To: Minoli, Kevin[Minoli.Kevin@epa.gov]
From: Darwin, Henry
Sent: Thur 12/14/2017 1:13:13 PM
Subject: FW: FOIA Request for the Employee Survey on Efficiencies

Please do not share this message, but I wanted you to know the background.

Henry

From: Darwin, Henry
Sent: Thursday, December 14, 2017 8:12 AM
To: White, Elizabeth <white.elizabeth@epa.gov>
Subject: FW: FOIA Request for the Employee Survey on Efficiencies

Beth:

I don't think you recall, but we had a meeting in Ryan's office pretty soon after your arrival.

Ex. 5 - Deliberative Process

Thanks

Henry

From: Minoli, Kevin
Sent: Wednesday, December 13, 2017 11:02 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>
Subject: Re: FOIA Request for the Employee Survey on Efficiencies

checking in on this one to see if we can close it out on Thursday, Thanks, Kevin

Kevin S. Minoli

Acting General Counsel

Office of General Counsel

US Environmental Protection Agency

Office Line: 202-564-8040

Direct Dial: 202-564-5551

From: White, Elizabeth
Sent: Monday, December 11, 2017 10:24 AM
To: Minoli, Kevin; Flynn, Mike; Darwin, Henry
Subject: RE: FOIA Request for the Employee Survey on Efficiencies

Henry and Mike - Is there something I can do to facilitate this?

Beth White

Director, Office of the Executive Secretariat

U.S. Environmental Protection Agency

(202) 564-1781 direct

Ex. 6 - Personal Privacy cell

From: Minoli, Kevin
Sent: Sunday, December 10, 2017 5:16 PM

To: Flynn, Mike <Flynn.Mike@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>
Cc: White, Elizabeth <white.elizabeth@epa.gov>
Subject: Fwd: FOIA Request for the Employee Survey on Efficiencies

Hi Mike and Henry- Reporters and litigants have singled out conversations with my employees in articles and court filings. When we are in litigation or are in the middle of processing the request, I tell my folks that is just part of the job. Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process If there is anything I or my office can do to help facilitate the response to this request, please do just let us know.

Thank you, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

Begin forwarded message:

From: "Minoli, Kevin" <Minoli.Kevin@epa.gov>
Date: November 20, 2017 at 12:16:34 PM EST
To: "Darwin, Henry" <darwin.henry@epa.gov>, "Flynn, Mike" <Flynn.Mike@epa.gov>
Subject: FOIA Request for the Employee Survey on Efficiencies

Hi Henry and Mike- About six weeks ago I had folks drop what they were doing to prioritize the review and redaction of the employee survey on efficiencies at the request of the AO.

Ex. 5 - Deliberative Process

Kevin S. Minoli

Acting General Counsel

Office of General Counsel

US Environmental Protection Agency

Main Office Line: 202-564-8040

From: This Week @ EPA
Sent: Monday, November 20, 2017 11:15 AM
To: This Week @ EPA <epanews@epa.gov>
Subject: This Week @ EPA - November 20, 2017

November 20, 2017

Banner photograph taken by James Blodgett, Office of Enforcement and Compliance Assurance, in the Blue Ridge Mountains, Virginia.

Senior Leadership Message | Hot Topics | Key Dates | Video Spotlight | Health & Wellness | IT Corner

This Week @ EPA will be on hiatus next week, November 27, we plan to publish the next issue on December 4. Best, The Office of Internal Communications.

Senior Leadership Message

Colleagues,

Since my July message in This Week @ EPA, we have launched the effort to establish the **EPA Lean Management System (ELMS)**. At its core, ELMS involves:

- Measuring what matters and setting targets;
- Visually tracking performance against targets and identifying gaps between our targets and actual results; and
- Using countermeasures to close the gaps when we're not meeting targets.

Measurement is essential to understanding how well we are carrying out our mission. On Oct. 4, Administrato Pruitt released EPA's FY 2018-2022 Draft Strategic Plan and strategic measures. In addition to proposing aggressive targets for the strategic measures in the Draft Strategic Plan, your senior leaders are developing **mission measures** to reflect what our customers value and what the American taxpayers expect. We will track our progress on both sets of measures and resolve problems preventing us from meeting our targets.

I am assembling a team to deploy ELMS. The first two members of the team are Serena McIlwain, who is serving as EPA's Performance Improvement Officer, and Kevin DeBell, who is my Special Assistant. I am als establishing an Office of Continuous Improvement to support this effort.

