U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT



WASHINGTON, DC 20410-3000

CHIEF HUMAN CAPITAL OFFICER

April 25, 2013

MEMORANDUM FOR:

Eddie Eitches, President AFGE Council 222

FROM:

Karen Newton Cole, Deputy Chief Human Capital Officer

SUBJECT:

Notice to Close 16 Field Offices

In accordance with Article 5, this memorandum notifies the union that in order to respond to the requirements of Presidential Memorandum 2010-07 (attachment 1) and Executive Order 13589 (attachment 2) to reduce real estate and other administrative costs and effectively use its human capital and other resources, the Department of Housing and Urban Development (HUD) is planning to close 16 field offices. Approximately 70 AFGE employees in 11 of 16 field offices will be affected. The offices with AFGE employees to be closed are in the following cities:

- Camden, NJ
- Syracuse, NY
- Orlando, FL
- Tampa, FL
- Springfield, IL
- Cincinnati, OH
- Grand Rapids, MI
- Shreveport, LA
- Dallas, TX
- Lubbock, TX
- Spokane, WA

Statement of Current Practice

HUD's current field office structure consists of 80 regional and field offices covering all 50 states, the District of Columbia, Guam, and Puerto Rico.

Statement of Reason for Change

In order to respond to the Presidential Memorandum 2010-07 -Disposing of Unneeded Federal Real Estate (75 FR 33987, June 16, 2010) and Executive Order 13589 the agency will close 16 field offices. HUD must address the requirements of the recent Presidential Memorandum: Disposing of Unneeded Federal Real Estate, which directs agencies to identify and eliminate excess properties while making better use of remaining real estate assets. Also,

Executive Order 13589 directs agencies to cut waste in Federal Government spending and identify opportunities to promote efficient and effective spending.

Proposed New Practice

HUD's products and services provided to the communities in the affected jurisdictions are delivered remotely from a larger HUD office. As a result of the office closures, HUD's customer service plans will shift to ensure uninterrupted, quality service going forward. HUD's services will be reorganized as follows:

- a. HUD's staff in New York will work with HUD clients serviced by the Camden, NJ field office. HUD will retain an office in Newark as well as the regional office in New York City.
- b. HUD's staff in New York will work with HUD clients serviced by the Syracuse, NY field office. HUD will retain an office in Buffalo, as well as the regional office in New York City.
- c. HUD's staff in either Jacksonville or Miami will work with HUD clients serviced by the Orlando, FL and Tampa, FL field offices. HUD will retain two offices in Florida, Jacksonville and Miami, as well as the regional office in Atlanta, Georgia.
- d. HUD's staff in Chicago will work with HUD clients serviced by the Springfield, IL field office. HUD will retain an office in Chicago.
- e. HUD's staff in Cleveland and Columbus will work with HUD clients serviced by the Cincinnati, OH field office. HUD will retain two offices in Cleveland and Columbus, as well as the regional office in Chicago, Illinois.
- f. HUD's staff in Detroit will work with HUD clients serviced by the Flint, MI and Grand Rapids, MI field offices. HUD will retain an office in Detroit, as well as its regional office in Chicago, Illinois.
- g. HUD's staff in New Orleans will work with HUD clients serviced by the Shreveport, LA field office. HUD will retain an office in New Orleans, as well as its regional office in Fort Worth, Texas.
- h. HUD's staff in Fort Worth will work with HUD clients serviced by the Dallas, TX and Lubbock, TX field offices. HUD will retain two offices in Houston and San Antonio, as well as the regional office in Fort Worth, Texas.
- i. HUD's staff in Phoenix will work with HUD clients serviced by the Tucson, AZ field office. HUD will retain an office in Phoenix, as well as the regional office in San Francisco, California.

j. HUD's staff in San Francisco or Los Angeles will work with HUD clients serviced by the Sacramento, San Diego, and Fresno field offices. HUD will retain offices in Los Angeles and San Francisco, as well as the Santa Ana Homeownership Center.

k. HUD's staff in Seattle will work with HUD clients serviced by the Spokane, WA field office. HUD will retain a regional office in Seattle.

