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"Rummaging in the government's attic"

Description of document:	Broadcasting Board of Governors (BBG) documents related to office moves and renovation activities of BBG's allocated space in the Cohen building, 2012-2013
Requested date:	06-January-2014
Released date:	27-February-2014
Posted date:	10-March-2014
Source of document:	BBG FOIA Office Room 3349 330 Independence Ave. SW Washington, D.C. 20237 Fax: (202) 203-4585

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February 27, 2014

Re: FOIA Appeal Request No. 13-053

Pursuant to our letter of January 6, 2014, the Broadcasting Board of Governors Access Appeal Committee ordered a new search of Agency records for documents responsive to your appeal. The Agency did not locate any records responsive to your request for a "general renovation plan for the reconfiguration and renovation of space in the Cohen building, and more specifically the BBG's plans for renovation of its allocated space in the Cohen building."

While the Agency did not locate any documents responsive to your request for a general renovation plan, the Agency found documents related to office moves and renovation activities. In the spirit of openness and transparency as articulated by the President and the Attorney General, the Agency is proactively providing these documents to you to shed greater light on its operations. These documents have been redacted pursuant to exemption 7(f) and to remove information not related to office moves and renovation activities.

This constitutes the BBG's final action on your appeal and exhausts your administrative remedies for this matter. If you should choose to further appeal the Agency's decisions set forth above, you may request judicial review of this decision in the manner described in 5 U.S.C. 552.

Sincerely,



Marie Lennon
Chair, Access Appeal Committee
Broadcasting Board of Governors

TSI 2.1 - Space

A NEW MODEL FOR WORKING, COLLABORATING
AND SUCCEEDING

Our current environment.....

▷ Scattered

- ▷ TSI folks in one corridor and three of the four squares
- ▷ VOA folks in one corridor and three of the four squares

▷ Wasteful

- ▷ Enormous offices - several are 400 Square feet
- ▷ Too deep – Most are 20 foot deep
- ▷ Corridors are too wide – Not to mention dark and depressing!
- ▷ Poorly laid out
- ▷ Poorly ventilated – either too cold or too warm
- ▷ Underutilized– Wkds, holidays, telecommuting, vacay, sick leave, snow, shutdowns!
- ▷ Not enough meeting rooms
- ▷ Enormously expensive - Cohen \$22M, Switzer \$2.4M
- ▷ Dated – Most areas unchanged in decades!

How did this come about?

- ▶ We wanted to do this but had no money!
- ▶ GSA wanted us out of Switzer building – For HHS
 - ▶ Offered to relocate Switzer folks further away
 - ▶ We offered to accommodate in Cohen if GSA paid for our project
 - ▶ They agreed to the tune of \$2.8M
- ▶ GSA's urgency became our windfall!
- ▶ But we have to move quick!
- ▶ Project slated for completion in April 2014

Projected costs and cost savings?

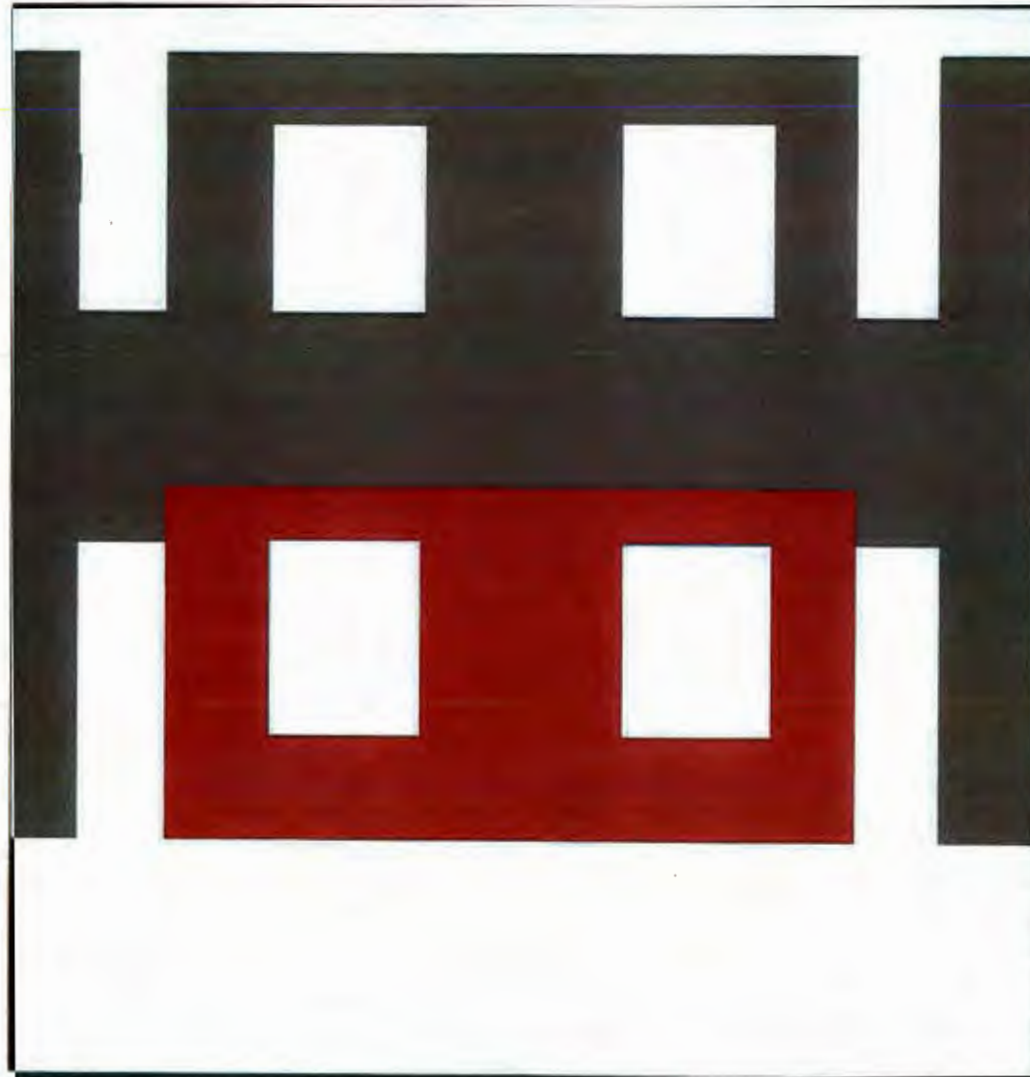
(Approximate numbers)

- ▶ Construction costs
 - ▶ GSA - \$2.8M, TSI - \$1.2M, Switzer rent savings - \$1.2M, Total = \$5.2M
- ▶ Furniture and Technology costs - Total Workspace Program
 - ▶ Furniture = \$2M payable back to GSA over 5 years (\$400K)
 - ▶ Technology = \$1M payable back to GSA over 3 years (\$330K)
- ▶ Savings FY15, 16 and 17 = \$1.7M plus rent increases
- ▶ Savings FY18, 19 = \$2M plus rent increases
- ▶ Savings after that = \$2.4M plus rent increases
- ▶ Ballpark 10 year savings = \$25M

Additional savings potential?

- ▶ Deployment across the Agency could save 20-25% space
- ▶ Give space back to GSA and save...
- ▶ About \$6M/year plus rent increases
- ▶ 10 year projection = \$70M + \$25M = \$95M!
- ▶ To the mission!
- ▶ Alternatively:
- ▶ Co-locate MBN, RFE, RFA
- ▶ Save on their leases
- ▶ Leverage shared infrastructure.
- ▶ Enormous savings potential!

The pictures



Steps



- ▶ Move AM, CB, VO, TB, CS, VB, DD, MJ, AC, KH into Swing space
- ▶ Consolidate folks in IT area and parts of Square 3
 - ▶ Thank you for the volunteers so far! More needed!
- ▶ Move all TSI and VOA folks out of Square 1
- ▶ Demolish and rebuild Square 1 , move into new space
- ▶ Move all TSI and VOA folks out of Square 2
- ▶ Demolish and rebuild Square 2 , move into new space
- ▶ Rebuild IT wing to accommodate some Switzer groups

The new space



- ▶ We are going to do it right!
 - ▶ Furniture, Chairs, Storage, Meeting spaces, Amenities
 - ▶ 2 treadmills (1 per square) and evaluate usage
 - ▶ Technology - laptops, tablets, wireless, VOIP, video conferencing
- ▶ Meeting rooms
 - ▶ More, better equipped, multi-purpose
- ▶ Privacy rooms for projects, 1 on 1 and private conversations
- ▶ Bright, pleasant, conducive to collaboration

Draft workspace designs

- ▶ Preliminary drafts
- ▶ Working with the “New Dimensions” Committees
- ▶ Everyone gets the same workspace
 - ▶ Except for hotdesks
 - ▶ Estimate that 15 people will telecommute 3 or more days a week
 - ▶ 6 Shareable desks with individual lockable rollaway storage
- ▶ Training rooms that double as meeting rooms
- ▶ Folding partitions, wheeled tables
- ▶ Video conferencing facilities
- ▶ Let's take a look....at the **preliminary** drafts









Rough Schedule

FY14[illegible]

Our reality over the next 6 months!

