Message

From: Sr Leader Calendars [Sr_Leader_Calendars@epa.gov]
Sent: 5/18/2020 8:18:46 PM
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CC: Owens, Denise [Owens.Denise@epa.gov]; Sullivan, Melissa [sullivan.melissa@epa.gov]; Walke, Cynthia [Walke.Cynthia@epa.gov]; Widener, Charles (Chuck) [Widener.Charles@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Sr Leader Calendars [Sr_Leader_Calendars@epa.gov]
Subject: Files for the next calendar week: Due May 27, 2020
Attachments: R1-calendar-thru-20200508.csv; R2-calendar-thru-20200508.csv; R3-calendar-thru-20200508.csv; R4-calendar-thru-20200508.csv; R5-calendar-thru-20200508.csv; R6-calendar-thru-20200508.csv; R7-calendar-thru-20200508.csv; R8-calendar-thru-20200508.csv; R9-calendar-thru-20200508.csv; R10-calendar-thru-20200508.csv; OAR-calendar-thru-20200508.csv; OCFO-calendar-thru-2020508.csv; OCIR-calendar-thru-20200508.csv; OLEM-calendar-thru-20200508.csv; OP-calendar-thru-20200508.csv; OGC-calendar-thru-20200424.csv; OITA-calendar-thru-20191227.csv; OW-calendar-thru-20200410.csv; OA-calendar-thru-20200131.csv; OCSPP-calendar-thru-20200214sansNovDec.csv

Hi Senior Leader Calendar folks.

Thanks to your efforts, we received most of the calendars that were due last week. Submitting your calendars to us on time means that we can get them QA'd and back to you sooner, so that you have more time to populate them with the next two weeks' worth of entries.

Attached are the most recent QA'd versions of the files we've received, **please use these files as errors have been corrected so they are the most current ones**. Grab the attached QA'd version for your office or Region and add the current information to the bottom of your file.

You will be adding calendar entries for Monday, May 11th through Friday, May 22th. We will send a reminder on Monday, May 25th. Calendars will be due by c.o.b. on **Wednesday, May 27th.**

NOTE: When emailing your calendars, please send them to the Sr_Leader_Calendars@epa.gov mailbox and CC: OWC@epa.gov and Nancy Grantham.

Should you have any questions, please email Nancy Grantham and Cindy Walke.

Thank you,

Cindy

Cynthia Walke
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