In order to assist you in determining the impact to bargaining unit employees, we are providing you with a list of AFGE employees in the offices proposed for closure, their titles and positions at attachment 3. All affected employees will be given directed reassignments. HUD is seeking Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP) to provide affected employees with other options.

In accordance Section 5.02, the Union may request negotiations over the proposed changes in this notice by submitting preliminary primary proposals within 10 days to Karen Newton Cole, Deputy Chief Human Capital Officer. All proposals shall be related to the proposed changes.

Attachments (3):

Presidential Memorandum 2010-07 -Disposing of Unneeded Federal Real Estate (75 FR 33987, June 16, 2010)

Executive Order 13589: Directs agencies to cut waste in Federal Government spending List of Affected AFGE Employees

Attachment 1

Office of the Press Secretary

For Immediate Release June 10, 2010

Presidential Memorandum--Disposing of Unneeded Federal Real Estate

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Disposing of Unneeded Federal Real Estate – Increasing Sales Proceeds, Cutting Operating Costs, and Improving Energy Efficiency

My Administration is committed to eliminating all forms of Government waste and to leading by example as our Nation transitions to a clean energy economy. For decades, the Federal Government, the largest property owner and energy user in the United States, has managed more real estate than necessary to effectively support its programs and missions. Both taxpayer dollars and energy resources are being wasted to maintain these excess assets. In addition, many of the properties necessary for the Government's work are not operated efficiently, resulting in wasted funds and excessive greenhouse gas pollution. For example, over the past decade, the private sector reduced its data center footprint by capitalizing on innovative technologies to increase efficiencies. However, during that same period, the Federal Government experienced a substantial increase in the number of data centers, leading to increased energy consumption, real property expenditures, and operations and maintenance costs. Past attempts at reducing the Federal Government's civilian real property assets produced small savings and had a minor impact on the condition and performance of mission-critical properties. These efforts were not sufficiently comprehensive in disposing of excess real estate and did not emphasize making more efficient use of existing assets.

To eliminate wasteful spending of taxpayer dollars, save energy and water, and further reduce greenhouse gas pollution, I hereby direct executive departments and agencies (agencies) to accelerate efforts to identify and eliminate excess properties. Agencies shall also take immediate steps to make better use of remaining real property assets as measured by utilization and occupancy rates, annual operating cost, energy efficiency, and sustainability. To the extent permitted by law, agency actions shall include accelerating cycle times for identifying excess assets and disposing of surplus assets; eliminating lease arrangements that are not cost effective; pursuing consolidation opportunities within and across agencies in common asset types (such as data centers, office space, warehouses, and laboratories); increasing occupancy rates in current facilities through innovative approaches to space management and alternative workplace arrangements, such as telework; and identifying offsetting reductions in inventory when new space is acquired. Agency actions taken under this memorandum shall align with and support the actions to measure and reduce resource use and greenhouse gas emissions in Federal facilities pursuant to Executive Order 13514 of October 5, 2009 (Federal Leadership in Environmental, Energy, and Economic Performance), and the Federal Data Center Consolidation Initiative, which was announced by the Office of Management and Budget (OMB) in February 2010.

In total, agency efforts required by this memorandum should produce no less than \$3 billion in cost savings by the end of fiscal year 2012, yielded from increased proceeds from the sale of assets and reduced operating, maintenance, and energy expenses from disposals or other space consolidation efforts, including leases that are ended. This is in addition to the Department of Defense's Base Realignment and Closure efforts that are expected to achieve \$9.8 billion in savings from fiscal year 2010 to fiscal year 2012, of which \$5 billion is a direct result of reduced operating and maintenance from disposals or other consolidation efforts. In addition, in order to address the growth of data centers across the Federal Government, agencies shall immediately adopt a policy against expanding data centers beyond current levels, and shall develop plans to consolidate and significantly reduce data centers within 5 years. Agencies shall submit their plans to OMB for review by August 30, 2010.

