To: MassMailer[massmailer@epa.gov]
From: MassMailer
Sent: Fri 1/27/2017 9:47:14 PM
Subject: Message from the Acting Administrator

As you know, the Agency has been involved in a high level of activity this week with the transition to the new Administration. As I mentioned in my video communication to you, senior EPA career officials, including myself, have been educating the President's new transition team about many aspects of the Agency's programs and operations. This is standard practice for a transition, as are many of the government-wide and agency-level actions the new Administration has taken this week. Most of the major decisions have involved a pause in certain activities to give the new Administration time to review them, including the following:

•□□□□□□□□ a hiring freeze for much of the federal government, including EPA;

•□□□□□□□□ a pause on external communications and engagements to provide the transition team an opportunity to familiarize themselves with our operations and upcoming events and announcements;

•□□□□□□□□ a hold on new (not yet effective) and pending (not yet published) regulations; and

•□□□□□□□□ a review of EPA grants and contracts information with the incoming transition team. **As of today, we have completed review of our grant programs. All grants are proceeding normally, and nothing has been delayed.** This includes environmental program grants and state revolving loan fund grants to the states and tribes.

The review of contracts is nearly complete, with very few contracts still under review. We are moving forward with contracts supporting agency infrastructure (e.g., facilities, IT, systems), implementation of our core programs, and science.

I realize that you may be feeling anxious about the uncertainty of these changes and that many of you have questions. While issues are still evolving and information is still being clarified, we will continue to

share information with you through normal channels. I will also continue to provide you with updates in the coming days, and recommend that you continue to visit EPA's intranet transition site for updated information.

Thank you for your continued support and dedication to EPA as we move forward through this transition.

To: Widener, Charles (Chuck)[Widener.Charles@epa.gov]; Hull, George[Hull.George@epa.gov]
From: Sowell, Sarah
Sent: Thur 1/26/2017 3:02:24 PM
Subject: RE: Need clarification on communication guidance from Administration's Beach Team - OEI intranet websites

George,

When Chuck and I discussed this, our take was that these types of updates should be okay. However, I was reluctant to give the green light without a thumbs up from you, since I know wasn't sure of the specifics of what we're being asked to stand by on.

Sarah

From: Widener, Charles (Chuck)
Sent: Thursday, January 26, 2017 9:58 AM
To: Hull, George <Hull.George@epa.gov>; Sowell, Sarah <Sowell.Sarah@epa.gov>
Subject: RE: Need clarification on communication guidance from Administration's Beach Team - OEI intranet websites

Good morning George,

I spoke to Lisa this morning about the below request to update OEI Intranet pages. Basically, there are many software programs and services that OEI is working on, and they would like to update their pages. Lisa informed me that they are only talking about IT related pages that deal with software and services (i.e. Windows sites, Voicemail pages, EZ Tech services, Adobe software, etc.)

If you'd like, I can update her. I know you are busy. Just let me know if you think these types of updates are ok or not.

Best,

Chuck

Chuck Widener

Office of Internal Communications

Office of Public Affairs

US Environmental Protection Agency

Mailing Address: 1200 Pennsylvania Avenue, N.W., Mail Code: 1703A, Washington, D.C. 20460

Tel: 202-564-8403 | widener.charles@epa.gov

From: Reiter, Lisa
Sent: Wednesday, January 25, 2017 9:05 AM
To: Hull, George <Hull.George@epa.gov>
Cc: Kadeli, Annie <Kadeli.Annie@epa.gov>; Wagner, Cory <Wagner.Cory@epa.gov>; Galloway, Barbara <galloway.barbara@epa.gov>; Martin, JohnT <martin.johnt@epa.gov>; Widener, Charles (Chuck) <Widener.Charles@epa.gov>
Subject: Need clarification on communication guidance from Administration's Beach Team - OEI intranet websites
Importance: High

Hi George,

OEI needs clarification on the communication guidance – see below. OEI is constantly updating and adding new web pages for our IT/IM services and projects. Does this guidance affect the Agency's intranet websites?

Also, I assume that I should forward this communication guidance onto OEI's management – correct? I am unclear on this, since OEI was not included in Monday's meeting.

Effective Immediately -

These restrictions are effective immediately and will remain in place until further direction is received from the new Administration's Beach Team. Please review this material and share with all appropriate individuals in your organization. If anyone on your staff receives a press inquiry of any kind, it must be referred to me so I can coordinate with the appropriate individuals in OPA.

- No press releases will be going out to external audiences.
- No social media will be going out. A Digital Strategist will be coming on board to oversee social media. Existing, individually controlled, social media accounts may become more centrally controlled.
- No blog messages.
- The Beach Team will review the list of upcoming webinars and decide which ones will go forward.
- Please send me a list of any external speaking engagements that are currently scheduled among any of your staff from today through February.
- Incoming media requests will be carefully screened.
- No new content can be placed on any website. Only do clean up where essential.
- List servers will be reviewed. Only send out critical messages, as messages can be shared broadly and end up in the press.

I will provide updates to this information if I receive anything further.

Thanks,
Lisa Reiter

Acting OEI Communications Director
Office of Environmental Information

Office of Customer Advocacy, Policy & Portfolio Management
Customer Advocacy & Communications Division
EPA West – 5415 C

reiter.lisa@epa.gov

Desk - 202-566-2185

Mobile - Ex. 6 - Personal Privacy

Message

From: Reeder, John [Reeder.John@epa.gov]
Sent: 1/30/2017 9:08:55 PM
To: AO Managers and Supervisors [AO_Managers_and_Supervisors@epa.gov]
Subject: FW: Transition Talking Points
Attachments: talking points v2.docx

AO Managers and Supervisors,

FYI – please see the attached to guide conversations with your people. I urge you to talk about transition with your folks, relying on these "talkers." If there are questions you cannot answer or you get feedback that would help us fashion future communications, please pass that information up to you Office Director or Associate Administrator. We need to hear from the troops! Need to hear what questions are out there to improve our communications.

