

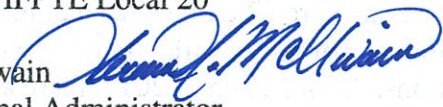


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 9  
75 Hawthorne Street  
San Francisco, CA 94105

April 28, 2017

**TO:** Patrick Chan  
President, NTEU, Chapter 295

Mark Sims  
President, ESC, IFPTE Local 20

**FROM:** Serena A. McIlwain   
Assistant Regional Administrator

**SUBJECT:** Official Notice – EPA relinquishing 10<sup>th</sup> Floor from Lease by the end of FY17

This memorandum serves as official notice of EPA, Region 9's intention to relinquish the 10<sup>th</sup> Floor from our lease at 75 Hawthorne Street by September 30, 2017.

The decision to return the 10<sup>th</sup> floor is for budgetary reasons. Region 9, along with all other regional and headquarter offices, has been asked to reduce the amount of leased space by the end of FY17. As detailed further below, after conducting an in-depth analysis of workspace utilization at 75 Hawthorne Street, Region 9 identified ways to further reduce the cost of workspace in order to meet budget reduction needs. Region 9 will accomplish a cost savings by reducing the amount of space leased at 75 Hawthorne Street and by using the excess furniture resulting from that reduction at the San Francisco Regional Office for our Southern California Field Office

**Workspace Analysis:** Between March and April 2017, Region 9 conducted an in-depth study of workspace utilization at the San Francisco Regional Office to determine what space could be relinquished. As of April 2017, EPA occupies leased space on the following floors: C, 1, 3, 8-19. The analysis focused on all typical office floors which includes floors 10, 13, 14, 16-18. The analysis did not consider returning space on floors 1, 3, 8, 9, 11, 12, 19 because those floors contain specialized EPA spaces that are costly to move and/or replicate on other floors. A 30-day regional move freeze was implemented on March 17, 2017 to ensure that workspace counts remained accurate.

**Findings:** Approximately 190 unoccupied workspaces were identified throughout the building at 75 Hawthorne Street. In addition, our analysis found that there were full-time employees who were not in the office three or more days, and contractors and grantees assigned to typical 60 sq. ft. workstations rather than the 36 sq. ft. touchdown workstations.

**Guidelines and Assumptions for Decision-Making:** Region 9 relied on the following guidelines and assumptions in making our decision about returning the 10<sup>th</sup> floor.

- 11<sup>th</sup> floor Library space should not be considered for repurpose
- Minimize floor release costs to the Agency (limit moves, building alterations, and furniture reconfiguration)
- Aim to keep divisions on adjacent floors, if not, keep branches together
- Increase density on floors with empty workstations or inefficient layouts
- The Regional FTE count will not increase above current headcount and will continue to decline in FY17 and FY18.
- Teleworkers who work 3 days per week and currently sit in 60 sf workstations would be reassigned to a shared 36 sf touchdown workstation per our negotiated agreement with our unions. As of March 3, 2017, there are 27 employees that meet the criteria.
- Where possible, all contractors and grantees sitting in 60 sf workstations should be reassigned to 36 sf workstations. As of March 3, 2017, there are 30 personnel that meet the criteria.
- In lieu of purchasing new furniture, the Southern California Field Office would be furnished with excess furniture from the San Francisco Regional Office.

**Space Reconfiguration Strategy:** We determined that returning the 10<sup>th</sup> floor would achieve goals in the most efficient and expeditious manner. The plan is to move employees with 10<sup>th</sup> floor workstations to the 8, 9 and 19<sup>th</sup> floors. The plan will keep Divisions, Branches, or Sections on contiguous floors or areas and will also increase density on lightly populated floors (13, 19). Please note that this plan is made possible, in part, by applying our previous agreement concerning staff assignment to typical versus touch down workspace. In addition, it is necessary to convert up to 7 conference rooms to offices/workstations.

The breakdown of the 10<sup>th</sup> floor employees impacted are:

ORG	BRANCH/SECTION	MGRS	FTE	TWR*	SEE	CON
SFD-2	Program Management	1	9	2	0	3
SFD-7	Site Cleanup	4	37	5	1	0
SFD-8	Federal Facilities	4	21	4	2	0
<b>Totals</b>		<b>9</b>	<b>67</b>	<b>11</b>	<b>3</b>	<b>3</b>

\*FTE that telework 3 or more days/week.

In addition, the following preparatory moves will be necessary:

ORG	From	To	Mgrs	FTE	TWR*	SEE/CON
OPA	19	TBD	TBD	TBD	TBD	TBD
EMD-5, 5-1, 5-2	8	13	3	14	0	0
EMD-5-3	8	11	1	5	0	0
ASTDR	9	TBD	1	2	0	0
Help Line Contractors	8	3	0	0	0	12
Biz Center Contractors	11	1	0	0	0	3

### **The Implementation Plan:**

In order to meet our budget projections and return the 10<sup>th</sup> floor by the end of FY17, the implementation plan will need to take place over a relatively short period of time. While Region 9's intention is to complete negotiation prior to implementation, we acknowledge the possibility that impact and implementation negotiations may be simultaneously occurring during the implementation.

There is a minimum 120-day notice requirement to GSA in order to return space; Region 9/OARM, therefore, must notify GSA by May 30, 2017. To be off the 10<sup>th</sup> floor by September 30, 2017, we will need to start the process of reconfiguration some time between June and July so that staff may be moved to new space some time in August so as not to disrupt mission critical work that needs to be completed by fiscal year end.

In the next couple of weeks, we will finalize the organizational footprint for the impacted floors and will share that information with you. New seating assignments will be made in accordance with our existing agreement.