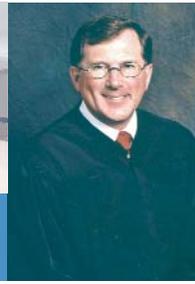


FOCUS

A Newsletter for Customers of the GSA
Public Buildings Service, Mid-Atlantic Region

Spring 2004



New Entrance and Vestibule Completed; New Café and Business Center Opens at U.S. Courthouse in Philadelphia

GSA Mid-Atlantic Regional Administrator Barbara L. Shelton and The Honorable Edward R. Becker, U.S. Court of Appeals, Third Circuit, participated in a ribbon cutting on February 17 celebrating the completion of a new entrance and vestibule at the U.S. Courthouse in Philadelphia, Pennsylvania. Accomplished in seven months, the new entrance and vestibule compliment the adjacent award-winning lobby renovation, and have transformed the Courthouse into a place where the public will feel welcome, safe, and professionally served.



The Honorable Edward R. Becker was a keynote speaker at the ribbon cutting ceremony for the U.S. Courthouse's new entrance and vestibule.

"The vestibule is where the citizenry first comes into contact with the federal courts," said Judge Becker. "In my view, the renovated vestibule and its relationship to the lobby will better reflect the mission and values of the federal courts in terms of openness, dignity, order, and continuity."

The new entrance and vestibule provide a stronger federal presence in downtown Philadelphia and welcome visitors to the Courthouse. This was achieved by replacing a section of the brick façade at the Market Street level with a limestone wall engraved with the U.S. Court of Appeals' seal and the words "Justice

the Guardian of Liberty," and expanding the entrance into Market Street's sidewalk with a three-dimensional clear glass enclosure. The vestibule's interior showcases new granite partitions, new ceilings, new lighting and a wheelchair lift.

In addition to the completion of the entrance and vestibule project at the U.S. Courthouse, GSA has other building improvements accomplished and

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From the Desk of the ARA...

We would like to thank all of our colleagues who joined us for our GSA Mid-Atlantic Region Open House in late 2003. More than 125 GSA clients attended the event, and it was exciting to welcome so many familiar faces into our new Regional Office at the Strawbridge Building in downtown Philadelphia. We enjoyed visiting with you and sharing ideas on how our innovative workplace design supports our team-based approach to doing business.



While designing our new Regional Office, we learned a lot about crafting innovative offices that facilitate networking among employees while allowing for quick and inexpensive adjustments. It was great to share these insights and lessons learned with the larger federal community. The experience has left us better equipped to provide superior workplaces for our federal clients. Rafael Gutierrez of the Federal Aviation Administration wrote to tell us he found the day "quite enjoyable and informative." We certainly share those sentiments and hope you do as well.



Looking forward to seeing and working with you again in the near future. □

*Jan Ziegler
Assistant Regional Administrator
Public Buildings Service
Mid-Atlantic Region*



New Entrance and Vestibule Completed; New Café and Business Center Opens at U.S. Courthouse in Philadelphia

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underway at the adjacent William J. Green, Jr. Federal Building. With the opening of a new 1,000 square foot Café and Business Center on the lobby level of the federal building, GSA upgraded the facility's snack stand, consolidated the vending machines and mailing services, added new seating areas, streamlined signage, and reduced clutter in the lobby area. The snack stand, which is operated by the blind, also supports the Randolph-Sheppard Act, which provides the blind with employment and economic opportunities, and stimulates the blind to greater efforts in striving to make themselves self-supporting.

The Café and Business Center was creatively designed to achieve the mission of the GSA First Impressions Program, which is to transform the public's perception of the federal government by improving the appearance and efficiency of federal buildings. In March, GSA also began the design phase of a project that will renovate the remaining parts of the federal building's lobby, bringing further enhancement to the facility.

The success of GSA First Impressions projects at the U.S. Courthouse, along with the ongoing renovations at the Federal Building, is helping the federal workforce in Philadelphia serve the public in a welcoming and professional environment. □



The new Café and Business Center provides an expanded snack stand, consolidated vending and mailing services, and new seating areas for building tenants and visitors.

Strengthening Our PBS Management Team

GSA's Tom Lyman has been selected as the new Regional Office Manager in the Mid-Atlantic Region's Public Buildings Service, Allegheny Service Center. Tom will serve as the Regional Office Manager for the Charleston (West Virginia) group operations, a position previously occupied by John Hofmann, who has since transferred to the Department of Homeland Security.