Thank you.

John Reeder

From: Grantham, Nancy
Sent: Monday, January 30, 2017 2:11 PM
To: DRA <DRA@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Cleland-Hamnett, Wendy <Cleland-Hamnett.Wendy@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Kling, David <Kling.Dave@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Regional Public Affairs Directors <Regional_Public_Affairs_Directors@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Hull, George <Hull.George@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>
Subject: Transition Talking Points

Greetings,

As Acting Administrator McCabe mentioned in today's Senior Staff meeting, attached please find suggested transition talking points for the AAships and Regions. Please let us know if you have questions.

Thanks

Nancy Grantham and George Hull

Suggested Talking Points for All Hands Meetings/Employee Discussions (1/30/17)

Overarching Messages

- We want to touch base with everyone as we continue this phase of the transition.
- Acting Administrator McCabe sent out a video message to all employees last Friday.
- Senior White House Advisor Don Benton sent a message to all employees today.
- This is a time of change and it is important to discuss how we best navigate our path forward together in the short-term.
- Most importantly, we are all aligned on EPA's mission of protecting public health and the environment.
- We understand you have questions and we would like to try to answer as many as we can.
- Much of what you are hearing is perfectly normal for a new Administration.
- Catherine McCabe, the DRA in Region 2, is serving as the Acting Administrator.
- Mike Flynn, Associate Deputy Administrator, is serving as the Acting Deputy Administrator.
- The senior officials in each of your offices at EPA HQ and in the regions – whom you know well – are now in the Acting positons that authorize them to conduct the Agency's business.
- Other than government-wide directives in hiring and regulations, the Administration has not issued any additional written directives specifically to EPA.
- The goal is no surprises – from EPA career staff – or from EPA transition team staff.
- Each week, your Acting AAs and RAs are providing a forecast of the week ahead to the Acting Administrator and Deputy Administrator.
- As urgent matters arise or something that was missed needs to be raised, we want to make sure you are communicating with your senior career leaders.
- We will continue to use the Transition Intranet Site, as well as regular update messages, to share information on new developments as they arise.
- A lot has been reported in the media over the last week about what was happening or may happen at the Agency. Some of it was inaccurate, imprecise, or premature.
- Your best sources of information on what is happening with in the Agency are our senior leaders, so please do ask questions when you have them.

- In particular, reports that all grants and contracts were stopped and that there was a "gag order" on Agency employees were not accurate.

- Each Administration starts by reviewing actions the Agency is about to take, so there was a very expeditious review of planned grant and contract actions last week. Those reviews have completed, and all grant programs are moving forward as they were planned to move forward.

- While the Agency is continuing to think about a few contract actions, all of the other actions are continuing as they were planned, and our continued review of a few contracts has been evaluated to ensure that the review will not jeopardize public health and the environment or our critical systems such as IT.

- With regard to public affairs work, the Agency has always asked employees to coordinate any interaction with the press through the Office of Public Affairs or your regional Public Affairs Director, and that is the same today.

- While we are doing less engagement with the press at the moment, we are continuing to respond when appropriate.

- Employees are continuing to coordinate on external speaking engagements, including several Agency employees who spoke at pre-existing engagements last week.

- We have a great team at EPA.

- We understand that this is a time of anxiety for many of you and it is important to keep you informed.

EPA Transition Team

- We are now in the second phase of the transition.

- The EPA transition team, charged with preparing for transfer of authority to the new Administrator, has arrived at EPA and worked with us throughout last week.

- All members have at least 120 day appointments; many are up to a year.

- We expect additional individuals to arrive this week.

- Some roles and areas of responsibility are already known:

    - All report to the Senior White House Advisor, Don Benton.

    - Charles Munoz has been named the White House Liaison.

    - Doug Ericksen is leading communications work.

    - Justin Schwab is doing legal work.

    - Layne Bangerter is coordinating Congressional relations.

For more information on the Transition Team, see January 23 Mass Mailer from Acting Administrator

- Your senior leaders have met the new team, and have begun the process of briefing them on our important work.
- We will continue to work professionally with the transition team to respond to their requests.
- Much of what they are doing is in keeping with previous transitions – pausing things to get up to speed before making major decisions for the new Administration.

Workforce/Hiring Freeze

- The EO asks OPM and OMB to come up with a plan to reduce the federal workforce through attrition.
- The EO says when that plan gets implemented, the freeze will be lifted.
- The order does not impact most moves within the Agency. For example, within grade increases and career ladder promotions will not be impacted.
- Some of what is in the media regarding our staffing levels is not always the position of the Administration.

Pausing contract and grant activities

- We have completed review of our grant programs – all grants are proceeding normally and nothing has been delayed.
- This includes environmental program grants and state revolving loan fund grants to the states and tribes.
- The review of contracts is nearly complete, with very few contracts still under review.
- The Agency is moving forward with contracts supporting Agency infrastructure (e.g., facilities, IT, systems), implementation of our core programs, and science.

Pause on regulatory activity

- A pause on new – not yet effective – and pending – not yet published – regulations
- This is not unusual for a new Administration. A similar pause occurred under the previous transitions.

Earlier today, an Executive Order on regulations was issued: Reducing Regulation and Controlling Regulatory Costs. We will share more information as we have it.

