17-000-3722

United States Senate

WASHINGTON, DC 20510

January 25, 2017

The Honorable Donald Trump
President of the United States of America
The White House
1600 Pennsylvania Ave, NW
Washington, DC 20500

Dear Mr. President:

We are gravely troubled by reports about the recent directive to all federal agencies to silence communications with the public and Members of Congress. The American people expect an open, transparent and honest government, and your actions are not only contrary to that expectation, they promote a long lasting culture of fear among federal employees and prevent them from following their mission to openly serve the American public. Additionally, these actions undermine trust in our Federal government and do little to support your "drain the swamp" pledge to "make the government honest again."[1]

According to reports, your Administration's Beach Team[2] has directed the Environmental Protection Agency (EPA) and the Departments of Transportation, Agriculture[3], Health and Human Services and Interior with memos that impose a gag order on career federal employees. These memos instructed employees to, among other things, immediately cease releasing any public-facing documents, ban the release of photos and press releases to the public and terminate the use of social media. According to reports and an emailed memo, EPA employees were instructed to remove the website's climate change page containing links to scientific research on global warming, and the Beach Team targeted lists of EPA employees with pending speaking engagements for review.[4] In addition, in some instances the Beach Team specifically directed employees not to send any correspondence to public officials, including Members of Congress and state and local officials.

As Members of Congress, we wanted to ensure that you are aware that it is against the law to interfere with federal employees communicating with Congress.[5] It is also against the law

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[1] https://www.donaldjtrump.com/press-releases/trump-pledges-to-drain-the-swamp
[2] Politico Pro: Trump restricts communications from health agencies. January 24, 2017
https://www.apnews.com/55d484c19c28463e95c3b7c674d20bab https://www.buzzfeed.com/dinograndoni/trump-usda?utm_term=.jk05K5jPAB#.dcalxlbPg5
http://www.reuters.com/article/us-usa-trump-epa-climatechange-idUSKBN15906G?feedType=RSS&feedName=domesticNews&utm_medium=Social&utm_source=Twitter
[3] Reports have since stated that the Department of Agriculture has rescinded the gag order:
http://thehill.com/homenews/administration/316015-agriculture-department-lifts-order-for-lockdown-on-its-research-arm
[4] https://www.politicopro.com/f/?id=00000159-d107-dc1f-a37d-d95fed210001
[5] 5 U.S.C. § 7211 and 18 U.S.C. § 1505

to retaliate against career federal officials for following lawful policy directives.[6] These recent actions, combined with your previous attempts as President-elect to solicit names of Energy Department employees who worked on climate change initiatives and State Department officials who worked on women's and gender issues are deeply troubling.

The agencies targeted by this latest directive are responsible for billions of dollars of taxpayer funded public research. This research helps find solutions to problems that affect Americans every day. Targeting the scientists at these agencies and prohibiting them from sharing the results of this research with the broader public is irresponsible and serves only to undermine the integrity and public trust in the federal government. Furthermore, these actions, particularly at the EPA, fly in the face of the Agency's current scientific integrity policy,[7] which prohibits scientists, managers and other Agency leadership from suppressing, altering or otherwise impeding the timely release of scientific findings or conclusions. Previous Republican and Democratic administrations have protected the free flow of information and the sharing of agencies' views with the public.

Given your commitment to the rule of law and peaceful transition of power, we respectfully ask that any directives are immediately reversed and that you ensure that the dedicated federal civil servants of this country receive the respect they deserve and are immediately made aware of their clear protections under the law.

Sincerely,

Edward J. Markey
United States Senator

Thomas R. Carper
United States Senator

Ron Wyden
United States Senator

Bernard Sanders
United States Senator

Patrick Leahy
United States Senator

Tom Udall
United States Senator

[6] 5 U.S.C. § 2302(b)(8)
[7] https://www.epa.gov/sites/production/files/2014-02/documents/scientific_integrity_policy_2012.pdf

Richard Blumenthal
United States Senator

Elizabeth Warren
United States Senator

Tammy Baldwin
United States Senator

Cory A. Booker
United States Senator

Maria Cantwell
United States Senator

Kirsten Gillibrand
United States Senator

17-000-3726

United States Senate

WASHINGTON, DC 20510

January 26, 2017

President Donald J. Trump
The White House
1600 Pennsylvania Avenue NW
Washington, DC 20500

Dear Mr. President:

We write with alarm that the Environmental Protection Agency (EPA) has suspended all of its grants and contracts, which provide vital resources dedicated to air and water quality monitoring and improvement, the remediation of sites contaminated by toxic materials, and a variety of other activities that keep Americans and their families healthy and safe. We urge you to immediately reverse this troubling action.

Time and time again, you have promised Americans that you would keep their air clean and their water safe. In November 2015, you called into MSNBC's Morning Joe and said, "I want to make sure we have clean air and clean water." Last May, when you presented your "America First Energy Plan" in North Dakota, you told Americans that "from an environmental standpoint, my priorities are very simple: clean air and clean water." And your White House website declares: "President Trump will refocus the EPA on its essential mission of protecting our air and water."

The suspension of EPA's grants and contracts does the exact opposite of your stated intention—it puts the air Americans breathe and the water we drink at risk. EPA's grants and contracts support billions of dollars' worth of research and development funding, clean-up of toxic Superfund sites, local air and water quality monitoring and testing, assessments of risks to human health from environmental hazards, measures to enhance water security, radioactive and hazardous waste removal, radiation protection, and containment assessments for underground fuel storage tanks. Moreover, if this suspension applies to existing contracts, re-starting them could prove to be an exceedingly expensive waste of taxpayer funds.

We additionally note that EPA awards most grants on a competitive basis, which must remain merit-based and free from political influence. This action seems likely to result in the opposite outcome. We urge you to immediately lift the suspension that was placed on the EPA's grants and contracts. We also ask for your prompt responses to the following requests for information:

1) Please provide a copy of the document that directed this suspension.
2) Please provide a list of all grants, contracts and other awards that have been suspended under this directive, including the date, recipient and amount of the grant, contract or other award. Some press reports have indicated that this suspension may be temporary; please also indicate which grants, contracts and other awards are expected to be suspended indefinitely, and when funding for the rest will be reinstated.

3) For any existing contract that has been suspended, please provide an estimate of the costs associated with re-starting it, as well as the legal basis for its suspension.
4) Please direct the EPA to provide us with a copy of any and all documents related to the decision to suspend contracts, grants and other awards (including any and all written or electronic correspondence, audiotapes, electronic records, videotapes, photographs, telephone messages, voice mail messages, e-mails, facsimiles, daily agendas and calendars, information about meetings and/or discussions, whether in-person or over the telephone, agendas, minutes and a list of participants for those meetings and/or discussions, and transcripts and notes of any such meetings and/or discussions).
5) Who approved this action, both within EPA and at the White House?

Sincerely,

Edward J. Markey
U.S. Senator

Thomas R. Carper
U.S. Senator

Jeffrey A. Merkley
U.S. Senator

Kirsten Gillibrand
U.S. Senator

Bernard Sanders
U.S. Senator

Cc: Acting Administrator Catherine McCabe

AL-17-000-5013

GREG WALDEN, OREGON
CHAIRMAN

FRANK PALLONE, JR., NEW JERSEY
RANKING MEMBER

ONE HUNDRED FIFTEENTH CONGRESS

Congress of the United States

House of Representatives

COMMITTEE ON ENERGY AND COMMERCE
2125 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515–6115
Majority (202) 225–2927
Minority (202) 225–3641

February 10, 2017

Ms. Catherine McCabe
Acting Administrator
Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

Dear Acting Administrator McCabe:

Pursuant to Rules X and XI of the U.S. House of Representatives, the Committee on Energy and Commerce is examining efforts by federal departments and agencies in its jurisdiction to identify administrative waste and "a clear path" to achieve significant budget savings in the next five years.