Since beginning his GSA career in 1989 as a mechanical engineer, Tom has worked to acquire an expansive knowledge of the PBS business. Tom quickly transitioned from serving as the engineer on project teams to the role of Project Manager and earned a Project Management Certification from the Project Management Institute in 1999. Leading by example in promoting a culture of continuous learning, Tom was promoted in 2001 to Lead Project Manager in GSA's Allegheny Service Center and received the GSA Regional Administrator's Award in 2002 for Nurturing and Encouraging Leader. In 2003, Tom took on the challenge of a one-year detail to GSA's Mid-Atlantic Region Portfolio Management Division, learning more about our asset management. Most recently, Tom was promoted to his current position of Regional Office Manager, and we are proud to have Tom on the PBS management team.

Tom's promotion afforded us the opportunity to make some additional changes in our PBS organization based on individual experience, best fit for our clients and current projects. We believe these changes will strengthen our ability to anticipate our clients' needs and provide innovative solutions. For more detail regarding changes in our organization, please visit www.gsa.gov/midatlantic for the most recent copy of our organizational chart. Click on the Publications Library link, go to Organizational Matters, and select the Mid-Atlantic Organizational Chart. □

GSA Delivers Class A Leased Space for Judicial Chambers in Pennsylvania

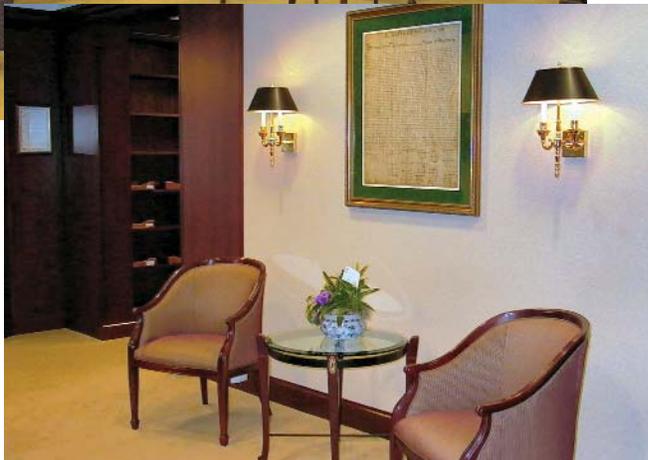
GSA recently completed the construction of new, leased office space and chambers for The Honorable D. Brooks Smith of the U.S. Court of Appeals for the Third Circuit in Duncansville, Pennsylvania. The 3,100 square feet of space at the Allegheny Professional Center is functional, yet elegant.

Judge Smith was one of the youngest judges on the federal bench when he was appointed in 1988. On August 2, 2002, President George W. Bush appointed Judge Smith to the U.S. Court of Appeals, elevating him from service as Chief Judge of the U.S. District Court for the Western District of Pennsylvania.

With his new appointment came the opportunity to relocate his chambers to within a few miles from his home, relieving Judge Smith and his staff from their near 90-mile one way commutes to Pittsburgh and Johnstown. The Third Circuit called upon GSA to locate leased space that met the needs of Judge Smith and his staff.



The Honorable D. Brooks Smith serves on the U.S. Court of Appeals for the Third Circuit.



Custom millwork and traditional finishes are used throughout the chambers.

"It's extremely functional and very comfortable," said Judge Smith of his chambers.

GSA worked together with Judge Smith, as well as Paul Crum and Shannon Vail of the Circuit Executive's Office, to find a suitable location and incorporate traditional judicial design elements into the leased space. Judge Smith's previous chambers, in which he worked for 14 years, were contained within the first floor of a building and had no windows. The new space includes numerous windows and is flooded by natural light and scenery, which accentuates the attractive millwork and finishes.

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GSA Delivers Class A Leased Space for Judicial Chambers in Pennsylvania

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The space, completed within six months from design through construction, includes offices for three law clerks, reception areas, and custom millwork. The design team from the Circuit Executive's office worked closely with GSA, the architects and builders, sharing sketches and

concepts and reviewing designs. The new offices were built to suit the needs of Judge Smith and his staff.

During the final stages of construction, Judge Smith's parents were able to tour the chambers and were impressed by what they saw. His father noted the space to be "quarters far above" his son's previous offices.

The design team from the Circuit Executive's office worked closely with GSA, the architects and builders, sharing sketches and concepts and reviewing designs.

