

<b>SOURCE</b>	Romney Readiness Project
<b>DATE</b>	November 6, 2012

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## Romney Readiness Project Staff Briefing Packet

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### I. PHONE DIRECTORY INSTRUCTIONS

The directory in its entirety can be accessed on the GSA welcome page found on the home screen of your Internet Explorer, as well as on your desk telephone.

To access the directory through the GSA welcome page, open Internet Explorer and click “Administrative Support.” Scroll down and click on the link titled “Directory.” To access the directory from a desk telephone located on floors 5, 6, or 7, please follow these steps:

1. Press the “directories” button located towards the bottom right-hand side of your phone.
2. Scroll down and select option number 5 or simply touch the icon marked “Corporate Directory” on your screen.
3. Enter the first and last name of the person you are trying to reach.
4. Press the “Search” button located at the bottom left-hand corner of the screen.
5. Select the individual you wish to dial by touching his or her name on the screen directly, or by pressing the “dial” button located at the bottom left-hand corner of the screen.

Note: Nicknames or shortened versions of names will not likely return any search results.

### II. WIFI ACCESS

*\*The steps in this guide are performed using a workstation operating Windows 7. The steps may be different when using workstations on other operating systems and/or wireless client software.*

1. On the right side of the task bar, locate and select the Wireless Network icon.
2. A window displaying the available wireless networks will open. Locate and select the broadcasting SSID “W3bGu3st.”
3. Locate and click “Connect” to begin a connection to the Guest WLAN. If you prefer your computer to automatically connect to this network in the future, select “Connect Automatically”. Connecting automatically will allow the user to skip steps 1-4 and go directly to the web authentication
4. The workstation will attempt to connect to the WLAN. If successful, the workstation will display Connected next to the SSID (W3bGu3st)
5. Open your Internet browser and enter the following username and password on the Web Authentication home page, then click “Submit”
6. If access is granted, the Internet browser will redirect you to the Google home page. If unsuccessful, please contact the PTT Service Desk at (202) 559-3000 for further assistance.

Please note: Wireless guest access for tablets and other portable electronic devices will have access to the “W3bGu3st” network using the same username and password. Connect to this network and a browser screen should pop up, requiring entry of the above username and password.

### III. OFFICE PROCEDURES

#### **Conference Room Scheduling**

Because there are a limited number of conference rooms available, be sure to plan ahead when organizing a meeting or event that requires one of these rooms. Conference rooms should be reserved as far in advance as possible.

A list of conference rooms with layout, equipment, and capacity can be found on the following pages. To reserve a conference room, please find a room that will accommodate your meeting, then email [conferences@ptt.gov](mailto:conferences@ptt.gov) with your request, and a receptionist will contact you to let you know if the room will be available.

Rooms can also be reconfigured depending on needs. Please discuss any needs with the receptionist as far in advance as possible to arrange for any conference room reconfiguration.

Please note, conference room scheduling is done on a priority basis.

#### **Incoming and Outgoing Mail**

The U.S. Postal Service (USPS) and U.S. Secret Service (USSS) will screen all mail that comes into the building. Staff should note that the zip code that has been designated for all official transition mail is 20270. Mail should be addressed to:

Your Name  
Office of the President-Elect  
Washington, DC 20270

Mail addressed using this zip code will arrive to the Switzer building after undergoing screening processes.

Please note that the screening processes can delay USPS mail and packages by as much as seven days. Please plan accordingly.

Outgoing mail should be addressed and brought to a 5th, 6th or 7th floor receptionist.

#### **Express Mail Services**

Incoming express mail and packages must first go through the off-site security screening process before delivery and will be delayed as a result. The Transition mailroom will distribute express mail along with USPS mail.

The Transition's outbound express mail vendor is FedEx. Please contact the 5th, 6th, or 7th floor receptionist for mailing supplies and they will arrange an outbound pick-up.

