust the desired pad angle by turning knob (A) counterclockwise. Because this is the same control knob as used to position the pad height, you may wish to adjust the height when setting the pad's angle. To maintain the height and the desired angle, turn knob (A) clockwise until tightened.

Positioning Your Key-board on the Pad:

Remove the flexible backstop (B) by turning it slightly while pulling straight up out of the hole in the pad center spine (C). To prevent the backstop's loss, do not remove the plastic retainer cord attached to it. Place your keyboard on the pad. To align the pad width with your computer keyboard, grasp both sides of the pad (D) and pull them apart uniformly until pad width matches the keyboard width. With the keyboard snug against the pad's front lip (E), place the backstop (B) into an open hole in the center spine closest to the computer keyboard. The backstop's wings should flex slightly against the keyboard housing as you press downward with both hands.

Figure 2

Palm Rest Adjustment:

To adjust the palm rest, if your model has one, locate lever handle (F) and pull it out slightly to disengage ratcheted gears. When lever is rotated to point downward, let go and the ratchet gears will re-engage. Now push the lever counterclockwise. If the palm rest is not completely tight, repeat the process. The palm rest can be stored beneath the AKP when not in use. Pull lever out to disengage gears, rotate clockwise and release. Then turn the lever handle counterclockwise to release pad tension. When palm rest is swung back away from you as far as it can, rotate lever clockwise to tighten. Store lever horizontally if it ends up in a vertical position.

• Conference Facilities

There are four types of conferencing facilities:

CONFERENCE ROOM A:

Conference room A is a large conference room which can seat, in most cases approximately 35 to 40 people. There is one conference room A on each floor located off the main corridor. It is for use by all of the Agency. To use this room reservations need to be made by calling M/AS at the RRB: 712 0178. On most floors this conference room can be divided into two rooms by using the movable wall partition.

The conference room A is equipped with 2 ceiling mounted projector screens, white marker boards, a display rail to clip paper, a display ledge to rest display boards on, tackable wall surfaces (yes, you can pin through the fabric), built in storage and built in cabinetry. Projectors are not built in.

The tables are foldable and modular so that different configurations can be arranged. Plastic guides in the legs can accommodate wiring to the top. Please call the M/AS Customer Service Center at the RRB at 712 0178 in advance if you need to re-arrange the configuration of this room for your meeting.

All chairs are new. The conference room chairs are adjustable and the side chairs are stackable.

CONFERENCE ROOM B:

Conference room B is a medium size conference room which can seat 10 to 20 people. It is specific to your Bureau. This conference room is equipped with one ceiling mounted projector screen, white marker boards, display rail to clip paper, a display rail to rest boards on, tackable wall surfaces (yes, you can pin through the fabric) and built in cabinetry.

TEAM ROOMS:

Team rooms are specific to your Bureau. They are smaller conference rooms which can seat approximately 6 to 8 people.

TEAM AREAS:

Team areas are open meeting areas scattered throughout your office space, mostly around the perimeter and at window areas. They can seat 4 people.

They are created for informal gatherings or small team meetings. New round team tables have been provided for this purpose.

• Galley Kitchens

There is one galley kitchen on each floor for use by all employees. The design of this galley is playful and cheerful, in a color scheme of green, purple and black. The materials were selected with ease of maintenance in mind.

Each galley contains:

- a large capacity refrigerator
- 2 microwave ovens
- an ice maker
- 2 vending machines
- one coffee machine
- a sink with garbage disposal
- under counter cabinetry
- 2 bulletin boards
- 1 official notice board
- tables and chairs
- 3 recycling bins

• Recycling

All proceeds from the recycling in the RRB will benefit the Child Care Center.

Recycling starts at your desk, which has been outfitted with a three tiered saddle basket. A decal on the wastebasket explains how to recycle. Please follow the directions. The maintenance crew will come by daily to empty your wastebasket, using a three tiered recycling bin.

