Message

From: D'Amico, Louis [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=78A91F83C4414910BE286EFE02004DBC-D'AMICO, LOUIS J.]
Sent: 9/21/2018 5:40:56 PM
To: Bahadori, Tina [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7da7967dcafb4c5bbc39c666fee31ec3-Bahadori, Tina]; Vandenberg, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=dcae2b98a04540fb8d099f9d4dead690-Vandenberg, John]
Subject: RE: ISA introductory/topical briefing
Attachments: EPA template.pptx

Hi Tina and John,

Just as follow up. Here's a template to use for the transition briefings. Let me know if you have any other questions.

Thanks again!

-Lou

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From: D'Amico, Louis
Sent: Thursday, September 20, 2018 2:07 PM
To: Bahadori, Tina <Bahadori.Tina@epa.gov>; Vandenberg, John <Vandenberg.John@epa.gov>
Subject: ISA introductory/topical briefing

Hi Tina and John,

In anticipation of the arrival of a new political staff member to take Richard Yamada's place, the IOAA is starting to prepare for briefings on high-profile ORD topics to orient our new addition to the front office. I've been asked to work with both of you on the development of a slide deck on the ISAs, and specifically on the PM and Ozone ISA activities.

The idea is that these slide decks should be in the ballpark of 10 slides. Something that you talk from, more than rely on to provide all the content. We anticipate that this will be one of the first briefings the new political will receive.

I don't know what you have for when this was done previously for Richard, or how much updating is necessary. We need to have this buttoned up by the end of next week (including some time for Jennifer to review). Let me know your thoughts, and when you might have a draft that we can take a look at. Thanks!

-Lou

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