- ▶ It is going to be somewhat chaotic.
 - ▶ Somewhat is an understatement!
- ▶ This is a tremendous opportunity
 - ▶ Enabled by GSA almost \$3M investment
 - ▶ Propels the Agency into a new future

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR OCTOBER 2012**

DISPOSAL OF THE DELANO TRANSMITTING STATION: Non Responsive

Non Responsive

DISPOSAL OF THE EDWARD R. MURROW TRANSMITTING STATION: Non Responsive

Non Responsive

BOTSWANA TRANSMITTING STATION: Non Responsive

Non Responsive

Non Responsive

EDWARD R. MURROW TRANSMITTING STATION: Non Responsive

Non Responsive

Non Responsive

GERMANY TRANSMITTING STATION: Non Responsive

Non Responsive

Non Responsive



FACILITIES TEAM AND M&R PROGRAM ACTIVITIES:

Non Responsive

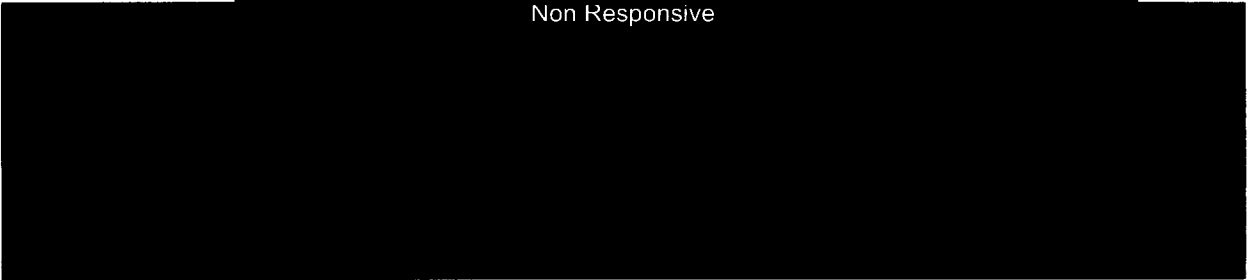


NCC Renovation:

Non Responsive



Non Responsive



Prior to the projected contract award date of December 19th, the NCC staff must finalize the completion of the move of their staff and equipment out of the Phase I area, the removal of all excess cable throughout all areas, the removal of all excess and stored equipment, and the preparation of a plan for their 35-day transition between the Contractor's Phases I and II. This work has not been completed this month. The Contractor's start-work date is contingent upon the NCC equipment and personnel moving out from their current location and the other work described above. Any in-house delays may cause Contractor delays. The Contractor has liquidated damages in his contract, so we do not want to be seen as impacting or delaying his work in any way.

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR NOVEMBER 2012**

DISPOSAL OF THE DELANO TRANSMITTING STATION:

Non Responsive

Non Responsive

DISPOSAL OF SITE A AT THE EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

BOTSWANA TRANSMITTING STATION:

Non Responsive

Non Responsive

EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non Responsive

Non Responsive

GERMANY TRANSMITTING STATION:

Non Responsive

Non Responsive


Non Responsive



THAILAND TRANSMITTING STATION:

Non Responsive

Non Responsive



FACILITIES TEAM AND M&R PROGRAM ACTIVITIES:

M&R:

Non Responsive

Non Responsive



NCC Renovation:

Non Responsive

Non Responsive



award of December 26th, the NCC staff must finalize the completion of the move of their staff and equipment out of the Phase I area, the removal of all excess cable and stored equipment, and the preparation of their 35 day migration plan. The contractor start work date is contingent upon the NCC equipment and personnel move out from their current location. Any in-house delays may cause contractor delays.

FACILITIES MANAGEMENT BRANCH ACTIVITIES:

Space Renovations

- a. Creative Services (14 FTE & POV) – Consolidate all offices in one location. Location is (b) (7)(F) old Croatian/Audience Mail. Status: Currently under design and space being cleaned up. Once final design is completed we will proceed with a construction estimate and obtaining funding.
- b. ODDI (27 FTE & POV). – Renovation of space. Status: Working with manger to coordinate the swing space in order to complete the construction and installation of new systems furniture. Estimated completion date 11/26/12.
- c. Urdu – Construction of new office for new Chief. Status: GSA finds Blanchard Contracting cost not justified. GSA is obtaining new proposal.
- d. Visitors Center/Briefing Room – Repainting and replacing incandescent light with LED's. Status: All incandescent lamps in the spot lights have been replaced with LED lamps and painting is completed. Project completed.
- e. (b) (7)(F) – Replacing carpet. Status: Provided carpet selection, selection made by Benjamin. Estimated delivery is 6-8 weeks.
- f. Admin Office (15 FTE & POV's) – Expansion of space, possibly into Budget office space, to accommodate the growth of the office. Status: Meeting was held to discuss the options for the space the CFO office decided that they could accommodate the expansion and a new design is being prepared.
- g. Zimbabwe – Renovation of Space and build office for Chief. Status: 1st phase completed, working with GSA to obtain the estimate for the second phase.
- h. (b) (7)(F) – Renovate old book library space. Status: Project start date was 10/9/12, project completed on 10/29/12. Back order on blinds- 11/15/12. Still waiting for the blinds to arrive.
- i. TSI – Consolidation of space. Status: TSI team went to the NeCon to survey new furniture option.
- j. VNC – Reconfiguration of workstations (15) to meet agreement between LER and Union. Status: Furniture was ordered 9/30. Once furniture arrives, installing will be coordinated.
- k. New York Bureau – Non Responsive
Non Responsive

(b) (7)(F)

l.

- m. GSA – Schedule test drilling for the roof replacement project. Status: Work has been postponed until 12/5/2012.
- n. Gym- Has been postponed until January.
- o. Rooftop tent - Working with VOA and GSA to get approval to replace the riser on the roof and to install a tent-like cover over the riser.

HVAC Projects

- a. Second Floor studios – Repair motor, VFD's. Status: Waiting for controls to be installed.

Electrical Projects

- a. UPS 2 – Notifications. Status: Now sending daily reports to IP address (b) (7)(F)
- b. Automatic Transfer Switches – Status: Work is being scheduled for the first week of December.
- c. Upgrade to power in computer (b) (7)(F) Status: Sufficient power is not available in the room. We are researching options for increasing the power.

Parking

- a. Non Responsive

Safety/Health

Non Responsive

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR DECEMBER 2012**

DISPOSAL OF THE DELANO TRANSMITTING STATION CLOSURE:

Non Responsive

Non Responsive

DISPOSAL OF SITE-A AT THE EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

BOTSWANA TRANSMITTING STATION:

Non Responsive

Non Responsive

EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non Responsive

Non Responsive

GERMANY TRANSMITTING STATION:

Non Responsive

Non

Responsive

Non Responsive

THAILAND TRANSMITTING STATION:

Non Responsive

Non Responsive

FACILITIES TEAM AND M&R PROGRAM ACTIVITIES:

M&R:

Non Responsive

NCC Renovation:

Non Responsive

Non Responsive

There has been a lot of progress from the NCC staff with the move out of the Phase 1 area. Most of the staff has moved to the swing space, and the staff is planning to concentrate on housekeeping items next week.

FACILITIES MANAGEMENT BRANCH ACTIVITIES:

Space Renovations

- a. Creative Services (14 FTE & POV) – Consolidate all offices in one location. Location is (b) (7)(F) old Croatian/Audience Mail. Status: Design was completed on Phase 1 and the construction has been completed. Estimation of construction for phase 2 is being obtained.

- b. ODDI (27 FTE & POV) – Status: Construction is complete, and the punch list is being prepared. Meeting with ODDI on 1/10/13 to discuss additional changes.
- c. Urdu – Construction of new office for new Chief. Status: GSA finds the estimate to be in line. We are waiting for GSA to provide the notice to proceed.
- d. (b) (7)(F) – Replacing carpet. Status: Started on Monday, January 7. Work is expected to be completed on January 27th.
- e. Admin Office (15 FTE & POV's) – Expansion of space, possibly into Budget office space to accommodate the growth of the office. Status: Met with BBG, CFO. Admin and Budget areas will be consolidated as one open space. Furniture and construction estimate is to be obtained.
- f. Zimbabwe – Renovation of Space and build office for Chief. Status: First phase completed, and we working with GSA to obtain the estimate for the second phase. Walk through is scheduled for 1/15/13, and construction should begin shortly thereafter.
- g. TSI – Consolidation of space. Status: TSI team went to the NeCon to survey new furniture option. We are working with the TSI team on the new design for the space.
- h. VNC – Reconfiguration of workstations (15) to meet agreement between LER and Union. Status: Furniture was ordered 9/30. Once furniture arrives, installing will be coordinated. NO CHANGE.
- i. Non Responsive

(b) (7)(F)

HVAC Projects

- a. Replace Blower wheel on unit supporting VNC. Status: Waiting on CON to award the contract. On 1/10/13, CON gave a pre-approval to proceed.
- b. Second Floor studios – Repair motor, VFD's . Status: Waiting for controls to be installed. Second-floor air handler is fully operational via automated system.
- c. Problems with (b) (7)(F) Condenser unit that serves (b) (7)(F) Status: It was determined that the units had been wired incorrectly. The contractor has corrected the wiring problem and the units all seems to be working fine thus far.