In December, *The Washington Post* reported that the Pentagon undertook a comprehensive study of administrative waste in business operations.[1] The report issued by the Defense Business Board revealed that the Department of Defense (DoD) spent nearly one-quarter of its $580 billion budget on overhead and core business operations, such as property management, human resources, and accounting.[2] The report further identified a "clear path" to saving $125 billion over five years without reducing military personnel or laying off civilian employees.[3] According to *The Washington Post*, the DoD "moved swiftly to kill [the report] by discrediting and suppressing the results" because the Defense Business Board documented "far more wasteful spending than expected."[4]

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[1] Craig Whitlock & Bob Woodward, *Pentagon buries evidence of $125 billion in bureaucratic waste,* WASH. POST, Dec. 5, 2016, https://www.washingtonpost.com/investigations/pentagon-buries-evidence-of-125-billion-in-bureaucratic-waste/2016/12/05/e0668c76-9af6-11e6-a0ed-ab0774c1eaa5_story.html?utm_term=.993d99ee4a3e.
[2] *Id.*
[3] Defense Business Board, *Transforming DoD's Core Business Processes for Revolutionary Change* (Jan. 22, 2015) *available at* http://apps.washingtonpost.com/g/documents/investigations/defense-business-board-study-from-jan-2015-identifying-125-billion-in-waste/2236/?ref.
[4] Craig Whitlock & Bob Woodward, *Pentagon buries evidence of $125 billion in bureaucratic waste,* WASH. POST, Dec. 5, 2016, https://www.washingtonpost.com/investigations/pentagon-buries-evidence-of-125-billion-in-bureaucratic-waste/2016/12/05/e0668c76-9af6-11e6-a0ed-ab0774c1eaa5_story.html?utm_term=.993d99ee4a3e.

To assist the Committee in its oversight efforts, please provide the following documents and information by March 10, 2017:

1. A copy of any internal study produced for your agency since January 1, 2014, similar to the internal study produced to the Department of Defense. This would also include any internal report related to budget savings that could be achieved from any agency-wide changes in making business operations more efficient, and reinvesting any savings to mission priorities.

2. If your agency determines that no such internal study exists for this timeframe in Request #1, please review the Defense Business Board report and provide a written response on any lessons learned from this report that could be applicable to your agency.

3. To the extent your agency is implementing recommendations in response to reports covered in Request #1, or is taking initiatives to achieve agency-wide budget savings in administrative efficiencies, please provide a written response detailing these efforts and the timeframes for implementation.

Your assistance is greatly appreciated. We look forward to working cooperatively and constructively with you in streamlining administration of programs and achieving significant budget savings. An attachment to this letter provides additional information about responding to the Committee's request. If you have any questions, please contact Alan Slobodin of the Committee staff at 202-225-2927.

Sincerely,

Greg Walden
Chairman
Committee on Energy and Commerce

Tim Murphy
Chairman
Subcommittee on Oversight
and Investigations

cc: The Honorable Frank J. Pallone, Jr., Ranking Member
Committee on Energy and Commerce

The Honorable Diana DeGette, Ranking Member
Subcommittee on Oversight and Investigations

Attachment

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAR 23 2017

OFFICE OF THE
CHIEF FINANCIAL OFFICER

The Honorable Greg Walden
Chairman, Committee on Energy and
Commerce
U.S. House of Representatives
Washington, D.C. 20515

Dear Chairman Walden:

Thank you for your February 10, 2017, letter to then Acting Administrator Catherine McCabe. Your letter asked for "a copy of any internal study produced since January 1, 2014, similar to the internal study produced by the Department of Defense". Further, if such a study had not been done during that time period, you requested information on initiatives undertaken to achieve agency-wide budget savings in administrative efficiencies.

While the U.S. Environmental Protection Agency has not produced a similar report, I am pleased to provide an update on efforts the agency has made to reduce or avoid costs. We have made, and will continue to make, a deliberate effort to find cost-savings, maximize efficiencies, and seek opportunities to modernize our business practices. Many ongoing activities have been undertaken as part of a focus on reducing burden and streamlining processes. These include government-wide initiatives, such as the President's Management Agenda, Management Reform Agenda and the Campaign to Cut Waste, and agency-wide initiatives to operate effectively and efficiently in an increasingly challenging resource environment. In addition to common sound management efforts, such as managing the size and cost of the vehicle fleet and reducing printing and publication costs, the EPA has made progress in a number of specific areas to reduce or avoid costs and to reduce burden for the agency and our stakeholders and customers. Some key results are described below.

Space Consolidation and Reduction to Physical Footprint:

Since FY 2012, the EPA has released 517 thousand square feet of space nationwide, resulting in a cumulative rent avoidance of approximately $20 million across all appropriations.

Workforce Reshaping:

In 2013 and 2014, the agency's implementation of two rounds of Voluntary Early Retirement Act/Voluntary Separation Incentive Program represented a move toward more strategic hiring with the objective of a workforce with the skills better equipped to achieve our goals and priorities. As part of the streamlining and reshaping efforts, some offices completed

reorganizations. Through the two rounds of VERA/VSIP process, 682 employees from 19 program and regional offices departed the agency.

Shared Service Center Creation/Consolidation:

In 2008 and 2009, the EPA consolidated its fifteen human resources transactional services locations into three shared service centers located at the EPA's facilities in Research Triangle Park, NC, Cincinnati, OH and Las Vegas, NV. The consolidation provided the agency with a best foundation for cost effectiveness, operational efficiency and consistency in services.

Strategic Sourcing:

The EPA's Strategic Sourcing Program was implemented in 2013 to leverage the agency's full buying power to reduce acquisition administrative costs and develop long-term, mutually beneficial partnerships with best-in-class providers of products and services. It is a collaborative process that involves cross functional participation at all levels of the organization and has resulted in an estimated cost savings of $7.9 million.

E-Enterprise:

E-Enterprise for the Environment is a model for collaborative federalism among environmental regulators in the EPA and corresponding authorities in states, tribes and local governments. A joint governance body has focused on a portfolio of high priority projects to improve collaboration and achieve performance outcomes. From FY 2014 to FY 2015, key projects in this portfolio, such as the NPDES Electronic Reporting effort, contributed to over one million hours of burden reduction with the potential to reduce one million more in FY 2016 and FY 2017. In a 2015 analysis, E-Enterprise projected a potential savings of over $1.5 billion dollars across the environmental enterprise at all levels of government from an investment of $48 million per year in program modernization.

Improving Business Processes through Lean:

The EPA has implemented a series of Lean reviews -- a method of identifying and eliminating non-value added activity (waste) -- to increase the efficiency of agency processes and operations.

Since 2013, the EPA's Lean Initiative has led to significant increases in efficiency and productivity in both administrative and non-administrative processes across the agency. To date, nearly 200 Lean projects have redesigned large and small processes, reducing the time required by an average of 55 percent. For example, the time required to investigate potentially contaminated sites under the Resource Conservation and Recovery Act has been reduced from as long as 20 years to about five years and the time needed for data quality assurance reporting has been reduced by 38 percent.