Pause on external communications

- EPA fully intends to continue to provide information to the public.
- A fresh look at public affairs and communications processes is common practice for any new Administration, and a short pause in some activities - including our social media - allows for this assessment, as well as adherence to our no surprises goal.
- Our work continues. In the regions and at HQ, our normal policies are in place for press and communications. **(suggest providing examples of ongoing activities the AAship or Region is participating in)**
- AAships and Regions are coordinating planned activities and information sharing, as we have always done, while the transition team gets situational awareness.
- If you have questions about information to share publicly, including reports and new web content, or external meetings or events, please raise them to your regional Public Affairs Director or Headquarters Communications Director.

Administrator Nominee Pruitt

The latest news is that the Senate Environment and Public Works Committee will hold a committee vote on Mr. Pruitt's nomination on Wednesday, Feb. 1.

- The next step, assuming he is approved by the committee as expected, will be a Senate floor vote. That has not yet been scheduled, but may be in the following weeks.
- Under the previous Administration, there were about 80 political appointees at EPA. 14 of those positions require Senate confirmation.
- Beyond Administrator, nobody has been named for other Senate-confirmed positions at EPA yet.

Summary

- This is some of what we do know. There is still a lot we do not yet know.
- Some information you see in the news may not be accurate. So keep that in mind as you read the latest headlines.
- We are committed to let you know of important developments as soon as possible
- You all do incredible work, you are professionals who excel in your fields, and your

service to this Agency is top notch. Let's continue to have pride in our work and support one another through this transition.

- We will continue to support the mission of this agency, protecting the environment and public health with hard work, expertise, and integrity.

We are all taking this one step at a time

To: Hull, George[Hull.George@epa.gov]
Cc: Martin, JohnT[martin.johnt@epa.gov]; Kadeli, Annie[Kadeli.Annie@epa.gov]
From: Reiter, Lisa
Sent: Wed 1/25/2017 12:28:02 AM
Subject: Fwd: Important Guidance on Agency Communications - Effective Immediately

Hi George. Annie's email to John and I see below was the first we heard of this meeting and the instructions. Was OEI unintentionally left off of the meeting invite? Please ensure in the future that John is included in all communications director meetings so OEI is informed Thanks!!

Thanks,
Lisa Reiter
Acting OEI Communications Director
Office of Environmental Information
Office of Customer Advocacy, Policy & Portfolio Management
Customer Advocacy & Communications Division
EPA West 5415C

From my EPA Mobile Device
Desk. 202-566-2185
Mobile. Ex. 6 - Personal Privacy

Begin forwarded message:

From: "Kadeli, Annie" <Kadeli.Annie@epa.gov>
Date: January 23, 2017 at 4:41:25 PM EST
To: "Martin, JohnT" <martin.johnt@epa.gov>, "Reiter, Lisa" <Reiter.Lisa@epa.gov>
Subject: Important Guidance on Agency Communications - Effective Immediately

Hi John and Lisa,

I'm not sure if you were in the meeting where this guidance was issued this morning. I wasn't, but this info came to me. I wanted to loop you both in as Comm Directors in case you haven't seen it already and/or are working on anything related to this list.

Effective Immediately -

These restrictions are effective immediately and will remain in place until further direction is

received from the new Administration's Beach Team. Please review this material and share with all appropriate individuals in your organization. If anyone on your staff receives a press inquiry of any kind, it must be referred to me so I can coordinate with the appropriate individuals in OPA.

- No press releases will be going out to external audiences.
- No social media will be going out. A Digital Strategist will be coming on board to oversee social media. Existing, individually controlled, social media accounts may become more centrally controlled.
- No blog messages.
- The Beach Team will review the list of upcoming webinars and decide which ones will go forward.
- Please send me a list of any external speaking engagements that are currently scheduled among any of your staff from today through February.
- Incoming media requests will be carefully screened.
- No new content can be placed on any website. Only do clean up where essential.
- List servers will be reviewed. Only send out critical messages, as messages can be shared broadly and end up in the press.

I will provide updates to this information if I receive anything further.

Thanks,

Annie

Annie Kadeli

Public Affairs Specialist

Immediate Office of the CIO

Office of Environmental Information

AWL Mon: Ex. 6 - Personal Privacy

Tues - Fri: 202-564-2585

To: Kadeli, Annie[Kadeli.Annie@epa.gov]
From: Hull, George
Sent: Wed 1/25/2017 7:37:40 PM
Subject: Questions on External Communications

Annie,

Here is the statement that we have been using to respond to press inquiries about the agency's external communications. I think it is fine for the FOIA office to use this statement if they are getting questions on this topic. – George

The EPA fully intends to continue to provide information to the public. A fresh look at public affairs and communications processes is common practice for any new Administration, and a short pause in activities allows for this assessment.

To: Sowell, Sarah[Sowell.Sarah@epa.gov]
From: Hull, George
Sent: Wed 1/25/2017 4:33:34 PM
Subject: Internal Messaging Discussion

Sarah,

Following up on our conversation this morning. Here are my notes from the senior staff meeting and my conversation with you and Tom. Let me know if you were able to get some time for us to check in with John. In the meantime any thinking you can apply to this will, I'm sure, help us as we move forward. – George

Messaging should include:

1) Update on Beachhead team

2) Update on any recent executive orders

3) Hiring freeze

4) Communications pause (including press releases, social media posts)

5) Information on the status of grants

6) What has not happened, specifically we have not taken down web content

Here is the press statement that went out on our communications pause: The EPA fully intends to continue to provide information to the public. A fresh look at public affairs and communications processes is common practice for any new Administration, and a short pause in activities allows for this assessment.

Here is the press statement that went out last night on grants: EPA staff have been reviewing grants and contracts information with the incoming transition team. Pursuant to that review, the Agency is continuing to award the environmental program grants and state revolving loan fund grants to the states and tribes; and we are working to quickly address issues related to other categories of grants. The goal is to complete the grants and contracts review by the close of business on Friday, January 27.