To achieve these goals, the Director of the OMB shall develop, in consultation with the Administrator of General Services and the Federal Real Property Council established pursuant to Executive Order 13327 of February 4, 2004 (Federal Real Property Asset Management), within 90 days of the date of this memorandum, guidance for actions agencies should take to carry out the requirements of this memorandum. The guidance shall include agency-specific targets to achieve \$3 billion in cost savings and shall be developed in consultation with the agencies. The Administrator of General Services, in consultation with the Director of the OMB, shall coordinate agency efforts to satisfy the requirements of this memorandum and shall submit to the President periodic reports on the results achieved.

This memorandum shall be implemented consistent with applicable law and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

The Director of the OMB is hereby authorized and directed to publish this memorandum in the Federal Register.

Attachment 2

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The White House

Office of the Press Secretary

For Immediate Release

November 09, 2011

Executive Order 13589 -- Promoting Efficient Spending

EXECUTIVE ORDER

PROMOTING EFFICIENT SPENDING

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to further promote efficient spending in the Federal Government, it is hereby ordered as follows:

Section 1. Policy. My Administration is committed to cutting waste in Federal Government spending and identifying opportunities to promote efficient and effective spending. The Federal Government performs critical functions that support the basic protections that Americans have counted on for decades. As they serve taxpayers, executive departments and agencies (agencies) also must act in a fiscally responsible manner, including by minimizing their costs, in order to perform these mission critical functions in the most efficient, cost effective way. As such, I have pursued an aggressive agenda for reducing administrative costs since taking office and, most recently, within my Fiscal Year 2012 Budget. Building on this effort, I direct agency heads to take even more aggressive steps to ensure the Government is a good steward of taxpayer money.

Sec. 2. Agency Reduction Targets. Each agency shall establish a plan for reducing the combined costs associated with the activities covered by sections 3 through 7 of this order, as well as activities included in the Administrative Efficiency Initiative in the Fiscal Year 2012 Budget, by not less than 20 percent below Fiscal Year 2010 levels, in Fiscal Year 2013. Agency plans for meeting this target shall be submitted to the Office of Management and Budget (OMB) within 45 days of the date of this order. The OMB shall monitor implementation of these plans consistent with Executive Order 13576 of June 13, 2011 (Delivering an Efficient, Effective, and Accountable Government).

Sec. 3. Travel. (a) Agency travel is important to the effective functioning of Government and certain activities can be performed only by traveling to a different location. However, to ensure efficient travel spending, agencies are encouraged to devise strategic alternatives to Government travel, including local or technological alternatives, such as teleconferencing and video conferencing. Agencies should make all appropriate efforts to conduct business and host or sponsor conferences in space controlled by the Federal Government, wherever practicable and cost effective. Lastly, each agency should review its policies associated with domestic civilian permanent change of duty station travel (relocations), including eligibility rules, to identify ways to reduce costs and ensure appropriate controls are in place.

(b) Each agency, agency component, and office of inspector general should designate a senior level official to be responsible for developing and implementing policies and controls to ensure efficient spending on travel and conference related activities, consistent with subsection (a) of this section.

Sec. 4. Employee Information Technology Devices. Agencies should assess current device inventories and usage, and establish controls, to ensure that they are not paying for unused or underutilized information technology (IT) equipment, installed software, or services. Each agency should take steps to limit the number of IT devices (e.g., mobile phones, smartphones, desktop and laptop computers, and tablet personal computers) issued to employees. consistent with the Telework Enhancement Act of 2010 (Public Law 111 292), operational requirements (including continuity of operations), and initiatives designed to create efficiency through the effective implementation of technology. To promote further efficiencies in IT, agencies should consider the implementation of appropriate agency-wide IT solutions that consolidate activities such as desktop services, email, and collaboration tools.

