



## Monday, January 10

4:00 – 7:00 pm

Registration – West Registration Desk, Lobby Level

## Tuesday, January 11

7:30 am – 5:00 pm

Registration – West Registration Desk, Lobby Level

8:00 – 9:00 am

**Morning Refreshments**

**Birdcage Walk**

9:00 – 10:30 am

Plenary Session

Regency Ballroom

9:00 – 9:10

Call to Order / Presentation of Colors: United States Coast Guard Color Guard

9:10 – 9:15

Singing of the National Anthem: LTJG Kathryn Qureshi

9:15 – 9:25

Welcome: Donald G. Bathurst, Chief Administrative Officer

9:25 – 9:55

Rafael Borrás, Under Secretary for Management

10:00 – 10:30

Donald G. Bathurst, Chief Administrative Officer

10:30 – 10:45 am

**Break**

**Birdcage Walk**

10:45 am – 11:45 am

Attendees Meet with Component CAOs

CBP  
DHS HQ  
FEMA  
FLETC  
ICE  
NPPD  
S&T  
TSA  
USCG  
USCIS  
USSS

Rob Janson  
Gloria Eskridge  
Delia Davis  
Marcus Hill  
Marty Finkelstein  
Michael Capps  
Dana Bouley  
Karen Shelton-Waters  
Jeffery Orner  
Nancy Guilliams  
Lee Fields

Diplomat  
Palladian  
Cabinet  
Senate  
Congressional B  
Regency – table  
Forum  
Executive  
Ambassador  
Congressional A  
Regency – table

11:45 – 1:15 pm

**Lunch (on your own)**

**1:15 – 2:30 pm**

**Plenary Session**

**Regency Ballroom**

*Martha Johnson, Administrator, General Services Administration, and Justin Johnson, Deputy Chief of Staff for Office of Personnel Management will provide an overview of Telework and Flexible Workplace initiatives in the Federal Government.*

**2:45 – 3:45 pm**

**Breakout Session #1 – OCAO Directors' FY11 Plans**

**ALM**

Scott Myers

**Palladian**

**OSEP**

Teresa Pohlman

**Ambassador**

*During this session, Teresa R. Pohlman, Director Occupational Safety and Environmental Programs (OSEP), will discuss goals and objectives for OSEP in 2011, as well as activities for the coming year. She will also discuss short-and long-term challenges and possible solutions for issues concerning OSEP.*

**RPM – FY 2011 Plans**

**Diplomat**

*During this session Karl M. Johnson, Director Records, Publications & Mail Management (RPM) will discuss the goals and objectives for RPM in 2011 and discuss key activities the RPM team will focus on during the year. Karl will also discuss what he sees as the greatest challenges RPM is facing in the near term and midterm years ahead.*

**3:45 – 4:00 pm**

**Break**

**Bird Cage Walk**

**4:00 – 5:00 pm**

**Breakout Session #2**

**ALM – DHS Asset Review Board / Capital Investment Planning**

**Forum**

**ALM – Mobile Assets Roundtable**

**Executive**

*Join the Headquarters Mobile Assets staff for a discussion of major initiatives for FY 2011.*

**ALM – Real Property – TRIRIGA – A CBP Success Story**

**Palladian**

*Join Brent Bouwens, CBP, and representatives from TRIRIGA as they introduce the application in support of advances in CBP's asset management planning.*

**OSEP – Environmental Justice Strategy**

**Ambassador**

*Join Mr. Scott Shuchart, from the Office of Civil Rights and Civil Liberties (CRCL), and Dr. Teresa Pohlman, from OSEP, in a presentation and discussion on the development of the DHS environmental justice strategy. Learn the definition of environmental justice, and how CRCL and environmental programs interact in this strategy.*

**RPM – Mail Business Intelligence Tool (MBIT)**

**Congressional A**

*This session will discuss the new version of MBIT, which will improve the functionality of collecting and tracking meaningful performance metrics and program information from Component Mail Centers and Mail Service Locations.*

**5:00 – 7:00 pm**

**Reception**

**Diplomat**



## Wednesday, January 12

**7:30 am – 5:00 pm**

*Registration – West Registration Desk, Lobby Level*

**8:00 – 9:00 am**

**Morning Refreshments**

**Birdcage Walk**

**9:00 – 10:00 am**

**Mini-Plenary Sessions**

**TASC (Transformation and Systems Consolidation)**

**Diplomat**

*Peggy Sherry, DHS Chief Financial Officer, will provide attendees with a broad overview of the TASC Initiative, its main objectives, and current timeline for implementation.*

**DHS HQ Consolidation**

**Palladian**

*Rich McGruder, along with Chris Mills, Jane Engvall, Beate Moss, Gill Thompson, and Larry Orluskie, will present a briefing on the scope and status of the DHS Headquarters Consolidation Program, which will consolidate the 50 current locations into 7 by 2016. Details will include ongoing construction, budget, locations, furniture and furnishings, art in architecture and move planning.*

