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National Capital Planning Commission
Attn: Chief FOIA Officer
401 9th Street, NW, Suite 500N
Washington, DC 20004
Email: meghan.hottel-cox@ncpc.gov
FOIA.gov

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April 14, 2025

BY ELECTRONIC MAIL

This letter is in response to your Freedom of Information Act (FOIA) request, submitted to the National Capital Planning Commission (NCPC) on March 16, 2025, and received in this office on March 17, 2025.

In your request, you request a copy of the Agency Reorganization Plan that the NCPC submitted to the Office of Management and Budget (OMB) in February or March 2025, as required by Executive Order 14210, issued on February 11, 2025, entitled 'Implementing the President's Department of Government Efficiency Workforce Optimization Initiative.

In response to your request, there is one responsive document which is attached.

There is no charge associated with this request because it took less than two hours of search time and less than 100 pages of duplication.

This determination may be appealed administratively within ninety days of the date of this letter by writing to the Chairman, National Capital Planning Commission, 401 9th Street, NW, North Lobby 5th Floor, Washington, D.C. 20004 or submitting a letter electronically to the Chairman at info@ncpc.gov. You should clearly mark your correspondence: "Freedom of Information Appeal." You may also seek dispute resolution services from NCPC's FOIA Public Liaison or the National Archives and Records Administration's Office of Government Information Services.

If you need further assistance, please contact me at meghan.hottel-cox@ncpc.gov, the above mailing address, or by phone at (202) 482-7223.

Sincerely,



Meghan Hottel-Cox

General Counsel and Chief FOIA Officer

NATIONAL CAPITAL PLANNING COMMISSION

WORKFORCE OPTIMIZATION INITIATIVE

The **National Capital Planning Commission** (NCPC) was established in 1924 by the National Capital Planning Act to serve as the “central federal planning agency for the Federal Government in the National Capital.”¹ For over 100 years, NCPC has served as a key unifying body overseeing federal development in the National Capital Region and providing oversight of certain District of Columbia development.²

I. NCPC Introduction

NCPC consists of two components—the 12-member Commission and the NCPC agency staff. The Commission is comprised of seven ex-officio members (Secretary of the Interior, Secretary of Defense, Administrator of General Services, Mayor of DC, Chairman of the DC Council, chairman of the Senate Committee on Governmental Affairs, and chairman of the House Committee on Government Reform)³ and five appointees (three presidential appointees and two mayoral appointees)⁴. The Commission is directed by statute to hire personnel, including a Director and “technical and administrative personnel,” including “city planners, architects, engineers, appraisers, and other experts” as they consider necessary.⁵

NCPC agency staff serving the agency’s mission includes an Executive Director supervising three independent divisions, each led by a division director and supported by a small staff team. Each agency division corresponds directly to the statutorily-required duties of NCPC. The National Capital Planning Act charges NCPC with two principal duties⁶:

- (1) Preparing, adopting, and amending a comprehensive plan for the federal activities in the National Capital and making related recommendations to the appropriate development agencies; and
- (2) Serving as the central planning agency for the Government with the National Capital region and reviewing the development programs of the developmental agencies to advise as to consistency with the comprehensive plan.

NCPC has a division for each of these principal duties—the **Long Range Planning Division** supports the Commission in implementing the comprehensive plan and related recommendations for the National Capital Region (detailed in Part II), and the **Current Planning Division** supports the plan and project review work of the Commission (detailed in Part III). In addition to these two statutory duties, NCPC’s third division, the **Operations and Administration Division**, provides all support required for federal agencies generally, including human resources, procurement, information technology and security, and financial oversight (detailed in Part IV).

¹ 40 U.S.C. § 8711(a).

² 40 U.S.C. § 8722.

³ 40 U.S.C. § 8711(b)(1)(A).

⁴ 40 U.S.C. § 8711(b)(1)(B).

⁵ 40 U.S.C. § 8711(d).

⁶ 40 U.S.C. § 8711(e).