#### **Courier Deliveries**

Outside courier services will not have access to the Transition Offices. If you are expecting a courier delivery, please make arrangements to meet the courier outside the security entrance and bring documents or packages through the security entrance screening yourself.

#### **Office Supplies**

Employees can place office supply orders through the designated supply contact for each individual department or team. A product catalog can be found with the team supply contact or any receptionist. The team supply contact will fill out the supply form and send it in for processing and approval. The order will be fulfilled based on the time it is sent in. A GSA Ambassador will deliver the order to the team supply contact within 24 hours.

### IV. SECURITY PROCEDURES

#### **Staff Entry Procedures**

Entrance procedures into the building will be closely managed by the USSS. As such, the only point of entrance and egress for PTT Staff is the entrance on the corner of C Street and 4th Street in the northwest end of the building.

All staff will be required to have their USSS security pass upon entry to the building. The pass must be displayed and visible at all times. As you come in through the secured entrance, swipe your security pass to be granted entry. All personal items will be screened upon entry to the building as well.

Elevator access will be restricted to the elevator bank on the west end of the building only. Please note that elevator use will be extremely limited and access to floors 5-7 will be restricted to PTT pass-holders only or pre-cleared visitors who are in the company of a designated member of the PTT escort team.

### **Visitor Clearance**

All visitors must first be cleared by the Secret Service prior to their arrival. In order to bring a visitor into the building, a request must be submitted at least 24 hours in advance of the meeting. Each department has an authorized requester who will submit visitor clearance requests to the USSS. The following visitor information will be required in order to submit a request:

- Last Name
- First Name
- Middle Initial
- Date of Birth
- Social Security Number
- Citizenship (U.S. ?)
- Country of Citizenship (if other than U.S.)

This is highly sensitive personal information that must be handled with the utmost care. Do not leave any personal information unattended and be sure to shred any physical copies as soon as possible.

All individuals who have been granted visitor access to the Switzer building must undergo the same 24-hour, advanced request every time they enter the building. A visitor who leaves the building but desires to reenter will not be allowed to do so until another request has been submitted and the USSS has again cleared them for entry.

Upon entry to the Switzer building, all visitors must be screened and will receive a visitor's badge that must be worn at all times within the building and turned in upon exit. Visitors will then be escorted to their meeting by a member of the transition escort team. They will be handed off to the staff member they are meeting with, who is then responsible for the visitor's location. Visitors are not permitted to walk around freely, nor exit the building on their own. Once their meeting is finished, all visitors must have an escort take them back down to the exit where they will turn in their visitor's badge to the USSS.

Please note that as a result of the new security restrictions, walk-in visitors, outside couriers, delivery personnel, and anyone attempting to drop off an item for a staff member will not be allowed in the building.

### **Building Security**

The USSS will secure the building 24/7. Uniform Division (UD) officers will be stationed on the 1st floor as well as near the elevators on floors 5, 6, and 7. Additional agents will be present when protectees are in the building. Please pay close attention to the following guidelines:

- Elevator Access: Please note that the only access to floors 5, 6, and 7 is through two elevators located in the elevator bank at the west end of the Switzer building, as well as the freight elevator immediately adjacent to it. Only staff with USSS security passes will have access to these elevators as well as visitors who are accompanied by a designated escort. Please note that when the President-elect, Vice President-elect, First Lady, or Mrs. Ryan are on the premises, elevator access for staff will be limited to a single elevator and the freight elevator. Please plan accordingly and be courteous of others.
- Stairwell Access: There will also be strict limitations on the use of stairwells during the transition period. There will be no stairwell access between the 1st and 5th floors. Access by stairwells to the 5th, 6th, and 7th floors from any other floor will be blocked off and the USSS will closely monitor these areas to ensure that they remain closed and secured. Once a staff member has reached the 5th, 6th, or 7th floors by elevator, they may then use the stairwells on the north side of the building to travel between these floors. Stairwells located at the south end of Wings 1-6 of the 5th floor will also be closed and alarmed. In the event of an emergency, all stairwells are accessible.