Electrical Projects

- a. Automatic Transfer Switches. Status: The maintenance was completed and no problems were found.
- b. UPS System - Four UPS batteries have been found to be faulty and must be replaced. Status: Completed.

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR JANUARY 2013**

DISPOSAL OF THE TRANSMITTING STATION:

Non Responsive

Non Responsive

DISPOSAL OF SITE-A AT THE EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non

BOTSWANA TRANSMITTING STATION:

Non

Non Responsive

Non Responsive

EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non Responsive

Non Responsive

KUWAIT TRANSMITTING STATION:

Non Responsive

Non Responsive

FACILITIES TEAM AND M&R PROGRAM ACTIVITIES:

M&R:

Non Responsive

non responsive

NCC Renovation:

Non Responsive

Non Responsive

Non In addition, a meeting is scheduled with NCC staff for February 12 to address the tear-down and cleanup efforts, new computers, and additional items required to prepare the NCC space for the contractor's mobilization.

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR FEBRUARY 2013**

DISPOSAL OF THE DELANO TRANSMITTING STATION CLOSURE:

Non Responsive

Non Responsive

DISPOSAL OF SITE-A AT THE EDWARD R. MURROW TRANSMITTING STATION:

Non

Non Responsive

EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non Responsive

GERMANY TRANSMITTING STATION:

Non Responsive

Non Responsive

Non Responsive

NCC Renovation:

Non Responsive

Non

In addition, the NCC staff relocation to the swing space has been completed. We will continue to meet with them to address cleanup efforts, new computers, telephones and additional items required to prepare the NCC space for the contractor's mobilization.

FACILITIES MANAGEMENT BRANCH ACTIVITIES:

Space Renovations

- a. Creative Services (14 FTE & POV) - Consolidate all offices in one location (b) (7)(F) old Croatian/Audience Mail). Status: Design has been completed; construction has been funded and phase one has been completed. In order to begin phase two, employees must be relocated and this is being negotiated with the Union through H/R. VOA must fund the furniture purchase.
- b. ODDI (27 FTE & POV) – Renovation of space. Status: Renovation has been completed.
- c. Urdu – Construction of new office for the Chief. Status: Sprinkler work was completed on Sunday, March 3, 2013. Project has been completed.
- d. (b) (7)(F) – Replacing carpet. Status: Project completed.
- e. Admin Office (15 FTE & 2 POV's) – Consolidate all staff in one location (b) (7)(F) Status: The decision has been made to reorganize the CFO space to accommodate the growth of the admin office. The design was completed and the estimate for the new furniture and construction is \$75k. Per Marie Lennon, alternative options need to be explored since funding is a problem. (b) (7)(F) was divided to accommodate space needed for IG and storage for Admin and CFO office.
- f. Zimbabwe – Renovation of space to accommodate an office for the Chief of the service. Status: Phase one construction has been completed and staff has been moved in the swing space while second phase is completed. Second Phase is near 80% completed and sprinkler work is being scheduled. Estimated completion date is 3/28/13.
- g. TSI – Consolidation of space. Status: Decision has been made by management to convert all private offices to open floor plan concept. Jim Blessing has been assigned as project manager.
- h. VNC – Reconfiguration of workstations (15) to meet agreement between LER and Union. Status: It has been discovered that the furniture was not ordered at the end of the fiscal year. Working

with staff to determine if the funds were transferred to TSI or if the furniture order was overlooked and not completed.

- i. New York Bureau – [REDACTED] Non Responsive
Non Responsive
[REDACTED]
- j. [REDACTED] (b) (7)(F)
[REDACTED]
- k. Rooftop Project – Install pavers to replace stone on the roof. Status: During the Inauguration, tents and staging installed by VOA contractor damaged portions of the roof. GSA has insisted that if the agency would like continued use of the roof the must fund the replacement of the stone on the roof with paver to protect the roof membrane. Working with various contractors to obtain estimates for the work.GSA as well has asked that all cabling on the roof be secured in a safe manner.
- l. Serbian Service project- Space modification. Status: Project has been submitted to GSA so estimates can be obtained for work to patch and paint the space as well as electrical work to accommodate the relocation of the systems furniture.
- m. Burmese Service- Expansion to accommodate the growth. Status: VOA has funded the additional work and the requisition is being staffed.
- n. H/R – LER was relocated to another portion of the H/R space. Status: This was completed the weekend of 3/1/13.
- o. Mechanical Closets – GSA has informed us that the closets being used as storage space must be vacated. Status: Facilities staff has been surveying the spaces and working with the office to clear out the spaces.
- p. Language Service Division – [REDACTED] (b) (7)(F) – Paint and patch and recarpet the offices. Status: The work is scheduled to begin March 11th, and is expected to take approximately 30 days to complete.
- q. Carpet cleaning throughout the building. Status: On-going.

HVAC/ Electrical

- a. Replace Blower wheel on unit supporting VNC. Status: Work to be completed 3/4/13.
- b. COOP HVAC- Maintenance. Status: Albert Tartaglia met with Neil Kennedy of NCC to put in place a maintenance program for the HVAC equipment located at the COOP site. An estimate was prepared and the requisition is being staffed.
- c. New Annunciator Panel – Replace the current annunciator panel located in the NNC that is not functional. Three new panels will be installed in the following locations: NCC, Generator Room and the Facilities Office. Status: Installation of all wiring is 75% completed

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR MARCH 2013
(AS OF 3/22/13)**

DISPOSAL OF THE DELANO TRANSMITTING STATION CLOSURE:

Non Responsive

Non Responsive

DISPOSAL OF SITE-A AT THE EDWARD R. MURROW TRANSMITTING STATION:

Non
Res

Non Responsive

BOTSWANA TRANSMITTING STATION:

Non Responsive

Non Responsive

EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non Responsive

Non Responsive



SRI LANKA UPDATE:

Non Responsive

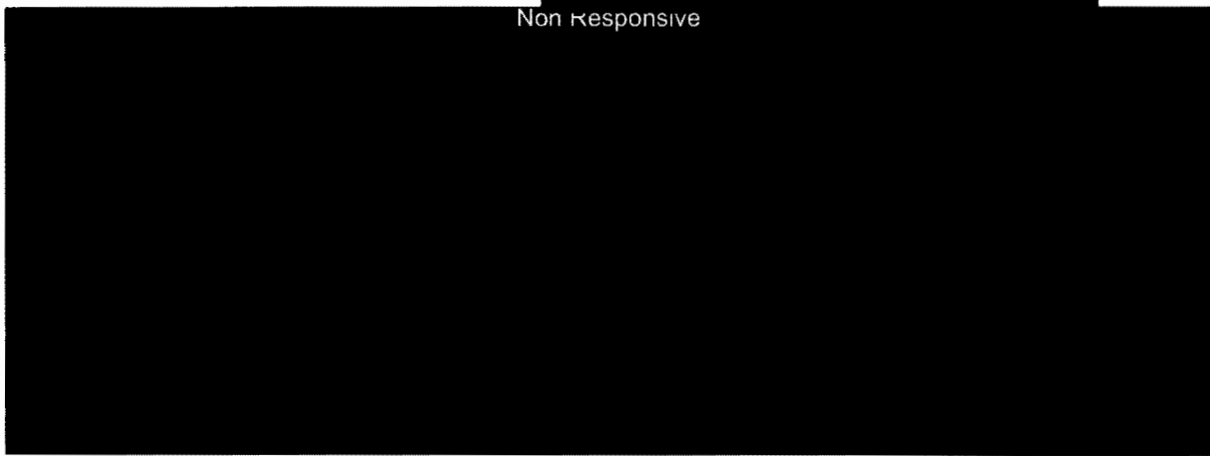
Non Responsive



THAILAND TRANSMITTING STATION:

Non Responsive

Non Responsive



FACILITIES TEAM AND M&R PROGRAM ACTIVITIES:

M&R:

Non Responsive



NCC Renovation:

Non Responsive

Non Responsive



Non Responsive

FACILITIES MANAGEMENT BRANCH ACTIVITIES:

Space Renovations

- a. Creative Services (14 FTE & POV) - Consolidate all offices in one location (b) (7)(F) old Croatian/Audience Mail). Status: Design has been completed; construction has been funded and phase one has been completed. In order to begin phase two, employees must be relocated and this is being negotiated with the Union through H/R. VOA must fund the furniture purchase.
- b. Admin Office (15 FTE & 2 POV's) – Consolidate all staff in one location (b) (7)(F) Status: The decision has been made to reorganize the CFO space to accommodate the growth of the admin office. The design was completed and the estimate for the new furniture and construction is \$75k. Per Marie Lennon, alternative options need to be explored since funding is a problem. Meeting is scheduled for 3/21/13 with furniture designer to determine if we can reduce the cost in any way. (b) (7)(F) was divided to accommodate space needed for IG and storage for Admin and CFO office.
- c. Zimbabwe – Renovation of space to accommodate an office for the Chief of the service. Status: Phase one construction has been completed and staff has been moved in the swing space while second phase is completed. Second Phase has been completed. Furniture is being installed. Completion date is expected to be 3/28/13.
- d. TSI – Consolidation of space. Status: Decision has been made by management to convert all private offices to open floor plan concept. Jim Blessing has been assigned as project manager. Met with LER on 3/20 to discuss the next steps to notifying the Unions. It was determined that the managers can be relocated to swing space without having to wait for union approval.
- e. VNC – Reconfiguration of workstations (15) to meet agreement between LER and Union. Status: It has been discovered that the furniture was not ordered at the end of the fiscal year. Working with staff to determine if the funds were transferred to TSI or if the furniture order was overlooked and not completed.
- f. New York Bureau – Non Responsive

(b) (7)(F)

g.