In response to the January 24, 2017, Presidential Memorandum on Streamlining Permitting and Reducing Regulatory Burdens for Domestic Manufacturing, the agency is assessing whether Lean methodologies can be applied in identifying options for accelerating the pace of permit issuance to promote job growth and environmental protection.

I appreciate the opportunity to highlight some of the work the agency has done to increase efficiency and effectiveness through these efforts. Again, thank you for your letter. If you have further questions, please contact me or your staff may contact James Blizzard in the EPA's Office of Intergovernmental and Intergovernmental Relations at blizzard. james@epa.gov or 202-564-1695.

Sincerely,

David A. Bloom
Acting Chief Financial Officer

cc: The Honorable Frank J. Pallone, Jr.
Ranking Member, Committee on Energy and Commerce

The Honorable Diana DeGette
Ranking Member, Subcommittee on Oversight and Investigations

17-000-3729

3729

Congress of the United States
Washington, DC 20515

January 26, 2017

President Donald J. Trump
The White House
1600 Pennsylvania Ave, N.W.
Washington, D.C. 20500

President Trump:

As Members of the United States House of Representatives Appropriations Subcommittee that funds the Environmental Protection Agency, we are deeply distressed that your transition team has ordered the EPA to freeze grants and contracts and that it has prohibited EPA staff from communicating with elected officials and state and local grant recipients.

As you are well aware, Congress appropriated funding for these grants and contracts so that EPA can carry out its vital mission to protect the health of the American people and our environment. Nearly half of the EPA budget goes to grants and contracts to the States, Tribes, non-profits, educational institutions, and others to advance human health and environmental safeguards. To halt funding for the vital work of these public and private institutions is unprecedented and unacceptable. This action is counter to the intent of Congress, which holds and exercises the power to direct such funds.

The Administration failed to notify Congress and the state environmental agencies of its freeze on EPA grant and contract funds and has refused to respond to state agency inquiries. State agencies are an essential partner in protecting public health and the environment. The Administration's deliberate communication blackout is unacceptable and must be reversed.

In order for Congress to better understand the impact of these actions on the funding for which we have oversight jurisdiction, we ask that you provide the following information:

- A complete list of the grants and contracts that were frozen under this action and their corresponding recipients.
- Any communications sent to EPA employees instituting this freeze and restricting their communication.
- A summary of any findings resulting from the team's review and their plans going forward for the grants and contracts.

Furthermore, we will be requesting that the U.S. Government Accountability Office review whether the Administration's actions run afoul of the Impoundment Control Act of 1974 and other appropriations law.

Sincerely,

Betty McCollum
Member of Congress

Nita M. Lowey
Member of Congress

Chellie Pingree
Member of Congress

Derek Kilmer
Member of Congress

Marcy Kaptur
Member of Congress

Cc: Don Benton, Senior White House Advisor, EPA Transition Team

Rodney P. Frelinghuysen, Chairman, House Appropriations Committee

Ken Calvert, Chairman, House Appropriations Interior, Environment, and Related Agencies Subcommittee

17-000-
3728

Congress of the United States
Washington, DC 20515

January 26, 2017

President Donald J. Trump
1600 Pennsylvania Ave, NW
Washington, D.C. 20502

President Trump,

This week media reports indicated the administration issued instructions to the Environmental Protection Agency (EPA) related to an imposition of a "blanket" communications suspension on agency staff. Furthermore, press reports alluded to the administration's issuance of a temporary suspension on EPA task orders and work assignments. On behalf of Hoosier families, and state and local officials, we write to confirm the veracity of these reports and how these actions may affect residents in our state, particularly in East Chicago, Indiana.

We understand the challenges of the transition. However, we maintain significant reservations that a potential suspension on communications, task orders, and work assignments could unintentionally prevent EPA employees from continuing to address an ongoing public health and safety crisis in East Chicago, which forced hundreds of Hoosier families from their homes last year.

The EPA and Department of Housing and Urban Development (HUD) have been working to protect families living on land contaminated from decades of industrial lead processing work. East Chicago Calumet residents who live on or near the USS Lead Superfund site rely upon the dissemination of information out of both EPA and HUD, as well as the expeditious remediation of this contaminated area.

We urge the administration to clarify these reports. It is critical to East Chicago families that federal government agencies are able to share public health and safety information and continue their cleanup work unabated.

Thank you for your attention to this matter.

Sincerely,

Todd C. Young
Member of Congress

Peter J. Visclosky
Member of Congress

Joe Donnelly
Member of Congress

17-000-~~5788~~
4211

United States Senate

WASHINGTON, DC 20510

February 13, 2017

Donald F. McGahn II
White House Counsel
The White House
1600 Pennsylvania Avenue NW
Washington, D.C. 20500

Dear Mr. McGahn:

We write seeking information on the role Carl Icahn is playing in the Trump Administration. On December 21, 2016, then President-elect Trump's transition team announced that Mr. Icahn would be serving the President as a special advisor for overhauling federal regulations.[1] At the time of this announcement, President-elect Trump said of Mr. Icahn: "He is not only a brilliant negotiator, but also someone who is innately able to predict the future especially having to do with finances and economies. His help on the strangling regulations that our country is faced with will be invaluable."[2]

Mr. Icahn is chairman of the board and majority shareholder of Icahn Enterprises, a "diversified holding company engaged in ten primary business segments: Investment, Automotive, Energy, Gaming, Railcar, Mining, Food Packaging, Metals, Real Estate and Home Fashion."[3] All of these "business segments" are regulated by federal agencies that would be within Mr. Icahn's broad portfolio of giving advice to the President on how to address "strangling regulations."

We have specific concerns about Mr. Icahn's role given his previous public statements and significant ownership interest in CVR Energy (CVR). Icahn Enterprises owned an 82% stake in CVR as of September 30, 2016. CVR is an oil refiner that is required under the Environmental Protection Agency (EPA) Renewable Fuel Standard (RFS) to either blend its oil with renewable fuels or buy credits in lieu of blending in order to meet its obligations under the law. Mr. Icahn has called RFS obligations "completely totally absurd"[4] and according to the *Wall Street Journal* claimed they will cost his company $200 million dollars this year.[5] According to press reports, on February 9, 2017, subsidiaries of CVR sued the EPA over its 2017 biofuel mandate.[6]

On November 22, 2016, EPA announced that it intended to deny petitions to change RFS regulations in a way that would relieve CVR and similar refiners of some of their requirements under the law. Mr. Icahn has been one of the most vocal advocates for this rule change. EPA chose to initiate a comment period regarding its decision to deny these petitions. The comment period closes on February 22, 2017, meaning the final decision on whether to initiate a

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[1] https://greatagain.gov/icahn-advisor-regs-cd3c949af118#.7mkms6k9v
[2] Id.
[3] http://www.ielp.com/index.cfm
[4] https://www.bloomberg.com/politics/videos/2016-12-07/icahn-pruitt-a-great-pick-for-epa
[5] https://www.wsj.com/articles/carl-icahn-critic-of-the-epa-is-helping-donald-trump-shape-it-1480863601
[6] https://www.bna.com/icahn-subsidiaries-sue-n57982083618/

rulemaking will be made by Trump Administration officials. Mr. Icahn has been one of the most vocal advocates for EPA approval of the petitions.

On December 8, 2016, Scott Pruitt was formally announced as President-elect Trump's choice to be Administrator of the EPA. Mr. Pruitt has also been a vocal critic of the RFS, calling it "unworkable" in its current form. During his confirmation process, he refused to provide clear answers about the future of the RFS, particularly EPA's petition denial.

