



# Courier

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## County Updates Code of Ethics; Establishes Help Line

*You run into a county vendor at lunch and he pays for your sandwich before you can reach into your wallet.*

*What do you do?*

*Your supervisor is spending a lot of time coaching another staff member for a job interview. You're not on the interview panel and not applying for the position, but it bothers you.*

*Should you say something?*

*An employee is conducting a county program that has a limited enrollment. Several of the attendees are friends and family members of the employee and there is a wait list of residents who signed up for the class.*

*How should this be handled?*

The question of ethics and what is the right thing to do can sometimes be clear, but it is often a confusing "gray" area. To assist employees, guidelines for ethical conduct have been updated and recently approved by the Board of Supervisors. The revised Code of Ethics will be supported through regular communications; training and education; oversight; and reference resources for both employees and managers.

"The Code of Ethics has been updated to reflect how we hold ourselves

### *Fairfax County Code of Ethics*



*September 2007*

accountable to the public in 2007 and moving forward," explained County Executive **Anthony H. Griffin**. "We are an ethical organization as a whole. However, we need to be mindful every day that we must exemplify the highest level of ethics and earn the public's trust in everything that we do."

The county also has established an ethics help line for employees who have questions and concerns about ethics in the county workplace. It is a partnership of the Office of the County Executive, the Internal Audit Office and the Department of Human Resources. The help line number is 703-787-3167, TTY 711. Callers to the help line will leave information in a voice mailbox that

does not record or identify the caller's name or telephone number. Callers who are asking questions are encouraged to leave contact information. (However, a caller making an allegation of an ethical violation can remain anonymous. Those messages will be received by the Internal Audit Office.)

Questions on the ethics help line will be referred to the appropriate agency. For example, a question about a vendor contacting an employee to ask for a good reference in the contract review process would be forwarded to the Department of Purchasing and Supply Management. If a question or concern is raised that is not covered by existing county policy, it will be forwarded to a newly created ethics review panel for deliberation. The panel will then reply to the question with a recommendation. The panel is expected to include county staff with background or training specific to the topic of ethics.

The revised code depicts six core principles of ethical behavior. The new code has similar themes as the previous Code of Ethics adopted in 1963. However, the format and language have been updated to provide employees with

[CONTINUED ON PAGE 2>](#)

## IN THIS ISSUE

**Transportation Bond Referendum** p. 4

**September Events** p. 5

**Griffin Elected NAPA Fellow** p. 5

**Focus on Benefits** p. 6

**Briefs** p. 7

**Tech Tips and News** p. 8

**Security Awareness Day** p. 8

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a more positive and current perspective on ethics. Its scope has been expanded to include all Fairfax County personnel, volunteers and all elected and appointed officials. The code was updated by a group of nine employees who studied ethics as part of the coursework for the first George Mason University (GMU) Master of Public Administration Partnership Program with the county in 2003.

The updated Code of Ethics was presented at a special expanded Senior Management Team meeting of agency directors and senior staff on Sept. 19 at the Government Center. Led by Griffin, the meeting included an overview of the code revision by staff who worked on the GMU project. Presenting on behalf of the GMU project team were **Seema Ajrawat**, Park Authority; **Marie Custode**, Department of Systems Management for Human Services; **David Ellis**, Office of the County Executive; **Merni Fitzgerald**, Office of Public Affairs; and **Earl Hodnett**, Police Department.\*\* A panel discussion on the topic featured Griffin; Ron Carlee, county manager for Arlington County; Beth Kellar, from the International City/County Management Association and **Sam Clay**, Fairfax County library director. Clay teaches an ethics unit at Catholic University. Senior managers were provided with examples of situations that local government employees may experience, and they were encouraged to have discussions on ethics within their agencies.

Look for more information on the county's Code of Ethics, including training opportunities and examples of situations that may affect employees, in upcoming issues of Courier. More information also can be found on the Office of the County Executive Web page at <http://infoweb/cex/ethics>.



