Message

From: Orme-Zavaleta, Jennifer [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=3C5A111DC377411595E5B24B5D96146B-ORME-ZAVALETA, JENNIFER]
Sent: 10/6/2020 11:46:16 PM
To: Blackburn, Elizabeth [Blackburn.Elizabeth@epa.gov]
Subject: Fwd: Update on Presidential Transition Requirements - Next Steps on Briefing Materials
Attachments: M-20-33.pdf; ATT00001.htm; Possible Presdiential Transition Briefing Papers 9 21 2020.xlsx; ATT00002.htm; AO Cross Agency Issues-Hot Topics September 21 2020.docx; ATT00003.htm; NPM Cross Agency Issues-Hot Topics Template September 2020.docx; ATT00004.htm

Do we have any feedback?

Jennifer Orme-Zavaleta, PhD
Principal Deputy Assistant Administrator
Office of Research and Development
US EPA
Office 202-564-6620
Cell. 919-699-1564
Sent from my iPhone

Begin forwarded message:

> **From:** "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>
> **Date:** October 6, 2020 at 5:17:53 PM EDT
> **To:** "Packard, Elise" <Packard.Elise@epa.gov>, "Orme-Zavaleta, Jennifer" <Orme-Zavaleta.Jennifer@epa.gov>
> **Cc:** "Cortes, Emilio" <Cortes.Emilio@epa.gov>, "Atkinson, Emily" <Atkinson.Emily@epa.gov>
> **Subject: Update on Presidential Transition Requirements - Next Steps on Briefing Materials**
>
> Elise & Jennifer:
>
> Good evening. I do not believe we received feedback from OGC or ORD yet unless I missed the emails. If you have not done so already, please provide the list of cross agency issues/hot topics from your organizations as soon as possible. Additionally, please carbon copy Emilio Cortes and Emily Atkinson on the email. Thanks.
>
> Wes
>
> ---
>
> **From:** Carpenter, Wesley
> **Sent:** Friday, October 02, 2020 3:09 PM
> **To:** Leadership_Deputy_Assistant_Administrators <Leadership_Deputy_Assistant_Administrators@epa.gov>
> **Cc:** Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>; Cortes, Emilio <Cortes.Emilio@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>
> **Subject:** Update on Presidential Transition Requirements - Next Steps on Briefing Materials
>
> DAAs:

Good afternoon. Just a friendly reminder to submit your cross agency issues/hot topics list to me via email by COB today. Please carbon copy Emilio Cortes and Emily Atkinson on the email. Thanks to those of you who have already submitted the information.

Wes

From: Carpenter, Wesley
Sent: Friday, September 25, 2020 5:59 PM
To: Leadership_Deputy_Assistant_Administrators <Leadership_Deputy_Assistant_Administrators@epa.gov>
Cc: Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>; Cortes, Emilio <Cortes.Emilio@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>
Subject: Update on Presidential Transition Requirements - Next Steps on Briefing Materials

DAAs:

Good evening. Just one quick follow-up from my email on Monday. When you submit your cross-agency issues and hot topics to me by COB Friday, October 2, please carbon copy Emilio Cortes and Emily Atkinson. Thanks, and have a nice weekend.

Wes

From: Carpenter, Wesley
Sent: Monday, September 21, 2020 3:29 PM
To: Leadership_Deputy_Assistant_Administrators <Leadership_Deputy_Assistant_Administrators@epa.gov>; Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>
Cc: Benevento, Douglas <benevento.douglas@epa.gov>; Gunasekara, Mandy <gunasekara.Mandy@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; AO Staff Office Directors and AA's <AO_Staff_Office_Directors_and_AAs@epa.gov>; Regional Mission Support Division - Directors <Regional_Mission_Support_Division_Directors@epa.gov>; Regional Mission Support Division - Deputy Directors <Regional_Mission_Support_Division_Deputy_Directors@epa.gov>; HQ-COS <HQ-COS@epa.gov>; Leadership_Regional_Administrators <Leadership_Regional_Administrators@epa.gov>; Leadership_Assistant_Administrators <Leadership_Assistant_Administrators@epa.gov>; Leadership_Associate_Administrators <Leadership_Associate_Administrators@epa.gov>; Regional_Chiefs_of_Staff <Regional_Chiefs_of_Staff@epa.gov>; Presidential_Transition_Coordinators <Presidential_Transition_Coordinators@epa.gov>; Coxen, Carrie <coxen.carrie@epa.gov>; Cortes, Emilio <Cortes.Emilio@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>; Sullivan, Melissa <sullivan.melissa@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>; Leadership_Deputy_Associate_Administrators <Leadership_Deputy_Associate_Administrators@epa.gov>
Subject: Update on Presidential Transition Requirements - Next Steps on Briefing Materials

