



**U.S. Citizenship  
and Immigration  
Services**

September 3, 2015

Mr. Michael Knowles  
President, AFGE Local 1924  
P.O. Box 1678  
National Capital Region  
Washington, DC 20013-1678

Dear Mr. Knowles:

Consistent with the provisions of Article 9A of the United States Citizenship and Immigration Services (USCIS) and AFGE NCISC 2010, Collective Bargaining Agreement, (Agreement 2010) this letter is to formally serve notice of the change in working conditions affecting bargaining unit personnel in the Office of Transformation Coordination (OTC) located in Washington, DC.

- A. **Nature and Scope of Change:** To mitigate the space shortage concern and improve employee work-life balance, OTC intends to implement an Office-Sharing Initiative and telework expansion for its employees in the National Capital Region.
- B. **Description of the Change:** This change is to establish an office-sharing initiative for OTC employees who work from an alternate worksite 5 days or more during a per pay period to include regular scheduled days off due to an alternate work schedule. All laws, regulations, orders, policies, directives, guidance and training requirements of the government's Telework program (core telework, as defined in Article 47) apply to the OTC's Telework program to include the Telework Management Directive (No. 123-001.1), a signed G-1129 (Telework Program Application and Agreement), and G-1129A (Employee Certification of Safety for the Telework Program).
- C. **Plans for Implementing the Change:** Implementation will consist of participating employees sharing designated office space with double-staged docking stations. Employees asked to share an office with another employee will be allowed one week to find an employee within OTC to share an office. If an employee does not find another employee with whom to share an office, Management will assign them to an office.
- D. **Necessity for the change:** OTC is fully utilizing its present allotment of space. Eleven additional FTEs were approved, which will result in a need for additional workspace. In order to improve the availability of workspaces for current and future employees, office-sharing will allow OTC to increase telework flexibilities and work/life balance of its employees.

- E. **Proposed Implementation Date:** The Agency proposed to implement this guidance as soon as possible, but no sooner than fifteen (15) calendar days from the date this notice is received.

The Agency is prepared to provide the Union a briefing of the Agency's intended implementation at your request. Please direct any questions or briefing requests regarding this initiative to LER Specialist Cassidy Fludd. She can be contacted by telephone at (202) 233-2503, or by e-mail at [Cassidy.J.Fludd@uscis.dhs.gov](mailto:Cassidy.J.Fludd@uscis.dhs.gov).

Please note that, in accordance with the provisions of the Agreement 2010, the Union has fifteen (15) calendar days to respond with a demand to bargain and to provide initial negotiable proposals.

Sincerely,

A handwritten signature in cursive script that reads "Cassidy J. Fludd".

Cassidy J. Fludd  
Specialist, Labor and Employee Relations Division  
Human Capital and Training