Message

From: Chu, Ed [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A7A6452E3E0941B4BB1FAFA1BA1AE424-CHU, EDWARD]
Sent: 10/8/2020 12:46:15 PM
To: Halstead, Amanda [halstead.amanda@epa.gov]
CC: Gotto, Lisa [Gotto.Lisa@epa.gov]
Subject: FW: Update on Presidential Transition Activities - Briefing Materials on Cross Agency Issues/Hot Topics & Activities/Events Calendar
Attachments: 2020 Updated Presdiential Transition Hot Topics and Cross Agency Issues.xlsx; 2016 External Meetings.xlsx; 2021 Activity-Event Calendar Template.xlsx

From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Sent: Thursday, October 8, 2020 7:43 AM
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 Activities - Briefing Materials on Cross Agency Issues/Hot Topics & Activities/Events Calendar

DAAs/DRAs:

Good morning. I wanted to give you a brief update on our Presidential Transition activities. We are making good progress as we are less than one month away from the election. The NPMs have identified cross agency issues and hot topics, which are included in the attached spreadsheet. The NPMs will now coordinate and collaborate with the regions and the AO to create or update briefing materials on these cross agency issues and hot topics. Additionally, the NPMs, regions and the AO should continue creating or updating briefing papers that are organizational specific. As a reminder, all briefing papers need to be finalized and uploaded onto the EPA Presidential Transition SharePoint site by Friday, October 16, 2020. At that time, I will be reviewing all briefing materials to ensure consistency and quality prior to certifying to OMB/OPM/GSA on November 1, 2020, that all agency briefing materials have been completed.

In addition to the briefing papers, I need your help in identifying major activities and events from January through April of 2021. I have attached the 2016 external meetings calendar for your review and reference to use as a baseline in providing your input on the 2021 calendar. I have also attached a blank spreadsheet template for you to use in capturing those major activities and events. The 2021 calendar breaks out internal and external activities and events via workbooks to provide further granularity. Please return your completed spreadsheet to Emily Atkinson, Emilio Cortes and me by COB Thursday, October 22.

Once again, thanks to you and your staff for the outstanding assistance and support in completing all the Presidential Transition requirements. I really appreciate it. In the interim, please let me know if you have any questions. Thanks, and have a nice day.

Wes

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