

# FORRESTAL NEWSLETTER

A quarterly newsletter from the Office of Administration for DOE employees in the Forrestal Building November 2008

## Roof-Top Solar Array



*Secretary Bodman speaks at the Ribbon Cutting Event for the Forrestal Building Photovoltaic Solar Array*

On September 9<sup>th</sup>, Secretary Bodman cut the ribbon to celebrate the completion of photovoltaic solar array on the roof of the Forrestal Building.

“The significance of this solar array is both practical and symbolic—it improves the way the Department consumes energy and it is a symbol of America’s commitment to using the best available new technologies to confront the energy challenges we face today and will face tomorrow,” said Secretary Bodman

In addition to members of Congress and high-level officials from the Department of Energy and the General Services Administration, this event was attended by a wide-array of media representatives. By the following day, photos of the array were featured in the Washington Post and the New York Times.

Now complete, this 205 kilowatt system features 891 crystalline silicone panels manufactured by SunPower Corporation of San Jose, California. At 18.5% efficiency, these panels are among the most efficient available on the market.

The total system is approximately 40-50 times the size of a typical photovoltaic system installed on a residence. Over the course of a year, this system will generate approximately 200 megawatt hours of electricity and will reduce the building’s electric bill by about \$26,000.

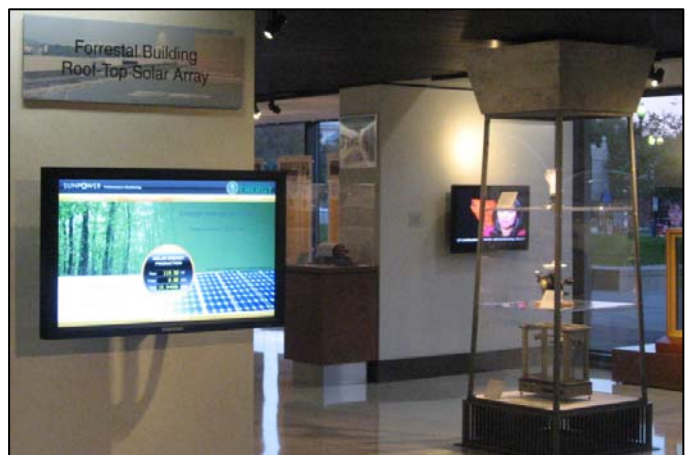


*A view of a portion of the 891 individual solar panels now generating electricity on the Forrestal roof*

In addition to the main solar array described above, this system also includes a technology showcase which includes four small, 1 kilowatt arrays. Each showcase array features a different, emerging solar technology. Meters track the output of each array so experts within the Department can compare how each of these different technologies perform.

For those of us also interested in tracking the performance of the main solar array as well as the technology showcase modules, please check-out the Solar Array Informational Display located next to the visitor’s check-in desk in the Forrestal Main lobby.

**Contact:** Eric Haukdal, 6-3777



*The Forrestal Solar Array Kiosk in the Main Lobby*

## **New Multi-Functional Devices**

The Office of Administration has been working with the Office of the CIO to install new multi-functional devices at Headquarters. These devices can be used as copiers, network printers, fax machines, and scanners. These devices will save time, money, and valuable office space by eliminating the need for multiple devices to perform these functions, and will also add new capabilities such as scanning documents to e-mail.

**Contact:** Mary Anderson, 6-4375

## **Passports / Visas**

In accordance with DOE O 551.1C, "*Official Foreign Travel*," an official passport is issued to an official or employee of the U.S. Government traveling abroad in the discharge of official duties. The Office of International Travel and Exchange Visitor Programs (MA-45) provides support to HQ employees to secure official and diplomatic passports. It is a "violation of sovereignty" for federal employees to use a tourist (personal) passport when traveling in an official capacity as it misrepresents the true purpose for which the traveler has entered the country. A visa may also be required for entry into a foreign country. MA-45 maintains all official/diplomatic passports, which are released to the traveler or designated agent, upon receipt of the approved "Request for Approval of Foreign Travel" form. All passports must be returned within five (5) days after the official trip to the Forrestal Building, room GB-182, MA-45.

Contact Julie Squires, 586-3601, with any questions or concerns you may have regarding travel policy regulations.

## **DOE Alert System**

Employees are encouraged to sign up to receive emergency text messages regarding building emergencies. The new DOE Alert system is available on the website, <https://alert.doe.gov>. Employees can register cell phones, alpha-numeric pagers, and e-mail addresses. Employees are responsible for any costs associated with text messages to private devices; therefore, they should check the costs on their personal device/carrier plans.

**Contact:** Cherylyne Williams, 6-1005

## **Sprinkler Project**

The Forrestal Building Sprinkler Project has completed work on the 7<sup>th</sup> floor (North Building) and is beginning to work on the west end of the 6<sup>th</sup> floor. Construction in the 6<sup>th</sup> floor west phase will continue from mid-November 2008 through mid-February 2009.

**Contact:** Eric Haukdal, 6-3777

## **Safety Corner**

All of the buildings at DOE Headquarters have zoned fire alarm systems. This means that when an alarm rings, it may not alarm in the entire building. Employees located where the alarm bells are ringing are to exit the building using the stairwells. Do not wait for an announcement. If you are in an adjacent area and your alarms are not ringing, you do not need to leave; however, you should be prepared to leave should you be directed to do so or should you see/smell smoke. Please do not call Security or Facilities to ask whether you should evacuate. This only ties up the phone lines so that emergency calls cannot be made. Remember, it is always better to err on the side of safety; therefore, when in doubt, get out!

**Contact:** Cherylyne Williams, 6-1005

## **The Property Post**

The 2008 Inventory of Government-owned assets (personal property and equipment) is ongoing and expected to be completed by the end of November 2008. Any asset (laptops, blackberrys, etc.) that is considered to be lost or stolen must be reported to the Office of Headquarters Security within 24-hours of the known or suspected loss.

The Sunflower/Applix Systems Interface was launched in partnership with the Office of the CIO. The interface will ensure that any changes in custody of IT equipment that occurs when it is removed as part of the CIO's campaign to refresh computers, are appropriately and immediately documented in the HQ property management system, Sunflower.

Proper disposal of furniture or equipment must be coordinated with your organization's Accountable Property Representative (APR). Your APR can help ensure that the paperwork to dispose of an asset properly is completed. The placement of surplus equipment and/or furniture in the hallways is not the proper way to dispose of any asset.

All requisitions for furniture/furnishings must continue to be initiated, processed, and approved by the HQ Property Office. Only the HQ Property Office staff is authorized to initiate the requisition through STRIPES, secure price quotes from vendors, and approve requisitions before they are submitted to the office of procurement for processing and award.