You and Tom pointed out that the grants statement will provoke more questions from staff, as currently drafted, because it does not use the terminology that EPA staff or grantees use to identify their own programs. You also raised that staff want to hear about the status of contracts and task orders.

We discussed the possibility of a phone message from Catherine to all EPA staff followed by a written message that contains more detail on the above listed items. - George

To: Rodan, Bruce[rodan.bruce@epa.gov]; Kavlock, Robert[Kavlock.Robert@epa.gov]; Robbins, Chris[Robbins.Chris@epa.gov]; Radzikowski, Mary Ellen[Radzikowski.Maryellen@epa.gov]; Hubbard, Carolyn[Hubbard.Carolyn@epa.gov]
From: Blackburn, Elizabeth
Sent: Wed 1/25/2017 5:23:53 PM
Subject: RE: EPA Scientists' Work May Face 'Case By Case' Review By Trump Team, Official Says

No – but it's out there and now we can understand where the anxiety about publishing and speaking is coming from.

Liz Blackburn

Chief of Staff

EPA Office of Research and Development

202-564-2192

Mobile Ex. 6 - Personal Privacy

From: Rodan, Bruce
Sent: Wednesday, January 25, 2017 12:22 PM
To: Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>; Hubbard, Carolyn <Hubbard.Carolyn@epa.gov>
Subject: RE: EPA Scientists' Work May Face 'Case By Case' Review By Trump Team, Official Says

Liz,

Did we receive this directly from the Transition team? I am loathe to just interpret a press summary, especially when there are nuances between journal submissions with disclaimers versus social media outlets.

Bruce Rodan

From: Blackburn, Elizabeth
Sent: Wednesday, January 25, 2017 12:19 PM
To: Kavlock, Robert <Kavlock.Robert@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>; Rodan, Bruce <rodan.bruce@epa.gov>; Hubbard, Carolyn <Hubbard.Carolyn@epa.gov>
Subject: FW: EPA Scientists' Work May Face 'Case By Case' Review By Trump Team, Official Says

FYI.

Liz Blackburn

Chief of Staff

EPA Office of Research and Development

202-564-2192

Mobile Ex. 6 - Personal Privacy

EPA Scientists' Work May Face 'Case By Case' Review By Trump Team, Official Says

http://www.npr.org/sections/thetwo-way/2017/01/25/511572169/epa-scientists-work-may-face-case-by-case-review-by-trump-team-official-says

January 25, 20179:43 AM ET

NATHAN ROTT

Scientists at the Environmental Protection Agency who want to publish or present their scientific findings likely will need to have their work reviewed on a "case by case basis" before it can be disseminated, according to a spokesman for the agency's transition team.

In an interview Tuesday evening with NPR, Doug Ericksen, the head of communications for the Trump administration's EPA transition team, said that during the transition period, he expects scientists will undergo an unspecified internal vetting process before sharing their work outside the agency.

"We'll take a look at what's happening so that the voice coming from the EPA is one that's going to reflect the new administration," Ericksen told NPR.

Ericksen did not say whether such a review process would become a permanent feature of Trump's EPA. "We're on Day 2 here. ... You've got to give us a few days to get our feet underneath us."

Any review would directly contradict the agency's current scientific integrity policy, which was published in 2012. It prohibits "all EPA employees, including scientists, managers and other Agency leadership from suppressing, altering, or otherwise impeding the timely release of scientific findings or conclusions."

It also would likely have a chilling effect on the agency's ability to conduct research on the environmental issues it is charged with regulating.

Ericksen's comments come just days after Trump's team ordered agencies to limit their external communications to the public. Employees at the EPA, the Department of Agriculture and the Interior Department, among others, have been instructed not to post on social media accounts. At the EPA, staff was told not to speak to the news media.

Ericksen said it's not abnormal for administrations to limit outward communication during their transition while they work toward getting different branches on point. Trump's nominee for EPA administrator, Oklahoma Attorney General Scott Pruitt, is still awaiting confirmation.

It's also not abnormal for administrations to restrict access to government scientists. In 2013, a statement by the Society of Environmental Journalists called the EPA under former-President Obama "one of the most closed, opaque agencies to the press."

"It's certainly the case that every administration tries to control information, but I think that what we're seeing here is much more sweeping than has ever been done before," said Andrew Light, the distinguished senior fellow in the Global Climate Program at the nonpartisan World Resource Institute. "And in particular, it's noteworthy that it seems to be aimed at a cluster of science-driven agencies that primarily work on the environment and climate change."

While previous administrations have restricted government scientists' communications to the public, controlling their scientific conclusions is far more rare.

Perhaps the most notable case came in 2003, when the administration of President George W. Bush tried to alter the climate change section of an major EPA report on the environment. According to the Union of Concerned Scientists, which tracks such issues, changes included the deletion of a 1,000 year temperature record and insertion of a study funded by the American Petroleum Institute.

Many federal agencies employ scientists to help conduct research. Those findings are crucial in ensuring that regulations and government policy are based on the best information available. Data collected by federal scientists is also used by state and local governments as well as private industry.

The EPA's policy, like those of other technical agencies within the government, is designed to encourage its scientists to participate in the scientific process. To that end, the agency's official policy is to "encourage publication and presentation of research findings in peer-reviewed, professional, or scholarly journals and at professional meetings."

There's a growing concern in the scientific community and among environmental organizations that the new administration might take aim at climate change research in particular. Trump has previously called climate change a hoax created by China to hurt the U.S. economy, though he later said he had an "open mind" on the issue. In the weeks before his inauguration, groups of

scientists rushed to copy and preserve federal public climate data out of fear that it would be purged.
Ericksen said that under Trump, the EPA will focus on its "core mission, which is to protect the environment and protect human health."
When asked if climate change fit into that, he repeated that they'll focus on the core mission.
Pressed further about whether specific research on issues such as climate change could be withheld, Ericksen told NPR that "it's premature to comment on a hypothetical before we've even had the time to look at what's currently happening in the [agency]."