In Fiscal Year (FY) 2024, NCPC had already initiated a significant streamlining process, including a Reduction in Force (RIF), approved by the Office of Management and Budget (OMB), and abolishing two Divisions – the Office of Public Engagement and Physical Planning Division. The resulting delayed organization, from 35 employees in five divisions in FY24 to 29 employees in three divisions by the end of FY25, will reduce NCPC to minimal mission-critical staff. This includes an anticipated reduction of at least two senior staff members in FY25 due to retirement and attrition to complete this streamlining effort. Ultimately, these actions combined reduce the NCPC staff by 17%. This workforce optimization process and future plans are detailed in Part V.

II. Long Range Planning Division

The **Long Range Planning Division** (LRPD) covers the core programs of the National Capital Planning Commission that are not driven by the monthly Commission cycle. The division prepares the Federal Elements of the Comprehensive Plan, which is the blueprint for the long-term development of the national capital. The division's work provides the Commission with a decision-making framework for Commission actions on plans, proposals, and policies submitted for its review. The division also prepares and approves a six-year program of federal capital projects for consideration by OMB, to prepare the President's budget.

The LRPD, through comprehensive planning, also identifies critical issues and opportunities facing the federal government in the National Capital Region and evaluates broad-based policy options and priorities through long-range plans and special studies to ensure the effective functioning of the federal government in the National Capital Region. These special studies focus on the changing federal real estate footprint, public space and security, and future commemoration. The division also focuses on planning issues related to a geographical area of federal interest through proactive area planning. It works with the Commission and partners in developing an agenda for public and private action, such as the Pennsylvania Avenue Initiative and Monumental Core Streetscape Guidelines.

The Division consists of one Director and nine support staff—five urban planners/designers, two architects, and three landscape architects with expertise in urban design, land use and zoning, real estate, and transportation (collectively, the “LRPD Staff”).

Each member of the LRPD Staff works on multiple components of the division's work. The statutory requirements that dictate the projects and govern the Division's staff work include:

1. The National Capital Planning Act⁷

Directs NCPC to prepare and adopt a comprehensive, consistent, and coordinated plan (Federal Elements) for the National Capital. Directs NCPC to review and recommend an annual six-year program of federal capital projects in the National Capital Region. The entire LRPD staff work on the Comprehensive Plan and Federal Capital Improvements Program.

⁷ 40 U.S.C. § 8721, 40 U.S.C. § 8723, and 40 U.S.C. § 8724

Directs NCPC to review the District's Comprehensive Plan (District Elements) to ensure they don't negatively impact the federal government's interest or functions in Washington. Directs NCPC to review and provide recommendations to the District of Columbia Zoning Commission on the consistency of proposed text and map amendments with the Federal Elements.

2. Transfer of Pennsylvania Avenue Development Corporation Authorities and Memorandum of Agreement⁸

Directs NCPC to enforce the Pennsylvania Avenue Development Corporation's plan.

Directs NCPC to propose and, when needed, amend, a plan and review building permits that inform Pennsylvania Avenue's future development. LRPD leads the Pennsylvania Avenue redesign initiative and partners with other stakeholders on critical planning projects under this authority.

3. The Commemorative Works Act⁹

Directs NCPC to represent the agency on the National Capital Memorial Advisory Committee (NCMAC) to advise the Secretary of the Interior, the Administrator of the General Services Administration, Congress, and commemorative work sponsors on topics relating to commemoration. Also directs NCPC to review and approve the site and design for commemorative works located on federal lands in Washington, DC or its environs.

4. Foreign Missions Act and The International Center Act¹⁰

One staff member represents NCPC on the District of Columbia's Board of Zoning Adjustment and the Foreign Mission Board of Zoning Adjustment as the agency representative authorized under the Foreign Missions Act, which governs the location and development of chanceries in the District of Columbia.

5. Land Acquisition and Disposition¹¹

NCPC possesses several authorities related to the acquisition and disposal of land. These include acquisition of land for park, parkway, or playground purposes (40 U.S.C. § 8731); acquisition of land subject to limited rights reserved to the grantor (40 U.S.C. § 8732(a)); acquisition of land subject to permanent rights in the land adjoining park property to prevent use of the adjoining property in a manner detrimental to park use (40 U.S.C. § 8732(b)); approval of short term leases by the

⁸ 40 U.S.C. §§ 6701-6716; The Memorandum of Agreement (MOA) among the General Services Administration, the Department of Interior-National Park Service, and the National Capital Planning Commission (61 FR 41789 (August 12 1996)).