**The revised Code of Ethics was presented at a special Senior Management Team meeting on Sept. 19. The meeting included a panel discussion with (left to right) Ron Carlee, county manager for Arlington County; Beth Kellar, International City/County Management Association; Sam Clay, Fairfax County library director; and Anthony H. Griffin, county executive.**

## The Fairfax County Code of Ethics

The Fairfax County Code of Ethics is intended to inspire a superior level of conduct, sensitivity and sound judgment for all employees. The code is intended to complement, not replace, all professional codes of ethics. Employees should be aware of and abide by their respective professional values and requirements. All employees must perform their designated function in a manner that reflects the highest standards of ethical behavior. All employees must uphold their responsibility as trusted public servants. All employees are obligated to respect, honor and uphold the Constitution, laws and legal regulations, policies and procedures of the United States, the Commonwealth of Virginia, and the County of Fairfax.

The Code of Ethics is supported by six core principles that form the ethical foundation of the organization: Honesty, Public Service, Respect, Responsibility, Stewardship, and Trust.

### I. Honesty:

Be truthful in all endeavors; be honest and forthright with each other and the general public.

- ▶ Principle guidance: Be socially responsible and forthright as a trusted public servant.
- ▶ Principle guidance: Be honest in

information sharing with all employees and the public.

- ▶ Principle guidance: Uphold the law and perform with the highest ideals and principles, and maintain honor and integrity in all actions.

- ▶ Principle guidance: Be honest in the work performed and the time given for labor.

### II. Public Service:

Ensure all actions taken and decisions made are in the best interest of the general public.

- ▶ Principle guidance: Be socially responsible to the general public in ensuring that the actions we take and the decisions we make are in their interest.

- ▶ Principle guidance: Involve the general public in the decision-making processes.

### III. Respect:

Treat all individuals with dignity; be fair and impartial; affirm the value of diversity in the workplace and in Fairfax County; appreciate the uniqueness of each individual; create a work environment that enables all individuals to perform to the best of their abilities.

- ▶ Principle guidance: Be respectful of all people in the workplace and the community.

## Ethics-Related Help and Information

There are several ways you can have your ethics-related questions or concerns addressed:

- ▶ Call the Ethics Help Line at 703-787-3167, TTY 711.
- ▶ Send an e-mail to the Ethics Help Line by filling out the form available at <http://infoweb/audit/reportingethics.htm>.
- ▶ Stop by the Office of Internal Audit, Suite 533 in the Government Center.
- ▶ Call the Office of Internal Audit at 703-324-4200, TTY 711.
- ▶ For more information on the Code of Ethics, visit <http://infoweb/cex/ethics>.
- ▶ The revised Code of Ethics and Standards of Conduct also can be found in the new Employee Handbook, which is being distributed to all employees.

▶ Principle guidance: Uphold truthfulness, honesty, honor and integrity in all relationships.

▶ Principle guidance: Give equal opportunity to all and treat others with fairness.

▶ Principle guidance: Maintain and encourage courteous communication between others in the organization and with the public.

### IV. Responsibility:

Take responsibility for actions; work a full day; conduct all workplace actions with impartiality and fairness; report concerns in the workplace, including violations of laws, policies and procedures; seek clarification when in doubt; ensure that all decisions are unbiased.

▶ Principle guidance: Be dedicated to handling all issues on the basis of facts, merit and credentials.

▶ Principle guidance: Be fair and impartial in decision making and support proper exercise of authority.

▶ Principle guidance: Disclose improper conduct and behavior in the workplace.

▶ Principle guidance: Create an environment in which the professional development and abilities of employees are upheld and in which equal opportunity is given to all.

### V. Stewardship:

Exercise financial discipline with assets and resources; make accurate, clear and timely disclosures to the public; maintain accurate and complete records; demonstrate commitment to protecting

entrusted resources.

▶ Principle guidance: Respect and maintain privacy and confidentiality of non-public information.

▶ Principle guidance: Be open, disclose public information in a timely manner, and clearly share information with all employees and with the public.

▶ Principle guidance: Provide access and transparency of information to the public.

▶ Principle guidance: Protect and preserve the assets we are entrusted with for the best interest of the general public and future generations.

### VI. Trust:

Build regard for one another through teamwork and open communication; develop confidence with the public by

fulfilling commitments and delivering on promises.

▶ Principle guidance: Ensure that there is no conflict of interest or even the appearance of a conflict of interest while performing all duties and actions.

▶ Principle guidance: Engage in activities that build the confidence entrusted to us as public servants and avoid those that undermine or even appear to undermine this confidence.

▶ Principle guidance: Ensure that no favors, gifts, gratuities, personal gain, or benefits are received for actions taken.

▶ Principle guidance: Disclose financial interests and refrain from private employment that conflicts with public duties.