Moira

Moira McGuinness

Science Communications Web Content Coordinator

EPA Office of Research and Development
202-564-1507—desk

Ex. 6 - Personal Privacy —mobile

mcguinness.moira@epa.gov

To: DRA[DRA@epa.gov]; Kenny, Shannon[Kenny.Shannon@epa.gov]; Minoli, Kevin[Minoli.Kevin@epa.gov]; Dunham, Sarah[Dunham.Sarah@epa.gov]; Nishida, Jane[Nishida.Jane@epa.gov]; Shapiro, Mike[Shapiro.Mike@epa.gov]; Kavlock, Robert[Kavlock.Robert@epa.gov]; Cleland-Hamnett, Wendy[Cleland-Hamnett.Wendy@epa.gov]; Breen, Barry[Breen.Barry@epa.gov]; Fine, Steven[fine.steven@epa.gov]; Richardson, RobinH[Richardson.RobinH@epa.gov]; Starfield, Lawrence[Starfield.Lawrence@epa.gov]; Kling, David[Kling.Dave@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]; Bloom, David[Bloom.David@epa.gov]; Regional Public Affairs Directors[Regional_Public_Affairs_Directors@epa.gov]; Brennan, Thomas[Brennan.Thomas@epa.gov]
Cc: Grantham, Nancy[Grantham.Nancy@epa.gov]; Hull, George[Hull.George@epa.gov]; Reeder, John[Reeder.John@epa.gov]; Flynn, Mike[Flynn.Mike@epa.gov]
From: Grantham, Nancy
Sent: Mon 1/30/2017 7:10:31 PM
Subject: Transition Talking Points
talking points v2.docx

Greetings,

As Acting Administrator McCabe mentioned in today's Senior Staff meeting, attached please find suggested transition talking points for the AAships and Regions. Please let us know if you have questions.

Thanks

Nancy Grantham and George Hull

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- We understand that this is a time of anxiety for many of you and it is important to keep you informed.

EPA Transition Team

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- The EPA transition team, charged with preparing for transfer of authority to the new Administrator, has arrived at EPA and worked with us throughout last week.

- All members have at least 120 day appointments; many are up to a year.

- We expect additional individuals to arrive this week.

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    - Charles Munoz has been named the White House Liaison.

    - Doug Ericksen is leading communications work.

    - Justin Schwab is doing legal work.

    - Layne Bangerter is coordinating Congressional relations.

For more information on the Transition Team, see January 23 Mass Mailer from Acting Administrator

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- We will continue to work professionally with the transition team to respond to their requests.
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Workforce/Hiring Freeze

- The EO asks OPM and OMB to come up with a plan to reduce the federal workforce through attrition.
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- EPA fully intends to continue to provide information to the public.
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Administrator Nominee Pruitt

The latest news is that the Senate Environment and Public Works Committee will hold a committee vote on Mr. Pruitt's nomination on Wednesday, Feb. 1.

- The next step, assuming he is approved by the committee as expected, will be a Senate floor vote. That has not yet been scheduled, but may be in the following weeks.
- Under the previous Administration, there were about 80 political appointees at EPA. 14 of those positions require Senate confirmation.
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Summary

- This is some of what we do know. There is still a lot we do not yet know.
- Some information you see in the news may not be accurate. So keep that in mind as you read the latest headlines.
- We are committed to let you know of important developments as soon as possible

- You all do incredible work, you are professionals who excel in your fields, and your service to this Agency is top notch. Let's continue to have pride in our work and support one another through this transition.

- We will continue to support the mission of this agency, protecting the environment and public health with hard work, expertise, and integrity.

We are all taking this one step at a time

To: Elizabeth Blackburn[Blackburn.Elizabeth@epa.gov]; Hubbard, Carolyn[Hubbard.Carolyn@epa.gov]; Robbins, Chris[Robbins.Chris@epa.gov]; Rodan, Bruce[rodan.bruce@epa.gov]; Maryellen Radzikowski[Radzikowski.Maryellen@epa.gov]; Gwinn, Maureen[gwinn.maureen@epa.gov]
From: Kavlock, Robert
Sent: Mon 1/30/2017 7:16:19 PM
Subject: FW: Transition Talking Points
talking points v2.docx

FYI.

From: Grantham, Nancy
Sent: Monday, January 30, 2017 2:11 PM
To: DRA <DRA@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Cleland-Hamnett, Wendy <Cleland-Hamnett.Wendy@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Kling, David <Kling.Dave@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Regional Public Affairs Directors <Regional_Public_Affairs_Directors@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Hull, George <Hull.George@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>
Subject: Transition Talking Points

Greetings,

As Acting Administrator McCabe mentioned in today's Senior Staff meeting, attached please find suggested transition talking points for the AAships and Regions. Please let us know if you have questions.

