



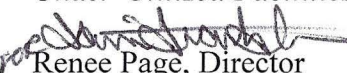
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAY 10 2013

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: Response to Final Report: *EPA Can Further Reduce Space in Under-Utilized Facilities*

FROM: 
Renee Page, Director
Office of Administration

TO: Richard Eyermann, Acting Assistant Inspector General
Office of Audit
Office of Inspector General

Pursuant to EPA Manual 2750, OARM is pleased to provide this response and attached corrective action plan to the audit report titled, *EPA Can Further Reduce Space in Under-Utilized Facilities*, Report No. 13-P-0162. OARM concurs with the final findings and recommendations contained in the OIG's report subject to the terms outlined in our response to the draft audit report. Further, OARM has already taken steps to implement corrective actions pursuant to all five recommendations and plans to complete all such activities by the indicated due dates.

If you need additional information, please contact me at (202) 564-8400.

Attachment

Office of Administration and Resources Management
Corrective Action Plan
Report No. 13-P-0162, EPA Can Further Reduce Space in Under-Utilized Facilities

Recommendation	Lead Office	Corrective Action	Planned Completion Date	Status	Concur Yes / No
1. Assess utilization of GSA-owned and leased facilities and relocate staff as warranted to reduce under-utilized space.	OARM	The agency has an aggressive space reduction plan that with adequate funding will reduce leased space by approximately 20% by 2022.	December 2022	Initiated	Yes
2. Develop space guidelines for support spaces and assess the number and size of support spaces needed at the time of a new or renewal lease.	OARM	The agency has guidance per the July 2004 Space Acquisition and Planning Guidelines that describe the approximate size and frequency of special spaces typically found at EPA facilities. OARM will revise the October 2011 draft New Mobile Work Space Design Guidelines to include support space guidance that will be used for new and renewal leases.	December 2013	Initiated	Yes
3. Require the Office of Acquisition Management, in conjunction with the Office of Administration, to develop and enforce a policy that requires contracting staff ensure approval for on-site contractor personnel is obtained from the responsible office and documented in the contract file.	OARM	OAM and OA will collaborate to develop the needed policy and determine method of enforcement once implemented.	September 2013	Initiated	Yes

Recommendation	Lead Office	Corrective Action	Planned Completion Date	Status	Concur Yes / No
4. Require that personnel information be consistently tracked and updated in EPA's designated real property management system on an annual basis or more often if needed.	OARM	OARM is developing a process whereby facility managers will be required to update personnel data in the designated real asset management system. Facilities Management and Services Division staff will provide oversight to ensure updates are provided.	December 2013	Initiated	Yes
5. Require FMSD to update USF information whenever a change in office space is made.	OARM	OARM has an internal policy to update the usable square feet of any agency facility once the EPA assumes or releases occupancy of space. Facility managers will update the usable square feet which will be audited by FMSD staff.	December 2013	Initiated	Yes