



# 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

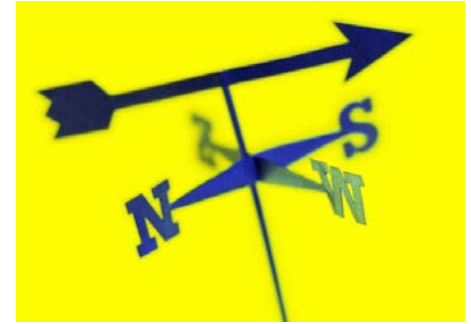


# Historical WWI Memorial

*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 14<sup>th</sup> & 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 – 12<sup>th</sup> and Independence Ave., S.W.
- ▶ Metro –L’Enfant Plaza Stop: 600 Maryland Ave, S.W.





# How to Get Here

- ▶ Carpool/Vanpools – Contact Parking Office (202)720-7275. 1<sup>st</sup> floor, 4<sup>th</sup> wing, South
- ▶ Bicycle – Bicycle racks are located – Court 2 & Court 5, South
- ▶ Motorcycle Parking located – Court 5, South
- ▶ Various Bus Lines – located on Independence Ave; 14<sup>th</sup> St and C St

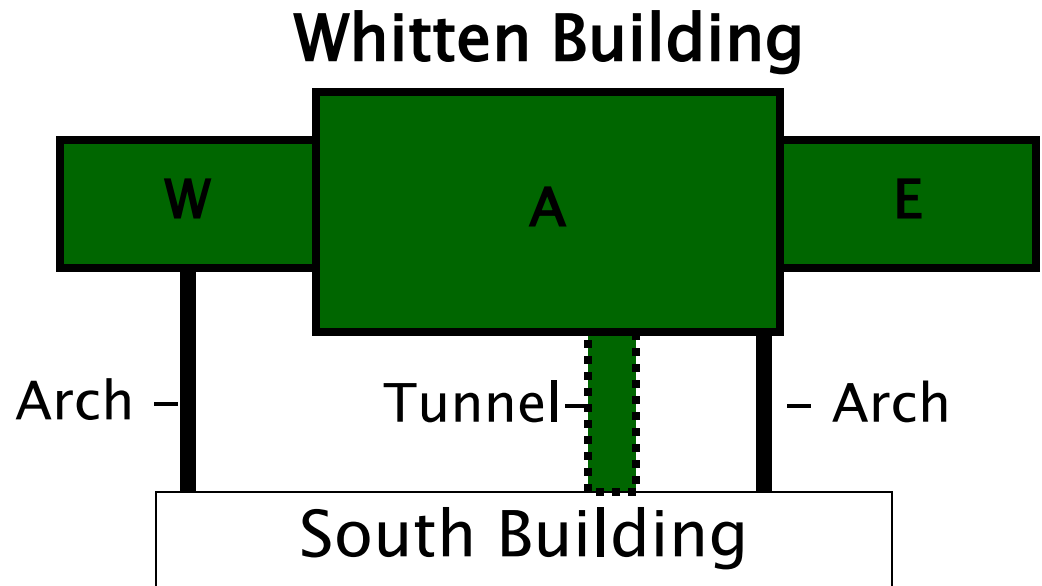




# Room Number Derivations

## ▶ Whitten

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



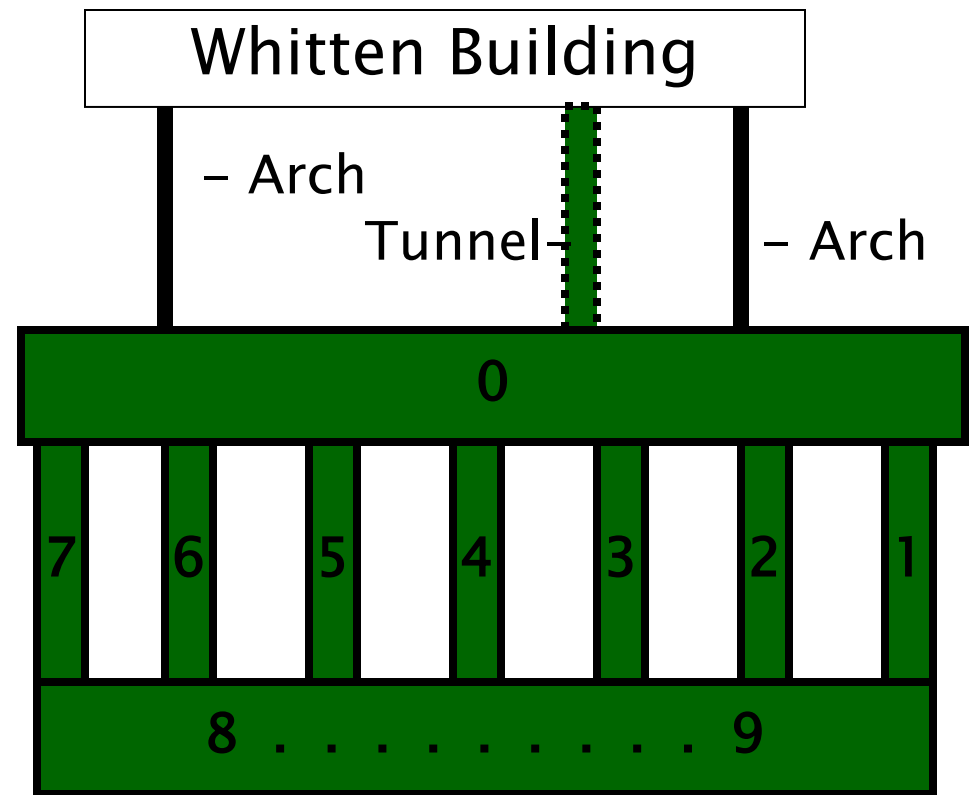




# Room Number Derivations

## ▶ 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; 2<sup>nd</sup> digit is the wing; and last 2 digits room #



South Building



# Moving Between Buildings

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





# Moving Between Buildings

- ▶ Tunnel: On the basement level, third wing connects Whitten Bldg (A-section) and South Building under Independence Avenue