Mr. Icahn vocally supported Mr. Pruitt's nomination, and claimed "he had been consulted" before President-elect Trump selected him.[7] Commenting on the imminent nomination of Mr. Pruitt on December 7, 2016, Mr. Icahn said, "He's someone I think will do away with many of the problems at EPA...and I do think he feels strongly about the absurdity of these [RFS] obligations...."[8] Since the election, CVR's stock has risen 68.7%. On December 7, 2016 alone, the stock rose 12.5% and trading volume more than tripled over the prior day.[9]

These publicly reported facts suggest a conflict of interest between Mr. Icahn and advice he gave President Trump on the nomination of Mr. Pruitt. They further suggest he will be actively working to change RFS regulations to benefit CVR. And with a sprawling business empire and potentially unlimited portfolio in the Administration to address "strangling regulations," Mr. Icahn's role presents an unacceptable risk of further real or potential conflicts of interest absent immediate and thorough steps to address them. Given those concerns, we request answers to the following questions:

- Has the White House determined whether Mr. Icahn is a federal employee? Was the Department of Justice Office of Legal Counsel consulted in making that determination? If the White House has received a legal opinion from the Office of Legal Counsel, when will you make that opinion public? On what date did Mr. Icahn begin serving as Special Advisor? How many days during this calendar year is he expected to work?
- If Mr. Icahn is not considered a federal employee, what steps have been taken to prevent his access to non-public, confidential, or otherwise privileged information in the course of his duties? Will Mr. Icahn have access to agency officials for briefings or meetings that would not otherwise be available to members of the public? Will Mr. Icahn be required to disclose the names, dates, and subject matter of any briefings or meetings he has in conjunction with this role?
- What financial disclosures has Mr. Icahn made to the Administration? Has Mr. Icahn completed a Form 278 financial disclosure? If he has not made any financial disclosures, why not?
- On what regulations will Mr. Icahn provide advice to the President? Is Mr. Icahn barred from providing advice on any regulations? What systems have been put in place to

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[7] https://www.bloomberg.com/politics/videos/2016-12-07/icahn-pruitt-a-great-pick-for-epa

[8] Id.

[9] On the day Mr. Icahn's position with the Administration was announced, the price of Icahn Enterprises shares increased by 8%, an estimated $510 million windfall to Mr. Icahn. http://www.forbes.com/sites/danalexander/2016/12/22/trump-advisor-icahn-gains-510-million-day-after-accepting-role/#4bfcb1d96312

ensure Mr. Icahn is not providing advice on the modification or elimination of regulations which might be intended to, or will actually, financially benefit him or his companies?

- Has Mr. Icahn provided advice to the President on any Senate-confirmed or schedule C appointees in the Administration? If so, what steps have been taken to ensure that Mr. Icahn is not providing advice on nominations in areas in which he or his companies stand to benefit financially?
- Does the Administration believe that 18 U.S.C. §§ 201-209 or 5 U.S.C. app. 4 (federal criminal and civil conflict of interest statutes) and associated regulations apply to Mr. Icahn in his role as a Special Advisor to the President? If not, is Mr. Icahn subject to any laws or regulations governing conflicts of interest?
- Has Mr. Icahn recused himself from any decisions or from providing advice relating to policies or personnel that may present a conflict of interest, or the appearance thereof, with his personal financial holdings?
- Has Mr. Icahn been required to divest from any of his holdings? Has the Administration provided waivers for Mr. Icahn from any of these provisions? If so, what are the waivers and what was the legal justification for providing them? If not, why has the Administration concluded these laws and regulations do not apply?

Thank you for your attention to these issues. As you may know, the Senate is expected to take up the nomination of Scott Pruitt this week, so the courtesy of a reply before February 15, 2017 is requested.

Sincerely,

Sheldon Whitehouse
United States Senator

Debbie Stabenow
United States Senator

Sherrod Brown
United States Senator

Amy Klobuchar
United States Senator

Al Franken
United States Senator

Tammy Baldwin
United States Senator

Elizabeth Warren
United States Senator

Cc: Acting EPA Administrator Catherine McCabe

17-000-5244
3708

SHELDON WHITEHOUSE
RHODE ISLAND

COMMITTEES
AGING
BUDGET
ENVIRONMENT AND PUBLIC WORKS
HEALTH, EDUCATION, LABOR, AND PENSIONS
JUDICIARY

United States Senate

WASHINGTON, DC 20510-3905

http://whitehouse.senate.gov
(202) 224-2921
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170 WESTMINSTER STREET, SUITE 1100
PROVIDENCE, RI 02903
(401) 453-5294

January 27, 2017

Kevin Minoli
Designated Agency Ethics Official
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460

Dear Mr. Minoli:

I write for an update on procedures EPA has put in place to ensure that all new Agency employees are following federal laws and regulations governing conflicts of interest, and that appropriate safeguards have been put in place to protect the prerogatives of the Agency in litigation in which EPA is a party, EPA has DOJ representation, and in ongoing criminal and civil enforcement matters. These conflicts may be especially acute and involve issues of legal ethics and professional responsibility when new Agency employees are attorneys who have represented clients in litigation against EPA. Specifically, I have the following questions:

> As of today, are any individuals who are not EPA employees, including but not limited to members of the Trump transition team, receiving briefings on ongoing litigation in which EPA is a party, EPA has DOJ representation, or criminal or civil enforcement matters? If so, who are these individuals, why are they receiving briefings, and what safeguards have been put in place to ensure compliance with all federal conflict of interest laws and regulations?
>
> What are the names and titles of Schedule C appointees at EPA who have been brought on since January 20, 2017?
>
> On what date did each of these Schedule C appointees receive required ethics trainings and/or briefings?
>
> What steps have been taken to determine whether any Schedule C appointee have covered relationships pursuant to 5 C.F.R. 2635.502(b)?
>
> What steps have been taken to ensure that Schedule C appointees are not participating personally and substantially, including through briefings, in particular matters involving specific parties with which they have a covered relationship?
>
> Have any waivers been granted to this recusal requirement? If so, please specify the individuals receiving the waiver, the particular matter to which the waiver applies, and the reasons for granting the waiver.

Are there any other political appointees not otherwise listed above currently receiving briefings or participating in particular matters at EPA? If so, who are these individuals, what is their role at EPA, and what safeguards have been put in place to ensure compliance with all federal conflict of interest laws and regulations?

Thank you for your ongoing efforts to protect the integrity of the EPA. Given the Environment and Public Works Committee is currently considering the nomination of Scott Pruitt as EPA Administrator, I request answers to these questions by the close of business, Tuesday, January 31st.

Sincerely,

Sheldon Whitehouse
United States Senator

Cc: Catherine McCabe, Acting Administrator, Environmental Protection Agency
Arthur A. Elkins Jr., Inspector General, Environmental Protection Agency
Walter M. Shaub, Jr., Director, U.S. Office of Government Ethics

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Washington, D.C. 20460

OFFICE OF
GENERAL COUNSEL

JAN 31 2017

The Honorable Sheldon Whitehouse
United States Senate
530 Hart Senate Office Building
Washington, DC 20510

Dear Senator Whitehouse:

Thank you for your letter of January 27, 2017, in which you asked for an update on the procedures that the United States Environmental Protection Agency (EPA) follows to ensure that all new employees are aware of the federal ethics laws and regulations.

