



File Code: 6440; 6520

Date: **OCT 11 2018**

Route To:

Subject: Change in Space Policies

To: Region 6 Forest Supervisors

Since 2006, the Region has been operating under a Regional space utilization policy and associated Memorandum of Understanding (MOU) regarding utilization rates (UR) and office space sizes. On December 22, 2016, the Forest Service issued Forest Service Handbook (FSH) 6409.12, which was incorporated into Forest Service Manual (FSM) 6447, revising the space policy. This policy was grieved at the National level by the National Federation of Federal Employees (NFFE) and a settlement was reached directing the local parties to address any space bargaining obligations.

Therefore, the "USDA Forest Service Region Six Office Space Utilization Policy," dated August 10, 2006 is hereby rescinded. Consequently, the Memorandum of Understanding between Region 6 and NFFE is also rescinded in accordance with the terms of the MOU which state, "This MOU is effective upon the date of signatures below and remains in effect for the life of the current Region 6 Office Space Utilization Policy described above."

Effective immediately, all units must follow the FSM 6447 and the FSH 6409.12 provisions for management proposals in negotiations with the Union concerning space. Negotiations will occur at the appropriate local level. As the Region has a significant number of leases for office, warehouse, and related space, this transition will undoubtedly have an impact on our space portfolio. As a reminder, all negotiations with the Union must be conducted with Labor Relations; it is necessary to contact Kellyanne Litton for advice and counsel moving forward.

Given the timing of the new space policies, there are several leasing projects that will require individualized planning to assess and ensure compliance under the new policy. Regional Leasing Officer Dana Beckwith will reach out to Forest Supervisors directly to discuss next steps.

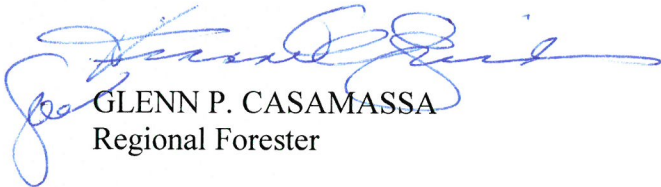
In order to maximize the efficiency of our asset management planning as we strategize these changes, Budget and Financial Management and Acquisition Management are reviewing processes associated with leasing investment decisions and will provide a briefing on this subject to the Regional Leadership Team during our meeting on October 17. With the exception of actions to ensure continued tenancy (i.e., renewals and extensions), we will temporarily pause project planning for owned and leased office, warehouse, and related space pending this effort.

Acquisition Management will be holding several training sessions to share information about the new FS space policy and ensure these efforts move forward smoothly. Invitations for this training will be sent out and attendance will be optional.



If you have any specific questions about leasing projects that may be affected please reach out to Regional Leasing Officer Dana Beckwith (dbeckwith@fs.fed.us, 971-409-1862). For negotiations obligations questions and to provide notice to the Union, please contact Labor Relations Specialist Kellyanne Litton (klitton@fs.fed.us, 541-383-5500).

Your attention to this matter and diligence in complying with the intent of the Forest Service space policy is appreciated.



GLENN P. CASAMASSA
Regional Forester

cc:
fs-pdl r6 ro admin officers