We are making progress with GSA to find additional temporary workspace for employees, and our Real Estate staff has been working very closely with GSA to assist them in posting a solicitation for our space needs.

As for relocation, we plan to move ORO staff currently located in Building 2714 to the soon-to-be acquired leased space. ORO staff currently housed in the basement of the Federal Building will be relocated to 2714, and staff currently housed at OSTI, Building 1916 T-2, and the 2715-1 trailer will remain at those locations. Our overall strategy is to keep functional groups together and to have all of ORO's functional groups located as close as possible to each other.

Recently, we've sent information regarding packing offices, which is the next major phase of activity for employees. The initial schedule is as follows:

- All 2nd floor – Monday, Tuesday and Wednesday; July 16, 17 and 18
- Work for Others – Monday, July 23
- Human Resources – Tuesday, July 24

Randy Smyth, of the AMA organization, is coordinating with assistant managers and heading up the scheduling effort. The ES&H organization developed the revised processes based on their direct experience packing their offices earlier this week. We need to reiterate that you must follow the processes, listed at the end of this message, that have been developed for this activity. The material that you will need to perform your jobs for the next six months will be delivered to your assigned temporary workspace. If you are moving to 2714 or from 2714 to the soon-to-be-acquired leased space, your material will be delivered to those locations as soon as we can.

GSA continues to make progress on developing their plans to abate the asbestos in the Federal Building. ORO management has communicated with GSA at their regional level, and we are confident that they understand the urgency of our situation. GSA is working with State regulators who have a role in reviewing and approving the asbestos abatement project, and we are pleased at the level of progress GSA is making with the State.

In all, things are moving ahead. My thanks to each of you for your hard work, your patience, and your commitment to help ORO carry out its functions in a quality manner despite difficult circumstances.

Larry Kelly
Acting ORO Manager

## Revised Office Packing Processes for Federal Building Employees

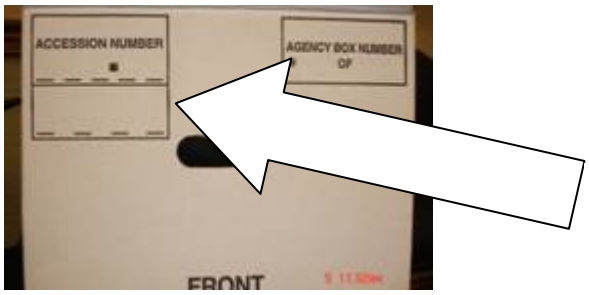
1. Employees are being scheduled (by floor levels) to go to the Federal Building (FB) to pack their office belongings. Entry and exit to and from the FB will be through the main lobby only. Security badges will be checked as part of the normal personnel security procedures. Packing access badges will be provided at the lobby entrance once employees are verified on the approved office packing list. Office packing times are from 7:30 a.m. to 5:00 p.m. Employees should do their best to pack their office in a single day. Appropriate clothes should be worn for this task. However, no open toed shoes will be allowed.

2. Prior to the employee's arrival, all flat surfaces and ergonomic chairs were HEPA vacuumed in employees' offices. Green stickers have been placed on office door frames and chairs that have been vacuumed. Window air units have been sealed with plastic and tape; please do not disturb.

3. Employees must stay within their general office areas while packing their offices. Restrooms will be accessible. Personnel may use the elevators to access their office area. Employees will continue to pack until the office is completely boxed. General office areas, copy centers and corporate file areas should also be packed. Any miscellaneous materials found in common areas or file rooms should have appropriate disposition. Large file rooms and libraries can be packed by other professionals and as coordinated through IRMD.

4. Each employee should use wet wipes to remove any additional dust prior to placing items within the packing boxes. Discard used wipes in the office trash can.

5. Employees will be provided packing boxes, packing tape, markers, and labels for the boxes. Pack all boxes until full. All boxes must be taped closed with an appropriate label placed on the front end of the box over the "Accession Number" square (see figure below). Do not write on the actual box; only write on the label you attach. For plain brown boxes, place the label on one of the ends in the upper left hand corner. Items that will not fit in a box need to be individually labeled. All file cabinets, book shelves, and desk drawers must be emptied. To minimize the potential for injuries or strains, please do not attempt to move furniture in your offices. Also, place a completed label on your ergonomic chair. Boxes should only contain books, work related papers, records, binders, and business related desk related contents. **No IT items, including telephones, should be packed; these items are handled separately from the packing activity.**




Place label here

6. **<u>OUO/UNCI/PII material</u>** must be packed in boxes, taped shut, and labeled "To Be Opened By Addressee Only" over the taped opening. Any discarded OUO, UCNI, and PII material must be placed in approved disposal containers (locked blue bins or burn cans). Do not dispose of any "official records" during this process. Blue bins and burn cans will be emptied throughout the day.

7. Some office areas have been selected for area air monitoring, and other offices may be monitored by conducting personal monitoring. The sample types and locations were based on expected foot traffic and volume of personal articles to be removed.

8. Boxes will need to be sorted according to the following process:

    a. One set of boxes will be for essential items during the next 6-8 months (Short-Term Storage label: yellow header).

    b. Second set of boxes will consist of records/materials that will be relocated to temporary/interim storage until employees return to the Federal Building (Long-Term Storage label: blue header).

    c. All personal items should be wiped, packed, and taken to personal vehicles. General laborers will be available to assist moving boxes to vehicles.

    d. No office supplies should be packed for long-term storage. If you will not need them in the next 6-8 months they should be boxed and labeled "Return to STORES."

9. Long term office facilities are being sought. Packed boxes that are needed for the next 6-8 months will be delivered to the person's assigned offices when established. Other boxes will be stored until the FB has been abated and cleared for occupancy.

10. Recycling bins (green) will be provided for unwanted material. Do not dispose of any "official records" during this process. The number of recycling bins is limited; IRMD will do its best to keep up with the demand.

11. Randy Smyth (576-1830) is the point of contact for all office packing related matters including any questions, comments, or suggestions for improvement.