To: R8 SLT[R8_SLT@epa.gov]
Cc: Bielenberg, Ben[Bielenberg.Ben@epa.gov]
From: Vuong, Stephanie
Sent: Thur 9/22/2016 6:02:44 PM
Subject: Draft FY16 Org Assessment - Please Review NLT Thurs, 9/29
DRAFT R8_FY16 Org Assessment_9.22.16.docx

SLT,

Thank you for providing timely & thorough input for the ***FY 2016 Organizational Assessment***. Please review & provide comments on the first draft of the document **NLT COB Thurs, 9/29**. A few requests:

•□□□□□□□□ As in previous years, if you would like to add an accomplishment to this document, it would be most helpful if you can recommend which accomplishment to remove to make room for the addition (due to very specific space & font requirements)

•□□□□□□□□ Please review all performance data for accuracy & provide any updates

Below is the development timeline. Please contact me if you have questions.

Regards,

Stephanie

Stephanie Vuong

Regional Planner / Incoming LRC for OA & OITA

U.S. EPA Region 8

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FY 2016 Region 8 Organizational Assessment – Development Schedule:

DATE DUE	ACTIVITY
Thursday, September 15	***SLT** provides input on most significant program accomplishments & challenges for FY 2016 (no more than 2 pages; bullet points) for the Organizational Assessment to Stephanie Vuong and Ben Bielenberg.*
Thursday, September 22	*Stephanie Vuong submits draft Organizational Assessment to SLT for comments.*
Thursday, September 29	**SLT comments on draft Organizational Assessment due to Stephanie Vuong.**
Monday, October 3	Stephanie Vuong submits Organizational Assessment to RA and DRA for final review.
Thursday, October 6	**RA and DRA** provide final comments on Organizational Assessment.
Friday, October 7	Stephanie Vuong submits Organizational Assessment to OARM.