ETHICS BRIEFINGS
As required by 5 C.F.R. § 2638.304, all new employees must have initial ethics training. Effective January 1, 2017, this training can be offered quarterly, so an entering employee may receive the initial ethics briefing anytime within his or her initial ninety days at the Agency. In addition, pursuant to recently revised 5 C.F.R. § 2638.305, an incoming Administrator will be required to have an ethics briefing to discuss individual immediate ethics obligations. At the Agency's election, this training may be combined with the new employee ethics training.

WHAT THE EPA HAS DONE
To familiarize incoming political appointees with their ethics obligations and to assess any potential conflicts of interest, the EPA provided new employee ethics orientation sessions to incoming political appointees. Those briefings meet the requirements of 5 C.F.R. § 2638.304.

During the briefings, the EPA explained that the individuals will need to file public financial disclosure reports, the OGE 278, through INTEGRITY in accordance with 5 C.F.R. § 2638.203, within thirty days of entering federal service. See 5 C.F.R.§ 2635.204. The EPA also inquired about ownership interests and any spousal employment to identify potential financial conflicts pursuant to 18 U.S.C. § 208, and about covered relationships to identify potential impartiality concerns pursuant to 5 C.F.R. § 2635, Subpart E.

The individuals to whom the EPA has provided in-person ethics orientation sessions are:

NAME	TYPE OF APPOINTMENT	DATE OF ETHICS BRIEFING
Bangerter, Layne	Temporary Transitional Schedule C authority (provisional appointment)	January 16, 2017
Benton, Don	Temporary Transitional Non-Career SES authority (provisional appointment)	January 18, 2017
Davis, Patrick	Temporary Transitional Schedule C authority (temporary appointment)	January 16, 2017
Ericksen, Doug	Temporary Transitional Schedule C authority (temporary appointment)	January 18, 2017
Greaves, Holly	Temporary Transitional Non-Career SES authority (provisional appointment)	January 18, 2017
Konkus, John	Temporary Transitional Schedule C authority	January 27, 2017
Kreutzer, David	Temporary Transitional Schedule C authority (provisional appointment)	January 17, 2017
Munoz, Charles	Temporary Transitional Schedule C authority (provisional appointment)	January 18, 2017
Schwab, Justin	Temporary Transitional Schedule C authority (provisional appointment)	January 16, 2017
Schnare, David	Temporary Transitional Non-Career SES authority (provisional appointment)	January 18, 2017
Sugiyama, George	Temporary Transitional Schedule C authority (provisional appointment)	January 17, 2017

These individuals are the only political appointees currently at the EPA. Other than routine coordination with the Department of Justice, the Office of General Counsel has not briefed individuals who are not employees of the EPA on matters currently in litigation.

Following the initial ethics briefing, the Senior Counsel for Ethics summarized the ethics advice given based upon each person's individual situation in an email, including, where necessary, any areas of potential conflict or impartiality concerns. Then, beginning the week of January 23, 2017, after the individuals became employees of the EPA, she began to formalize ethics advice to them, including instructions on seeking authorization for outside activities where necessary. For the incoming political appointees who are attorneys, the EPA has reminded them about their own obligations under their state bar rules. No waivers or impartiality determinations have been issued to any of the incoming political appointees.

On Saturday, January 28, 2017, President Donald J. Trump signed an executive order that set forth additional ethics restrictions for his appointees. The EPA will review that order and provide additional training to the political appointees already at the EPA, as necessary, and ensure that they sign the President's pledge.

We appreciate your continued interest in ensuring that the EPA provides effective ethics advice and counseling to our employees. If you have further questions, you may contact me, minoli.kevin@epa.gov or (202) 564-8064, or Justina Fugh, Senior Counsel for Ethics, fugh.justina@epa.gov or (202) 564-1786, and please copy Christina Moody of the EPA's Office of Congressional and Intergovernmental Relations, moody.christina@epa.gov or (202) 564-0260.

Sincerely yours,

Kevin S. Minoli
Designated Agency Ethics Official
Acting General Counsel

AC-17-000-5244

United States Senate

WASHINGTON, DC 20510

February 27, 2017

The Honorable Scott Pruitt
Administrator
Environmental Protection Agency
1200 Pennsylvania Ave., NW
Washington, D.C. 20460

Dear Administrator Pruitt:

On January 25, 2017, President Trump issued an Executive Order directing Administration officials to identify "sanctuary jurisdictions" and cut off all federal grants to those jurisdictions.[1] Despite lawsuits challenging the legality of the Order, the Trump Administration appears to be accelerating its efforts to put the Order into effect. Last week, Department of Homeland Security (DHS) Secretary John Kelly issued a memorandum instructing his agency on how to implement the Order,[2] and the White House Press Secretary said that the Administration would "do everything we can to respect taxpayers and ensure that your states follow the law."[3] Because the Order is unconstitutional and the Administration is not pausing to give the courts time to weigh in, we write to better understand your views and your intentions regarding immediate enforcement against Massachusetts.

Massachusetts is a huge contributor to the federal treasury. We are among the nation's top three states in terms of per capita federal taxes paid, and Massachusetts is also one of only eleven states whose residents actually subsidize the federal government by paying more in federal taxes than we get back.[4] Federal funding that actually returns to Massachusetts is vitally important. For example, federal support accounts for nearly $11 billion of our state's annual budget.[5] These funds go to support health insurance for children, affordable housing for

[1] "Executive Order: Enhancing Public Safety in the Interior of the United States" (Jan. 25, 2017), at https://www.whitehouse.gov/the-press-office/2017/01/25/presidential-executive-order-enhancing-public-safety-interior-united.

[2] Memorandum from DHS Secretary John Kelly on Enforcement of the Immigration Laws to Serve the National Interest (Feb. 20, 2017), at https://www.dhs.gov/sites/default/files/publications/17_0220_S1_Enforcement-of-the-Immigration-Laws-to-Serve-the-National-Interest.pdf.

[3] White House Press Briefing, Feb. 23, 2017.

[4] Dave Gilson, *Unlike Trump, California Pays Its Taxes*, Mother Jones (Feb. 6, 2017), at http://www.motherjones.com/politics/2017/02/california-federal-taxes-spending-trump

[5] Massachusetts Budget & Policy Center, *Partnership in Peril: Federal Funding at Risk for State Programs Relied Upon by Massachusetts Residents* (Feb. 16, 2017), at http://www.massbudget.org/report_window.php?loc=Partnership-in-Peril-Federal-Funding-at-Risk.html.

families, nursing care for veterans, and countless other critical programs.[6] By its terms, the President's Executive Order threatens that vital support.

Section 9(a) of the Order directs the Attorney General and DHS Secretary to exercise "discretion" to "ensure that jurisdictions that willfully refuse to comply with 8 U.S.C. [§] 1373 (sanctuary jurisdictions) are not eligible to receive federal grants, except as deemed necessary for enforcement purposes by the Attorney General or the Secretary."[7] In turn, 8 U.S.C. § 1373 states that "a Federal, State, or local government entity or official may not prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, the Immigration and Naturalization Service information regarding the citizenship or immigration status, lawful or unlawful, of any individual." The Order also gives the DHS Secretary "the authority to designate, in his discretion and to the extent consistent with law, a jurisdiction as a sanctuary jurisdiction."[8] That sweeping provision gives the DHS Secretary unilateral authority to arbitrarily jeopardize federal grants to numerous jurisdictions, despite the clear unconstitutionality of such an action.

