



File Code: 1200

Date: November 1, 2013

Route To:

Subject: Memorandum of Understanding and Other Information on Move to Yates Building

To: Deputy Chiefs, and WO Directors

**REPLY DUE NOVEMBER 8, 2013
AND NOVEMBER 22, 2013**

This letter transmits the Memorandum of Understanding (MOU) signed with National Federation of Federal Employees (NFFE) regarding workstation assignments associated with the Yates Building, along with expected move-in timeframes, information for employees who are out of the office during the move period, and additional clean-up guidance. Although the MOU was negotiated on behalf of bargaining unit employees, these procedures and processes will apply to all employees, regardless of bargaining unit status. The process is similar to the process when Washington Office employees located in the Yates building moved to Rosslyn last year. Two forms are enclosed with the MOU, the Justification for Specific Workstation (Fixed) form and the Seating Assignment Template form.

These forms should be completed and submitted according to the following timeline:

- During the week of November 4, 2013, directors will identify fixed workstations within their staff area. Fixed workstations are those that are assigned to a particular position or employee because of a business need or a reasonable accommodation. An example of a business need might be the requirement that an executive assistant sit adjacent to their director. Fixed workstations are the exception, not the rule. The majority of positions will not require a fixed workstation. Fixed workstation requests will be submitted for approval by November 8, 2013. These will be reviewed and approved or rejected during the week of November 11, 2013.
- Once fixed workstations have been designated and approved, staffs will meet to choose employee workstations in accordance with the guidelines in the MOU. Assigned workstations should be added to the Seating Assignment Template form and submitted by close of business, November 22, 2013.

A final floor plan for Yates, with workstations identified by number, will be distributed the week of November 4, 2013.

All staffs must have staff seating assignments complete by November 22, 2013. The quick turn-around time will help ensure that any approved reasonable accommodations are in place when employees move to Yates. Additionally the Chief Information Office needs to know who is assigned to each individual workstation to complete installation of wiring for computers and telephones.



Move:

The move will take place in two phases. Staffs situated on the 4th floor of the Yates Building will move in mid-December, and the rest of the Washington Office will move in early January. We will share move dates and more details about packing shortly.

If you will be out of the office during the time your staff is scheduled to move, identify a buddy who will be responsible for your belongings. Make certain that your supervisor is aware of your plans, and the name of your buddy. It is the responsibility of supervisors to confirm that this buddy system is in place for all employees under their supervision. After we move out of the Rosslyn buildings we will not be able to return to the buildings except with special permission.

Clean-up:

All workstations and staff areas are to be fully cleaned and ready to be packed up by December 6, 2013. By that date, only items you wish to move to Yates should remain in your office area. Instructions have been sent to all employees for cleanup and packing, and are available on the [Space Odyssey website](#).

Coffee makers, microwaves, refrigerators, water coolers, fans, and heaters will not be moving to the Yates Building. Attach an AD-107 to these items if purchased with Forest Service funds and place the smaller items on the tables provided on each Forest Service occupied floor in the Rosslyn buildings so they may be recycled. Items purchased by individuals should be removed from the Rosslyn buildings.

Filing and storage space will be extremely limited in the Yates Building. Keep this in mind as you complete your cleaning, scanning, and packing operations over the coming weeks. Questions about this MOU or other information transmitted by this letter may be directed to Bill Helin at whelin@fs.fed.us or 202-205-0883. I thank you for your outstanding efforts to support our building consolidation and move into Yates, and look forward to working together in our bright and modern new space.

/s/ J. Lenise Lago

J. LENISE LAGO

Deputy Chief for Business Operations

Enclosures:

cc: All WO Employees