▶ Principle guidance: Engage in activities and perform in ways that builds public confidence and trust; refrain from those actions that do not. ■



**David Ellis, Office of the County Executive, was one of the GMU team members that presented background information on the revised Code of Ethics at the Senior Management Team meeting.**

\*\* Other members of the GMU team include **Olawale Ayodeji**, Department of Public Works and Environmental Services; **Susan Herbert**, Fire and Rescue Department; **Chris Stevens**, Health Department; and **Pallas Washington**, Department of Family Services.

# Transportation Bond Question on Nov. 6 Ballot

On Nov. 6, Fairfax County voters will be asked to vote yes or no on a transportation bond to allow the county to borrow up to \$110 million to fund the cost of roadway, transit and pedestrian improvements.

State law requires the county to put bonds before the voters as a referendum. If the majority votes yes, then the Board of Supervisors will be authorized to sell bonds in the future to generate the funds for transportation improvements. If the majority votes no, the county cannot issue general obligation bonds to finance these projects, but may seek other forms of financing.

Of the \$110 million, more than \$71 million would be spent on improving roads across the county. This includes \$8.5 million for improvements related to the Base Realignment and Closure Commission's (BRAC) recommendations at the U.S. Army's Fort Belvoir and nearly \$8 million for spot transportation projects. Almost \$24 million would be used to improve Fairfax Connector bus and Metrorail facilities, as well as bus stops across the county. Finally, \$15 million would fund pedestrian improvements that will enhance safety and connect missing pedestrian links across the county.

## Roadway Improvements

Major roadway improvements include:

- ▶ Improving Cinder Bed Road by relocating the intersection of Cinder Bed Road and Newington Road 450 feet north of the existing intersection and reconstructing Cinder Bed Road.
- ▶ Widening Lorton Road into four lanes from Silverbrook Road to Route 123.
- ▶ Widening Poplar Tree Road from Sully Station Drive to Braddock Ridge Road.
- ▶ Widening Lee Highway (Route 29) by adding two lanes along a three-mile

segment west of the City of Fairfax.

▶ Widening Stringfellow Road to a four-lane divided road with sidewalks and trails, curb and gutter, and a raised median along a two-mile section from Lee Jackson Memorial Highway (Route 50) to Fair Lakes Boulevard (Route 7735).

▶ The U.S. Army is planning to move thousands of jobs to the Fort Belvoir area, as part of BRAC. This shift will create more traffic along I-95, Route 1, Telegraph Road, Fairfax County Parkway and other nearby roads. The bond will help to supplement the requested federal funds.

## Transit Improvements

Transit improvements include:

▶ Connector Bus Facility - The Fairfax Connector bus facility in Herndon needs major repairs, as well as upgrades. Money also will fund a demonstration project to provide solar lighting at selected bus stops.



***If the referendum is passed, funding will go toward transit improvements including the Connector bus facility in Herndon. Graphic provided by the Department of Transportation.***

- ▶ Vienna/Fairfax-GMU Metrorail Station - A staircase from the platform to the mezzanine will be built at the Vienna/Fairfax-GMU Metrorail station.
- ▶ Stringfellow Road Park-and-Ride Lot - The number of parking spaces at the Stringfellow Road park-and-ride lot will be increased and the bus transfer area also will be improved.
- ▶ Transit Centers - Centers will be created at George Mason University and Northern Virginia Community College to

## More Information

- ▶ Due to its reputation for sound financial management, Fairfax County has the highest credit rating possible for a local government, Triple-A from Moody's Investors Service Inc., Standard & Poor's Corp. and Fitch Ratings.
- ▶ As of July 17, only seven states, 23 cities and 22 counties have Triple-A ratings from all three rating agencies. For this reason, Fairfax County's bonds sell at low interest rates, even compared with other tax-free bonds.

provide a central location for riders to wait for and transfer to buses.

▶ Bus Stop Safety and Access - Safety and accessibility improvements such as adding shelters, benches and sidewalk connections will be made at approximately 123 bus stops across the county. New bus stops also may be installed in compliance with the Americans with Disabilities Act.

## Pedestrian Improvements

Countywide pedestrian improvements will enhance safety and complete missing pedestrian links that connect neighborhoods, transit facilities and activity centers. These types of improvements include constructing missing sidewalk and trail links, improving crosswalks, pavement markings, intersection improvements, signage, and enhancing accessibility. Many of these improvements are long-standing community requests in all nine county districts.