- h. Rooftop Project – Install pavers to replace stone on the roof. Status: During the Inauguration, tents and staging installed by VOA contractor damaged portions of the roof. GSA has insisted that if the agency would like continued use of the roof the must fund the replacement of the stone on the roof with paver to protect the roof membrane. Working with various contractors to obtain estimates for the work. GSA as well has asked that all cabling on the roof be secured in a safe manner.
- i. Serbian Service project- Space modification. Status: Project has been submitted to GSA so estimates can be obtained for work to patch and paint the space as well as electrical work to accommodate the relocation of the systems furniture. GSA has provided an estimate of \$15k to complete the work. RWA has been provided to GSA to proceed.
- j. Burmese Service- Expansion to accommodate the growth. Status: VOA has funded the additional work and the requisition is being staffed with CON.
- k. Mechanical Closets – GSA has informed us that the closets being used as storage space must be vacated. Status: Facilities staff has been surveying the spaces and working with the offices to clear out the spaces. Still in progress. GSA has identified spaces that belong to BBG and is requesting that they be emptied. Working with GSA to accommodate BBG needs.
- l. Language Service Division – (b) (7)(F) - Paint and patch and recarpet the offices. Status: The work is scheduled to begin March 11th, and is expected to take approximately 30 days to complete. Still on schedule.
- m. Carpet cleaning throughout the building. Status: On-going.
- n. French to Africa –Expand by additional 5 workstations. Status: Three workstations have been installed. Working with the service chief to determine how and if the additional two workstations can be installed.
- o. PNN- Request for more workstations. Status: A request has been submitted for two cubicle-offices to be disassembled and four to five workstations to be created in their place.
- p. OIG – Space needed. Status: A request for a large enough office to house three people and a conference table has been submitted. Possible location is the office formerly belonging to an employee on the fourth floor currently being used for storage.
- q. Digital Team – New office space. Status: This is a newly created office, which will start out with 3 TE's and One Chief. They will be set up in (b) (7)(F)

HVAC/ Electrical

- a. New Annunciator Panel – Replace the current annunciator panel located in the NNC that is not functional. Three new panels will be installed in the following locations: NCC, Generator Room and the Facilities Office. Status: Installation of all wiring is 75% completed.

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR APRIL 2013**

DISPOSAL OF THE DELANO TRANSMITTING STATION:

Non Responsive

Non Responsive

DISPOSAL OF SITE-A AT THE EDWARD R. MURROW TRANSMITTING STATION:

Non

Non Responsive

BOTSWANA TRANSMITTING STATION:

Non Responsive

Non

Non Responsive

EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non Responsive

GERMANY TRANSMITTING STATION:

Non Responsive

Non Responsive

FACILITIES TEAM AND M&R PROGRAM ACTIVITIES:

M&R:

Non Responsive

Non
Responsive

NCC Renovation:

Non Responsive

Non Responsive

Non Responsive

Prior to the contractor's mobilization, the NCC staff must finalize the move of equipment out of the Phase I area, the removal of all excess cable and stored equipment, and the preparation of their 35 day migration plan. We have been meeting regularly to facilitate coordination between all parties involved. Major activities completed include moving MBN equipment racks and under-floor cleaning. The cable management effort started several weeks ago and we continue to coordinate the work from Peyton Communications and Hanson Professional Services.

FACILITIES MANAGEMENT BRANCH ACTIVITIES:

Space Renovations

- a. Creative Services (14 FTE & POV) - Consolidate all offices in one location (b) (7)(F) old Croatian/Audience Mail). Status: Design has been completed; construction has been funded and phase one has been completed. In order to begin phase two, employees must be relocated and this is being negotiated with the Union through H/R. VOA must fund the furniture purchase. (No change this month.)
- b. Admin Office (15 FTE & 2 POV's) – Consolidate all staff in one location (b) (7)(F) Status: The decision has been made to reorganize the CFO space to accommodate the growth of the admin office. The design was completed and the estimate for the new furniture and construction is \$75k. Per Marie Lennon, alternative options need to be explored since funding is a problem. (b) (7)(F) was divided to accommodate space needed for IG and storage for Admin and CFO office. A design has been prepared that modifies the CFO space only; we are waiting for approval on the design.
- c. TS1 – Consolidation of space. Status: Decision has been made by management to convert all private offices to open floor plan concept. Jim Blessing has been assigned as project manager. Met with LER on 3/20 to discuss the next steps to notifying the Unions. It was determined that the managers can be relocated to swing space without having to wait for union approval. (No change this month.)