In recent days, states and localities have begun to grapple with how they will respond to this directive. Some have already begun changing their own laws to avoid risking the loss of vital funding.[9] Despite these threats, however, local leaders in Massachusetts have indicated that they do not intend to be browbeaten into changing their own laws to suit the whims of the President on matters over which he has no legal authority or control.[10] Several jurisdictions, including the Massachusetts cities of Chelsea and Lawrence,[11] have sued the Administration to prevent the implementation of this unconstitutional directive.

Evidently, the purpose of this Order is to punish local jurisdictions that make local law enforcement decisions that the President disagrees with. The President himself has described the Order as a "weapon" against certain cities,[12] while the White House Press Secretary said that the Order "directs the [DHS] secretary to look at . . . funding streams that are going to these cities . . . and figure out how we can defund those streams."[13]

The President has no constitutional authority to direct your agency to withhold grants on these arbitrary terms. First, as the Supreme Court reiterated in its seminal case on the Affordable Care Act in 2012, it is unconstitutional to use the threat of cutting off significant, pre-existing

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[6] Id.
[7] "Executive Order: Enhancing Public Safety in the Interior of the United States" (Jan. 25, 2017), § 9(a), at https://www.whitehouse.gov/the-press-office/2017/01/25/presidential-executive-order-enhancing-public-safety-interior-united.
[8] Id. § 9(a).
[9] Alan Gomez, *First 'Sanctuary City' caves to Trump demands*, USA Today (Jan. 26, 2017), at http://www.usatoday.com/story/news/2017/01/26/first-sanctuary-city-caves-donald-trump-demands/97111048/.
[10] *See, e.g.*, Meghan E. Irons & Cristela Guerra, *Walsh rails against Trump, calls immigration actions 'direct attack'*, Boston Globe (Jan. 25, 2017), at https://www.bostonglobe.com/metro/2017/01/25/walsh-says-boston-will-use-city-hall-itself-last-resort/UtZrLHENkQvEC1fTjgs7bP/story.html.
[11] *City of Chelsea & City of Lawrence v. Trump* (D. Mass. 2017), at http://lawyerscom.org/wp-content/uploads/2017/02/Sanctuary-Cities-Complaint-FINAL-FILED.pdf.
[12] Fox News, O'Reilly Factor (Feb. 5, 2017).
[13] Daily Press Briefing (Jan. 25, 2017).

funding to "coerce" a state into adopting a federal policy directive.[14] Where a President openly brags of his desire to use the loss of unrelated funding as a "weapon" against states and localities, the intent to exert such unconstitutional coercion is obvious.

Second, the Supreme Court has long established that conditions on federal grants must be related "to the federal interest in particular national projects or programs" funded by the grants.[15] The Order contains no such limitation, instead referring explicitly to "all Federal grant money that currently is received by any sanctuary jurisdiction."[16] The Order is unconstitutional because it would condition federal grants on compliance with certain federal immigration laws even when those grants are completely unrelated to those areas.

Third, the Supreme Court has also long established that "if Congress intends to impose a condition on the grant of federal moneys, it must do so unambiguously. By insisting that Congress speak with a clear voice, we enable the States to exercise their choice knowingly, cognizant of the consequences of their participation."[17] Under this precedent, the Order cannot constitutionally be applied to any grant programs at your agency unless Congress – not the President – has expressly and unambiguously conditioned grants under those programs on compliance in the immigration-related areas discussed in the Order.[18] To the best of our knowledge, few, if any, such conditional grants exist.

Finally, the Order is unconstitutional because it ties federal funds to compliance with 8 U.S.C. § 1373 – which is itself an unconstitutional provision. The Supreme Court has ruled that the federal government cannot "commandeer" state officials by directing them to enforce federal law.[19] Consistent with the federalism principles that animate our system of government and our Constitution, this anti-commandeering principle aims to maintain the "[p]reservation of the States as independent and autonomous political entities."[20] Section 1373 prohibits states and localities from telling their own government employees how to do their jobs – one of the most basic aspects of state and local sovereignty – and is therefore unconstitutional.[21]

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[14] *National Federation of Independent Businesses v. Sebelius*, 567 U.S. __ (2012).
[15] *South Dakota v. Dole*, 483 U.S. 203, 212 (1987) (internal quotations omitted).
[16] "Executive Order: Enhancing Public Safety in the Interior of the United States" (Jan. 25, 2017), § 9(c), at https://www.whitehouse.gov/the-press-office/2017/01/25/presidential-executive-order-enhancing-public-safety-interior-united.
[17] *Pennhurst State Sc. & Hosp. v. Halderman*, 451 U.S. 1, 17 (1981) (internal citations omitted).
[18] *See, e.g.*, Erwin Chemerinsky, Annie Lai, and Seth Davis, *Trump Can't Force "Sanctuary Cities" to Enforce His Deportation Plans*, Washington Post (Dec. 22, 2016), at https://www.washingtonpost.com/opinions/trump-cant-force-sanctuary-cities-to-enforce-his-deportation-plans/2016/12/22/421174d4-c7a4-11e6-85b5-76616a33048d_story.html?utm_term=.91e9fbb7a0ca; Ilya Somin, *Why Trump's Executive Order on Sanctuary Cities in Unconstitutional*, Washington Post (Jan. 26, 2017), at https://www.washingtonpost.com/news/volokh-conspiracy/wp/2017/01/26/constitutional-problems-with-trumps-executive-order-on-sanctuary-cities/?utm_term=.b2d635bbe605.
[19] *Printz v. United States*, 521 U.S. 898 (1997).
[20] Id. at 919.
[21] *See, e.g.*, Ilya Somin, *Why Trump's Executive Order on Sanctuary Cities in Unconstitutional*, Washington Post (Jan. 26, 2017), at https://www.washingtonpost.com/news/volokh-conspiracy/wp/2017/01/26/constitutional-problems-with-trumps-executive-order-on-sanctuary-cities/?utm_term=.b2d635bbe605 ("The anti-commandeering issue raised by Section 1373 has not yet been directly addressed by the Supreme Court (though the law was upheld in a badly flawed lower court decision back in 1999). We cannot be certain what will happen when and if the

If the Administration continues to press ahead with this blatantly unconstitutional order, it will lose in court. In the meantime, however, chaos and confusion will reign, as funding for countless vital programs in Massachusetts and other jurisdictions that refuse to be bullied is thrown into question. Every agency head takes an oath to "support and defend the Constitution of the United States against all enemies, foreign and domestic" and "bear true faith and allegiance to the same."[22] It is your responsibility to act in accordance with that oath.

You and your counsel are no doubt familiar with each of these Constitutional precepts. It is our responsibility to do what we can to make certain that the Constitutional protections of the people in our home state are protected. Therefore, we ask that you answer the following questions:

1. Do you plan to support the President's January 25, 2017 Executive Order?

2. Section 9(a) of the Order authorizes the Attorney General and/or the DHS Secretary to cut off any federal grants disbursed by your agency to a jurisdiction if that jurisdiction is found to be a "sanctuary jurisdiction" under the Order. Please indicate which grants administered by your agency you believe are covered by this order, and your basis for determining that Section 9(a) applies to those grants.

3. Do any of the laws that direct your agency to provide federal grants to state and local jurisdictions explicitly condition those grants on compliance with 8 U.S.C. § 1373? If so, please indicate which grants and provide the relevant corroborating statutory citations. If not, please provide the constitutional rationale for denying such grants disbursed by your agency to any jurisdiction not in compliance with 8 U.S.C. § 1373.