▶ For more information, visit [www.fairfaxcounty.gov/bond](http://www.fairfaxcounty.gov/bond). ■

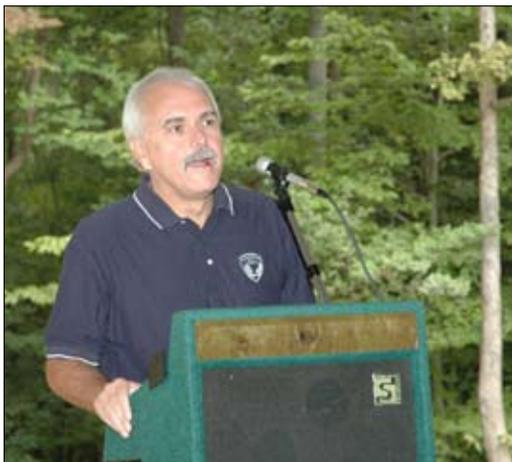
# September Events and News Roundup



◀ Several members of the Fire and Rescue Department pause at the plaque and wreath at the 9/11 Memorial Grove on the Government Center grounds, following the sixth annual 9/11 Remembrance Ceremony held on Sept. 10. The ceremony included a procession led by the county's Public Safety Honor Guard, with the Board of Supervisors, local elected officials, County Executive Anthony H. Griffin, county employees and residents. Remarks were given by Board of Supervisors Chairman Gerald E. Connolly, Fire Chief Ronald L. Mastin and Police Chief David M. Rohrer.



▶ The pop-rock band Hootie & The Blowfish chose the Department of Family Services Office for Children's Greater Mount Vernon Community Head Start program to be the recipient of a book and school supply donation drive held before the band's Sept. 5 concert at Wolf Trap. On hand to collect supplies were (left to right) LaReiphia Jackson, Greater Mount Vernon Community Head Start; Gerald E. Connolly, Board of Supervisors chairman; Gerald W. Hyland, Mount Vernon District supervisor; and Karen Bump, Fairfax County Public Schools. Photo provided by the Office for Children.



◀ Tim White, acting director for the Park Authority, welcomed Park Authority employees to the fifth annual All Hands Meeting and Trailblazer Awards held at Burke Lake Park on Sept. 20. The half-day event is an opportunity for Park Authority employees to share and celebrate accomplishments of the past year.



▲ County staff had the opportunity to learn more about emergency preparedness and public safety services during the Emergency Response Open House held at the Government Center on Sept. 19. The Department of Information Technology Geographic Information Services (GIS) was among the county agencies with a booth at the event. Demonstrating how GIS assists with emergency planning are (left to right) Jared Dunbar and Matthew Miller.

## Griffin Elected NAPA Fellow

The National Academy of Public Administration (NAPA) announced on Sept. 20 that County Executive **Anthony H. Griffin** has been elected a NAPA fellow and will be inducted on Nov. 15.

According to NAPA, its fellows address emerging issues and contribute to the intellectual and popular discourse on government. NAPA fellows include current and former public managers and scholars, business executives and labor leaders, Cabinet officers, members of Congress, governors, mayors, state legislators and diplomats.



# How to Use the Flexible Spending EZ REIMBURSE Card

The Medical Flexible Spending Account EZ REIMBURSE debit card can be used for automatic payments of eligible medical expenses such as co-payments, as outlined below.

The debit card can be used at any drugstore, medical, dental or vision provider displaying the MasterCard logo. Due to IRS guidance for 2007, the card can be used at the pharmacy department of some grocery stores and/or discount retailers (such as Wal-Mart, Target, K-Mart and Costco).

The following are frequently asked questions regarding how to use the EZ REIMBURSE card.

**Q:** What type of expenses can I pay for with the card?

**A:** You can use the card to pay for eligible medical expenses, such as:

- ▶ Doctor visit co-pays.
- ▶ Prescription drug co-pays (at drug stores and through mail order).
- ▶ Eligible over-the-counter drugs, vision examination co-payments and other eligible medical services.

**Q:** When is follow-up documentation required?

**A:** The IRS requires that all expenses be substantiated. If you are the subscriber (policyholder) in a Fairfax County Government (FCG) health or dental plan, and you are the subscriber for the FSA medical spending account plan, you will not need to substantiate any standard co-payments for services rendered in a medical office. The Department of Human Resources has provided the county's vendor, Fringe Benefits Management Company (FBMC) with the standard plan co-payments. As long as FBMC can identify the charge as a standard co-payment, no additional documentation is generally required.