Sec. 5. Printing. Agencies are encouraged to limit the publication and printing of hard copy documents and to presume that information should be provided in an electronic form, whenever practicable, permitted by law, and consistent with applicable records retention requirements. Agencies should consider using acquisition vehicles developed by the OMB's Federal Strategic Sourcing Initiative to acquire printing and copying devices and services.

<u>Sec. 6. Executive Fleet Efficiencies.</u> The President's Memorandum of May 24, 2011 (Federal Fleet Performance) directed agencies to improve the performance of the Federal fleet of motor vehicles by increasing the use of vehicle technologies, optimizing fleet size, and improving agency fleet management. Building upon this effort, agencies should limit executive transportation.

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White House Business Council American
Economic Competitiveness forum talks
transportation infrastructure
Deputy Secretary John Porcari discusses
American Economic Competitiveness in
Transportation Infrastructure with businessmen

August 25, 2012 5:30 AM EDT
Weekly Address: Preserving and
Strengthening Medicare
President Obama speaks to the American people
about the critical need to strengthen and preserve
Medicare for our seniors and future generations.

August 24, 2012 5:28 PM EDT Weekly Wrap Up: First-Ever Kids' State Dinner

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Sec. 7. Extraneous Promotional Items. Agencies should limit the purchase of promotional items (e.g., plaques, clothing, and commemorative items), in particular where they are not cost-effective.

Sec. 8. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:

- (i) authority granted by law to a department or agency, or the head thereof;
- (ii) functions of the Director of OMB related to budgetary, administrative, or legislative proposals; or
- (iii) the authority of inspectors general under the Inspector General Act of 1978, as amended.
- (b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.
- (c) Independent agencies are requested to adhere to this order.
- (d) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

BARACK OBAMA

THE WHITE HOUSE, November 9, 2011.

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Attachment 3

5 HSNG	5 HSNG	5 HSNG	5 HSNG	5 FHEO	5 FHEO	5 FHEO	5 FPM	5 FPM	5 HSNG	5 HSNG	5 HSNG	5 OCIO	5 0010	5 HSNG	5 CPD	5 OCHCO	5 OCHCO	4 FHEO	4 FPM	4 FPM	4 FPM	4 HSNG	4 HSNG	4 HSNG	4 HSNG	4 HSNG	4 FHEO	4 HSNG	4 HSNG	4 HSNG	4 PIH	4 PIH	2 FPM	2 FPM	Region Program
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NEWMAN, KIMBERLEY B.	WAHLER, WILLIAM J.	WRIGHT, LOIS J.	SPURLING, BONNIE E.	BETTS, ANDREA M.	FISHER, CONNIE L.	BREWER, DOYLA F.	PARRIS SCHANSBERG, SANDRA	OSBORNE, JOSHUA R.	PERKINS, DIANA L.	COON, KATHY E.	HOMER, STEVEN W.	YOWTZ, JANIS M.	REVELS, LYNNE M.	DASHC OO, FONDERSMITH, KAREN S.	PLUNKETT, AMANDA B.	OHCFS-OPS HURLEY, CAROLE A.	OHCFS-OPSFIRLIK, DAVID P.	ROCHER, JULIO J.	WASHINGTON, FREDRIC E.	CHARPENTIER, MARCEL O.	MEHTA, SARITA	MARTINEZ, ROSA I.	COPELAND, BRANDI L.	MARTIN CERVONE, CRYSTAL H.	PELLOT, ELBA	MADISON JR, ANDREW	CORDERO, ROSA E.	PARRILLA, JOSE C.	THOMAS, BOBBIE Q.	MCLANE, CHRIS R.	NASSER, ALEX Z.	TOLEDO, AURELIA M.	ZEGARELLI, JOHN N.	YAMINI, AMATULLAH	Employee Name
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