⁹ 40 U.S.C. §§ 8901 *et. al.*

¹⁰ International Center Act, Pub. L. 90-553, 82 Stat. 958, as amended by Pub. L. 110-249 (2008); Foreign Missions Act, 22 U.S.C. § 4306.

¹¹ 40 U.S.C. §§ 8731-8737.

Secretary of the Interior of land acquired for park, parkway, and playground purposes when needed immediately for another public purpose (40 U.S.C. § 8733); and approval of the sale of land by the Secretary of Interior when the land is no longer needed for a public purpose (40 U.S.C. § 8735(a)).

4. The Capper Cramton Act¹²

NCPC develops policies in the Comprehensive Plan that guides NCPC's review and approval of park development or management plans for lands acquired with federal funding in Maryland and Virginia under the Capper Cramton Act.

5. The Height of Buildings Act¹³

NCPC develops policies in the Comprehensive Plan that guides compliance with the Height of Buildings Act in NCPC's review of projects in Washington, D.C.

6. The National Environmental Policy Act¹⁴

NCPC must comply with the National Environmental Policy Act when it updates the Comprehensive Plan and reviews projects in Washington, D.C., and projects on the Capper Cramton Land.

7. The National Historic Preservation Act¹⁵

NCPC must comply with the National Historic Preservation Act when reviewing projects in Washington, D.C., and projects on Capper Cramton Land.

8. Inter-Agency Security Committee¹⁶

On October 19, 1995, six months after the Oklahoma City bombing of the Alfred P. Murrah Federal Building, the President issued Executive Order (EO) 12977, creating the ISC to address continuing government-wide security for federal facilities. On November 27, 2023, the President signed EO 14111, which supersedes EO 12977, to reinforce the importance of federal facility security in the face of persistent and emerging threats. NCPC is a charter associate member of the ISC and LRPD staff represents the agency for ISC coordination and policy development efforts.

9. Overhead Wire Law¹⁷

Congress passed a law on September 15, 1888, that prohibited overhead wires in certain parts of Washington, D.C., and the law is still observed and enforced today.

¹² Capper-Cramton Act of 1930, 46 Stat. 482, ~~as amended~~.

¹³ Height of Buildings Act of 1910, Pub. L. 61-196, 36 Stat. 452.

¹⁴ 42 U.S.C. §§4321.

¹⁵ National Historic Preservation Act, Pub. L. 89-665, as amended by Pub. L. 96-515 (2014).

¹⁶ Exec. Order No. 12,977, 60 Fed. Reg. 54,411 (October 19, 1995).

¹⁷ D.C. Code § 34-1402 (1988).

LRPD develops policies in the Comprehensive Plan that guide the NCPC's review of applicant agency compliance with the Overhead Wire Law.

With the significant statutory requirements NCPC is mandated to provide for long-range planning, the 10-member LRPD staff efficiently serves the agency in these required roles for the federal interests in the National Capital Region.

III. Current Planning Division

The **Current Planning Division** is the plan and project review arm of the National Capital Planning Commission. The division supports the 12-member Commission, which meets in person every month (except August) to adopt, approve, or provide guidance on development projects that impact the function and beauty of the Nation's Capital and the National Capital Region. This extends to federal plans and projects in Washington, D.C., and parts of Maryland and Virginia, the District of Columbia government projects, and certain private development in Washington, D.C.

The Division consists of three urban planners, two architects, one landscape architect, one historic preservationist (collectively, the "Plan Review Staff"), a commission support specialist and public affairs specialist (together, the "Commission Support Staff"), and the agency's general counsel/secretariat. On average, the division's Plan Review Staff reviews 120 projects per year in accordance with standards set forth in the Comprehensive Plan for the National Capital and Executive Orders. Staff prepare project recommendations for Executive Director Reports that are presented to the Commission each month for consideration.