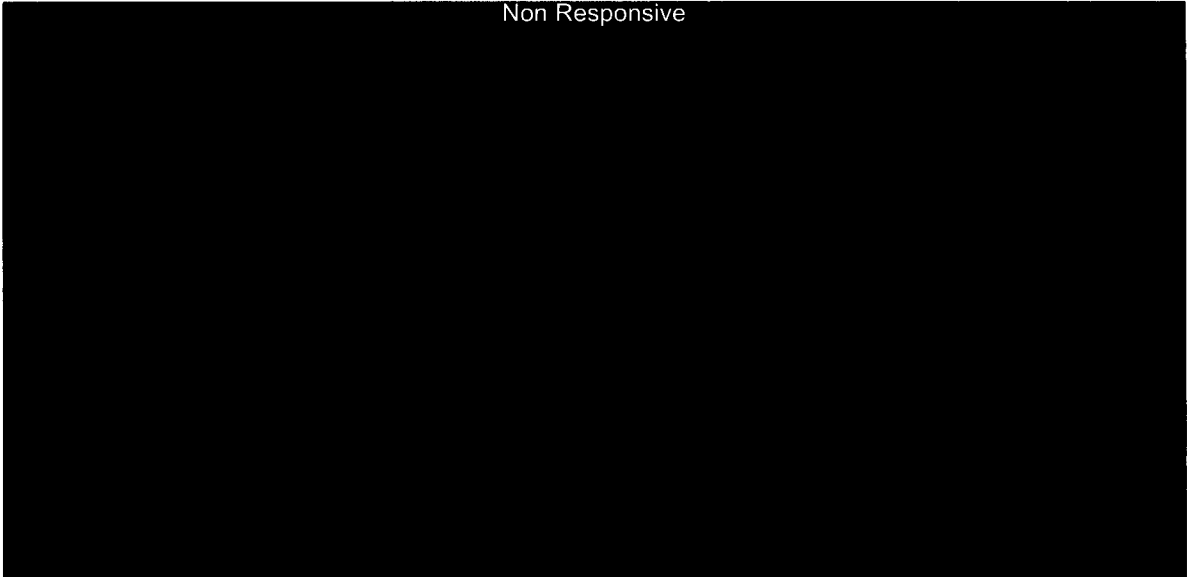
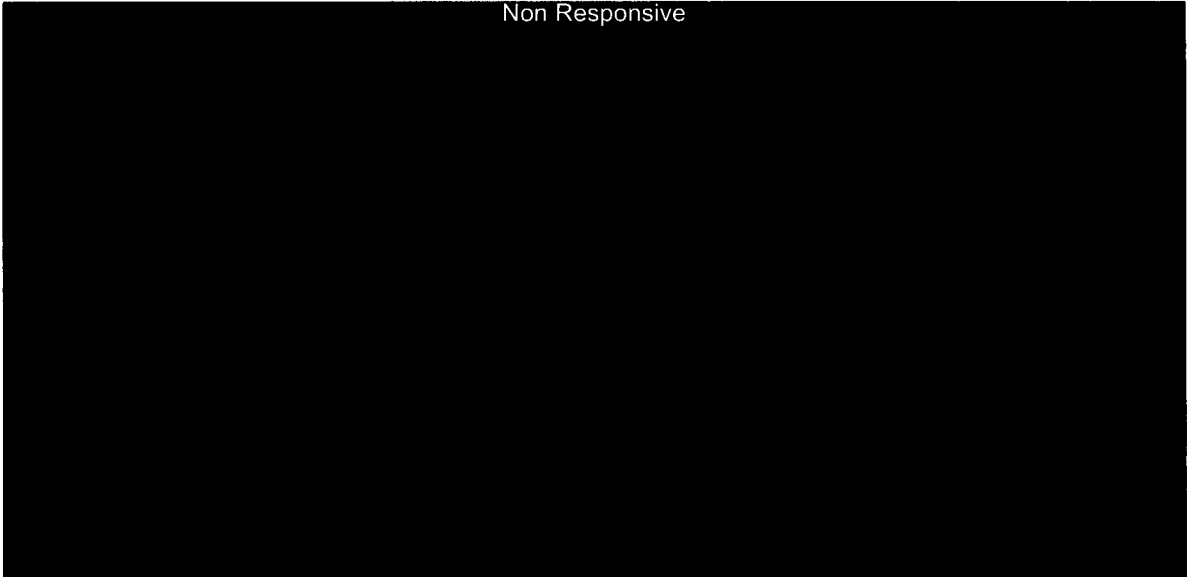
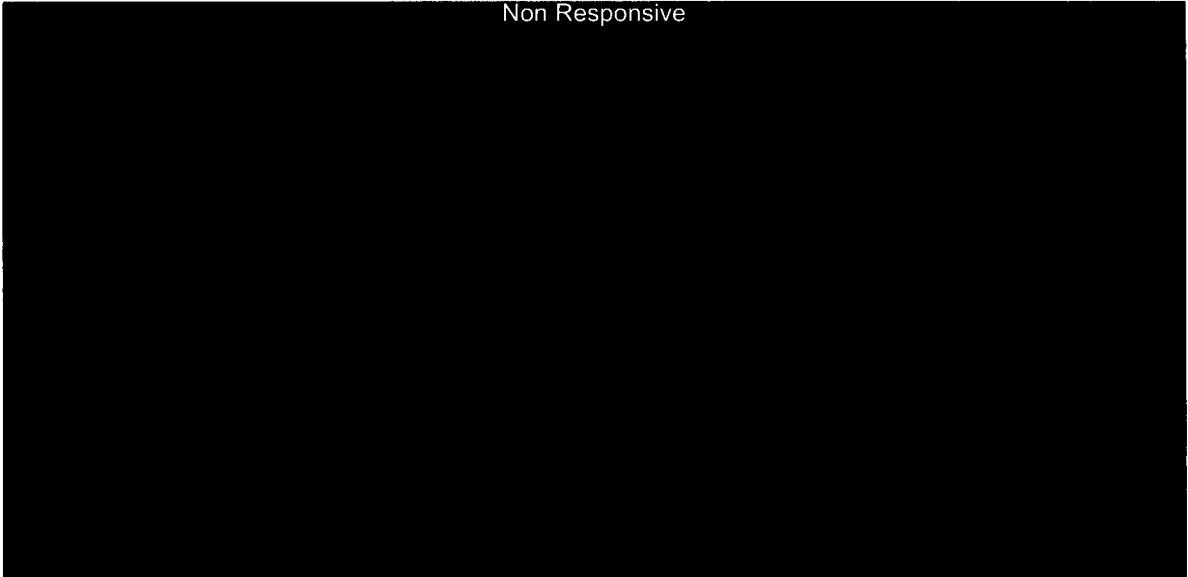
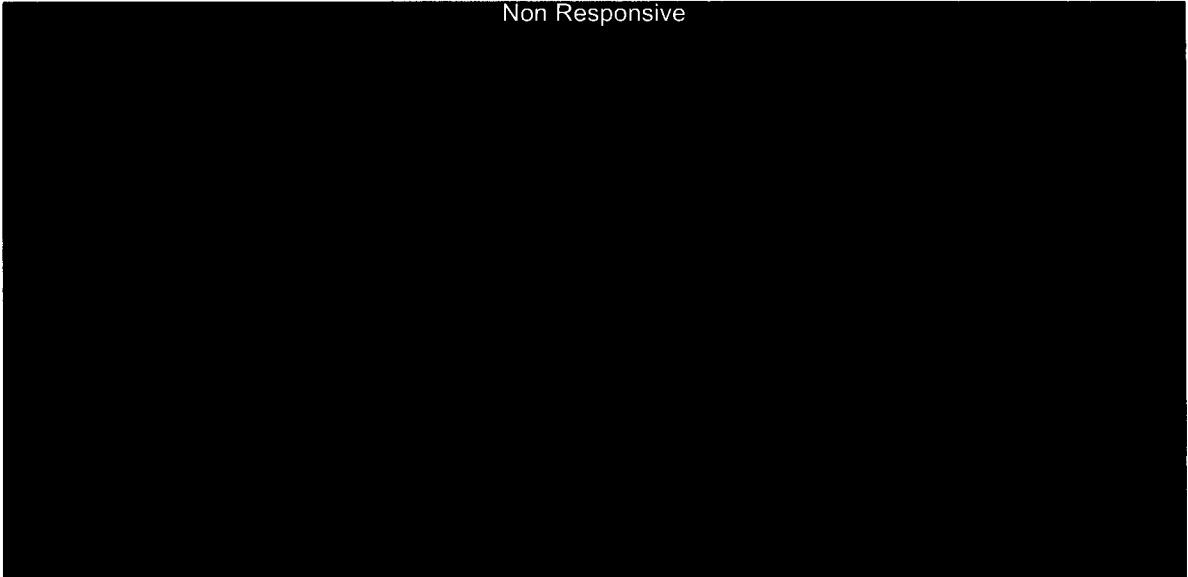
- d. VNC – Reconfiguration of workstations (15) to meet agreement between LER and Union. Status: After discovering that the furniture was not ordered at the end of the fiscal year, a cost estimate for its purchase was obtained and a requisition has been submitted.
- c. New York Bureau – [REDACTED] Non Responsive
[REDACTED]
[REDACTED]
- f. [REDACTED] (b) (7)(F)
[REDACTED]
- g. Rooftop Project – Install pavers to replace stone on the roof. Status: During the Inauguration, tents and staging installed by VOA contractor damaged portions of the roof. GSA has insisted that if the agency would like continued use of the roof the must fund the replacement of the stone on the roof with paver to protect the roof membrane. Working with various contractors to obtain estimates for the work.GSA as well has asked that all cabling on the roof be secured in a safe manner. (No change from last month.)
- h. Serbian Service project- Space modification. Status: Project has been submitted to GSA so estimates can be obtained for work to patch and paint the space as well as electrical work to accommodate the relocation of the systems furniture. GSA provided an estimate of \$15k to complete the work, and an RWA has been provided to them. We are waiting for approval from the unions to proceed.
- i. Burmese Service- Expansion to accommodate the growth. Status: VOA has funded the additional work and the requisition is being staffed with CON. Proceeding with the work is contingent on getting the approval on the Serbian space.
- j. Mechanical Closets – GSA has informed us that the closets being used as storage space must be vacated. Status: Facilities staff is continuing to survey the spaces and to work with the offices to clear them out. GSA has identified spaces that belong to BBG and is requesting that they be emptied. We are continuing to work with GSA to accommodate BBG needs.
- k. Language Service Division – [REDACTED] (b) (7)(F) - Paint and patch and recarpet the offices. Status: Work completed.
- l. Carpet cleaning throughout the building. Status: On-going.
- m. French to Africa –Expand by additional 5 workstations. Status: Work completed.
- n. PNN- Request for more workstations. Status: A request has been submitted for two cubicle-offices to be disassembled and four to five workstations to be created in their place. Proceeding with the work is pending approval from the union.

- o. OIG – Space needed. Status: A request for a large enough office to house three people and a conference table has been submitted. Space was identified and the office was set up. Work completed.
- p. Digital Team – New office space. Status: This is a newly created office, which will start out with 3 TE's and One Chief. They will be set up in (b) (7)(F) Work has begun and should be completed by 5/10/13. Furniture estimates have been provided to VOA and we are waiting for funding to order the furniture.

HVAC/ Electrical/Miscellaneous Services

- a. New Annunciator Panel – Replace the current annunciator panel located in the NNC that is not functional. Three new panels will be installed in the following locations: NCC, Generator Room and the Facilities Office. Status: Installation of all wiring is 75% complete. Panels were inspected on 4/15/13 and accepted. Panels have been installed and testing will begin the week of 4/29/13. Testing is expected to take approximately two weeks.
- b. COOP HVAC Maintenance – The Satellite Division needs assistance with establishing a HVAC maintenance program for the COOP site. Status: A maintenance plan is now in place and work began on 4/25/13.
- c. Repair Waste Line – The waste line to the restroom located in the penthouse by the standup camera location on the roof needs to be replaced. (This is used primarily by VOA). Status: Cost estimate has been obtained and the requisition is being staffed.
- d. Water proofing project – GSA has a project to repair a leak in the exterior foundation wall near the front entrance of the building. The work will impact the parking spaces located near the front entrance of the building, and will last approximately six months. Status: Work is scheduled to begin in mid-March.

Occupational Safety and Health (OSH)

- a.  Non Responsive
- b. 
- c. 
- d. 

