|  | **REORGANIZATION PROPOSAL** |
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| The Reorganization Proposal form must be completed, **signed by your Assistant Administrator/Regional Administrator,** and submitted to **Troy Boxton and Rachel Stanton** from Office of Human Resource and to your designated HR Shared Service Center Representative via **email** for review. Please complete this form in its entirety and submit with all other required documents and approvals; forms are available at <http://intranet.epa.gov/ohr/programs/reorg/start.htm>. **If you have any questions regarding completion of this form, please see page 2 for Troy and Rachel’s contact information.** To expedite this process, save all forms with the year and office name in the title. **Example Title:** Reorg Proposal. OARM. HR. 2017. | |
| 1. **CONCISE STATEMENT OF CHANGE** | | |
| 1. Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less).   On April 17, 2017, Acting Deputy Administrator Mike Flynn issued a memorandum regarding OMB’s comprehensive plan for reforming the federal government and reducing the workforce. The OMB guidance also required all agencies to begin taking immediate actions on near-term workforce reductions. In response to the OMB guidance, EPA Region 10 began to take steps to initiate a Voluntary Early Retirement Authority (VERA/Early-Out) and Voluntary Separation Incentive Payments (VSIP/Buy-Out) program with a completion of September 30, 2017. As part of Region 10’s 2017 VERA/VSIP program, the Office of Environmental Cleanup (ECL) proposed restructuring one highly-graded supervisory position, a GS-15 Hanford Project Office Program Manager position, to a GS-14 Supervisory Unit Manager position. In conjunction with implementing the VERA/VSIP restructuring, ECL took this opportunity to consider other structural changes to realize efficiencies and better align certain functional areas. This resulted in disbanding two organizational units that previously reported directly to the ECL Office Director and realigning those staff into two new organization units that report to Program Managers within ECL. | | |
| 1. Describe the title(s) of the unit(s) affected.   The Hanford Project Office will be disbanded. Eight Remedial Project Managers, and the first line supervisor, will be realigned into a new organizational unit, Site Cleanup Unit 4, in the Remedial Cleanup Program.  The Assessment and Brownfields Unit will be disbanded. Four Site Assessment Managers will be realigned into the existing Spill Prevention and Removal Unit in the Emergency Management Program. Four Brownfields Project Managers and the first line supervisor will be realigned into a new organizational unit, the Land Revitalization Unit, in the Emergency Management Program. Three staff, two Contract Project Officers and a Grants Coordinator will be realigned from the Emergency Management Program’s immediate office to the new Land Revitalization Unit to further align similar program functions. | | |