DAAs/DRAs:

Good afternoon. I trust everyone had a nice weekend enjoying the last days of summer. As the end of the fiscal year approaches, I am providing you with another update on the status of the agency's Presidential Transition activities. Since my last email, OMB and GSA distributed the attached executive memo (Memo M-20-33) on September 4, 2020, providing supplemental guidance on Presidential Transition preparations which reinforce requirements that all executive agencies and departments must complete prior to the upcoming election. The agency has already completed two of three requirements, including designating an agency transition director and completing and submitting its succession plan to

OMB, OPM and GSA last week. The third and final requirement is to create or update briefing materials, which is well underway. The EPA's Presidential Transition Coordinators have started to work on these briefing materials focusing on internal organizational strategic topics. The next step in completing this final requirement is to create or update briefing materials on cross agency issues and hot topics, which will require collaboration amongst the NPMs, Regions and the AO. The internal agency deadline for completing these briefing materials is October 16 and the external OMB, OPM and GSA deadline is November 1.

Robin Richardson, Nancy Grantham, Deb Jordan and I have been assessing the cross agency issues and hot topics over the last week to provide the NPMs, Regions and the AO a baseline to determine which issues and topics need to be included in the briefing materials. Deb Jordan has been working with each region on their briefing materials to ensure consistency on common regional themes and independence on specific regional themes. Robin Richardson developed the attached Excel spreadsheet for the AO and NPMs on cross agency issues and hot topics leveraging data from the 2016 Presidential Transition SharePoint site as well as data from recent budget fact sheets. The spreadsheet has a separate workbook for each organization to use in determining which cross agency issues and hot topics warrant briefing papers. Robin Richardson, Nancy Grantham and I used the spreadsheet to identify the AO cross agency issues and hot topics, which are listed on the attached Microsoft Word document. Now I need the NPMs to go through the same process as the AO to identify the cross agency issues and hot topics that warrant briefing papers and use the attached template to list them. I am requesting that you submit the list of the NPM cross agency issues and hot topics to me by COB Friday, October 2, 2020. At that time, the lead NPM will coordinate and collaborate with other NPMs, Regions and the AO to complete the briefing papers by COB Friday, October 16.

As always, I want to personally thank you and your coordinators for the assistance and support on the Presidential Transition activities thus far. I look forward to continuing to provide you updates periodically and complete the last requirement by the statutory mandated deadline. In the interim, please feel free to reach out to me if you have any questions or need further assistance. Thanks, and have a nice day.

Wes

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From: Carpenter, Wesley .
Sent: Friday, August 21, 2020 3:02 PM
To: Leadership_Deputy_Assistant_Administrators <Leadership_Deputy_Assistant_Administrators@epa.gov>; Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>
Cc: Benevento, Douglas <benevento.douglas@epa.gov>; Gunasekara, Mandy <gunasekara.Mandy@epa.gov>; AO Staff Office Directors and AA's <AO_Staff_Office_Directors_and_AAs@epa.gov>; Regional Mission Support Division - Directors <Regional_Mission_Support_Division_Directors@epa.gov>; Regional Mission Support Division - Deputy Directors <Regional_Mission_Support_Division_Deputy_Directors@epa.gov>; HQ-COS <HQ-COS@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>; Cortes, Emilio <Cortes.Emilio@epa.gov>; Sullivan, Melissa <sullivan.melissa@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>; Leadership_Assistant_Administrators <Leadership_Assistant_Administrators@epa.gov>; Leadership_Associate_Administrators <Leadership_Associate_Administrators@epa.gov>;

Leadership_Regional_Administrators <Leadership_Regional_Administrators@epa.gov>; Coxen, Carrie <coxen.carrie@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; Regional_Chiefs_of_Staff <Regional_Chiefs_of_Staff@epa.gov>
Subject: Presidential Transition Requirements - Next Steps

DAAs/DRAs:

Good afternoon. I am following up on the communications I distributed last month on the Presidential Transition requirements. First, I want to thank you for providing me your designated transition coordinators, so the AO can start to work with them on creating or updating the agency's briefing materials. Since my last email, the AO has revamped the EPA Presidential Transition SharePoint site to make it more user friendly and intuitive. We have also transferred the 2016 briefing materials to the revamped SharePoint site, so the transition coordinators have a starting point or baseline to begin the process of creating or updating these materials.

