Message

From: Pace, Donald [Pace.Donald@epa.gov]
Sent: 11/23/2020 4:11:28 PM
To: R2 Division Directors [R2_Division_Directors@epa.gov]; R2 Deputy Division Directors [R2_Deputy_Division_Directors@epa.gov]
CC: Mongelli, Thomas [Mongelli.Thomas@epa.gov]
Subject: FW: CORRECTED DUE DATE: Action: Request for FY21 & FY22 Diversity & Inclusion Training Materials

Importance: High

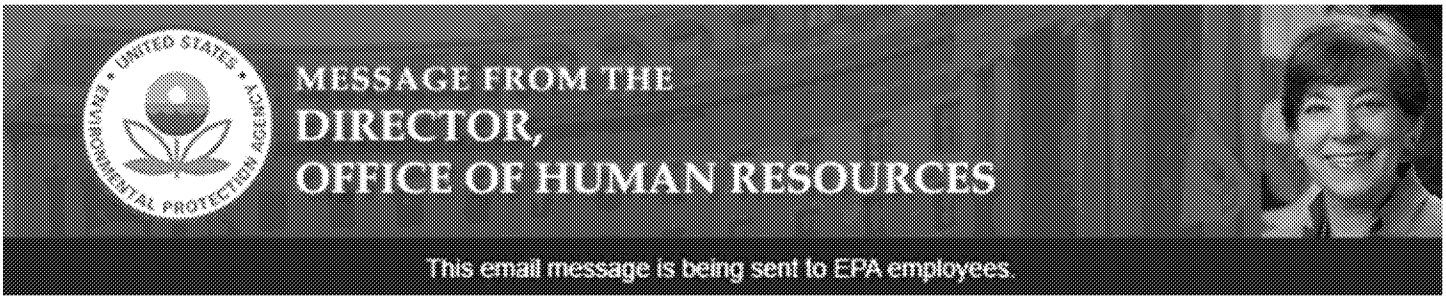
As I mentioned at senior staff today, if you have any planned training in your divisional plans that would be responsive to this request please let me, Frank and Tom know.

Thank you.

From: Mugdan, Walter <Mugdan.Walter@epa.gov>
Sent: Friday, November 20, 2020 2:33 PM
To: Pace, Donald <Pace.Donald@epa.gov>; DeMarco, Frank <DeMarco.Frank@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; Johnson, Mavis <johnson.mavis@epa.gov>
Subject: CORRECTED DUE DATE: Action: Request for FY21 & FY22 Diversity & Inclusion Training Materials
Importance: High

We heard today on a DRA/DAA call that the correct due date is December 4.

From: OHR DIRECTOR <OHR_DIRECTOR@epa.gov>
Sent: Thursday, November 19, 2020 4:35 PM
To: Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>; Leadership_Deputy_Assistant_Administrators <Leadership_Deputy_Assistant_Administrators@epa.gov>
Cc: Regional Mission Support Division - Directors <Regional_Mission_Support_Division_Directors@epa.gov>; RHRO <RHRO@epa.gov>; OMS-ARM-OHR-PMOs <OMS-ARM-OHR-PMOs@epa.gov>; EEO Officers <EEO_Officers@epa.gov>
Subject: Action: Request for FY21 & FY22 Diversity & Inclusion Training Materials (Due 11/27/20)
Importance: High



Colleagues,

On September 22, 2020, President Trump issued Executive Order 13950 combatting race and sex stereotyping. This order requires federal agencies to "submit copies of any training, workshop, or similar programing having to do with diversity and inclusion as well as information about the duration, frequency, and expense of such activities."

Additional guidance provided in OPM's memorandum "Mandatory Review of Employee Training under E.O. 13950 September 22, 2020" states:

The Executive Order applies to all diversity and inclusion training programs, including programs developed prior to the issuance of this Executive Order, as well as new programs that may be proposed or established after September 22, 2020. Coverage includes, but is not limited to, all training that is paid for with Federal funds or that Federal employees are required or permitted to view, listen to, or participate in while on Government-paid time. Included is training that is conducted or led by Government employees; training that is conducted or led by contractors or others; live training sessions conducted in person or by any electronic means, whether telephonic or video; materials posted on any Federal agency's public-facing or internal Internet or Intranet sites; and, written or video materials or other content that have been produced or procured with Federal funds and that are available to the general public or that Federal employees are required or permitted to read or view.

The Office of Human Resources will submit a single request to OPM on behalf of the U.S. Environmental Protection Agency. **By November 27, 2020**, please provide an overarching diversity and inclusion training plan for your organization covering FY2021 and FY2022. In this plan, include information about each diversity and inclusion training topic and title, vendor, instructor, cost and scheduled offering.

For planned training activities complete this form and for each planned training activity upload the following materials in an electronic document format (not a link) to the D&I Training Community Teams site (request access to site prior to loading documents):

- Course agenda
- Instructor guide
- Participant guides
- PowerPoint slides
- Any additional materials or handouts (including links to web-based course previews or other web-based content).

We understand vendors may have concerns about the proprietary nature of their materials. Please assure them the materials will be used for review purposes to ensure adherence to EO 13950 only.

Each agency is required to identify a senior political official to serve as a point of contact for OPM. For EPA, this is Dave Zeckman. Once all training materials are gathered, the single agency package will be submitted to OPM for review. OPM will evaluate packages on a "first in and first out" basis and will assess each training for compliance with the Executive Order. Any training arising after the EPA package is submitted should be sent to Claire Milam. Claire will work with Dave to determine if the new training is covered by the Executive Order and arranging for OPM assessment as needed.

Please direct any questions to Claire Milam, Acting Chief, Training Branch at 202-564-7582 or milam.claire@epa.gov.