From:	Corbett, Krysti
To:	Morton, Gary; Morrison, Denise; Tim Seidman; Davis, Zakiya; Mills, Lesley; Sims, Mark; Oliver, Priscilla
Cc:	Doolan, Stephanie; Greaves, Natasha; Johnson, StacyD; Galloway, Barbara; Wells, Jeffrey; Martin, JohnT
Subject:	Notice: OEI Survey/Focus Groups
Date:	Friday, October 12, 2018 12:13:00 PM
Attachments:	Focus Group questions for EPA Employees .docx

All,

This is notice that OEI will be conducting surveys via focus groups to solicit feedback on how to improve OEI's communications and improve employees' overall IT experiences.

EPA has hired a consultant firm to facilitate the focus group sessions. Employees will be notified that they have been selected to participate via email from the OEI Communications Director, John T. Martin. Participation in this effort is voluntary. The sessions will occur on October 29-30, 2018 and November 1, 2018, and will last approximately 2 hours. In-person sessions will be conducted in headquarters and regions 5 and 6. Additional focus groups of the remaining regions/locations will be conducted virtually.

The questions will be general and open ended to help spur conversation centered around assessing people's knowledge of OEI, their past experience with OEI's communications, information they want OEI to share, and ways they prefer to receive information.

Stacye Johnson is the LER Specialist assigned to this issue. If you have any questions or concerns you can contact her at Johnson.stacyd@epa.gov or (202) 564-3941.

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