We will be reaching out to the transition coordinators next week to provide them access to the SharePoint site and guidance on creating or updating briefing materials. I am certain that your coordinators will be keeping you in the loop every step of way. The coordinators will have read/write privileges for their organizational folder and the Cross Agency Issues & Hot Topics folder; and read privileges on everything else contained on the SharePoint site. Please keep in mind that these briefing materials need to be created or updated by November 1, 2020.

I have also been keeping Doug and Mandy updated on progress being made on the agency's succession plan and briefing materials. Doug and Mandy have reached out to the AAs and RAs on designating a senior career executive to serve in those positions as part of our succession plan, which must be completed and submitted to OMB, GSA and OPM by September 15, 2020. That information will also be uploaded and available on the SharePoint site once our succession plan is finalized and submitted to OMB, GSA and OPM next month.

Finally, I have been participating in agency transition director council meetings with OMB, GSA and OPM to stay current on the federal transition activities. OMB, GSA and OPM are planning on providing guidance to agencies and departments on succession plans and briefing materials prior to our next meeting on September 9, 2020. I will be sure to share the substantive parts of the guidance with you once it is distributed.

I want to personally thank you for your continued support on this activity. I will certainly need it to continue as we transition from the summer to the fall. I plan on providing you updates periodically and on an as-needed basis. In the interim, please let me know if you have any questions. Thanks, and have a nice weekend.

Wes

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From: Carpenter, Wesley
Sent: Thursday, July 30, 2020 6:04 PM
To: Leadership_Deputy_Assistant_Administrators <Leadership_Deputy_Assistant_Administrators@epa.gov>;

Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>
Cc: Benevento, Douglas <benevento.douglas@epa.gov>; Gunasekara, Mandy <gunasekara.Mandy@epa.gov>; AO Staff Office Directors and AA's <AO_Staff_Office_Directors_and_AAs@epa.gov>; Regional Mission Support Division - Directors <Regional_Mission_Support_Division_Directors@epa.gov>; Regional Mission Support Division - Deputy Directors <Regional_Mission_Support_Division_Deputy_Directors@epa.gov>; HQ-COS <HQ-COS@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>; Cortes, Emilio <Cortes.Emilio@epa.gov>; Sullivan, Melissa <sullivan.melissa@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>
Subject: Presidential Transition Communications

DAAs/DRAs:

Good evening. As Summer is in full swing and Fall is right around the corner, we have numerous work-related activities ongoing to close out FY 2020 and initiate FY 2021, including addressing mission essential and mission support needs. This year we have an additional activity to prepare for as it is an election year. Under the auspices of the Presidential Transition Act of 1963 and subsequent statutory updates, including the Presidential Transition Enhancement Act of 2019, the agency has three major requirements to complete, including designation of a senior career employee as the Agency Transition Director, completion of succession plans and the creation or update of briefing materials. The first two requirements are being handled by the Administrator's Office whereas the third requirement will need the support of the NPMs, regions and the AO.

Doug Benevento has designated me to serve in the role of the Agency Transition Director for this election cycle, which addresses the first requirement. The second requirement is to develop succession plans for non-career positions by September 15, which is underway and will be completed by the deadline. The third and last requirement, creating or updating briefing materials, must be completed by November 1. This is the requirement where I will need your help. Specifically, I need each NPM, region and the AO to designate a transition coordinator who will serve as the primary POC for creating or updating briefing materials as well as sharing any relevant information on our Presidential Transition efforts. **I am requesting you provide the name of your coordinator to Emilio Cortes and me via email by COB Friday, August 14.**

Back in 2016, the agency created a SharePoint site for the Presidential Transition activities. Over the last month, I have reviewed the organization, structure and content of the site. Although the site is a good starting point for the 2020 Presidential Transition requirements, changes and updates are needed so the site is more user friendly. The AO is currently working on revamping the SharePoint site and will have it completed by mid-August. At that time, we will need your coordinator to manage and oversee creating or updating briefing materials on the SharePoint site for your organization.

Thanks for your assistance and support on this important activity. I will be sharing additional information with you on our Presidential Transition efforts over the coming months. In the interim, please let me know if you have any questions or need additional information. Have a nice evening.

Wes

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