The project's successful outcome is a result of the partnership among the GSA, the U.S. Courts and Circuit Executive's office, and private sector partners from the lessor's management office and their contractors. "Both the GSA and the Circuit Executive's Office included me from day one in the search for space," said Judge Smith. "GSA and the Circuit worked together well, there was a very cooperative attitude from the contractor as well." □

Contacts Abound in GSA's Regional Online Publications Library

Looking for a contact person within the GSA Mid-Atlantic Region or the Philadelphia Federal Executive Board (FEB)? Simply click on "Publications Library" in the lower left hand corner of the Mid-Atlantic Region's home page at www.gsa.gov/midatlantic.

Regional Federal Executive Board (FEB) Directory and Index: This directory, provided by the Philadelphia Federal Executive Board, includes interagency contacts from throughout the Mid-Atlantic Region.

Within the Publications Library is a link called "Organizational Matters" which will bring you to:

We hope you find these offerings useful in locating a GSA or other federal agency contact in the Mid-Atlantic Region. □

Mid-Atlantic Organizational Chart: This document is a highly detailed listing of who does what, and where in the GSA Mid-Atlantic Region. Most listings also include telephone extensions.

Mid-Atlantic PBS Field Office Listing: This is the document to reference if you are looking for a point of contact in a specific building managed by the GSA Mid-Atlantic Region Public Buildings Service. The listing includes names, addresses, telephone and fax numbers, and e-mail addresses.

Also in the Publications Library you will find a link called "Federal Executive Board" which will bring you to:



How to Excess Property: We'll Take It From Here

When federal agencies have excess personal property, the Code of Federal Regulations (CFR) 101-43 requires the agency to submit that information to GSA for mandatory utilization and donation screening. In addition, regulations mandate that federal agencies, to the fullest extent practicable, use excess personal property as the first source of supply in meeting agency requirements. But just how to get the process started can be confusing. GSA can provide a number of excess property management and disposal solutions, from reporting and screening to the sale or donation of excess goods.

The GSA Personal Property Center (PPC) is a valuable source of property disposal information. The PPC serves as a repository for deliveries of unneeded property from federal agencies that are looking for smart disposal solutions for a reasonable fee. The PPC also regularly offers the usable property to other federal agencies, state offices, and eligible nonprofit groups at no cost. Located just outside of Washington, DC, the PPC serves federal agencies primarily on the East coast with additional resources available nationwide.

Federal agencies now have multiple options in the reporting, screening, and tracking of excess property. Agencies may report and dispose of excess property by completing a

The GSA Personal Property Center (PPC) is a valuable source of property disposal information. The PPC serves as a repository for deliveries of unneeded property from federal agencies that are looking for smart disposal solutions for a reasonable fee.

Standard Form 120, Report of Excess Personal Property, and submitting this to the designated GSA Personal Property Management Office for processing. The Area Property Officer for the corresponding geographic area will review the condition of the property and assess potential utilization options, plus perform screening to determine the best means of disposal or donation of the goods. Or an agency may opt for an interagency transfer, that can be authorized and reported to GSA with a Standard Form 122, Report of Transfer of Excess Property. Additionally, GSAXcess™ offers alternative paperless, online reporting and tracking of excess property, saving time and effort in the disposal process.

A valuable resource for locating new and used furniture and design solutions is the GSA Furniture Reclamation Center, co-located with the PPC in Alexandria, VA. Items may be purchased on site with government obligating documents or with a purchase card. Also on site is the GSA Surplus Sales Center, which manages online auctions, vehicle sales, and other negotiated sales of excess government personal property.

For more information, contact **Sherlean P. Route** at the GSA Personal Property Center at **(703) 557-5191**, or visit www.gsa.gov/property for more information and a listing of Personal Property Management Offices and GSA Area Property Managers. □

The screenshot shows the GSA website's 'Personal Property Disposal Overview' page. The header includes the GSA logo and navigation links. The main content area is titled 'Personal Property Disposal Overview' and features a photograph of a wooden desk. The text describes the process of disposing of excess property and mentions GSAXcess™. A sidebar on the right contains 'CONTACTS' for David Robbins and 'E-TOOLS' such as Agency Asset Management System, AutoChoice, and Energy Asset Disposal System.