Please note that alarm and camera systems will be placed on all restricted areas.

Please pay close attention to signage placed throughout the building and especially by exits and stairwells. Entrance to any unauthorized area may result in an evacuation of the building and a disruption of all transition activities.

### **Badges**

All personnel must wear their USSS security pass and have it visible at all times while inside the building.

To report a lost, stolen, or damaged security pass, please contact the Secret Service Uniform Division on the first floor immediately.

### **Handling Threats**

In the event that a staff member receives a threat, it is important to write down as much detailed information as possible. This information should include the time the threat was received, the gender of the person issuing the threat, any accents or other identifiable attributes, and specifics about the threat itself. This information should be immediately reported to a member of the USSS.

### **Securing Sensitive Documents**

It is the responsibility of each staff member to secure all documents and ensure that they are properly locked away. All documents that are sensitive in nature should be secured in a locked drawer. Please note that many of the desks in the Switzer building have portable drawer systems. While these drawers will lock, the pencil tray on top can be removed, exposing the contents of the top drawer.

In addition, all documents that are sensitive in any way should be shredded. If there is ever any doubt as to whether a document should be shredded rather than recycled, please play it safe and shred it.

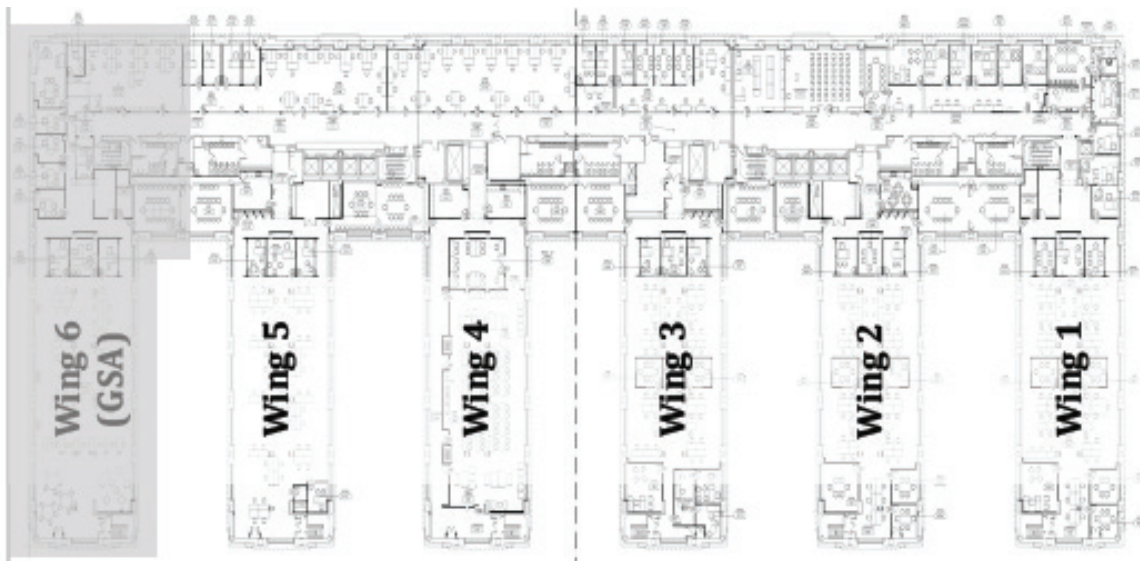
### **Food Deliveries**

Food deliveries are allowed to come to the entrance of the building. However, any food that is delivered must be picked up outside and brought in by a staff member. All food will be scanned before it is allowed to enter the building.

## **V. FLOOR PLANS**

### **5th Floor**

The 5th floor of the Switzer building consists of the main corridor with six wings on the south side. The Presidential Transition Team has office space in Wings 1 through 5, with the 6th Wing being reserved for the GSA Presidential Transition Support Team staff.



