MEMORANDUM FOR FILE:

FROM: Ryan Jackson

Chief of Staff

SUBJECT: Pilot Project for Duty Station of Region 9 Administrator

I am establishing a pilot project in Region 9 concerning the Duty Station of the Regional Administrator. It has been my experience at EPA that, in general, the work of senior level positions is highly portable. The policy setting and managerial duties are often done from remote locations, either because the individual is traveling to meetings or because they are connected by phone or video conferencing to national meetings that are taking place elsewhere. Based on my determination that the duties can be done from a myriad of locations, I am instituting a pilot program to place the duty station in Los Angeles, CA for a period of a year. At the end of the year I will evaluate the pilot and determine whether to continue it for another year.

Los Angeles, CA is a logical place to perform the pilot in that we will be able to test several aspects of the pilot. These are: 1) closer proximity to elected local and state officials -Southern California hosts the majority of elected officials in the Regions; 2) Better engagement with tribes – the majority of R9 tribes are in Southern CA and Arizona; and, 3) Proximity to outer areas of regions – travel to HI and the territories promotes better collaboration. Attached to this memo is a Guidance document on how to implement the pilot project.

cc: Alexis Strauss, Region 9

Donna Vizian, OARM

Matt Leopold, OGC

Guidance for Establishing a Duty Station in Los Angeles

Since this is a pilot for establishing the duty station for the Region 9 Regional Administrator in Los Angeles, CA, the following guidance is provided to the Region:

Travel

- Since the duty station is Los Angeles, all official travel will commence and end in Los Angeles, CA.
- Travel to San Francisco should not occur more frequently than twice a month. In the event a special occurrence requires the RA to travel to San Francisco more than twice in a given month, the circumstances should be documented in a memo to the file to be reviewed in the evaluation of whether the pilot is effective. Any travel to San Francisco that is more than three times in a given month needs to be approved by the Chief of Staff.
- Under standard Region 9 operating procedures, all travel and Time and Attendance documents will be approved by the DRA.

Local Travel

- Official time does not include commuting time; any commuting time must be outside of the designated work hours.
- EPA cannot pay for home-to-work transportation. All transportation between the home and the duty station must be paid by the employee.
- The RA is authorized to telework no more than once a pay period.

Support

- The Regional Administrator will have an office in Region 9's Los Angeles office supported by the SEE employee in San Francisco who traditionally supports the RA position.
- Region 9 has daily non-electronic signature documents for the Regional Administrator. Under Federal Register rules these need to be originally signed copies. To the extent that it is feasible and authorized, the Regional Administrator may delegate these duties to another individual.

Supervision

- The Regional Administrator will establish a system for providing supervision from a remote location. This might include regular VTC meetings, weekly goals, phone calls, regular reports, and other methods of supervision he or she finds useful.