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR MAY 2013**

DISPOSAL OF THE DELANO TRANSMITTING STATION:

Non Responsive

Non Responsive

DISPOSAL OF SITE-A AT THE EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non Responsive

BOTSWANA TRANSMITTING STATION:

Non Responsive

Non Responsive

EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non Responsive

GERMANY TRANSMITTING STATION:

Non Responsive

Non Responsive

KUWAIT TRANSMITTING STATION:

Non Responsive

Non Responsive

FACILITIES TEAM AND M&R PROGRAM ACTIVITIES:

M&R:

Non Responsive

Non Responsive

NCC Renovation:

Non Responsive

Non Responsive

Non

All the permanently installed equipment is out of the Phase I area and the 35 day migration plan is almost complete.

Non Responsive

Non Responsive

FACILITIES MANAGEMENT BRANCH ACTIVITIES:

Space Renovations & Miscellaneous Projects

- a) Cohen building water proofing project – GSA has awarded a contract to make water proofing repairs to the step area located outside of the C street entrance of the building which is allowing water to penetrate into the mechanical and electrical vault. The work will impact ten of the agency's parking space and provisions have been made to move ten carpools to colonial parking.
 - i) Work began on 6/3 and is expected to last through November 2013.
- b) Creative Services (14 FTE & POV) - Consolidate all offices in one location (b) (7)(F) old Croatian/Audience Mail).
 - i) Status: Design has been completed; construction has been funded and phase one has been completed. In order to begin phase two, employees must be relocated and this is being negotiated with the Union through H/R.
 - ii) VOA must fund the furniture purchase.
 - iii) No Change.
- c) Admin Office (15 FTE & 2 POV's) – Consolidate all staff in one location (b) (7)(F)
 - i) Status: The decision has been made to reorganize the CFO space to accommodate the growth of the admin office.

- (1) The design was completed and the estimate for the new furniture and construction is \$75k.
 - (2) Per Marie Lennon, alternative options need to be explored since funding is a problem.
 - (a) Meeting is scheduled for 3/21/13 with furniture designer to determine if we can reduce the cost in any way.
 - (3) (b) (7)(F) was divided to accommodate space needed for IG and storage for Admin and CFO office.
 - (4) A design has been prepared that modifies the CFO space only. Waiting for approval on the design.
- d) TSI – Consolidation of space.
- i) Status: Decision has been made by management to convert all private office to open floor plan concept.
 - ii) Jim Blessing has been assigned as project manager.
 - iii) Met with LER on 3/20 to discuss the next steps to notifying the Unions. It was determined that the managers can be relocated to swing space without having to wait for union approval.
 - (1) No change.
- e) VNC – Reconfiguration of workstations (15) to meet agreement between LER and Union
- i) Status: It has been discovered that the furniture was not ordered at the end of the fiscal year. Working with Aj and Angela to determine if the fund were transferred to TSI or if the furniture order was overlooked and not completed.
 - ii) Estimates have been obtained.
 - iii) Requisition has been submitted to purchase the furniture.
 - iv) Purchase order has been issued and furniture is on order. Should arrive in 45 days.
- f) New York Bureau – Non Responsive
Non Responsive
- (b) (7)(F)
- h) Rooftop Project – Install pavers to replace stone on the roof.
- i) Status: During the Inauguration, tents and staging installed by VOA's contractor damaged portions of the roof.
 - ii) GSA has insisted that if the agency would like continued use of the roof they must fund the replacement of the stone on the roof with pavers to protect the roof membrane.
 - iii) Working with various contractors to obtain estimates for the work.
 - iv) GSA has asked that all cabling on the roof be secured in a safe manner.
 - v) No Change.
- i) Serbian Service project- Space modification
- i) Status: Project has been submitted to GSA so estimates can be obtained for work to patch and paint the space as well as electrical work to accommodate the relocation of the systems furniture.
 - ii) GSA has provided an estimate of \$15k to complete the work. RWA has been provided to GSA to proceed.
 - iii) Waiting for approval from the unions to proceed.
 - iv) Approval was received from the unions and work is scheduled to begin the week of 6/10/2013.
- j) Burmese Service- Expansion to accommodate the growth.

- i) Status: VOA has funded the additional work and the requisition is being staffed with CON.
 - ii) Work start depends on getting the approval on the Serbian space.
 - iii) Approval has been received and the work will begin after the Serbian renovation has been completed.
- k) Mechanical Closets – GSA has informed us that the closets being used as storage space must be vacated.
 - i) Facilities staff has been surveying the spaces and working with the office to clear out the spaces.
 - ii) Still in progress. GSA has identified spaces that belong to BBG and requesting that they be emptied. Working with GSA to accommodate BBG needs.
 - iii) No change, still work on the remaining spaces.
 - iv) Closed
- l) Carpet cleaning throughout the building.
 - i) Ongoing.
- m) PNN- Request for more workstations
 - i) A request for two cubicles offices to be disassembled and four to five workstations to be created in their place.
 - ii) Work pending approval from the union.
- n) Digital Team – New office space.
 - i) This is a newly created office which will start out with 3 TE and One Chief. They will be set up in (b) (7)(F)
 - ii) Work has begun and should be completed by 5/10/13. Furniture estimates have been provided to VOA and waiting for funding to order the furniture.
 - iii) Funding for the furniture was approved by VOA and order is being place. Temporary desk have been placed in the space to be used in the interim.
- o) Repair Waste Line – the waste line to the restroom located in the penthouse be the standup camera location on the roof need to be replaced. This is used primarily by VOA.
 - i) Estimate has been obtained and the requisition is being staffed.
 - ii) Work has been completed.

HVAC/ Electrical/Miscellaneous Services

- a) Harmonic migration study – As part of HVAC upgrade project to be done by GSA, they have instructed the contractor to perform a Harmonics migration testing. This is to make sure that there is not any electrical interference from the variable frequency drives that are being installed as part of the project.
- b) New Annunciator Panel – Replace the current annunciator panel located in the NNC that is not functional. Three new panels will be installed in the following locations. NCC, Generator Room and the Facilities Office.
 - i) Status: Panels have been installed. Project is completed and tested.
- c) COOP HVAC Maintenance – Albert met with Neil Kennedy of the NCC to put in place a maintenance program for the HVAC equipment located at the COOP site.
 - i) Status: Estimate was obtained and the requisition is being staffed.
 - ii) Maintenance plan is in place and work began on 4/25/13.
 - iii) Contractor as completed tagging all the equipment at the COOP and the maintenance is be performed on a scheduled basis. This will be the last report unless any problems arise.
- d) New electrical panel for I/T – A requisition has been submitted to have an electrical survey performed in (b) (7)(F) to determine how additional electrical power can provided for new servers I/T has purchased.
 - i) Status: Met with the A/E and walked the project.

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR JUNE 2013**

DISPOSAL OF THE DELANO TRANSMITTING STATION:

Non Responsive

Non Responsive

DISPOSAL OF SITE-A AT THE EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

BOTSWANA TRANSMITTING STATION:

Non Responsive

Non Responsive

EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non Responsive

Non Responsive

THAILAND TRANSMITTING STATION:

Non Responsive

Non Responsive

FACILITIES TEAM AND M&R PROGRAM ACTIVITIES:

M&R:

Non Responsive

Non Responsive

NCC Renovation:

Non Responsive

Non Responsive

Non Responsive

GSA also requested a meeting to discuss piping through the windows. GSA first suggested changing the mechanical system by providing a dedicated chiller. We immediately told them that we were not in a position to redesign the project to accommodate their preferences. Also, we mentioned that we investigated different mechanical systems and selected the best option. At the end, GSA agreed to run piping through the brick and requested a detail. We have submitted a detail for the brick penetrations for GSA's review and approval. Prior to the contractor's mobilization, the NCC staff must finalize the move of equipment out of the Phase I area, the removal of all excess cable and stored equipment, and the preparation of their 35 day migration plan. All equipment has been moved from the Phase I area and the NCC cable removal effort was completed by Peyton Communications last week. We compiled a draft package with all the information to be used for the 35 day migration and distributed to the NCC staff for comments.