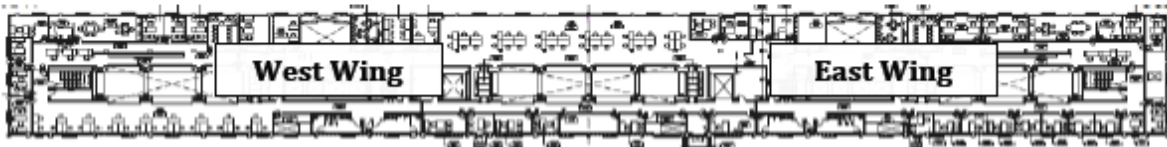
## 6th and 7th Floors

The 6th and 7th Floors of the Switzer building run east and west and do not have any additional wings on the south side. Rather the floor plans are divided in half with the west sides designated the respective “West Wing” and the east side designated the respective “East Wing.” Metro Guide

### 6<sup>th</sup> Floor



### 7<sup>th</sup> Floor



## Conference Rooms

<p><b>Room 5100 - 5th Floor Wing 4</b> <b>Option 1</b></p> <p>Capacity:</p> <ul style="list-style-type: none"><li>• 155 seats (stackable chairs)</li></ul> <p>Equipment:</p> <ul style="list-style-type: none"><li>• Multiple TV Monitors</li><li>• Lectern with microphone</li></ul>	A detailed architectural floor plan of Room 5100, Option 1. The room is rectangular and contains 155 seats arranged in rows. There are several TV monitors and a lectern with a microphone. The room is labeled 'MEETING ROOM 5100'.
<p><b>Room 5100 - 5th Floor Wing 4</b> <b>Option 2</b></p> <p>Capacity:</p> <ul style="list-style-type: none"><li>• 99 seats (task chairs)</li></ul> <p>Equipment:</p> <ul style="list-style-type: none"><li>• Multiple TV Monitors</li><li>• Lectern with microphone</li></ul>	A detailed architectural floor plan of Room 5100, Option 2. The room is rectangular and contains 99 seats arranged in rows. There are several TV monitors and a lectern with a microphone. The room is labeled 'MEETING ROOM 5100'.
<p><b>Room 5191 - 5th Floor Wing 2</b></p> <p>Capacity:</p> <ul style="list-style-type: none"><li>• Seats 49 in theater style, no tables</li></ul> <p>Equipment:</p> <ul style="list-style-type: none"><li>• Multiple TV Monitors</li><li>• Lectern</li></ul>	A detailed architectural floor plan of Room 5191. The room is rectangular and contains 49 seats arranged in a theater style. There are several TV monitors and a lectern. The room is labeled 'CONFERENCE 5191'.