To keep you informed of our work, we have developed an ELMS Intranet site. I encourage you to check out th site now and refer to it often, since it serves as a central point of information on ELMS. We plan to continually improve the site, and you can assist us by using the site's feedback box.

The success of ELMS depends on each of us. Together, we will solve the challenges we face, promote accountability without blame, and sustain the process improvements we make. I look forward to working more closely with all of you to deliver EPA's critically important mission.

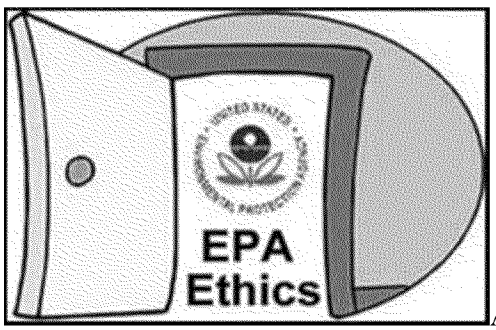
Read the full version of this message.

Henry Darwin

Assistant Deputy Administrator and Chief of Operations

Hot Topics

2017 Annual Ethics Training now available

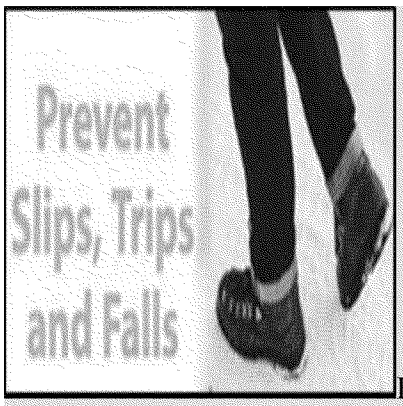


All EPA employees have a duty to understand our ethical obligations. T year's course -- "Follow the Money – Gifts and Travel" -- examines ethics considerations related to…you guessed it: gifts and travel! You'll get a brief overview of your federal ethics requirements and then dive into do's and don'ts of giving and receiving gifts, including the gift of travel.

While all employees are encouraged to complete the annual ethics training, employees who file financial disclosure reports (the OGE-278 or the OGE-450) are **required** to take it. Why should they have all the fun, though? Ethics is for everyone!

Take your 2017 Annual Ethics Training today. The deadline for completion is Dec. 31, 2017.

CFC Giving Tuesday is Nov. 28



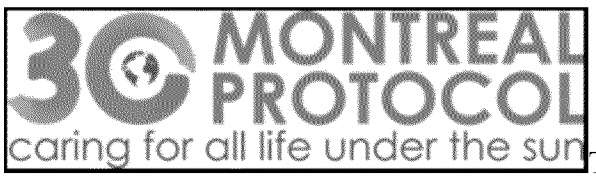
Be a part of a federal employee giving wave on Nov. 28 – Giving Tuesday. Eac year since 2012, Giving Tuesday has been celebrated on the Tuesday after Thanksgiving as a global day of giving fueled by social media. This annual day, dedicated to making a difference in the lives of others, marks start of the charitable giving season. During this time for giving thanks, #GivingTuesday is an opportunity to help those who are less fortunate.

How to get involved:

- Give online at www.opm.gov/showsomelovecfc. For more information about the CFC, reasons for donating, and how to donate, go to EPA's 2017 CFC intranet page.
- Join the giving movement by following along with #GivingTuesday on social media.
- Plan and take part in unique ways at various EPA CFC events next week to show thanks and celebrate th opportunity to give.
- Generate engagement through seasonal activities like a pie-baking contest, or host a Thanksgiving-them potluck.

Let's show the country the generosity of federal employees by making #GivingTuesday the biggest one-day pledge total during the entire campaign.

Montreal Protocol 30th anniversary

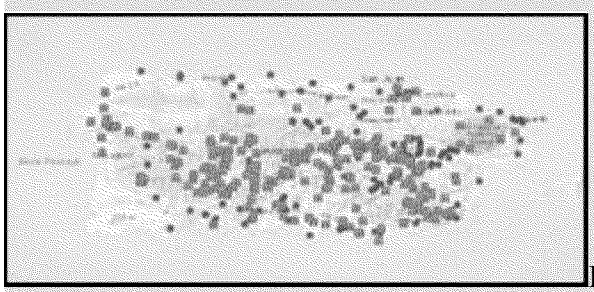


This year marks the 30th anniversary of the *Montreal Protocol o Substances that Deplete the Ozone Layer*, an international agreement focused on healing the ozone layer and protecting the planet from harmful ultraviolet radiation. All 197 ratifiers of the treaty (196 states and the European Union) have cooperated to substantially reduce the use of over 100 harmful ozone-depleting substances, including refrigerants and aerosol propellants known as chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs).