Spatial Data Integrity Improves Billing Accuracy and Client Access to Data

As part of our Spatial Data Integrity (SDI) efforts, we have developed an integrated set of space measurement tools and processes, allowing GSA to provide consistent measurements and assignment drawings that accurately reflect the space you occupy. The accurate floor plan measurements attained through SDI become the basis for Occupancy Agreements for each assignment. As a result, our clients can rest assured that you are billed only for what you actually occupy.

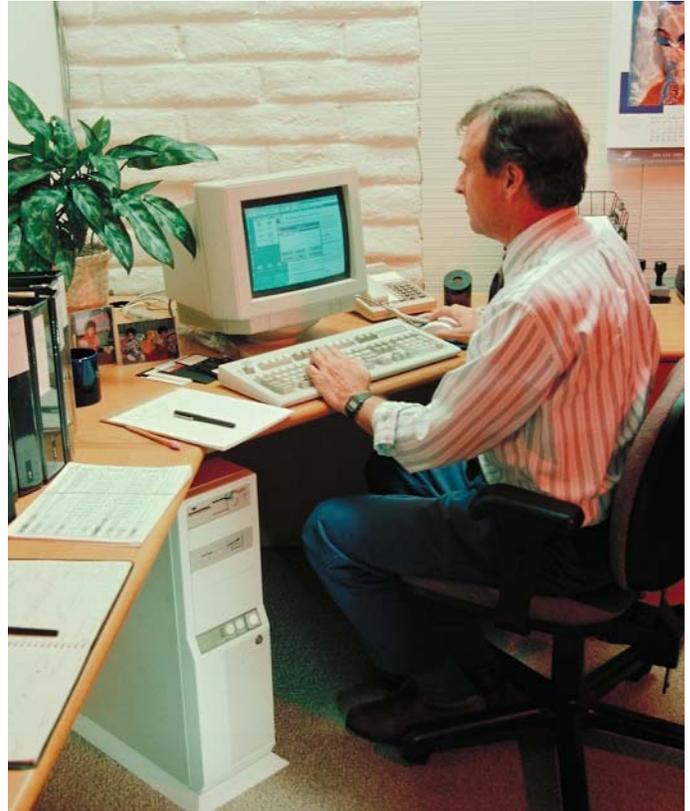
Computer Assisted Drawings (CAD) allow the Public Buildings Service (PBS) to create a digital library of our buildings and the assignments within them. This means our Realty Project Managers or Property Managers can provide our clients with up-to-date plans of all space they occupy in a given building with a single desktop query. The same query capability allows us to quickly locate all vacant and available space.

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Each fiscal year PBS sets aside funds to measure a number of buildings throughout the region to bring them in compliance with our SDI standards. As soon as a building is measured and documented on CAD drawings, each agency assigned to the building receives a compact disc (CD) with CAD representation of the space they occupy. This means our client agencies can now store their own assignment plans digitally instead of relying on paper blueprints.

“We recently received several SDI-related packages from GSA (Mid-Atlantic Region),” said Bob Coffman, Property & Facilities Administrator, 4th Circuit, U.S. Courts. “They all had CDs included which have our drawings. We like getting the drawings on CD, as we can load them into our system and we have the most up-to-date drawings available to base our projects on.”

Traditionally, keeping up-to-date floor plans of our federal inventory has been a challenge for GSA. Our SDI Team



has developed a system for keeping our drawings updated as changes occur. We anticipate this will save time and money in costly plan verifications as we embark on future alteration projects in our buildings.

Word of our SDI accomplishments is spreading among the federal community. The National Aeronautics and Space Administration (NASA) recently invited the GSA Mid-Atlantic SDI Team to share information and lessons learned about the GSA SDI program at NASA's annual Facilities Conference. The Philadelphia Federal Executive Board recognized our SDI Team with a 2003 Excellence in Government Bronze Medal for Economy in Government Operations. And, our SDI accomplishments were featured in the Fall 2003 Best Practices Edition of the GSA Office of Governmentwide Policy newsletter.

Our approach to SDI and the measurement of our federal inventory is helping GSA serve you better. We will continue to seek smarter solutions for performing at higher levels of efficiency and effectiveness. □

Pittsburgh Federal Community Comes Together to Address Real Property Asset Management

The greater Pittsburgh, Pennsylvania federal community has recently formed the Three Rivers Real Property Information Sharing Council, as a part of the Governmentwide Real Property Information Sharing (GRPIS) Program sponsored by the GSA Office of Governmentwide Policy. GRPIS is a nationwide initiative designed to promote best practices, lessons learned and other methods of sharing real property information that lead to better real property asset management decisions on a federal community-wide basis.