4. Do any of the laws that direct your agency to provide federal grants to state and local jurisdictions expressly condition those grants on whether or not such jurisdictions have been designated as a "sanctuary jurisdiction" under the Order? If so, please indicate which grants and provide the relevant corroborating statutory citations. If not, please provide the constitutional rationale for denying such grants disbursed by your agency to any jurisdiction designated as a "sanctuary jurisdiction" under the Order.

5. If you plan to deny access to pre-existing grants and grant programs disbursed by your agency under the Order, please explain how such action is not unconstitutionally coercive by the standards established in *National Federation of Independent Businesses v. Sebelius*, 567 U.S. __ (2012), particularly in light of the President's explicit direction that the Order is intended to be used as a "weapon" against local jurisdictions that do not affirmatively enforce his federal policy preferences.

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justices take up this issue. But the principles underlying the Court's anti-commandeering cases should lead it to strike down this law.").

[22] 5 U.S.C. § 3331.

6. If the Attorney General and/or the DHS Secretary determine under Section 9(a) of the Executive Order that certain "sanctuary jurisdictions" are ineligible to receive federal grants, will you cut off or otherwise approve cutting off of grants to those jurisdictions? If not, please indicate what actions you intend to take to ensure that those jurisdictions still receive those grants.

Given the importance of these issues, we respectfully request that you respond to these questions as soon as possible.

Sincerely,

Senator Elizabeth Warren

Senator Edward J. Markey

17-000-3348

United States Senate

WASHINGTON, DC 20510

January 12, 2017

Kevin Minoli
Designated Agency Ethics Official
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460

Dear Mr. Minoli:

We are in receipt of the Office of Government Ethics [OGE] certified financial disclosure report [Form 278] of Edward Scott Pruitt, and Mr. Pruitt's letter to you outlining the steps he will take to avoid conflicts of interest should he be confirmed as Administrator of the Environmental Protection Agency [EPA]. We are concerned that his representations to date have been incomplete. Without a fuller disclosure of financial and political relationships, EPA may not have sufficient information to evaluate whether Mr. Pruitt should be recused from many matters about which a reasonable person would question his impartiality. We are also concerned that his ethics agreement does not fully address how legal conflicts of interest arising from his representation of the State of Oklahoma in litigation against EPA will be resolved.

With respect to Mr. Pruitt's financial conflicts of interest and his Form 278 disclosures, Mr. Pruitt represents he will not participate personally and substantially in particular matters involving: Southern Baptists Theological Seminary, the Windows Ministry Incorporated, and the Rule of Law Defense Fund [RLDF]. In the attached letter we are sending today to OGE, we have raised concerns that this accounting does not include sufficient detail to allow OGE or EPA to fully assess conflicts of interest arising from his solicitation of funds for 527 and 501(c)(4) organizations, some of which may continue to operate during his tenure as EPA Administrator, should he be confirmed.

For example, RLDF can receive unlimited contributions from individuals, corporations, or partnerships and need not disclose the identity of its donors because it is organized under section 501(c)(4) of the Internal Revenue Code. The RLDF has previously contributed to section 527 political action committees [PACs] like the Republican Attorney Generals Association, effectively laundering the identity of donors whose money ended up funding overtly political purposes. What safeguards will EPA put in place to guard against Mr. Pruitt's involvement in matters involving regulated entities that contribute either publicly or anonymously to PACs and 501(c)(4) organizations with which he has had a prior relationship? In other words, what assurances will we have that regulated entities did not and will not make political contributions in exchange for favorable treatment by him as Administrator? Reporting in the *New York Times* and elsewhere has documented the real risk of pay-to-play arrangements with this nominee.

With respect to conflicts of interest arising from his position as Attorney General of the State of Oklahoma, Mr. Pruitt makes little more than pro forma representations that he will seek your authorization for a one-year period of time concerning matters in which the State of Oklahoma is a party or represents a party. As you may be aware, Mr. Pruitt has brought multiple lawsuits against EPA on behalf of the State of Oklahoma, many of which remain in active litigation with

entities that have contributed large sums of money to RAGA and other PACs with which Mr. Pruitt is affiliated.

- Could you provide us a complete list of matters that in your opinion will require your authorization?
- What factors will you use to assess whether authorization will be granted? What factors will you use to determine how broadly any recusal, if required, must be drawn? For example, Mr. Pruitt has challenged EPA's carbon pollution standards for power plants. Assuming that a recusal would be required in that matter, would it be limited to decisions regarding the litigation, or to other matters considered by the Office and Air and Radiation?
- Mr. Pruitt has agreed to not participate in any particular matter involving the RLDF without prior authorization. RLDF's activities and donors are largely secret. Without more extensive disclosures about RLDF and Mr. Pruitt's role in it, how will you determine whether a particular matter involves the RLDF?
- The ethics agreement entered into by former EPA Administrator Carol Browner included a clear and permanent recusal of her participation in any EPA matter in which the State of Florida was involved as a party and she was involved personally and substantially as Secretary of the Florida Department of Environmental Regulation. Our understanding of Mr. Pruitt's ethics agreement is that he has made no such unequivocal pledge. Why has EPA concluded that a more lenient arrangement for Mr. Pruitt's conflicts is appropriate?
- Mr. Pruitt has agreed to seek your authorization for a one-year period of time. Is it your understanding that any recusal you may require of Mr. Pruitt would be limited to this one-year period? If so, how will you account for his participation in matters after that one-year period where the conflict still exists, like litigation that he has brought against the agency that has not settled or been decided by that time?
- Mr. Pruitt has sued EPA on behalf of the State of Oklahoma. Before authorizing him to participate in EPA decisions involving Oklahoma, how will you determine whether Mr. Pruitt has obtained consent from his client to be released from ethical obligations he may have to it?
- Many of Mr. Pruitt's lawsuits have involved multi-state coalitions. Presumably he has entered into joint prosecution agreements with his co-plaintiffs. Have you reviewed, or will you review, these agreements to assess whether Mr. Pruitt has a "covered relationship" with other states or parties in those lawsuits? Is it your opinion that he would also have to obtain consent from his co-plaintiffs to participate in matters in which EPA's position is adverse to those states?
- It is a general principle of legal ethics that an attorney may not disclose privileged information without the client's consent. Furthermore, in multi-party litigation when two or more clients with a common interest in litigation agree to exchange otherwise privileged information concerning the matter, the communication is privileged as against third persons. Have any provisions been put in place to prevent the unauthorized disclosure by Mr. Pruitt of confidential client information, either from the State of Oklahoma or other state-plaintiffs in Mr. Pruitt's litigation?

- Pursuant to 42 U.S.C. § 7601(d), the authority of the Administrator to issue rules related to topics listed in 42 U.S.C. § 7607(d) is not delegable. How will you address a situation where you determine Mr. Pruitt has a conflict of interest with respect to a rule covering one of these topics?
- If a recusal is determined appropriate in any matter, has the nominee agreed to forgo any briefings during the period of the recusal?
- Under what obligation is Mr. Pruitt to follow determinations made by you concerning his recusals and waivers? If he chooses not to follow your determinations, what recourse is available for EPA?

We are committed to protecting the integrity of the EPA. All Americans should have confidence that EPA's decisions are made transparently, without favor to political donors, and by an Administrator who is committed to protecting the prerogatives and mission of the agency, not those suing it. The EPW Committee has scheduled Mr. Pruitt's confirmation hearing for January 18th. Accordingly, we respectfully request responses to these questions prior to the date of the hearing.