The United States has achieved – and exceeded – its Montreal Protocol targets through a "worst-first" approac which focuses first on those chemicals that have the highest ozone depletion potentials. Together, EPA and ot government agencies, industries, trade associations, and environmental organizations have worked to meet ph out targets, develop transition plans away from ozone-depleting substances, and identify acceptable alternativ

This week, representatives from around the world meet in Montreal to continue working on the Montreal Protocol and celebrate 30 years of progress and achievements. As a partner, the United States alone will avoid more than 280 million cases of skin cancer and over 1.5 million skin cancer deaths by phasing out all ozone-depleting substances by 2030. Montreal Protocol participants expect the ozone layer to recover by mid-centur

Story map highlights EPA's response to Hurricane Maria



EPA continues to help Puerto Rico and the U.S. Virgin Islands recover from damage caused by Hurricane Maria. EPA's response includes informing communities of the ma health and environmental hazards they face after a hurricane, sampling drinking water and wastewater system and assessing Superfund sites.

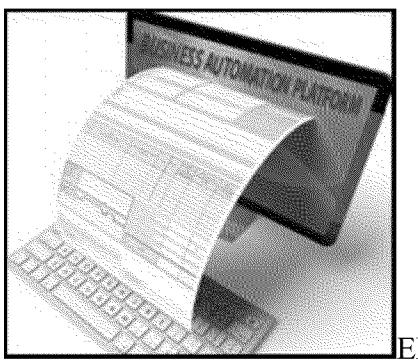
EPA's response to Hurricane Maria is highlighted in a story map, which brings the agency's response to life through maps and text. This story map presents information on several components of the response effort, including:

- Coordination of EPA's response, which is managed by Region 2, through the Regional Emergency Operations Center;
- Community outreach;
- Assessment of facilities permitted under five different federal programs;
- Sampling of drinking water and wastewater systems; and
- Debris management.

Many thanks to the following team members who helped to develop the story map:

- Grace Smith (Region 2) – Chief, Information Management Section
- Chris Jimenez (Region 2) – Deputy Regional Incident Coordinator for Puerto Rico Operations
- Gary Lipson (Region 1) – Assistant Deputy Regional Incident Coordinator for Puerto Rico Operations
- Carsen Mata and Sophia Rini (Region 2) – Assistant Public Information Officers
- Rusty Harris Bishop (Region 9) – Public Information Officer
- Michael Hoppe (Region 2), Joe Schaefer (Region 2), and Michael Cofsky (Region 1) – Regional Emerger Operations Center, Data Unit

New advisory group to ensure BAP projects support agency strategies



EPA recently established a new executive advisory group (EAG) to help lead a manage the migration of Lotus Notes web forms as well as the development of new forms using the new Business Automation Platform (BAP). Known as the BAP EAG, the group will work to ensure BAP projects align with the priorities and needs of region and program offices throughout the agency.

The group will work to:

1. Review agency business processes undergoing or needing automation;
2. Collaborate to ensure BAP application development is a good solution;
3. Align potential projects with agency needs and priorities;
4. Provide project recommendations to senior leaders; and
5. Implement approved BAP solutions.

EPA is retiring Lotus Notes applications, emails, and web forms by the end of the calendar year. As part of th effort, Lotus Notes forms are migrating to different platforms based on organizational needs and plans of the

form owners. Some owners have migrated forms to the Business Automation Platform, while others are transitioning their forms to SharePoint or FormSmart. In some cases, owners have discontinued the use of a fo entirely.

If you have a project that you'd like to submit to the BAP, contact BAP-Request@epa.gov or visit the Busines Automation Platform Community SharePoint page

Thanks to EMS: No kidding, these goats are great for overgrowth

In an effort to transform its property into a more attractive habita for pollinators, the Office of Research and Development's Atlantic Ecology Division (AED) in Narragansett, was looking for a way to thin overgrown areas. Working through their environmental management system (EMS), AED identified different options, assessed the environmental impacts associated with each one, and selected an approach that advanced multiple environmental objectives at once.