Since 1997, the GSA Office of Governmentwide Policy has studied the real property profile of metropolitan areas across the country showing significant amounts of federal activity. They review the profile to determine the federal community's diversity of agencies represented, concentration and growth. This ongoing process allows GSA to identify locations that are appropriate for the development of a GRPIS Council.

Knowing that the missions of federal agencies are diverse yet interrelated, GSA is working to develop GRPIS Councils to promote networking within communities. By expanding the network of agency contacts, the Council can enhance the operations of those agencies involved while

maintaining or reducing the federal government's operating costs. The results of these collaborations have provided agency facility professionals with information on programs and opportunities of which they might not otherwise have been aware.

The Pittsburgh Council is the first GRPIS participant in the Mid-Atlantic Region. The Three Rivers Real Property Information Sharing Council currently includes GSA, the Federal Executive Board, the Departments of Labor, Health and Human Services, Veterans Affairs, Commerce,

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Defense, Army (Corps of Engineers and Reserve), Navy, Energy, Interior, and the Internal Revenue Service.

The premise and ultimate goal of GRPIS is to encourage and enlist interagency participation in establishing methods of communicating among federal agencies within a community. Benefits to participating agencies include:

- Sharing lessons learned for how other federal agencies have improved operations and reduced costs.
- Exchanging solutions to common problems.
- Gathering reliable information from colleagues on federal real property issues.
- Collaborating to address common needs and concerns.
- Saving resources by collaboratively gathering information.
- Improving federal real property asset management by sharing information.

Other indirect benefits include improved networking among federal employees and the raising of issues to the regional and national levels of federal agencies, as appropriate, to bring about positive changes in federal real property management.

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Pittsburgh Federal Community Comes Together to Address Real Property Asset Management

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Even if there is not a formal Council in your location, there are opportunities for you to get to know your neighbors. Use your building security committee meetings as an opportunity to network with other agency representatives. Access the Inventory of Owned and Leased Properties online at www.gsa.gov/expiringleases to learn what other agencies are a part of your community. Also, all federal clients are invited to subscribe to the GRPIS newsletter to learn about best practices from the GRPIS community and upcoming real property and GRPIS events or meetings. Visit <http://listserv.gsa.gov/listserv/grpis/> and use the online form to subscribe.

The Three Rivers Real Property Information Sharing Council is always looking to include more agencies. If your agency is interested in becoming a member of the Council, please contact **Sheldon Greenberg**, GSA Office of Governmentwide Policy, at (202) 841-4868 or sheldon.greenberg@gsa.gov. □

2004 Survey of Agency Ordering Officials



Beginning June 25, 2004, the GSA Public Buildings Service (PBS), with assistance from the Gallup Organization, will conduct the 2004 Ordering Officials Survey. Gallup will administer the telephone survey that measures how well PBS is servicing our customers in the areas of leasing, construction alteration, facility management, and security. This survey also measures attributes important in any business transaction such as timeliness, responsiveness, ease of doing business, work quality, and PBS awareness of your needs.

This year we will be surveying our customer agencies that were last surveyed in fiscal year 2002 and who are our largest agencies nationally. Revisiting these customers will allow us to compare the results to the baseline from two years ago. Gallup will be contacting individuals who authorize PBS to provide real estate services and review bills on behalf of the following agencies:

The Courts
Internal Revenue Service
U.S. Attorneys
Drug Enforcement Agency
Department of Homeland Security
Federal Bureau of Investigation
U.S. Marshals Service
Social Security Administration
Department of Veterans Affairs

If your name is on the list to be surveyed, GSA will notify you in advance that Gallup will be calling. A quick 10 minutes is all it takes and we encourage your participation. Your feedback helps us improve our service to you. □

Mark Your Calendars Now!

GSA Expo 2004 is Coming



The Orange County
Convention Center
Orlando, Florida
May 11-13, 2004

- ☑ Admission is FREE to all federal and military personnel.
- ☑ Hundreds of exhibits featuring products and services offered through the GSA Multiple Award Schedules Program
- ☑ More than 150 hours of training courses will be offered, and attendees can earn Continuing Education Units (CEUs) for selected courses
- ☑ Join us in celebrating our 10th GSA International Products and Services Expo!

Visit www.expo.gsa.gov for registration and the latest Expo information.