Thanks

Nancy Grantham and George Hull

Suggested Talking Points for All Hands Meetings/Employee Discussions (1/30/17)

Overarching Messages

- We want to touch base with everyone as we continue this phase of the transition.
- Acting Administrator McCabe sent out a video message to all employees last Friday.
- Senior White House Advisor Don Benton sent a message to all employees today.
- This is a time of change and it is important to discuss how we best navigate our path forward together in the short-term.
- Most importantly, we are all aligned on EPA's mission of protecting public health and the environment.
- We understand you have questions and we would like to try to answer as many as we can.
- Much of what you are hearing is perfectly normal for a new Administration.
- Catherine McCabe, the DRA in Region 2, is serving as the Acting Administrator.
- Mike Flynn, Associate Deputy Administrator, is serving as the Acting Deputy Administrator.
- The senior officials in each of your offices at EPA HQ and in the regions – whom you know well – are now in the Acting positons that authorize them to conduct the Agency's business.
- Other than government-wide directives in hiring and regulations, the Administration has not issued any additional written directives specifically to EPA.
- The goal is no surprises – from EPA career staff – or from EPA transition team staff.
- Each week, your Acting AAs and RAs are providing a forecast of the week ahead to the Acting Administrator and Deputy Administrator.
- As urgent matters arise or something that was missed needs to be raised, we want to make sure you are communicating with your senior career leaders.
- We will continue to use the Transition Intranet Site, as well as regular update messages, to share information on new developments as they arise.
- A lot has been reported in the media over the last week about what was happening or may happen at the Agency. Some of it was inaccurate, imprecise, or premature.
- Your best sources of information on what is happening with in the Agency are our senior leaders, so please do ask questions when you have them.

- In particular, reports that all grants and contracts were stopped and that there was a "gag order" on Agency employees were not accurate.

- Each Administration starts by reviewing actions the Agency is about to take, so there was a very expeditious review of planned grant and contract actions last week. Those reviews have completed, and all grant programs are moving forward as they were planned to move forward.

- While the Agency is continuing to think about a few contract actions, all of the other actions are continuing as they were planned, and our continued review of a few contracts has been evaluated to ensure that the review will not jeopardize public health and the environment or our critical systems such as IT.

- With regard to public affairs work, the Agency has always asked employees to coordinate any interaction with the press through the Office of Public Affairs or your regional Public Affairs Director, and that is the same today.

- While we are doing less engagement with the press at the moment, we are continuing to respond when appropriate.

- Employees are continuing to coordinate on external speaking engagements, including several Agency employees who spoke at pre-existing engagements last week.

- We have a great team at EPA.

- We understand that this is a time of anxiety for many of you and it is important to keep you informed.

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- We will continue to support the mission of this agency, protecting the environment and public health with hard work, expertise, and integrity.

We are all taking this one step at a time

To: Valentine, Julia[Valentine.Julia@epa.gov]
From: Daguillard, Robert
Sent: Mon 1/23/2017 7:57:45 PM
Subject: RE: Important Guidance on Agency Communications - Effective Immediately

FWIW, the reporter has now sent questions. Not that It'll change anything, but….

From: Daguillard, Robert
Sent: Monday, January 23, 2017 12:15 PM
To: Valentine, Julia <Valentine.Julia@epa.gov>
Subject: JV: Important Guidance on Agency Communications - Effective Immediately
Importance: High

FYI and about the Robin Thottungal interview scheduled for tomorrow. Please note, Dawn Brown of OARM - who sent the following e-mail and forwarded OARM leadership's guidance - was going to take part in that interview as well.

From: Brown, Dawn
Sent: Monday, January 23, 2017 12:06 PM
To: Thottungal, Robin <Thottungal.Robin@epa.gov>; Kadeli, Annie <Kadeli.Annie@epa.gov>
Cc: Lavash, Jessica <Lavash.Jessica@epa.gov>; Daguillard, Robert <Daguillard.Robert@epa.gov>; Abercrombie, Almethyist <Abercrombie.Almethyist@epa.gov>
Subject: Fw: Important Guidance on Agency Communications - Effective Immediately
Importance: High

Good Morning,

In case you haven't received this notice on Agency communications, I'm forwarding what was just distributed to OARM and briefed to all EPA Communications Directors. Given the tenor of the notice and that we have not received the questions from the GCN reporter, I've been advised by my leadership not to participate in the interview. Once the questions are received, I can request authorization to participate through the process outlined below.

Thanks,

Dawn

From: Legare, Pamela
Sent: Monday, January 23, 2017 11:44 AM
To: Brown, Dawn; OARM-OAM-DIVISION-DIRECTORS
Cc: Patrick, Kimberly
Subject: FW: Important Guidance on Agency Communications - Effective Immediately

Hi Everyone,

Please see the email below. Dawn, I know you have an upcoming interview, so please reach out to Joanne Amorosi.

Pamela D. Legare, Acting Deputy Director

Office of Acquisition Management (OAM)

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Room # 61234
Mail Stop: 3801R
Washington, DC 20460
(202) 564-4310 (Phone)

Ex. 6 - Personal Privacy (Mobile)
(FAX)
Email: legare.pamela@epa.gov

From: Amorosi, Joanne
Sent: Monday, January 23, 2017 11:13 AM
To: OARM Directors <OARM_Directors@epa.gov>
Cc: Jablonski, Janice <jablonski.janice@epa.gov>; Kopia, Katherine <Kopia.Katherine@epa.gov>
Subject: Important Guidance on Agency Communications - Effective Immediately

I just returned from a briefing for Communication Directors where the following information was provided. These restrictions are effective immediately and will remain in place until further direction is received from the new Administration's Beach Team. Please review this material and share with all appropriate individuals in your organization. If anyone on your staff receives a press inquiry of any kind, it must be referred to me so I can coordinate with the appropriate individuals in OPA.

- No press releases will be going out to external audiences.

- No social media will be going out. A Digital Strategist will be coming on board to oversee social media. Existing, individually controlled, social media accounts may become more centrally controlled.

- No blog messages.

- The Beach Team will review the list of upcoming webinars and decide which ones will go forward.

- Please send me a list of any external speaking engagements that are currently scheduled among any of your staff from today through February.

- Incoming media requests will be carefully screened.

- No new content can be placed on any website. Only do clean up where essential.

- List servers will be reviewed. Only send out critical messages, as messages can be shared broadly and end up in the press.

I will provide updates to this information as soon as I receive it. If you or any member of your staff has any questions about this guidance, please have them contact me at 202-564-4671. Thank you.