The statutory requirements that dictate the projects the Commission must review, and thus govern the Division's Plan Review Staff work include:

1. The National Capital Planning Act¹⁸

Directs NCPC to review and approve plans and development for federal land in the National Capital Region, District of Columbia owned land, and certain privately owned land in Washington, D.C.

2. The Commemorative Works Act¹⁹

Directs NCPC to review and approve the site and design for commemorative works located on federal lands in Washington, D.C. or its environs.

3. The International Center Act²⁰

Directs NCPC to review and approve new chanceries and headquarter development at the International Chancery Center in Washington, D.C. NCPC reviews new

¹⁸ 40 U.S.C. § 8722.

¹⁹ 40 U.S.C. §§ 8901 *et. al.*

²⁰ International Center Act, Pub. L. 90-553, 82 Stat. 958, as amended by Pub. L. 110-249 (2008).

chanceries at the Foreign Mission Center in accordance with an MOA with the Department of State.

4. The Capper Cramton Act²¹

Directs NCPC to review and approve park development or management plans for lands acquired with federal funding in MD and VA under the Capper Cramton Act.

5. The Height of Buildings Act²²

NCPC ensures compliance with the Height of Buildings Act in its review of projects in Washington, D.C.

6. The National Environmental Policy Act²³

NCPC must comply with the National Environmental Policy Act when reviewing projects in Washington, D.C., and projects on Capper Cramton Land.

7. The National Historic Preservation Act²⁴

NCPC must follow the National Historic Preservation Act when reviewing projects in Washington, D.C., and projects on Capper Cramton Land.

The Commission Support Staff and Secretariat provide other statutorily mandated services to support the division's work and the Commission's meetings and outreach. First, the Commission Support Staff work together to ensure Commission agendas, project materials, reports, and actions are all accurately reported and available to the public, as required by the Sunshine Act,²⁵ Freedom of Information Act,²⁶ and OMB's Open Government directive²⁷. Second, the Commission Support Staff serve as the direct public liaison for NCPC, including assisting applicants and the public with participation in public meetings, responding to media and public inquiries, and ensuring accurate record keeping for the Commission, as required by those same statutes. The Commission Support Staff and Secretariat also prepare all materials for the Commission members and staff at the Commission meetings.

Finally, the general counsel, in addition to the Secretariat duties, provides legal advice to the Commission and agency staff, serves as the Designated Agency Ethics Official²⁸, and is the agency's Chief FOIA Officer²⁹.

²¹ Capper-Cramton Act of 1930, 46 Stat. 482, *as amended*.

²² Height of Buildings Act of 1910, Pub. L. 61-196, 36 Stat. 452.

²³ 42 U.S.C. §§4321.

²⁴ National Historic Preservation Act, Pub. L. 89-665, as amended by Pub. L. 96-515 (2014).

²⁵ 5 U.S.C. § 552b.

²⁶ 5 U.S.C. § 552.

²⁷ Office of Mgmt. & Budget, Exec. Office of the President, OMB M-10-06, Open Government Directive (2009).

²⁸ 5 C.F.R. § 2638.104 (requiring each agency head to appoint a Designated Agency Ethics Official).

²⁹ 5 U.S.C. § 552(j)(1) (requiring each agency to appoint a Chief FOIA Officer).

IV. Operations and Administration Division

The Operations and Administration Division (OAD) provides comprehensive support to both the Commission and staff, encompassing all aspects of administrative functions and operations. Overseeing and managing a range of crucial administrative functions falls under the purview of the OAD; these functions include the logistical planning of Commission meetings, effective human resource management, the efficient management of finances and accounting, and the comprehensive process of budgeting which includes the formulation, execution, and justification of the NCPC budget.

The organization relies on the OAD to provide comprehensive oversight and management for the internal control systems and the execution of internal audits. The agency's financial management includes, as significant components, the processes of acquisitions and government contracting. Regarding space and facilities management, OAD maintains consistent communication and coordination with the General Services Administration (GSA) and the NCPC leased space building's management personnel. A detailed record of all government-furnished equipment provided to the NCPC is systematically kept and updated in a property inventory managed by the OAD. Under the oversight of OAD, the Information Technology department is responsible for overseeing systems and network maintenance, website maintenance and cybersecurity.