Additional, larger size recycling bins have been placed near the copiers, utility stations and galley kitchens.

• Signage

The RRB has been divided into numbered "zones" by GSA. On a typical floor USAID occupies zones 600 through 1000. On the second floor USAID occupies two more zones: 1100 and 1200. We have added a typical floorplan to show you these zones in relationship to the entire building. The yellow colored area is USAID space.

SIGNAGE SYSTEM:

Suite entry identification is composed of three elements:

- the floor number
- the zone number abbreviated
- a letter

Example:

Suite 2.6A is located on the second floor, in zone 600, abbreviated to 6, first door in that zone or door A.

Suite 5.9C is located on the fifth floor, in zone 900, abbreviated to 9, third door in that zone or door C.

Room number or workstation identification is composed of three elements:

- the floor number
- the zone number abbreviated
- an office or workstation number

Example:

Room 2.11-76 is located on the second floor, in zone 1100, abbreviated to 11, room 76.

Workstation 8.10-111 is located on the eighth floor, in zone 1000, abbreviated to 10, room 111.

SIGN PLAQUES:

The sign plaques for your office or workstation have your room/workstation number permanently screened onto the top portion. The plaque is equipped with slots which hold removable inserts with your name, Organization and/or title. (See sign drawing)

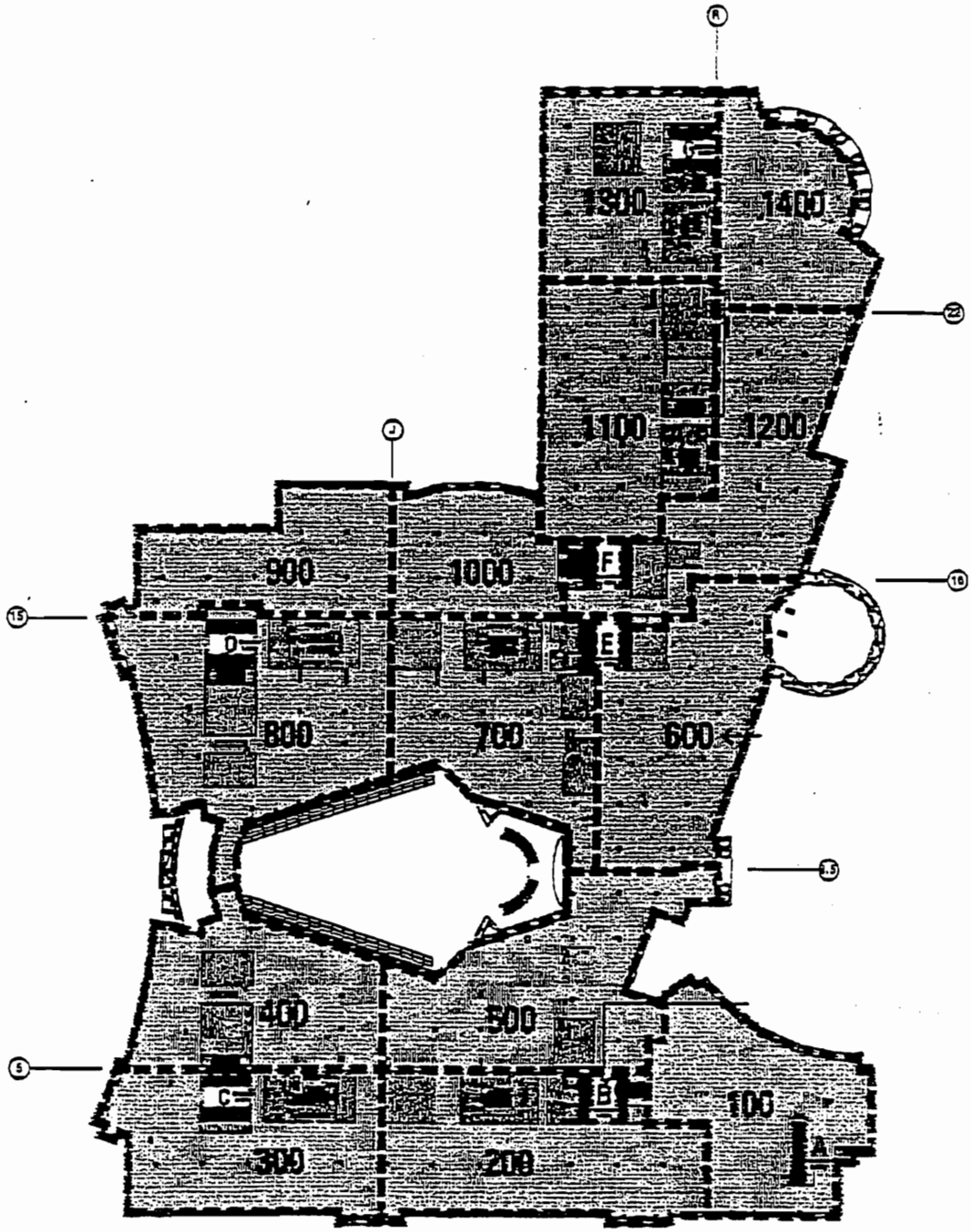
WAYFINDING SYSTEM:

The wayfinding system is designed to make it easy to navigate through the space. The corridors and aisles are numbered in multiples of TEN. For example one row will be all in the teens, the next all in the twenties, the next all in the thirties. Numbers are consecutive; however, here and there you will notice we have skipped a number to allow flexibilities for future renovations or changes.

In addition to the numbering system, we have added an element of color to assist in your wayfinding, using the three column colors and applied it to the systems furniture panel fabrics. For instance if you are located on a floor where all column colors are teal, then your primary corridor fabrics will be teal. The secondary corridors will be in either, blue or mauve in an alternating pattern. A fourth color: camel is used for tertiary corridors.

Temporary signage has been placed in your space til the

permanent signage has been manufactured. All signage has been ordered and it is expected to be installed starting the end of August. We appreciate your patience.



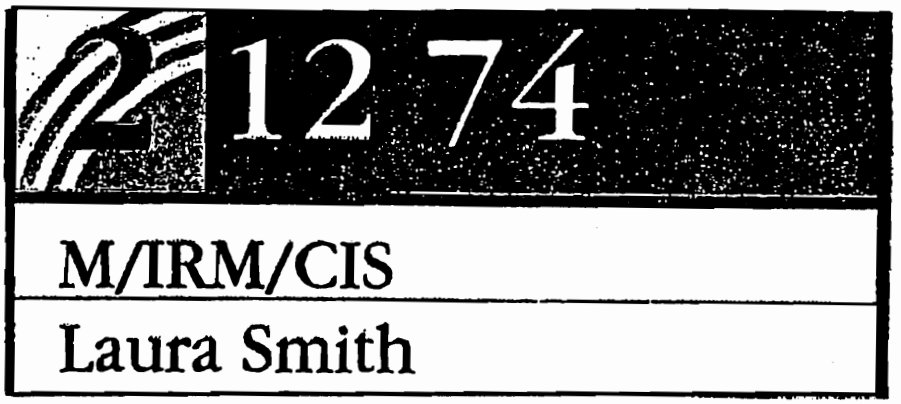
Room Numbering System Zones - Levels 2 - 8 (Typical)

Federal Triangle Building
Washington, D.C.

Office or workstation number

Zone number

Floor number



SERVICES

• M/AS Customer Service Center

Effective July 28, 1997, and until further notice, M/AS has set up a Customer Service Center for your convenience.

