

**Linda Jacobs Washington**  
**Assistant Secretary for Administration**  
**U.S. Department of Transportation**

On May 25, 2007, Linda Jacobs Washington was appointed as the Assistant Secretary for Administration. In this capacity, Ms. Washington serves as the principal advisor to the Secretary of Transportation on all matters relating to the organization and management of the Department and provides leadership in the delivery of centralized services to the Department's 10 operating administrations through a working capital fund. These services include human resources, security, transportation services, printing and graphics, mail, facilities, and procurement and grants programs. She was responsible for the planning and relocation of the Department to its new headquarters building in 2007. Ms. Washington joined the Department in May 2003 as the Deputy Assistant Secretary for Administration.

Ms. Washington came to DOT after spending 9 years at the Library of Congress as the Director of Integrated Support Services (ISS). She began her career at the Library of Congress in 1994 as Chief of the Photo duplication Service, which provides microfilming services for the preservation of all of the Library's collections. As Director of ISS, she managed support operations, which included contracts and logistics, printing and mail operations, health and safety services, and facilities operations. She was the Library of Congress Designated Agency Safety and Health Official (DASHO) and the Library's Emergency Manager. As the DASHO, Ms. Washington managed critical incidents, including the 9/11 and anthrax emergencies.

In August 1997, she was asked to develop the Library's Internal University (IU) to provide training and education programs for the more than 4,000 employees of the Library of Congress. The IU's mission is to improve the Library's productivity, performance, and service to the Congress and the American public by developing management and work force knowledge and skills that promote individual and organizational excellence in support of the Library's strategic objectives. Since developing the IU, Ms. Washington implemented a Library-wide training program entitled "Facilitative Leadership", a methodology that empowers staff to work together to achieve common goals. She is also a trained facilitator and master trainer.

Prior to joining the Library of Congress, Ms. Washington spent 12 years with Xerox Corporation holding various sales and marketing positions, the last of which was in management with Xerox Business Services where she demonstrated skill at achieving customer satisfaction while meeting business goals. While at Xerox, Ms. Washington also received the President's Club Award and the Par Club Award. The team she led won one of the highest Xerox awards, "Team Excellence".

In 2003, Ms. Washington was appointed by Secretary Ann Veneman of the United States Department of Agriculture to the Board of the Department's Graduate School. Ms. Washington was honored by the Washington, DC, Chapter of the Women's Transportation Seminar (WTS), as the 2005 recipient of their Diversity Award, in Recognition of Outstanding Leadership in Transportation. The WTS, founded in 1977, is an international organization dedicated to the professional advancement of women in transportation. Ms. Washington is the Vice Chair of the

Local Federal Coordinating Committee for the Combined Federal Campaign's National Capital Region. Ms. Washington also represents the Secretary of Transportation on the Federal Council on Arts and Humanities.

In October 2007, Linda Washington was selected by the President as a recipient of the prestigious Presidential Rank Award for her leadership, professionalism and commitment to excellence in public service.

And most recently in March 2008, Ms. Washington was honored during Women's History Month with the President's Volunteer Service Award.

Ms. Washington holds a bachelor's and master's degree from Morgan State University and the University of North Texas, respectively. She is a native of Annapolis, Maryland and has been married for 37 years to former Dallas Cowboy defensive back, Mark Washington. The Washington's have one daughter, Lisa, who is married to David Noguera. They also have two granddaughters: Kaiya Alexis, and Reece Gabriella.