**10:00 – 10:15 am**

**Break**

**Birdcage Walk**

**10:15 – 11:15 am**

**Mini-Plenary Sessions**

**Sustainability**

**Palladian**

*Learn the DHS short- and long-term strategy for implementing sustainability according to Executive Order 13514. Gain insight into balancing competing priorities, funding, and mission requirements, as Directors Scott Myers (ALM) and Teresa Pohlman (OSEP) give practical examples and lessons learned. DHS defines sustainability as the multidisciplinary integration of mission and environmental considerations, in which an activity and its phases are viewed on a full life-cycle basis. The sustainable approach balances economic and environmental performance, from beginning to end, and how they integrate with cost, schedule, operations, maintenance, and worker/employee considerations.*

## OCAO Virtual Office

**Diplomat**

*In support of an expanded telework program, OCAO has developed a “virtual office” capability, which uses SharePoint software within the DHSConnect environment. Join us to learn about the virtual office of the future.*

## Annual Ethics Refresher Training

**Executive**

*Troy D. Byers, Deputy Ethics Official, Office of General Counsel will provide annual ethics refresher training.*

**11:30 am – 1:00 pm**

**Luncheon**

**Regency**

*(Meal service available from 11:30 am – 12 noon)*

**Guest Speaker – Jeffrey Neal, DHS Chief Human Capital Officer**

**1:15 – 2:15 pm**

**Breakout Session #3**

**ALM – Mobile Assets – Home to Work Manual**

**Forum**

*This session will focus on reviewing the requirements of the new Home-to-Work Manual and associated data call.*

**ALM – Personal Property – GSA Reporting Tool**

**Diplomat**

*Gary Thompson with the General Services Administration will present on GSA’s Property Reporting tool, which is used to report donations to non-Federal recipients, donations authorized by the Computers for Learning Program, and Exchange/Sale transactions.*

**ALM – Real Property – Cost Savings and Innovation Plan**

**Palladian**

*In June 2010, the White House directed the executive branch to increase occupancy rates in current facilities through innovative approaches to space management and alternative workplace arrangements, such as telework. Scott Myers and Richard Espinoza will provide an overview of what DHS is currently planning to increase space efficiency and utilization while maximizing the value of our real property to best support our mission and employees.*

*(Note: This session is scheduled for 30 minutes; the next RP session will start immediately afterward and run for 90 minutes.)*

**OSEP –Chesapeake Bay Executive Order**

**Ambassador**

*In May 2009, Executive Order 13508 - Chesapeake Bay Protection and Restoration was issued. This EO sets the framework for federal agencies, states and the public to work together to restore the bay. A speaker from the EPA Chesapeake Bay Program will*

*present the Action Plan that was developed under this EO. The plan addresses the overall strategy and goals to restore the bay and future actions to protect the bay.*

**OSEP – Program Managers: OSH and Energy**

**Executive**

*Program managers will review major accomplishments and initiatives.*

**RPM – Records Management Certification Training**

**Cabinet**

*Mark Peasley and Kathy Schultz*

**RPM – Forms Best Practices & CFSP**

**Congressional A**

**RPM – Library – New Website Intro (Open to All)**

**Congressional B**

*Ms. Keller will introduce, show, and demonstrate the revised library website. She will discuss the organization of the site, point out its key features, and explain how content was moved from the “old” site to the “new” site. She will discuss how this organization is part of a larger planned enhancement of the library’s site. Ms. Keller will share the work plan of the overall library website enhancement and highlight some of the features and technology that will become available there over the next few months. Ms. Keller also hopes to get feedback from users of the library website about information resources and technology capability that they would like to see included there.*

**2:30 – 3:30 pm**

**Breakout Session #4**

**ALM – Personal Property – Managing Seized/Forfeited Assets**

**Diplomat**

*Customs and Border Protection will discuss requirements for managing seized and forfeited assets.*

**ALM – Real Property – Flexible Workspace Strategies**

**Palladian**

*Kevin Kelly with the General Services Administration will cover space reduction ideas and how flexibility can make work life easier, resulting in more effective work with enormous savings to the environment.*

**OSEP – Achieving High Performance Green Buildings through Integrated Design Concepts (Energy)**

**Ambassador**

*The Department of Homeland Security (DHS) is committed to constructing high-performance green buildings. Come learn how using the design/build process can yield high performing buildings that meet federal mandates and demonstrate a leadership in energy responsibility. Using the National Renewable Energy Laboratory’s (NREL) new net zero energy Research Support Facility as an example ([http://www.nrel.gov/sustainable\\_nrel/rsf.html](http://www.nrel.gov/sustainable_nrel/rsf.html)), NREL experts will provide an overview on achieving energy goals in new building to those that are involved with procuring and overseeing the design and construction of high-performance green facilities. This is the*

*first of a two-part session and is presented by Shanti Pless (NREL) and Paul Torcellini (NREL).*

**RPM – Records Management Certification Training**

**Cabinet**

*Paul Johnson*

**RPM – Forms Best Practices & CFSP**

**Congressional A**

**RPM – Library – Database Training (Open to All)**

**Congressional B**

*Robert Sedgwick, editor, Columbia International Affairs Online, and Kimberly Bastian, with ProQuest will provide vendor training on the DHS Library. Through the Library, you have easy access to journal articles, research analysis, and important federal contacts. Come learn how to find the information you need quickly and easily.*