# USDA Where to Eat

- ▶ Whitten
  - Cafeteria – basement
  - Buffet – 3<sup>rd</sup> floor
- ▶ South
  - Cafeteria
    - Need USDA ID to leave the cafeteria @3<sup>rd</sup> wing
    - Tourists and other visitors must wear Visitor Badge at all times!
  - Snack Bar – 6<sup>th</sup> Wing Basement
  - Deli – Sub-basement of South Building (called Ag Promenade)
- ▶ Yates Building –Deli, first floor



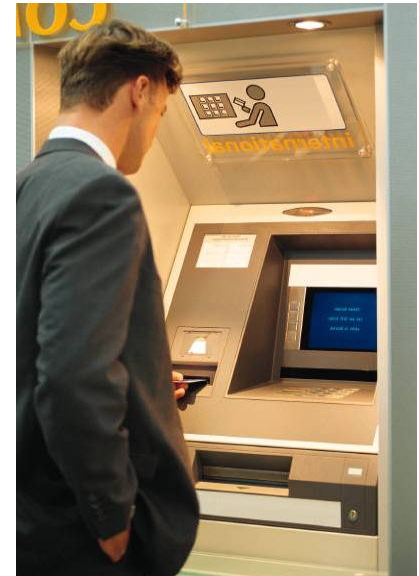
*No quickly-accessible restaurants outside of building  
(metro ride)*



# Also In Sub-Basement

South Building – Ag Promenade, 3<sup>rd</sup> wing sub-basement

- ▶ ATM Machine
- ▶ Barber Shop
- ▶ Office Supply Store
- ▶ Fitness Center
- ▶ Gift Store
- ▶ Post Office
- ▶ USDA Credit Union





# Other Facilities



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



# WASC Hotline

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



# Medical Services Health Unit

- ▶ South Building, 1<sup>st</sup> floor, 4<sup>th</sup> 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**

- ▶ South Building, 1<sup>st</sup> floor, 4<sup>th</sup> wing
  - (202)720-6270
- ▶ Badges – all personnel within the USDA buildings must wear one
  - Photo ID room: South Building, Ag Promenade, sub-basement; SM-7
  - Hours: 9:00 AM Noon and 1-4 PM