To: Grantham, Nancy[Grantham.Nancy@epa.gov]
Cc: Ericksen, Doug[ericksen.doug@epa.gov]
From: Konkus, John
Sent: Sun 2/5/2017 1:09:51 PM
Subject: Re: Wall Street Journal comment request, re: science directives

I am fine with the very short and direct draft answers in bold below.

Sent from my iPhone

On Feb 4, 2017, at 10:16 PM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

Hi Doug and John,

Please see my suggested replies below .

Thanks ng

Nancy Grantham

Office of Public Affairs

US Environmental Protection Agency

202-564-6879 (desk)

Ex. 6 - Personal Privacy **(mobile)**

Daniela Hernandez

Digital Science Editor

The Wall Street Journal

o: 212 416 3886

C: Ex. 6 - Personal Privacy

e: daniela.hernandez@wsj.com

Julia P. Valentine

Assoc. Dir./Acting Dir.
U.S. EPA, Ofc of Media Relations

202.564.2663 direct

Ex. 6 - Personal Privacy m/txt

From: Hernandez, Daniela [mailto:daniela.hernandez@wsj.com]
Sent: Friday, February 03, 2017 11:34 AM
To: Press <Press@epa.gov>
Subject: URGENT: Wall Street Journal comment request

Hi,

I'm a reporter and editor at the Wall Street Journal. I'm working on a story about groups of scientists, librarians and engineers organizing events to download data from federal databases, as there is some concern these public resources could be targeted under the new administration. The story focuses on their efforts and uses of the data.

Could you please comment on the following:

* Have there been any new directives from the Trump administration about what information on the EPA website will remain and which will go?

No

* Have there been any directives from the Trump administration to stop making EPA databases publicly available?

No

* Have there been any indications from the Trump administration that funding to design, build, maintain, utilize or provide access to new or existing EPA databases will be cut?

No

* Are EPA employees free to participate in organized data archiving events like the ones put on by EDGI or the Data Refuge project from the University of Pennsylvania?

Presume yes – in their personal capacity.

Best,

Daniela Hernandez

Digital Science Editor

The Wall Street Journal

o: 212 416 3886

c: Ex. 6 - Personal Privacy

e: daniela.hernandez@wsj.com

To: Grantham, Nancy[Grantham.Nancy@epa.gov]
From: Ericksen, Doug
Sent: Mon 1/30/2017 2:29:30 PM
Subject: Statement on Science vetting

Response to media requests on science at the EPA

Several articles last week reported that political appointees at the EPA would be vetting all scientific research and data before it is made public. These articles are inaccurate.

The context of the discussion that lead to the articles was about changes to the EPA web page and the process that is currently under way to refresh the web page.

As most people can understand, the new Administration will make changes to the EPA web page just as previous administrations have done.

At this point we cannot say what the final changes will look like because we are currently going through the review.

Claims that science and research will deleted are simply not true. Federal law prohibits these types of mass activities.

Please contact EPA Transition Team Communications Lead Doug Ericksen if you have additional questions about this issue.

To: Grantham, Nancy[Grantham.Nancy@epa.gov]
From: Ericksen, Doug
Sent: Mon 1/30/2017 12:52:17 PM
Subject: RE: Monday Morning

I am in my office here in DC.

Don' t leave for the West Coast until Tuesday night after work.

ericksen

From: Grantham, Nancy
Sent: Monday, January 30, 2017 7:42 AM
To: Ericksen, Doug <ericksen.doug@epa.gov>
Cc: Benton, Donald <benton.donald@epa.gov>; Munoz, Charles <munoz.charles@epa.gov>
Subject: RE: Monday Morning

Good morning to you as well – and hope your travels and weekend went well.

I have not heard about the comms with Members of Congress issue – in fact our HQ intergovernmental and regional staff were been talking with Members and Governors' office all last week – in coordination with HQ .. and Layne – as would be our usual practice.

I think you are still in WA – Region 10 this week – so just let me know a good time to call you – have a couple of other questions/issues to discuss.

Thanks ng

Nancy Grantham

Office of Public Affairs

US Environmental Protection Agency

202-564-6879 (desk)

Ex. 6 - Personal Privacy **(mobile)**

From: Ericksen, Doug
Sent: Monday, January 30, 2017 7:39 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Benton, Donald <benton.donald@epa.gov>; Munoz, Charles <munoz.charles@epa.gov>
Subject: Monday Morning

Nancy,

Good morning.

I hope you had a weekend and a good weekend at that.

I have received a couple of reports that Members of Congress have been told that EPA officials cannot communicate with them. Have you heard this?

If you have we need to make sure that it is clear that the temporary pause on communication with the media and through social media does not apply to members of Congress, Governors, etc.

Lets talk about this one this morning.

ericksen

To: Grantham, Nancy[Grantham.Nancy@epa.gov]
From: Ericksen, Doug
Sent: Wed 1/25/2017 4:06:55 PM
Subject: standard reply to inquires about media pause

Lets send this reply on my behalf to media questions on media pause:

This is the first presidential transition of the social media era. According to EPA's Website, the Agency has nine blogs, three discussion forums, 34 Facebook pages, 37 Twitter accounts, more than 50 widgets – such as Act on Climate and Count down to Earth Day, YouTube channel, Pinterest, Instagram, Flickr, Storify, Medium, and the Web site. The digital media strategist left last year, and, remember, just a year ago, the GAO ruled the agency violated federal law and engaged in "covert propaganda" using social media. Until we get a new digital media strategist, it's more effective to have it media and messages coordinated through the Beachhead Team. There is nothing unreasonable nor unusual about that.