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| 1. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority or shifts in program emphasis).   The proposed changes within the Region 10 Office of Environmental Cleanup respond to implementing 2017 VERA/VSIP commitments with respect to reducing the number of highly-graded positions, as well as, reflect an improved alignment of programmatic functions. | | | | |
| 1. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc.   Informal reorganization consultation with the Headquarters OARM Human Resources Specialist/Advisor occurred at the end of August and beginning of September 2017. The objective of these informal consultations was to determine the level of the reorganization and the required documentation.  The ECL Director conferred with the Region 10 Deputy Regional Administrator and Assistant Regional Administrator to initiate the reorganization process in August 2017. The ECL Director then met with the ECL management team to review goals, objectives and desired outcomes and to solicit input on reorganization options. In October 2017, the ECL Director conducted three separate sessions with ECL staff to present options and to provide an opportunity for input. Staff could provide input in person, either at the all-staff meetings or one-on-one, or in writing, either via email or anonymously. Reorganization options were posted on the ECL SharePoint site. The Union was invited to participate in these meetings. Between December 2017 and January 2018, the ECL Director met with staff who would be directly affected by the reorganization on multiple occasions to provide updates on the options being considered, seek comment and to keep them apprised of progress. The ECL Director also would provide updates to staff at monthly all-staff meetings. Proposals were modified in response to comments received. The Union was kept apprised of these developments. The ECL Director met with staff and the Union to communicate the decisions, and the basis for those decisions, followed by sending out an all-staff message on March 12, 2018 summarizing the decisions and the timeline for implementation of the reorganization. To date, the Union has not submitted written comments on the proposed reorganization. | | | | |
| 1. Describe the benefits of this change(s) to the agency (e.g., increased accountability, enhanced communication and coordination, improved efficiency).   Benefits to ECL and the Agency include improved alignment and consolidation of similar programmatic functions, increased efficiencies by consolidating functions, resulting in enhanced communication and coordination.  Consistent with its VERA/VSIP proposal, ECL is restructuring one highly-graded supervisory position, a GS-15 Hanford Project Office Program Manager position, to a GS-14 Supervisory Unit Manager position. The Hanford Project Office is comprised of Remedial Project Managers (RPMs) responsible for all phases of site cleanups, from initial investigation to final remediation, oversight of long-term monitoring and Five-Year Reviews for the Superfund program. Historically, the primary focus of the Hanford Project Office was on the cleanup of federal facilities, however the work of this Office has evolved over time to include many private Superfund sites as well. Realigning the RPMs from the Hanford Project Office into a newly formed Site Cleanup Unit 4 in the Remedial Cleanup Program will consolidate RPM functions into a single Program within ECL and result in improved communications, increased efficiencies, and additional flexibilities for assignment of work.  The newly established Land Revitalization Unit in the Emergency Management Program will consolidate the Brownfields Project Managers, Grants Coordinator and Contract Project Officers into a single unit in the Emergency Management Program to better align these functions.  The realignment of the Site Assessment Managers into the Spill Prevention and Removal Unit in the Emergency Management Program will consolidate Integrated Removal Assessment functions into a single unit. This realignment will result in enhanced communication and coordination between the Site Assessment Managers and On-Scene Coordinators who conduct integrated removal assessments. | | | | |
| 1. Is there an impact between AA/RA offices, between offices within an AA office or between Regional divisions?   No, all proposed realignments are within the Region 10 Office of Environmental Cleanup. | | | | |
| 1. **ANALYSIS OF IMPACT ON PERSONNEL** | | | | |
| 1. Will there be an impact on the supervisor-to-staff ratio at the AAship/RAship level? (Contact your HRO/PMO for the current ratio). **X** No Yes   The current Region 10 supervisor-to-staff ratio is 1 to 7.1. The current ECL supervisor-to-staff ratio is also 1 to 7.1. ECL’s proposed reorganization will result in no change to the supervisor-to-staff ratios in ECL or Region 10. | | | | |
| 1. Will this proposed reorganization: (a) Eliminate positions; (b) Cause a reduction in force; (c) Change how positions are graded; (d) Add new functional units; or (e) Support a VERA/VSIP? No **X** Yes   The proposed ECL reorganization reflects a 2017 VERA/VSIP commitment to replace one highly-graded supervisory position with a lower-graded position. The GS-15 Hanford Project Office Program Manager position was replaced with a GS-14 Supervisory Unit Manager position.  Two functional units are being disbanded and two new units are being created. The disbanded functional units are the Hanford Project Office and the Assessment and Brownfields Unit. The newly created units are Site Cleanup Unit 4 in the Remedial Cleanup Program and the Land Revitalization Unit in the Emergency Response Program.  There is no reduction in force or impacts to the budget structure. | | | | |
| 1. Will there be an impact on the diversity of the organization? **X** No Yes   **If yes, please explain.** | | | | |
| 1. **ADMINISTRATIVE ISSUES** *(Failure to address all administrative issues may result in a delay in the implementation of the reorganization.)* | | | | | |
| 1. Will there be any physical moves of staff? No **X** Yes   Unrelated to the proposed reorganization in ECL, Region 10 is currently in the process of a space consolidation effort to reduce our footprint in the Seattle Regional Office. ECL will use this opportunity to move staff affected by the reorganization so they can be co-located with others in their new functional units and Programs. Staff moves associated with the space consolidation effort are anticipated to be completed by August 2018 and will proceed whether or not the proposed ECL reorganization is implemented. | | | | | | | |
| 1. Will new space be required? **X** No Yes   **If so, have all technical (computer, telecommunications, etc.) needs been assessed?** | | | |
| 1. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired? **X** No Yes   **If yes, please explain.** | | | |
| 1. Will there be any budgetary impacts? **If yes, please explain in detail. X** No Yes | | | |
| 1. **EPA DIRECTIVES** | | | |
| 1. Will any Delegations of Authority, Orders or Manuals be affected? **X** No Yes   **If yes, please explain and attach the directive affected.** | | | | | | | | | | |
| 1. **ATTACHMENTS** *(Use the forms provided)* | | | | | | | | | | | |
| 1. Staffing Plan Crosswalk (*Use Staffing Plan Template*). Contact your servicing HR SSC for information *(Do not include social security numbers*). | | | | | | | | | | | |
| 1. Current Organizational Chart. | | | | | | | | | | | |
| 1. Proposed Organizational Chart (*Must include all organization levels*). | | | | | | | | | | | |
| 1. Current Functional Statement. | | | | | | | | | | | |
| 1. Proposed Functional Statement (*Must include* *all reporting levels*). | | | | | | | | | | | |
| **Assistant** **Administrator/Regional Administrator Approval** | | | | | | | | | | | |
| **Name: Chris Hladick** | | | | | **Title: Regional Administrator** | | | | | | |
| **Signature:** | | | | | **Date:** | | | | | | |
| **Human Resources Office/Program Management Office Reviewed** | | | | | | | | | | | |
| **Name: Peter Sullivan** | | | | | **Title: Human Capital Officer** | | | | | | |
| **Signature:** | | | | | **Date:** | | | | | | |
| **Human Resources Shared Service Center Approval (Certifies Receipt of this Package)** | | | | | | | | | | | |
| **Name: Liz Engebretson** | | | | | **Title: Director, Las Vegas Shared Service Center** | | | | | | |
| **Signature:** | | | | | **Date:** | | | | | | |

**Contact Information:**

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