All requests for routine building repairs, maintenance, cleaning services and building-service related problems in the RRB, and related M/AS services such as printing, shipping and receiving, mail, shuttle bus, supplies and property issues should be reported to the following personnel:

Robby Hayes	(202) 712 5961
James Taylor	(202) 663 2116
Cynthia Hairston	(202) 712 5129
Vernita Greenfield	(202) 712 5653

Hours of operations: 7 AM to 5.30 PM

• Mail Distribution

During the first phase of the move the USAID mail service will continue to operate from the current mailroom at the State department. M/AS/CPSD will be provided with a data base listing of all those moving during each phase. This listing will show your existing roomnumber and the new roomnumber or workstation number. This will allow them to sort the mail accordingly and bring it to the RRB floor mail sort room for distribution to the maildrops set up in your offices.

Mail will be distributed 4 times a day at approx.

9.15 AM	10.30 AM
1.30 PM	3 PM

On or about October 16, the mailroom services will move to the RRB. At that point in time all official mail deliveries will be re-directed to the RRB mailroom on the B2 level. Those at the current locations will then be served from the RRB.

If you have any questions about your mail deliveries please contact Al Brock at his current number at 647 8747

• Copy Services

The majority of the copiers are new and are made by Sharp Electronics and Oce. For service call one of the service center numbers listed on p.31. There is a large volume copier located in the Core on most floors to accommodate your high volume copier needs. This center is self service. The Print shop will continue to assist you with high volume priority and custom printing. The Print shop will remain in its current location til it moves to the RRB on August 21. M/AS/CPD will be contacting key operators of each individual Office to schedule initial copier training. Briefing sessions will be offered to all employees once they have relocated.

If you have any questions with regard to your equipment, or related supplies, please contact the M/AS Customer Service Center at the RRB. You can also contact Stephanie R.Teasley at 647 8376.

• Shipping and receiving

When all USAID employees have been moved into the RRB, all shipping and receiving for the Agency will need to be coordinated through the USAID shipping and receiving center on the B2 level. For information call the M/AS Customer Service Center.

• Maintenance

The building maintenance services are provided by GSA through a Commercial Facilities Manager (CFM). All USAID building services will need to be coordinated through the

GSA/CFM representative. Employees are requested not to contact the CFM directly as they are instructed to repond only to M/AS.

• Supplies

You may continue to order supplies from the GSA, Franconia, VA Customer Supply Center. Your supply orders will be received at the loading dock, Shipping and Receiving area, and delivered directly to your workstation.

Questions concerning supplies or special needs should be directed to the M/AS Customer Service Center.

JOINT USE SPACES

• Child Care Center

The Child Care Center will be located on the Ground and the Mezzanine levels. An outdoor playground is located on the South side of the RRB. The Center can accommodate approximately 120 children ranging in ages 3 months to 5 years old. All federal tenants in the RRB are eligible to apply. The Center is expected to open in late Fall '97.

A joint-use tenant Child Care Board coordinates the needs and requirements of the Center.

For more information call the USAID Board representative Carla Royalty at ext. 79475.

• Fitness Center

The fitness Center will be located on the Concourse level. All federal tenants in the RRB are eligible to apply for a membership fee. The Center is expected to open in late Fall '97.
The fitness center will be managed by a Public Health Service contractor. A joint-use tenant task force coordinates the needs and requirements.

For more information call the USAID task force representative Jim Painter at ext. 75813.

• Health Care Center

The Health Care Center is expected to open in late Fall '97. In the meantime, USAID employees continue to use the health services of the State Department.

SPECIAL SPACES

• Public Information Center

The USAID Public Information Center (PIC) will be located on the Mezzanine level and is scheduled to open in late Fall of '97. The Information Center will provide a centralized location for the Agency's libraries and related information resources for USAID staff. It will also be the Agency's "front door," the place where Agency external customers can learn more about USAID's programs.

The Information Center will house:

- exhibits explaining the Agency's mission and informational touch screen kiosks
- the Agency's telephone operators
- information officers to answer questions and conduct research on behalf of external Agency customers
- the PPC/CDIE and M/HR/LC libraries and associated personnel
- G/EG/BD office including the Center for Trade and Investment Services (CTIS) and the Global Technology Network.