To: Ericksen, Doug[ericksen.doug@epa.gov]
From: Grantham, Nancy
Sent: Wed 1/25/2017 4:25:45 PM
Subject: RE: standard reply to inquires about media pause

Got it ..

Nancy Grantham

Office of Public Affairs

US Environmental Protection Agency

202-564-6879 (desk)

Ex. 6 - Personal Privacy **(mobile)**

From: Ericksen, Doug
Sent: Wednesday, January 25, 2017 11:07 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: standard reply to inquires about media pause

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To: Dierker, Carl[Dierker.Carl@epa.gov]
From: Grantham, Nancy
Sent: Thur 2/2/2017 1:17:52 PM
Subject: media statement ..thanks ng

The EPA fully intends to continue to provide information to the public. A fresh look at public affairs and communications processes is common practice for any new Administration, and a short pause in activities allows for this assessment

Nancy Grantham

Office of Public Affairs

US Environmental Protection Agency

202-564-6879 (desk)

Ex. 6 - Personal Privacy **(mobile)**

To: Regional Public Affairs Directors[Regional_Public_Affairs_Directors@epa.gov]
Cc: Hubbard, Carolyn[Hubbard.Carolyn@epa.gov]; Grantham, Nancy[Grantham.Nancy@epa.gov]
From: Grantham, Nancy
Sent: Tue 1/31/2017 10:21:56 PM
Subject: Science Statement -- see below for what we are using ..thanks ng

Response to media requests on science at the EPA

Several articles last week reported that political appointees at the EPA would be vetting all scientific research and data before it is made public. These articles are inaccurate.

The context of the discussion that led to the articles was about changes to the EPA web page and the process that will happen to refresh the web page.

As most people can understand, the new Administration will make changes to the EPA web page just as previous administrations have done.

At this point we cannot say what the final changes will look like until there is a thorough review of the website.

Claims that science and research will be deleted are simply not true**. Because there are Federal record keeping requirements, there is a process in place for archiving Federal website information so it remains available to the public if it is removed from the active pages.**

Attribute to EPA Transition Team Communications Lead Doug Ericksen.

Nancy Grantham

Office of Public Affairs

US Environmental Protection Agency

202-564-6879 (desk)

Ex. 6 - Personal Privacy (mobile)

To: Ericksen, Doug[ericksen.doug@epa.gov]
From: Grantham, Nancy
Sent: Mon 1/30/2017 2:43:46 PM
Subject: RE: Statement on Science vetting

Thanks

Nancy Grantham

Office of Public Affairs

US Environmental Protection Agency

202-564-6879 (desk)

Ex. 6 - Personal Privacy (mobile)

From: Ericksen, Doug
Sent: Monday, January 30, 2017 9:30 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Statement on Science vetting

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Please contact EPA Transition Team Communications Lead Doug Ericksen if you have additional questions about this issue.

To: Ericksen, Doug[ericksen.doug@epa.gov]
From: Grantham, Nancy
Sent: Tue 1/24/2017 8:17:55 PM
Subject: RE: POLITICO: EPA memo calls for communications lockdown

Thanks ng

Nancy Grantham

Office of Public Affairs

US Environmental Protection Agency

202-564-6879 (desk)

Ex. 6 - Personal Privacy **(mobile)**

From: Ericksen, Doug
Sent: Tuesday, January 24, 2017 3:17 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: POLITICO: EPA memo calls for communications lockdown

Nancy,

Your response looks good to me. Please use as necessary.

Doug Ericksen

From: Grantham, Nancy
Sent: Tuesday, January 24, 2017 3:02 PM
To: Mccabe, Catherine <McCabe.Catherine@epa.gov>; Ericksen, Doug <ericksen.doug@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: POLITICO: EPA memo calls for communications lockdown

Below, highlighted, Politico, is the story that is prompting all of the inquiries. The memo that is being discussed, is one sent by the comms person in oarm, rather than an agency-wide email.

We should discuss the proposed statement below.

Suggested response:

The EPA fully intends to continue to provide information to the public. A fresh look at public affairs and communications processes is common practice for any new Administration, and a short pause in activities allows for this assessment.

Thanks ng

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Office of Public Affairs

US Environmental Protection Agency

202-564-6879 (desk)

Ex. 6 - Personal Privacy **(mobile)**

From: Valentine, Julia
Sent: Tuesday, January 24, 2017 11:15 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Hull, George <Hull.George@epa.gov>
Subject: Fwd: POLITICO: EPA memo calls for communications lockdown

This article claims that Joanne Amorosi sent the email following the mtg w CDs yesterday.

Julia P. Valentine

Office of Media Relations

202.564.2663

Sent from USEPA iPhone

Begin forwarded message:

From: "Jones, Enesta" <Jones.Enesta@epa.gov>
Date: January 24, 2017 at 11:09:04 AM EST
To: AO OPA Media Relations <AO_OPA_Media_Relations@epa.gov>
Subject: POLITICO: EPA memo calls for communications lockdown

EPA memo calls for communications lockdown

By Alex Guillén and Andrew Restuccia

The Trump administration has temporarily restricted press releases, social media and other communications functions at EPA, according to an internal memo obtained by POLITICO.

The memo was sent Monday morning to various staffers by Joanne Amorosi, the communications director for EPA's Office of Resources, Operations, and Management, the agency's central administrative branch.

It warns against virtually all public, external communications by EPA employees: No press releases, no blog posts, and no social media until a new "digital strategist" is hired. Trump's beachhead team will review EPA's previously planned public webinars "and decide which ones will go forward."

Any staff planning on speaking at conferences or other public venues for the next month and a half must clear it with Trump's people. Requests from the media "will be carefully screened." And employees are asked not to send emails via listserv unless "essential," since those messages "can be shared broadly and end up in the press."

The memo was first reported by The Huffington Post.