Thus, OAD provides all the statutorily required administrative functions, security measures, and oversight reviews.

V. Workforce Optimization

Executive Order 14210, "Implementing the President's 'Department of Government Efficiency' Workforce Optimization Plan," requires each agency to consider and prepare a plan on ways to make the agency as streamlined, efficient, and lean as possible based on the statutory mandates for the agency. In line with these goals, NCPC recently underwent two major optimization initiatives to downsize the agency—a physical footprint reduction in our office space and a reorganization and Reduction in Force (RIF). Those efforts coupled with upcoming attrition have fully optimized NCPC's space and operations.

Physical Footprint Reduction

In accordance with the GSA-led Federal Government-wide initiative focused on workspace optimization through restacking and downsizing, NCPC proactively decreased its office space utilization throughout fiscal years 2020 through 2022. During the renegotiation of our GSA lease, we transitioned to a more efficient workspace by reducing our square footage, which led to significant cost savings. Specifically, NCPC reduced the leased space by 4,331 square feet, an approximately 15% reduction in square footage.

Reforming the Federal Workforce to Maximize Efficiency and Productivity

In FY2023, NCPC received indications that many FY2024 federal agency budgets, including NCPC's, potentially would be negatively impacted compared to our current level of operations. As a prudent measure, we reviewed budget risk mitigation measures and found that our options were limited. Facing the possible reduction to our current funding

level in future years, we explored several cost-saving opportunities, including early or voluntary retirement. The initial budget adjustment review focused on reducing non-mission critical, non-labor costs. The new agency budget forecasts scaled back our non-labor line items to only those necessary to maintain essential operations, such as office rental payments and critical utilities.

Following a thorough review of our budget, we examined each line item related to labor costs in detail. To reduce labor costs in FY 2024, we received approval from both the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB) to offer voluntary retirements (VERA) and voluntary separation incentives (VSIP) to qualified agency employees. We offered the VSIP option in the period beginning on September 1, 2023, and ending March 31, 2024. The VERA (Voluntary Early Retirement Application) period formally opened on September 1, 2023, and closed on December 1, 2023.

NCPC analyzed and re-evaluated the NCPC workforce, comparing it to our work plans and manpower utilization. To ensure the most efficient work products, NCPC had to restructure and de-layer our workforce to right-size the organization. NCPC reviewed all 35 full-time equivalent employees (FTEs) and determined that an agency-wide reorganization and de-layering to reduce the number of top-level management positions and eliminate all surplus positions was necessary. The plan resulted in the following:

- Eliminated two divisions (eliminating two top-level management positions) and redistributed the eliminated division FTEs. The two management positions will phase out in FY2026 through regular attrition (planned retirements). Those positions will not be hired behind.
- Eliminated the four surplus FTEs (due to duplicative efforts) in the redistribution.
 - 2 GS-13 positions
 - 1 GS-5 position
 - We had one employee accept the VSIP offer, which will not be backfilled.
 - 1 GS-14 position

As a result of the actions above, the NCPC workforce was reduced from 35 to 31 FTEs in FY2024. Furthermore, anticipating the retirement of two GS-15 employees this fiscal year (FY2025), which will not be filled upon retirement, will see a reduction in the NCPC workforce from 35 to 29 FTE positions.

Through the implementation of the NCPC budget reduction initiative, the organization achieved cost savings amounting to \$660,000. In FY2026, the phasing out of two GS15 positions is expected to generate an additional \$380,000 for a total of \$1,040,000 in cost savings for the organization. In summation, the total cost accounts for roughly 23% of the overall NCPC allocated budget for labor. Having downsized to the maximum extent possible, NCPC's staffing has been reduced to a single personnel functioning capability in most critical areas.

If you have any questions, please contact any member of the NCPC DOGE Team:

- Tamara Lewis, DOGE Team Lead (Tamara.Lewis@ncpc.gov; 202-482-7229)
- Meghan Hottel-Cox, General Counsel (Meghan.Hottel-Cox@ncpc.gov; 202-482-7223)
- Lori Abidin, Human Resources Officer (Lori.Abidin@ncpc.gov; 202-482-7216)