FACILITIES MANAGEMENT BRANCH ACTIVITIES:

Space Renovations & Miscellaneous Projects

- a) Cohen building water proofing project – GSA has awarded a contract to make water proofing repairs to the step area located outside of the C street entrance of the building, where water is penetrating into the mechanical and electrical vault. The work will impact ten of the agency's parking spaces, and provisions have been made to move ten carpools to colonial parking.
 - i) Status: Work began on 6/3 and is expected to last through November 2013. No change
- b) Creative Services (14 FTE & POV) - Consolidate all offices in one location. Location is (b) (7) (F) old Croatian/Audience Mail.
 - i) Status: VOA has funded the purchase of the new furniture and the requisition has been sent to contracts.
- c) TSI – Consolidation of space.
 - i) Status: Waiting for GSA to provide the agency with a letter of intent. Followed up with John Kennedy on 7/2/13 to ask the status of the letter. Mr. Kennedy's response was that the letter had been drafted and was being reviewed by GSA legal office, and that we should receive it by the end of the week (7/12/13).
- d) VNC – Reconfiguration of workstations (15) to meet agreement between LER and Union
 - i) Status: The furniture arrived on 7/3/13. We are coordinating with the vendor on an installation date.
- e) New York Bureau – Non Responsive
 - i) Non Responsive
- f) (b) (7)(F)
- g) Rooftop Project – Install pavers to replace stone on the roof.
 - i) Status: During the Inauguration, tents and staging installed by VOA' contractor damage portions of the roof.
 - ii) GSA has insisted that if the agency would like continued use of the roof, we must fund the replacement of the stone on the roof with pavers to protect the roof membrane.
 - iii) Working with various contractors to obtain estimates for the work.
 - iv) GSA as well has asked that all cabling on the roof be secured in a safe manner.
 - v) No Change.
- h) Serbian Service project- Space modification

- i) Status: Work has been completed.
- i) Burmese Service- Expansion to accommodate the growth.
 - i) Status: Construction has been completed and the final punch list items will be completed by 7/15/13
- j) Carpet cleaning throughout the building.
 - i) Status: Ongoing.
- k) PNN- Request for two more workstations
 - i) Status: Union approved the changes. VOA agreed to fund the purchase of the furniture. The requisition is being staffed.
- l) Digital Team – New office space. This is a newly created office which will start out with 3 FTE and One Chief. They will be set up in (b) (7)(F)
 - i) Status: Funding for the furniture was approved by VOA and order is being placed. Temporary desk have been placed in the space to be used in the interim. No change.

HVAC/ Electrical

- a) Harmonic migration study – As part of HVAC upgrade project being done by GSA, they have instructed the contractor to perform a Harmonics migration testing. This is to make sure that there is not any electrical interference from the variable frequency drives that are being installed as part of the project.
 - i) Status: As of 7/5/13, we have not received an update from GSA.
- b) New electrical panel for I/T – A requisition has been submitted to have an electrical survey performed in (b) (7)(F) to determine how additional electrical power can provided for new servers I/T has purchased.
 - i) Status: The report from the A/E is scheduled to be completed by 7/15/13.
- c) Mission Critical HVAC Maintenance – Working with contracts to prepare a new package to be sent out for bid. The current project will expire in November 2013.
 - i) Status: No change
- d) H/R HVAC unit – The unit supporting the front half of the office has a bad compressor.
 - i) Status: It has been determined that due to the age of the unit, it would be better to replace the entire unit. We are in the process of obtaining estimates.
- e) Generators – Status: Monthly PM's were performed on 7/2/13. On unit #2, during the inspection it was found that a grease fitting was cracked on the fan motor. This will be replaced under warranty at no cost to the government. Also, the semiannual fuel-oil PM is scheduled for 7/12/13.
- f) Generator Load Bank – Status: Met with a potential vendor to explore possible options to install a load bank for generator #2 located in the Non Responsive. It is recommend to have an electrical load on the genset when testing to prevent damaging the unit. We expect to have product information from the vendor the week of July 15th to review.

Safety

Non Responsive

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR JULY 2013**

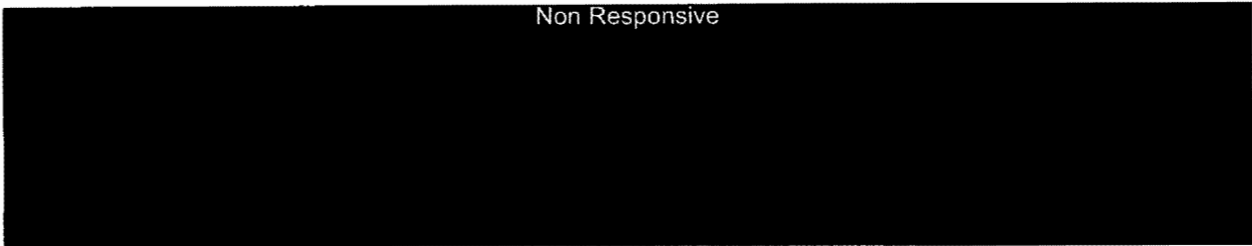
DISPOSAL OF THE DELANO TRANSMITTING STATION:

Non Responsive



DISPOSAL OF SITE-A AT THE EDWARD R. MURROW TRANSMITTING STATION:

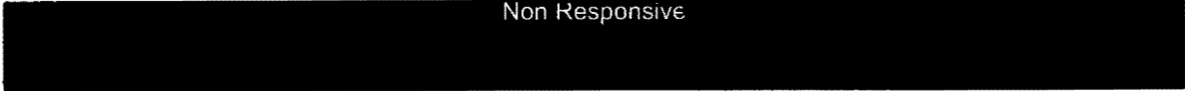
Non Responsive



BOTSWANA TRANSMITTING STATION:

Non Responsive

Non Responsive



EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

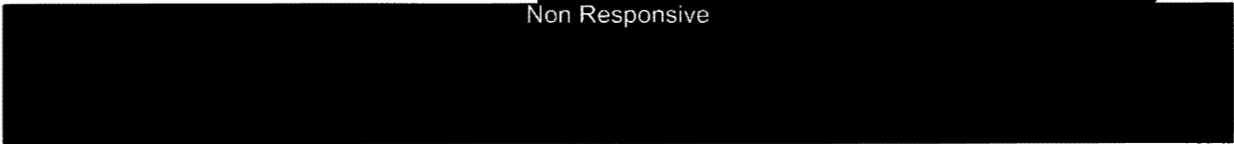
Non Responsive



GERMANY TRANSMITTING STATION:

Non Responsive

Non Responsive



FACILITIES TEAM AND M&R PROGRAM ACTIVITIES:

M&R: [REDACTED] Non Responsive

[REDACTED] Non Responsive

NCC Renovation: [REDACTED] Non Responsive

[REDACTED] Non Responsive

[REDACTED] Non Responsive

After discussions with GSA, they agreed to run piping through the brick and requested a detail from IBB. We submitted a detail for the brick penetrations for GSA's review and approval. We received comments with a request to add an exterior flange that could be caulked or seated with a gasket. We are currently working on modifying the penetration details. We also learned that the approved drawings and specifications were submitted to GSA's Office of Planning and Design Quality for review. We have only received one comment regarding space usage and provided an answer to the GSA Project Manager. We indicated that we will only implement comments related to code compliance, if any.

FACILITIES MANAGEMENT BRANCH ACTIVITIES:

1) Space Renovations

- a) Cohen building water proofing project – GSA has awarded a contract to make water proofing repairs to the step area located outside of the C street entrance of the building which is allowing water to penetrate into the mechanical and electrical vault. The work will impact ten of the agency's parking spaces; provisions have been made to move ten carpools to Colonial Parking.
 - i) Work began on 6/3 and is expected to last through November 2013. (No change)
- b) Creative Services (14 FTE & POV) - Consolidate all offices in one location. Location is (b) (7) (F) old Croatian/Audience Mail.
 - i) Status: VOA has funded the purchase of the new furniture and the requisition has been sent to contracts. (No change).
- c) TSI – Consolidation of space.
 - i) Status: Met with GSA on 7/31/13 to discuss the Switzer move. TSI participants consisted of André Mendes, Terry Balazs, Connie Stephens, and Piero Ciancio; GSA participants consisted of Sergio Delcid, Stephanie Mayo, and Elena Garrison. At the meeting, GSA committed to responding as quickly as possible to move the employees in the Switzer Building to Cohen. This they would like to accomplish the move by the first quarter of the new calendar year. They indicated that the fitness center and storage space could possibly be moved at a later date. GSA asked when HHS could tour the space in Switzer, and were informed that André will first notify the manager at Switzer, which could occur late next week. GSA was informed that Jonathan Ward would be the PM for this project.
- d) VNC – Reconfiguration of workstations (15) to meet agreement between LER and Union

- i) Jackie Francis is coordinating the move of the employees in the space prior to the installation of the new furniture.
- e) New York Bureau – [REDACTED] Non Responsive
- i) [REDACTED] Non Responsive

(b) (7)(F)

- g) Rooftop Project – Install pavers to replace stone on the roof.
 - i) Status: During the Inauguration, tents and staging installed by VOA' contractor damaged portions of the roof.
 - ii) The initial estimate was provided to VOA to perform the work, at a cost of \$300k. VOA could not fund this amount and revised the scope of work. The new estimate was \$90k and VOA is working on funding the work.
- h) Georgian and Armenian Services –
 - i) Status – The two services now report to the Eurasian service.
 - ii) The services will be relocated from the [REDACTED] (b) (7)(F) Jackie Francis is working with VOA to design the new space and is preparing an estimate for the renovation work to be performed.
- i) Carpet cleaning throughout the building.
 - i) Ongoing.
- j) PNN- Request for two more workstations
 - i) Union approved the changes. VOA will fund the purchase of the furniture and the requisition is being staffed. (No change).
- k) Digital Team – New office space. This is a newly created office which will start out with three FTEs and one Chief. They will be set up in [REDACTED] (b) (7)(F)
 - i) Funding for the furniture was approved by VOA and the order is being placed. Temporary desks have been placed in the space to be used in the interim. (No Change).
- l) Window Cleaning-
 - i) GSA has informed us that cleaning of the inside and outside of the windows in the Cohen Building is scheduled to begin within the next two weeks.
 - ii) Employee will be required to remove all items from the window sills.