<p><b>Room 6039 - 6th Floor</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 14 seats at table</li> <li>• Extra space for seating</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Whiteboard</li> <li>• Teleconference</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Attaches to Room 6038</li> </ul>	
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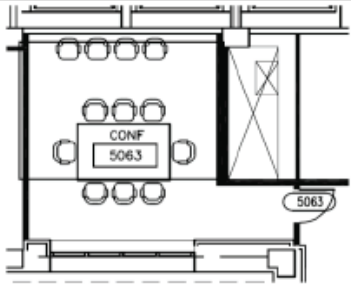
<p><b>Room 5092 - 5th Floor Wing 3</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 12 seats at table + 8 peripheral seats</li> <li>• Extra space</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Whiteboard</li> <li>• Teleconference</li> </ul>	
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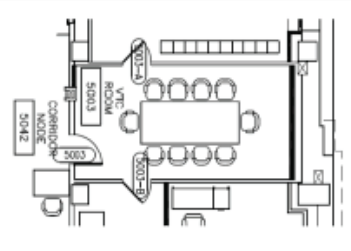
<p><b>Room 5093 - 5th Floor Wing 4</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 12 seats at table + 7 peripheral seats</li> <li>• Extra space for seating</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Teleconference</li> <li>• Whiteboard</li> </ul>	
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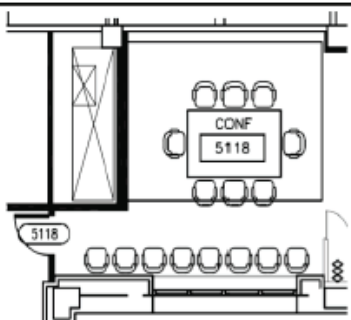
<p><b>Room 5046 - 5th Floor Wing 1</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 10 seats at table + 8 peripheral seats</li> <li>• Extra space for seating</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Whiteboard</li> <li>• Teleconference</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Connects to Room 5047</li> </ul>	