• Lafayette Federal Credit Union

The Lafayette Federal Credit Union (LFCU) will be located on the Concourse level and is expected to open in late Fall '97.

• USAID Travel Agency

The USAID Travel Agency will be located on the Concourse level and is expected to open in late Fall '97.

TRANSPORTATION AND PARKING

• Transition Parking Policy

During the month of August, 250 parking spaces will be available for U.S. direct hire employees located in the Ronald Reagan Building. Spaces will be allocated proportionately to the offices housed there in the month of August.

Applications for parking will be given to the administrative officer for each office. Distribution to employees should give priority to handicapped employees, executives, and employees who work unusual hours. After accommodating those categories of employees, carpools should have priority over single occupancy vehicles. The cost of the parking will be $40 per space.

Each parking space will be let for the month August only. On September 1, 1997, the Agency will begin implementing the official parking policy for the Ronald Reagan Building. The monthly parking rate of $40 will be calculated on a pro rated basis for those in less than a full month, payable to "GSA/RRB/ITC Parking."

For information, contact Janet Allem, M/AS/OD (202)663-2308.

• Public Parking

Public parking is managed for GSA by the Trade Center Management Associates. They can be reached at (202) 842 8620. Parking spaces are available for tenants, visitors and their guests at commercial rates, on a daily or monthly basis. Valet parking is also available at market rates. To park your vehicle in the public parking area, you enter the garage via the 13 1/2 street and Pennsylvania entrance.

• Shuttle services

For your convenience, a shuttle service will be provided between the RRB, 13 1/2 Street Entrance and the State Department, 320 D Street entrance. As of August 20, the schedule runs every 15 minutes, except during lunch breaks, when it runs every 30 minutes. The schedule is as follows:

VAN # 1

DEPART RRB	ARRIVE DOS	DEPART DOS	ARRIVE RRB
8:30 AM	8:45	8:45	9:00
9:00	9:15	9:15	9:30
9:30	9:45	9:45	10:00
10:00	10:15	10:15	10:30
10.30	10:45	10:45	11:00
11:00	11:15	11:15	11:30
LUNCH BREAK 11:30 - 12:30			
12:30 PM	12:45	12:45	1:00
1:00	1:15	1:15	1:30
1:30	1:45	1:45	2:00
2:00	2:15	2:15	2:30
2:30	2:45	2:45	3:00
3:00	3:15	3:15	3:30
3:30	3:45	3:45	4:00
4:00	4:15	4:15	4:30
4:30	4:45	4:45	5:00
5:00	5:15	5:15	5:30

VAN # 2

DEPART DOS	ARRIVE RRB	DEPART RRB	ARRIVE DOS
8:30 AM	8:45	8:45	9:00
9:00	9:15	9:15	9:30
9:30	9:45	9:45	10:00
10:00	10:15	10:15	10:30
10:30	10:45	10:45	11:00
11:00	11:15	11:15	11:30
11:30	11:45	11:45	12:00
12:00PM	12:15	12:15	12:30

LUNCH BREAK 12:30 - 1:30

1:30	1:45	1:45	2:00
2:00	2:15	2:15	2:30
2:30	2:45	2:45	3:00
3:00	3:15	3:15	3:30
3:30	3:45	3:45	4:00
4:00	4:15	4:15	4:30
4:30	4:45	4:45	5:00
5:00	5:15	5:15	5:30

FOOD SERVICES

Food services on the Concourse level are expected to open towards the end of '97.

The Cafeteria at the Commerce Department, across from the RRB on 14th Street is available to the RRB federal tenants. Various commercial food services are available in the immediate vicinity of the RRB such as: the Old Post Office Building (The Pavilion), the Shops at National Place, and the Marriott Hotel to name a few.