# Visitor Policy

- ▶ Guard stations
  - South Bldg, wing 1 – Independence Ave
  - South Court 2 “C” St
  - Whitten Bldg, Jefferson Drive
  - Whitten Bldg, Independent Ave
  - Yates Bldg 14<sup>th</sup> St
- ▶ From 6–6, report to guard station
- ▶ After 6:00 must sign-in to gain entrance
- ▶ Government visitors – sign in, and with proper ID, no escort required
- ▶ Non-Government visitors – sign in, and must be escorted





# Emergency Information New Employees Need To Know



[WWW.USDA.GOV/OO/BEPREPARED](http://WWW.USDA.GOV/OO/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

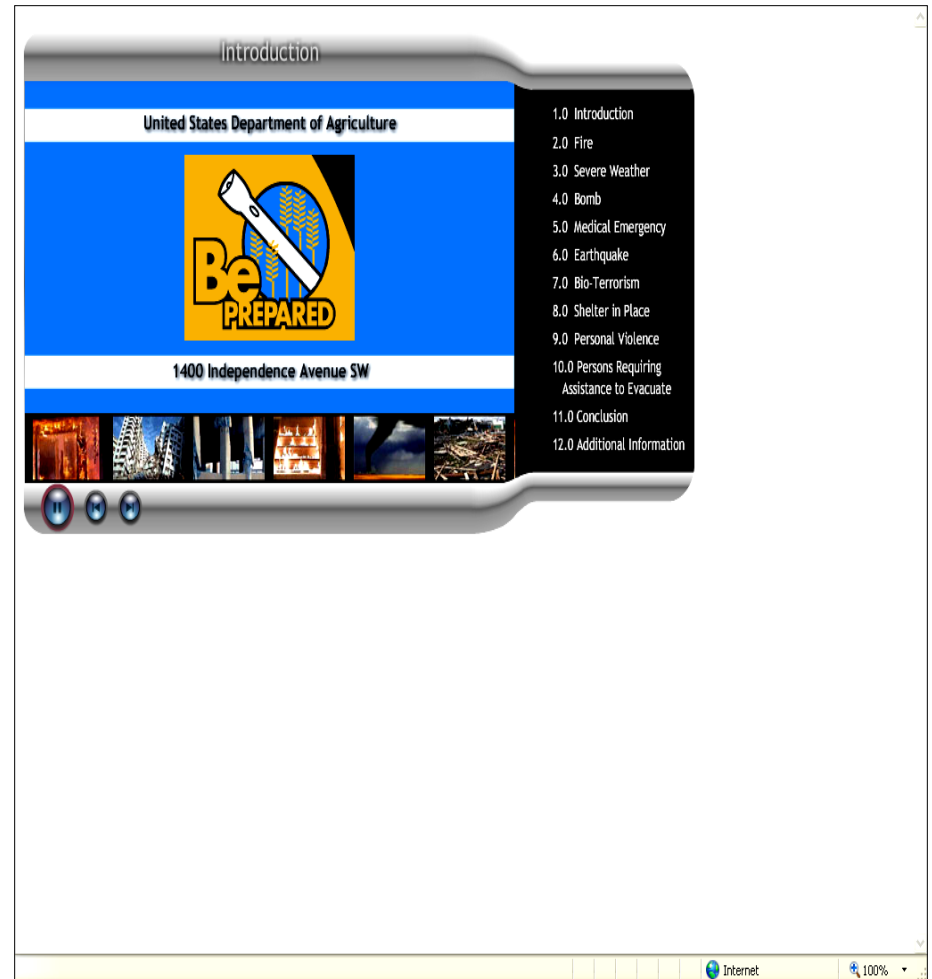
- ▶ <http://www.usda.gov/dm/beprepared/>
- ▶ This guide will help further explain what to do in a ‘Shelter-in-Place’ scenario and other emergencies
- ▶ To be prepared in case you’re detained at work because of a an emergency that impacts the city, Employees should consider a personal Grab and Go kit.



# 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, 4<sup>th</sup> wing
- ▶ Mail Delivery
- ▶ Accountable Mail
- ▶ Courier Service
- ▶ Mail Preparation
- ▶ Central Mail Unit
- ▶ Maintain Departmental Mailing List



# USDA Duplicating Center

- [www.da.printshop.gov](http://www.da.printshop.gov)
- (202)720-0321
- South building basement, 5<sup>th</sup> 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