During the summers of 2016 and 2017, the AED invited goats from a local micro-farm to munch their way through the facility's overgrowth. The goats safely removed poison ivy and other noxious plants, protecting pollinator habitat from invasive species, creating space for new pollinator-friendly species, and clearing vegetation for ground-nesting pollinators. By using goats rather than conventional gas-powered machinery, E was able to clear the area without releasing emissions into the environment or applying herbicides.

Having an EMS helped facility representatives "see the whole picture" and ensure that they were thinking abo all aspects of the environment when developing this plan. Learn more about how EMSs are helping EPA facilities improve their efficiency and reduce the agency's environmental footprint by visiting the Environmen Management System intranet site.

Key Dates **Video Spotlight**

Click on each event below to get more details.

Click on the "Add to Calendar" button to add an event to your Outlook calendar.

If you see a log-in screen, please click on your EPA email, or if prompted, enter your email and network password.

Happening this week:

Coming soon:

Nov. 28: CFC Giving Tuesday

Nov. 28: Bloomberg BNA Training: Environment & Energy Report

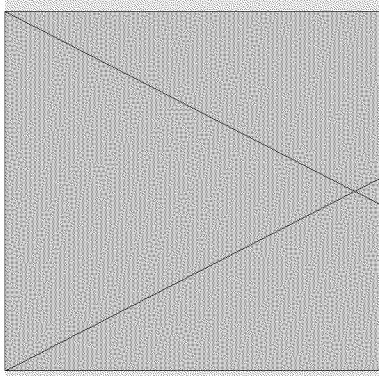
Nov. 28: W3C WCAG 2.0 Resources

Dec. 5: CFC International Volunteer Day

Dec. 7: Lean Overview

How to Build a Firewood Storage Shed

This video demonstrates how to build a firewood storage shed to properly store and dry firewood. It's simple to build, using mostly straight cuts, no mitered corners joints. The shed holds about one cord of wood, i.e., 4 feet by 4 fe by 8 feet. The cost of materials the shed are about $250 and it takes two people about 5 hours build. Learn more about the Bur Wise program on their site.



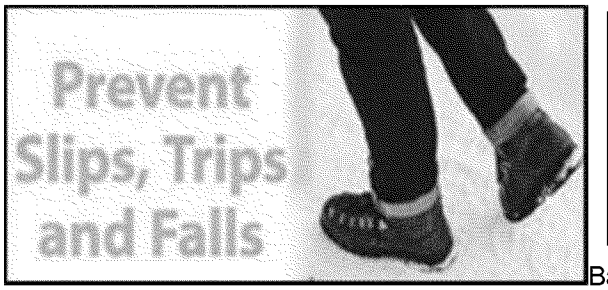
Total time: 5:44

Health & Wellness

Prevent slips, trips, and falls this winter

IT Corner

Think you can take on the OneDrive challenge?



Based on data reported by EPA employees, slips, trips, and falls make up the number one category of work-related injuries and illnesses at the agency.

During the winter, icy and snowy weather can create additional hazards. Consider these tips to prevent slips, trips, and falls at work:

- Wear sturdy footwear appropriate for the weather.
- Clean up office clutter and properly store computer cords.
- Report spills and water or ice tracked into walkways right away.
- Pay attention while walking and avoid multitasking (e.g., using cellphones).

If you suffer an injury or illness at work, report it to your supervisor and the program manager for the Safety, Health and Environmental Management Program, or call the EPA Injury and Illness Reporting Hotline at (877) 301-SAFE (7233). For more information, visit the Physical Hazards in the Office intranet site.

EPA's Office 365 Customer Adoption Team is launching a series of challenges aimed at helping you begin using OneDrive, if you haven't already.

OneDrive is a personal document library where you can store your work files. The series of three challenges will help walk y through adding OneDrive to your EPA-issued computer, movir files from your Desktop or Documents folder to OneDrive, and sharing a document from OneDrive with a colleague.

- Challenge 1: Sync Challenge (Nov. 27-Dec. 1)
- Challenge 2: Desktop to OneDrive Challenge (Dec. 4-8)
- Challenge 3: Share Challenge (Dec. 11-15)

Completing each challenge will enter you in a raffle. If your name is drawn, you receive bragging rights and an award from the friendly Office 365 Customer Adoption Team.

Be sure to also watch the Top 5 Reasons to Use OneDrive vide or visit the new OneDrive intranet page.

We would love to hear your feedback about this newsletter. Please contact us at: **internalcomms@epa.gov** | **http://intranet.epa.gov/internalcomms**

Looking for previous editions of the Newsletter? Go to the **Newsletter Archive**