



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

JUN 12 2013

THE INSPECTOR GENERAL

MEMORANDUM

SUBJECT: Acceptance of Corrective Action Plan for Report No. 13-P-0162,
EPA Can Further Reduce Space in Under-Utilized Facilities, February 20, 2013

FROM: Arthur A. Elkins Jr. 

TO: Craig E. Hooks, Assistant Administrator
Office of Administration and Resources Management

Thank you for submitting your May 10, 2013, corrective action plan for the subject report to the Office of Inspector General. This memorandum addresses the extent to which your corrective action plan answers the report's recommendations. The Office of Administration and Resources Management states the following:

- In response to recommendation 1, the agency has an aggressive space reduction plan that, with adequate funding, will reduce leased space by approximately 20 percent by December 2022.
- In response to recommendation 2, the agency 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. The agency said the revisions will be completed by December 2013.
- In response to recommendation 3, the Office of Acquisition Management and the Office of Administration will collaborate to develop the needed policy and determine a method of enforcement once implemented by September 2013.
- In response to recommendation 4, OARM is developing a process whereby facility managers will be required to update personnel data in the designated real asset management system by December 2013. Facilities Management and Services Division staff will provide oversight to ensure updates are provided.
- In response to recommendation 5, 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 Facilities Management and Services Division staff by December 2013.

We agree with OARM's actions, so we will close out all recommendations in the OIG's audit-tracking system. We agree with the agency's potential monetary benefit of \$30 million, which is contingent on the agency receiving adequate funding.

If you or your staff have any questions regarding this memo, please contact Richard Eyermann, acting assistant inspector general for the Office of Audit, at (202) 566-0565; or Michael D. Davis, director of efficiency audits, at (513) 487-2363.

cc: Renee Page, Director, Office of Administration,
Office of Administration and Resources Management
Sandy Womack, Audit Follow-Up Coordinator,
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