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<p><b>Room 5047 - 5th Floor Wing 2</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 10 seats at table + 8 peripheral seats</li> <li>• Extra space for seating</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Whiteboard</li> <li>• Teleconference</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Connects to Room 5046</li> </ul>	
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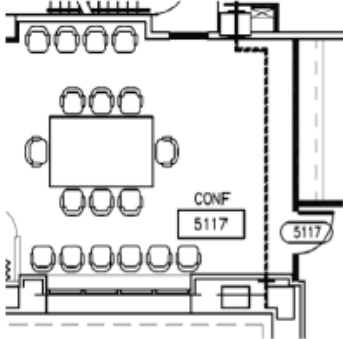
<p><b>Room 5010 - 5th Floor Wing 1</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 10 seats at table + 8 peripheral seats</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Whiteboard</li> <li>• Teleconference</li> </ul>	
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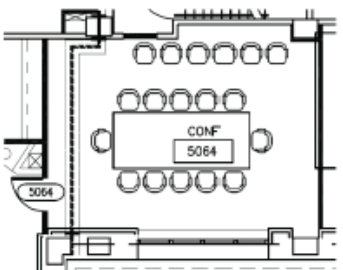
<p><b>Room 5063 - 5th Floor Wing 2</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 10 seats at table + 8 peripheral seats</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Whiteboard</li> <li>• Teleconference</li> </ul>	
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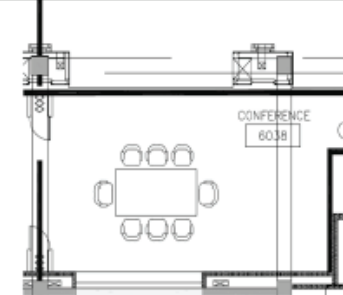
<p><b>Room 5003 - 5th Floor Wing 2</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 10 seats at table</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Whiteboard</li> </ul>	
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<p><b>Room 5118 - 5th Floor Wing 5</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 8 seats at table + 12 peripheral seats</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Teleconference</li> <li>• Whiteboard</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Connects to Room 5117</li> </ul>	
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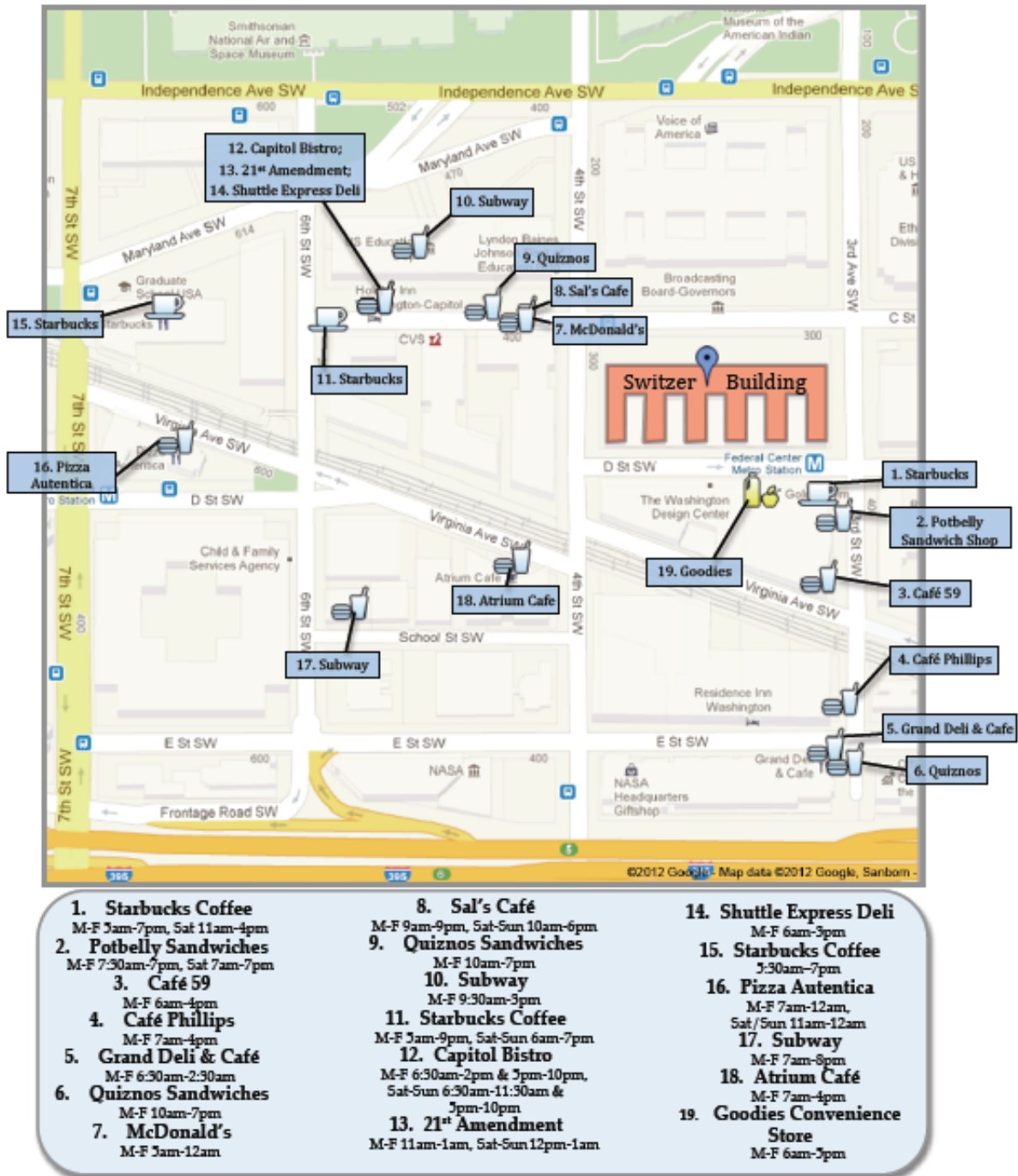