If you are covered as a dependent

under your spouse's health plan through FCG or another employer and are the subscriber (policyholder) for the FSA medical spending account under the FCG plan, you will always have to substantiate your medical expenses.

In addition, any charges for medical services or prescription drugs that are co-insurance based (where you pay a percentage of the charge instead of a fixed co-payment), and any over-the-counter (OTC) medication not purchased at Walgreens, Wal-Mart or Sam's Club pharmacies will require follow-up substantiation of the claims expense. Most OTC drugs and prescription drugs purchased with the EZ REIMBURSE card at Walgreens, Wal-Mart and Sam's Club will not require substantiation because these vendors have implemented an Inventory Information Approval System that automatically identifies eligible expenses at the time of purchase. Other retail pharmacies are expected to implement this system in 2008. Participants will be notified once these providers come online.

**Q:** How will I know what items need documentation?

**A:** The items requiring documentation will appear in blue on your monthly statement from FBMC and will be under the heading "Outstanding Card Transactions Requiring Documentation." These same outstanding transactions appear in red on the FBMC Web site ([www.myFBMC.com](http://www.myFBMC.com)).

**Q:** How do I send my documentation to FBMC?

**A:** Submit itemized statements and/or bills (e.g. an explanation of benefits), along with an EZ REIMBURSE card transmittal sheet, to FBMC via fax to 1-800-524-7751 or via U.S. mail to: Fringe Benefits Management Company, P.O. Box

### HR Central

HR Central has benefit information.

- ▶ Call 703-324-4900  
TTY 703-222-7314
- ▶ Visit <http://infoweb/hr/benefits/>

1800, Tallahassee, FL 32302-1800. The EZ REIMBURSE card transmittal sheet can be found at [http://infoweb/hr/benefits/Flex\\_Debit\\_Card\\_Claim\\_2007.pdf](http://infoweb/hr/benefits/Flex_Debit_Card_Claim_2007.pdf). Documentation must include: patient name, type of service, date of service, provider name and total amount. If the transaction is for a prescription or OTC drug, remember to include the name of the medicine.

**Q:** What happens if I do not send my itemized receipts to FBMC?

**A:** If you fail to send in the requested documentation after two notifications on your monthly statement, the following actions will be taken in this order:

▶ Your card will be suspended until documentation is provided and payment on an eligible future paper claim will be withheld to offset the non-documented card transaction.

▶ If FBMC is unable to offset the card transaction against future paper claims, an after-tax salary deduction will be taken for the amount of any outstanding EZ REIMBURSE card transactions. As a last resort, the amount of any non-documented card transactions will be reported as income on your W-2 at the end of the tax year.

Participants who have questions about the debit card, outstanding card transactions or their flexible spending account balances should contact FBMC at 800-342-8017, TTY 711, or [www.myfbmc.com](http://www.myfbmc.com). ■

## Briefs

### Nov. 6 Is Election Day

On Tuesday, Nov. 6, Fairfax County voters will be heading to the polls to vote on bond issues and a slate of officials. Here is a list of important dates and deadlines:

- ▶ The deadline to register to vote is Tuesday, Oct. 9, at 6 p.m.
- ▶ The deadline to submit an application to vote absentee by mail or fax is Tuesday, Oct. 30, at 6 p.m.
- ▶ The final day to vote absentee in person is Saturday, Nov. 3.
- ▶ All mailed absentee ballots must be received at the Electoral Board Office by 7 p.m. on Election Day in order to be counted.

On the ballot will be candidates for Senate of Virginia, House of Delegates, clerk of the Fairfax Circuit Court, commonwealth's attorney, sheriff, Northern Virginia Soil and Water Conservation District Board of Directors, Board of Supervisors, School Board, the school bond issue and the transportation bond issue

- ▶ For more information on the 2007 election, including poll locations and the list of candidates, go to [www.fairfaxcounty.gov/eb](http://www.fairfaxcounty.gov/eb).

### Employee Photography Contest: Submissions Are Due Oct. 1-5

The Employee Photography Club, the Employee Advisory Council (EAC) and the Human Resources Department announce the 2007 County Employee Photography Contest. Submission of photographs will be from Oct. 1-5. The contest is open to all county, school and retired employees.

