Welcome to the United States Department of Agriculture
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)
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 #
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
Tunnel: On the 3rd Wing, basement level, the tunnel connects Whitten Bldg (A-section) and South Building under Independence Avenue.
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, 1\textsuperscript{st} floor, 2\textsuperscript{nd} wing next to the cafeteria
- ESRA Store – South Bldg, 1\textsuperscript{st} floor, 2\textsuperscript{nd} wing
  - Purchase merchandise
  - Information about services
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 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
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
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 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
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