<p><b>Room 5117 - 5th Floor Wing 4</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 8 seats at table + 10 peripheral seats</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Teleconference</li> <li>• Whiteboard</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Connects to Room 5118</li> </ul>	
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<p><b>Room 5064 - 5th Floor Wing 3</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 8 seats at table + 8 peripheral seats</li> <li>• Extra space for seating</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Whiteboard</li> <li>• Teleconference</li> </ul>	
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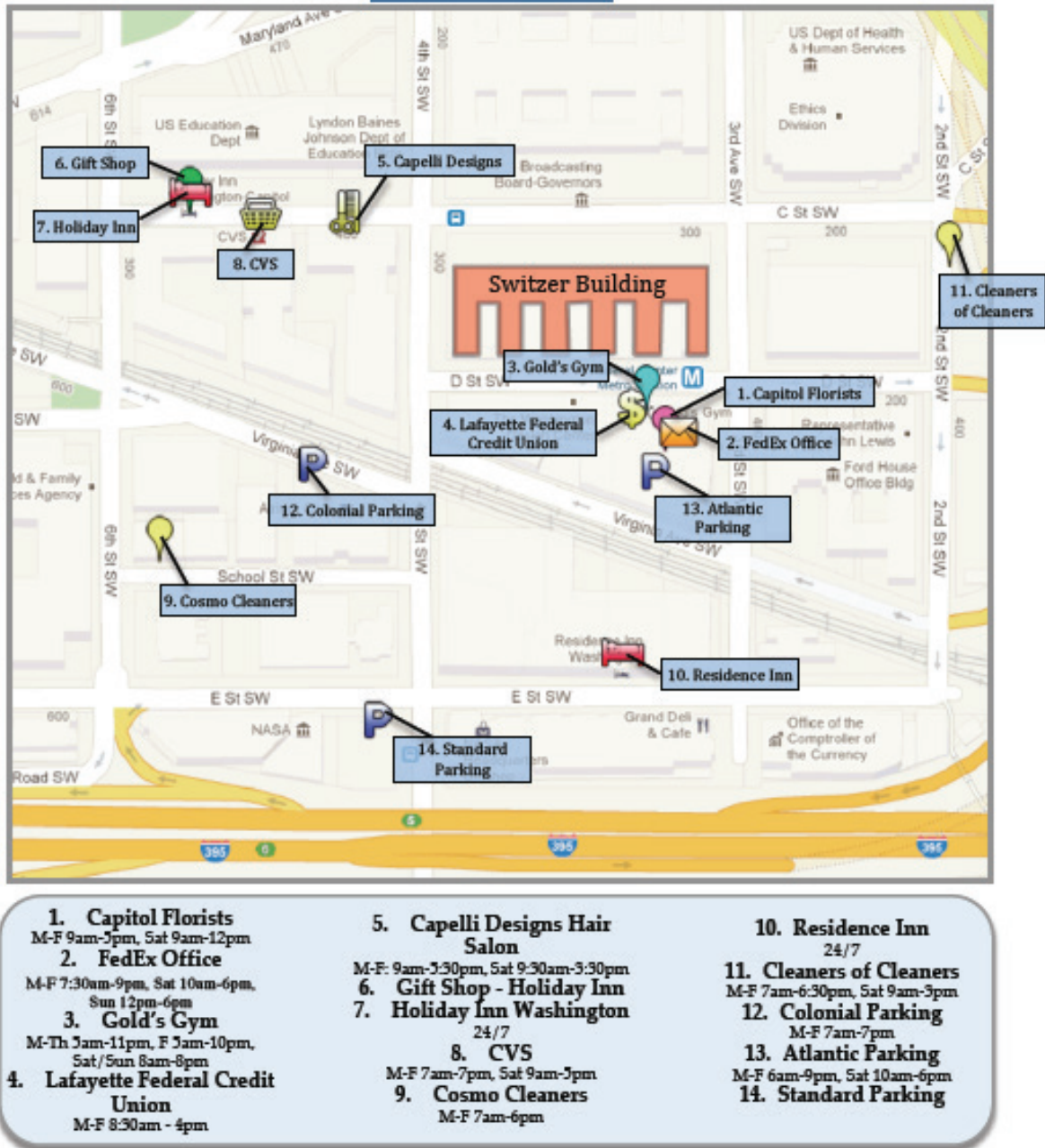
<p><b>Room 6038 - 6th Floor</b></p> <p>Capacity:</p> <ul style="list-style-type: none"> <li>• 8 seats at table</li> <li>• Extra space for seating</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• TV Monitor</li> <li>• Whiteboard</li> <li>• Teleconference</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Connects to Room 6039</li> </ul>	
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## VII. LOCAL RESTAURANTS



## VIII. AREA AMENITIES



PARTNERSHIP FOR PUBLIC SERVICE

**CENTER for PRESIDENTIAL TRANSITION**

The Partnership's Center for Presidential Transition helps ensure the efficient transfer of power that our country deserves. The Center's Ready to Govern® initiative assists candidates with the transition, works with Congress to reform the transition process, develops management recommendations to address our government's operational challenges, and trains new political appointees.

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