Best in show, first, second, third place and honorable mention ribbons and certificates will be awarded in a ceremony at the Government Center on Oct. 19.

- ▶ Contest categories, rules, details and an entry form can be found on the EAC Web site at [www.fceac.org](http://www.fceac.org).

### National Conference on the Creative Economy Is Oct. 24-25

The Fairfax County Economic Development Authority and Fairfax County are hosting the 2007 National Conference on the Creative Economy, Oct. 24-25 at the Hilton McLean Tysons Corner Hotel.

The conference will examine the role that a strong, creative work force plays in the growth and success of businesses and communities in an information-based economy. Topics include attracting and retaining creative talent, using diversity to promote creativity, harnessing the power of an aging work force, creativity in homeland security, and improving communities and the economy through creative companies, among others.

Featured speakers will be Richard Florida, author of "The Rise of the Creative Class" and "The Flight of the Creative Class"; Pulitzer Prize winner, New York Times columnist Thomas L. Friedman, author of "The World is Flat"; and Alvin Toffler, author of "Future Shock," "The Third Wave" and "Revolutionary Wealth."

- ▶ For more information and to register, visit [www.creativeeconomies.org](http://www.creativeeconomies.org).

### Circuit Court Clerk's Office Wins Best Practices Award

The National Association of County Recorders, Elected Officials and Clerks (NACRC) has presented its 2007 Best Practices Award to the Fairfax Circuit Court. The award recognizes the virtual probate file developed by Clerk of the Fairfax Circuit Court **John T. Frey** and the Fairfax Circuit Court Clerk's Office.

The virtual probate file increases accuracy and efficiency by automating the processing of probate documents and eliminating time-consuming manual processes. Previously, documents were typewritten, manually stamped and sent off-site to be microfilmed. Now, information is entered into a database, electronic documents are created and users sign on an electronic signature pad one time.

Documents and indexes are immediately available for public review. Subscribers to the Fairfax Circuit Court's secure remote access system can search, retrieve and print probate documents from home or office 24 hours a day, seven days a week, without coming to the courthouse and without the assistance of a clerk.



**The award-winning team at the Fairfax Circuit Court includes (back, left to right) Tracey Davison, Pam Caussin, Pat Davidson, Brenna Sawyer, Doug Clegg, (front, left to right) Karen Billings, John T. Frey, Shannon Scott and Linda Zehner. Photo provided by the Circuit Court.**

# New Customer Portal for IT Help

Have you:

- ▶ Wondered about the status of IT requests you have submitted to the Technical Support Center (TSC)?
- ▶ Wanted to check on the availability of countywide computer systems with a click of your mouse?

The Technical Support Center has a new IT Customer Portal that allows you to view both your outstanding and resolved IT tickets. You can also add a note or attachment to your ticket to aid IT staff in resolving the issue. The IT Customer Portal features a "Latest News" bulletin



board where employees can check for countywide systems availability, planned maintenance periods and upcoming IT

events, such as Security Awareness Day on Oct. 19.

Check out the IT Customer Portal by entering ITSD (for IT Service Desk) in your Internet Explorer address line. A guide for this user-friendly portal is available at <http://infoweb/dit/tid/uss/tsc/pdf/CustomerPortalUserGuide.pdf>

▶ If you have questions about the IT Customer Portal, e-mail [tschelp@fairfaxcounty.gov](mailto:tschelp@fairfaxcounty.gov), or call the Technical Support Center at 703-222-3535, option 1, TTY 711. ■

**STOP. THINK. CLICK.**

## Security Awareness Day

**Friday, Oct. 19  
8 a.m. – 12:30 p.m.  
Government Center**

**Keynote Address:  
Managing Information Security Risks by  
Tom Place from the Coca-Cola Company.**

- |                               |   |
|-------------------------------|---|
| <b>Open to All Employees:</b> | <b>Open to IT Analysts and Information Security Coordinators:</b> |
| ▶ Social Media.               | ▶ Server Hardening.   |
| ▶ Avoiding Scams.             | ▶ E-mail.   |
| ▶ Encryption 101.             | ▶ Malware.  |
| ▶ Identity Theft.             | ▶ Securing Applications.  |

Registration is required. For more information and to register, contact your agency training coordinator or visit <http://infoweb/dit/iso/education/securityawarenessday/2007/>.

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