**3:30 – 3:45 pm**

**Break**

**Birdcage Walk**

**3:45 – 4:45 pm**

**Breakout Session #5**

**ALM – Personal Property – TASC Asset Management Solution**

**Diplomat**

*This is a follow-up to the briefing on the Transformation and Systems Consolidation session that was held earlier in the day. Frank Brizzi, Assistant Director, TASC, Office of the CFO will focus entirely on the Asset Management portion of the TASC solution.*

**ALM – Real Property – GSA Expectations & Engagement**

**Palladian**

*There are many different GSA national programs and regional variations. Michael Karau will take a look at several significant GSA programs and discuss how you might leverage knowledge of their processes to assist you in completing your projects.*

**OSEP – Achieving High Performance Green Buildings through Integrated Design Concepts (Energy) *continued***

**Ambassador**

*The Department of Homeland Security (DHS) is committed to constructing high-performance green buildings. Come learn how using the design/build process can yield high performing buildings that meet federal mandates and demonstrate a leadership in energy responsibility. Using the National Renewable Energy Laboratory's (NREL) new net zero energy Research Support Facility as an example ([http://www.nrel.gov/sustainable\\_nrel/rsf.html](http://www.nrel.gov/sustainable_nrel/rsf.html)), NREL experts will provide an overview on achieving energy goals in new building to those that are involved with procuring and overseeing the design and construction of high-performance green facilities. This is the second of a two-part session presented by Shanti Pless (NREL) and Paul Torcellini (NREL).*

**RPM – Records Management Certification Training**

**Cabinet**

*Tammy Hudson*

**RPM – Multi-Functional Device (i.e. Copier/All-in-One Machines)**

**Congressional A**

*Come find out about the new upcoming DHS-Wide Multi-Functional Device (MFD) contract.*

**RPM – Library – Database Training (Open to All)**

**Congressional B**

*Rob Licitra, Leadership Directories, and Stacey Knibloe, Gale/Cengage will provide vendor training on the DHS Library. Through the Library, you have easy access to journal articles, research analysis, and important federal contacts. Come learn how to find the information you need quickly and easily.*



Thursday, January 13

7:30 am – 12:00 pm

Registration – West Registration Desk, Lobby Level

8:00 – 9:00 am

Morning Refreshments

Birdcage Walk

9:00 – 10:00 am

Plenary Session

Management Integration

Speaker: Ken Buck, Executive Director for Management Integration

10:15 – 11:15 am

Breakout Session #6

ALM – Personal Property – Federal Surplus Property Program

Diplomat

Most asset managers are familiar with the disposition of excess property. But what happens to surplus property? Join Scott E. Pepperman, Executive Director of the National Association of State Agencies for Surplus Property to find out!

ALM – Real Property – Real Property Manual I

Palladian

James Brown, CBP, will be conducting an overview of the DHS Real Property Manual as well as addressing training for the manual, implications for the DHS Real Property Warrant Program and related topics.

OSEP – Summary of the Renewable Energy Roundtable (Energy)

Ambassador

Steve White and Andrea Watson with NREL will highlight the topics covered at the Renewable Energy Roundtable and describe the Department’s efforts to increase the use of renewables in meeting our mission requirements.

OSEP – Legal Roundtable on Environment, Energy, and Safety

Executive

A panel of DHS lawyers will present current legal issues in environment, energy, and safety. This session will continue into Breakout Session #7.

RPM – Records Management Certification Training

Cabinet

Mark Peasley

RPM – Print Management Committee Meeting (closed)

Congressional A

**RPM – Threshold and Records Management Training**

**Congressional B**

**11:30 am – 12:30 pm**

**Breakout Session #7**

**CAO Automated Scorecard Training**

**Diplomat**

*Sean Andrews, Management and Program Analyst with OCAO, will demonstrate and answer questions from participants on the new Automated CAO SharePoint Scorecard system.*

**ALM – Real Property – Real Property Manual II**

**Palladian**

*James Brown, CBP, will be conducting an overview of the DHS Real Property Manual as well as addressing training for the manual, implications for the DHS Real Property Warrant Program and related topics.*

**OSEP – HVAC and IAQ for Green Buildings Training (OSH)**

**Ambassador**

*This session will relate indoor air quality and HVAC design to sustainability and EO 13514, emphasizing LEED requirements as well as best practices for indoor air quality from applicable regulations and consensus standards for existing buildings and new construction. Potential conflicts between OSH and sustainability will be addressed.*

**OSEP – Legal Roundtable on Environment, Energy, and Safety**

**Executive**

*This is a continuation from Breakout Session #6. A panel of DHS lawyers will present current legal issues in environment, energy, and safety.*

**RPM – Records Management Certification Training**

**Cabinet**

*Chris Stelmarski*

**RPM – Threshold and Records Management Training**

**Congressional A**

**RPM – Mail Management**

**Congressional B**

*During this session find out what the Mail Management Program Office (MMPO) is doing with digital mail and the MMPO Quarterly Review, as well as Mail Threat Modeling.*

**12:30 pm**

**Forum Ends**