2) HVAC/ Electrical

- a) Harmonic migration study – As part of the HVAC upgrade project being done by GSA, they have instructed the contractor to perform a Harmonics migration test. This is to make sure that there is no electrical interference from the variable frequency drives that are being installed as part of the project.
 - i) Preliminary findings are that the VFD's will require electrical filters to be installed to preclude creating electrical interference that could affect our equipment.
 - ii) No date has been provided as to when the equipment will be installed.
- b) New electrical panel for I/T – A requisition has been submitted to have an electrical survey performed in [REDACTED] (b) (7)(F) to determine how additional electrical power can be provided for the new servers I/T has purchased.

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR AUGUST 2013**

DISPOSAL OF THE DELANO TRANSMITTING STATION:

Non Responsive



DISPOSAL OF SITE-A AT THE EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive



BOTSWANA TRANSMITTING STATION:

Non Responsive

Non Responsive



EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non Responsive



Non Responsive

FACILITIES TEAM AND M&R PROGRAM ACTIVITIES:

M&R:

Non Responsive

Non Responsive

NCC Renovation

Non Responsive

Non Responsive

FACILITIES MANAGEMENT BRANCH ACTIVITIES:

1) Space Renovations

- a) Cohen building water proofing project – GSA has awarded a contract to make water proofing repairs to the step area located outside of the C street entrance of the building, which is allowing water to penetrate into the mechanical and electrical vault. The work will impact ten of the agency's parking spaces, and provisions have been made to move ten carpools to Colonial Parking.
 - i) Work began on 6/3 and is expected to last through November 2013. (No change)
- b) Creative Services (14 FTE & POV) - Consolidate all offices in one location. Location is (b) (7)(F) old Croatian/Audience Mail.
 - i) Status: VOA has funded the purchase of the new furniture and the requisition has been sent to CON. (No change)
- c) TSI – Consolidation of space.

- i) Status: GSA has stated that the contract for the design will be issued before 10/1/2013. They have an aggressive schedule to complete the design, construction and moves by the end of the first quarter of calendar year 2014.
- d) VNC – Reconfiguration of workstations (15) to meet agreement between LER and Union
 - i) Jackie Francis is coordinating the move of the employees in the space prior to the installation of the new furniture. Completed August 3, 2013.
- e) New York Bureau – [REDACTED] Non Responsive
[REDACTED] Non Responsive

- f) Rooftop Project – Install pavers to replace stone on the roof.
 - i) Status: During the Inauguration, tents and staging installed by VOA's contractor damaged portions of the roof.
 - ii) The initial estimate was provided to VOA to perform the work, at a cost of \$300k. VOA could not fund this amount and revised the scope of work. The contract was negotiated and the new estimate was \$77 K. VOA is in the process of issuing the purchase order for the repairs.
- g) Georgian and Armenian Services –
 - i) Status – The two services now report to the Eurasian service.
 - ii) The services will be relocated from the [REDACTED] (b) (7)(F) Jackie Francis is working with VOA to design the new space and is preparing an estimate for the renovation and work to be performed.
 - iii) Furniture and construction has been funded. An RWA has been submitted to GSA for the construction. A meeting has been scheduled on 9/11/13 by LER to meet with the Union to discuss the move
- h) Carpet cleaning throughout the building.
 - i) Ongoing.
- i) PNN- Request for two more workstations
 - i) Union approved the changes. VOA will fund the purchase of the furniture, and the requisition is being staffed. (No change)
- j) Digital Team – New office space. This is a newly created office that will start out with 3 FTEs and One Chief. They will be set up in [REDACTED] (b) (7)(F)
 - i) Funding for the furniture was approved by VOA and the order is being placed. Temporary desks have been placed in the space to be used in the interim. (No change)
- k) Window Cleaning-
 - i) GSA has informed us that cleaning of the inside and outside of the windows in the Cohen is scheduled to begin within the next two weeks.
 - ii) Employees will be required to remove all items from the window sills.
 - iii) Completed

2) HVAC/ ELECTRICAL

- a) Harmonic migration study – As part of HVAC upgrade project being done by GSA, they have instructed the contractor to perform Harmonics migration testing. This is to make sure that there is not any electrical interference from the variable frequency drives that are being installed as part of the project.
 - i) Preliminary finding are that the VFD's will require electrical filters to be installed so not to create electrical interference that could affect our equipment.
 - ii) No date has been provided as to when the equipment will be installed.

**OPERATIONS AND STATIONS DIVISION (T/EOS) MONTHLY REPORT
FOR SEPTEMBER 2013**

DISPOSAL OF THE DELANO TRANSMITTING STATION:

Non Responsive



DISPOSAL OF SITE-A AT THE EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive



BOTSWANA TRANSMITTING STATION:

Non Responsive

Non Responsive



EDWARD R. MURROW TRANSMITTING STATION:

Non Responsive

Non Responsive



GERMANY TRANSMITTING STATION:

Non Responsive



Non Responsive

FACILITIES TEAM AND M&R PROGRAM ACTIVITIES:

M&R: Non Responsive
Non Responsive

NCC Renovation: Non Responsive
Non Responsive

FACILITIES MANAGEMENT BRANCH ACTIVITIES:

1) Space Renovations

- a) Cohen building water proofing project – GSA has awarded a contract to make water proofing repairs to the step area located outside of the C street entrance of the building which is allowing water to penetrate into the mechanical and electrical vault. The work will impact ten of the agency's parking spaces, and provisions have been made to move ten carpools to Colonial Parking.
 - i) First phase of the project is completed and GSA will begin on the second phase September 30th. This will require shifting of the closed spaces to accommodate the construction area. Based on the delay experienced thus far, it is now expected that the project will be complete around January 2014.
- b) Creative Services (14 FTE & POV) - Consolidate all offices in one location. Location is (b) (7)(F) old Croatian/Audience Mail.
 - i) Status: VOA has funded the purchase of the new furniture and the requisition has been sent to contracts. (No Change)
- c) TSI – Consolidation of space.
 - i) Status: GSA has stated that the contract for the design will be issued before 10/1/2013. They have an aggressive schedule to complete the design, construction and moves by the end of the first quarter of calendar year 2014.
- d) New York Bureau – Non Responsive
Non Responsive
- e) Rooftop Project – Install pavers to replace stone on the roof.

- i) Status: During the Inauguration, tents and staging installed by VOA's contractor damaged portions of the roof.
 - ii) The purchase order was issued the week of 9/16. We are working with the contractor to set a start date.
 - f) Georgian and Armenian Services –
 - i) Status – The two services now report to the Eurasian service.
 - ii) The services will be relocated from the (b) (7)(F) Jackie Francis is working with VOA to design the new space and is preparing an estimate for the renovation and work to be performed.
 - iii) Furniture and construction has been funded. An RWA has been submitted to GSA for the construction. A meeting . (No Change)
 - g) Carpet cleaning throughout the building.
 - i) Ongoing.
 - h) PNN- Request for two more workstations
 - i) The Union approved the changes. VOA will fund the purchase of the furniture and the requisition is being staffed.
 - ii) Purchase Orders have been issued and we are waiting for the furniture to arrive,
 - i) Digital Team – New office space. This is a newly-created office which will start out with three FTEs and one Chief. They will be set up in (b) (7)(F)
 - i) Funding for the furniture was approved by VOA and the order is being placed. Temporary desks have been placed in the space to be used in the interim. (No Change)
- 2) **HVAC/ Electrical**
- a) Harmonic migration study – As part of a HVAC upgrade project being done by GSA, they have instructed the contractor to perform harmonics migration testing. This is to make sure that there is no electrical interference from the variable frequency drives that are being installed as part of the project.
 - i) Preliminary finding is that the VFD's will require electrical filters to be installed to prevent creation of electrical interference that could affect our equipment.
 - ii) No date has been provided as to when the equipment will be installed. (No Change)
 - b) New electrical panel for I/T – A requisition has been submitted to have an electrical survey performed in (b) (7)(F) to determine how additional electrical power can be provided for new servers I/T has purchased.
 - i) The A/E reported on the solution and the recommendation was to install new step-up and step-down transformers which would allow for the increase in load, and also to install new electrical panels.
 - ii) The estimate for the work was \$172k.
 - iii) Project has been funded and waiting for the purchase order to be issued.
 - c) Mission Critical HVAC Maintenance – Working with CON to prepare a new package to be sent out for bid. The current project will expire in November 2013.
 - i) T/RA has recommend that a \$0 fund requisition be sent to contracts informing them that it will be funded next FY.
 - ii) The requisition has been resubmitted and is being staffed.
 - iii) The office of Contracts has informed us that they will not begin working on the request until next FY.
 - d) H/R HVAC unit – The unit supporting the front half of the office has a bad compressor.
 - i) It has been determined that due to the age of the unit it would be better to replace the entire unit. We are in the process of obtaining estimates.
 - ii) We are working with GSA on this project and are waiting for an updated estimate to come back. The original amount was \$28k and our IGE was in the range of \$15k.