Sincerely,

Thomas R. Carper
United States Senator

Sheldon Whitehouse
United States Senator

Benjamin L. Cardin
United States Senator

Bernard Sanders
United States Senator

Jeffrey A. Merkley
United States Senator

Kirsten Gillibrand
United States Senator

Cory A. Booker
United States Senator

Edward J. Markey
United States Senator

Tammy Duckworth
United States Senator

Enclosure: letter to Walter M. Shaub, Jr., Director of the U.S. Office of Government Ethics

CC: Justina Fugh, Senior Counsel for Ethics Office of General Counsel, U.S. Environmental Protection Agency

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Washington, D.C. 20460

JAN 16 2017

OFFICE OF
GENERAL COUNSEL

The Honorable Thomas R. Carper
United States Senate
513 Hart Senate Office Building
Washington, DC 20510

Dear Senator Carper:

This letter responds to your inquiry of January 12, 2017, requesting specific information regarding the ethics review of E. Scott Pruitt, who has been nominated by President-elect Trump to be the Administrator of the United States Environmental Protection Agency (EPA).

Pursuant to the Ethics in Government Act of 1978 (amended by the Ethics Reform Act of 1989 and the Honest Leadership and Open Government Act of 2007), the EPA ethics team reviewed the public financial disclosure report submitted by Mr. Pruitt. We interacted with his surrogates to ensure that he reported all information necessary and required as set forth in the Ethics in Government Act. See "Contents of Report" at 5 U.S.C. app. §102 and in 5 C.F.R. Part 2634, Subpart C. Based on his submission, the EPA certified the public financial disclosure report on January 4, 2017, and forwarded it to the Office of Government Ethics (OGE), which certified it later that same day. Our certification of the report means that "the individual submitting [it] is in compliance with applicable laws and regulations." See 5 U.S.C. app. §106. In addition to certifying the report, the EPA and OGE also approved the language of Mr. Pruitt's ethics agreement, which conformed to the requirements of 5 C.F.R. Part 2634, Subpart H, Ethics Agreements, and the OGE-issued Nominee Ethics Agreement Guide (2014).

Federal ethics laws and regulations define the assets that are to be considered when assessing whether an employee or nominee has a financial conflict of interest. This assessment considers Mr. Pruitt's direct or imputed assets, which are defined to be his own interests, those of his spouse, minor child, general partner, any organization or entity for whom he serves as officer, director, trustee, general partner or employee, or any person with whom he is negotiating for or has an arrangement concerning prospective employment. See 5 C.F.R. § 2640.103(d). An employee's obligation to recuse himself from a particular matter or obtain a waiver pursuant to 18 U.S.C. §208(b) is based upon consideration of these defined interests. Interests or potential interests beyond those included in the definition are not considered and, therefore, cannot form the basis of an obligation *under federal ethics laws* to recuse oneself. For example, your letter asks whether the EPA considered potential "conflicts of interest arising from [Mr. Pruitt's] solicitation of funds for 527 and 501(c)(4) organizations." The assets of a 527 organization are

not owned directly by Mr. Pruitt or any of his imputed interests, so are, therefore, outside of the bounds of our review. Although Mr. Pruitt himself had a campaign committee for his own political campaigns for office, the EPA received confirmation from his surrogates that he is neither compensated by nor can he direct funds to himself. Further, he is not liable for the campaign's debt and is not owed any money. Mr. Pruitt's surrogates, in an email message from Mr. Adam Raviv, Special Counsel, WilmerHale, dated December 22, 2016, assured the EPA that if confirmed, the "committee will not raise additional money during his service and its only activity will be to settle any liabilities remaining from before his confirmation." We note that, as a federal employee, Mr. Pruitt would be prohibited under the Hatch Act. 5 U.S.C. § 7324, from soliciting any funds whatsoever for any partisan political campaign, group or election.

QUESTION #1: Could you provide us a complete list of matters that in your opinion will require your authorization?[1]

ANSWER #1: Upon appointment, Mr. Pruitt will become an employee of the United States Environmental Protection Agency and subject to, among other things, the Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. Part 2635, and the conflict of interest statutes codified in Title 18 of the United States Code. The obligation to seek authorization to participate in a specific party matter to avoid a loss of impartiality of the employee originates from 5 C.F.R. § 2635.502(a), which states:

> Where an employee knows that a particular matter involving specific parties is likely to have a direct and predictable effect on the financial interest of a member of his household, or knows that a person with whom he has a covered relationship is or represents a party to such matter, and where the employee determines that the circumstances would cause a reasonable person with knowledge of the relevant facts to question his impartiality in the matter, the employee should not participate in the matter unless he has informed the agency designee of the appearance problem and received authorization from the agency designee in accordance with paragraph (d) of this section.

The regulation, which includes a definitions section, specifies that an employee has a covered relationship with, among others, "[a]ny person for whom the employee has, within the last year, served as officer, director, trustee, general partner, agent, attorney, consultant, contractor, or employee." 5 C.F.R. § 2635.502(b)(iv). As set forth in the ethics agreement, Mr. Pruitt has identified that for a period of one year after his resignation from his position as the Attorney General of the State of Oklahoma, he will have a covered relationship with the State of Oklahoma and has agreed to seek authorization prior to participating in any specific party matter in which the State of Oklahoma is a party or represents a party. Similarly, he has identified the Southern Baptist Theological Seminary, Windows Ministry Incorporated, and the Rule of Law

[1] This response differs from the long-standing agency practice of answering questions in a comprehensive narrative in light of the unique nature of the confirmation process and the importance of the federal ethics requirements to that process. In order to facilitate the approach taken, this response includes the wording of the questions contained in your letter verbatim.

Defense Fund as organizations with which he will have a covered relationship for one year from the date he resigns or resigned from his positions with those entities, and has agreed during the time he has a covered relationship with any organization to seek authorization prior to participating in any specific party matter in which any organization in which he has served as director or officer is a party or represents a party.

It is not possible to proactively identify a complete list of specific party matters that could exist across the entire agency that involve the State of Oklahoma or any of the three organizations, nor would it be possible to do so for many other employees who have covered relationships with a state or organization that the EPA interacts on a fairly regular basis. Instead, the employee ensures compliance with the ethics requirements by proactively identifying the persons with which the employee has a covered relationship and then seeking authorization each time the employee seeks to participate in a specific party matter where one of those persons is a party or represents a party.

QUESTION #2: What factors will you use to assess whether authorization will be granted? What factors will you use to determine how broadly any recusal, if required, must be drawn? For example, Mr. Pruitt has challenged EPA's carbon pollution standards for power plants. Assuming that a recusal would be required in that matter, would it be limited to decisions regarding the litigation, or to other matters considered by the Office and Air and Radiation?

ANSWER #2: For the purposes of the impartiality considerations under the Standards of Ethical Conduct, the factors the EPA's Designated Agency Ethics Official will take into consideration are set forth at 5 C.F.R. § 2635.502(d)(1) - (6):

> Factors which may be taken into consideration include:
>
> (1) The nature of the relationship involved;
>
> (2) The effect that resolution of the matter would have upon the financial interests of the person involved in the relationship;
>
> (3) The nature and importance of the employee's role in the matter, including the extent to which the employee is called upon to exercise discretion in the matter;
>
> (4) The sensitivity of the matter;
>
> (5) The difficulty of reassigning the matter to another employee; and
>
> (6) Adjustments that may be made in the employee's duties that would reduce or eliminate the likelihood that a reasonable person would question the employee's impartiality.

Should a recusal be necessary, that would prohibit participation in that specific party matter in any way, but a recusal in one specific party matter would not itself prevent participating on other specific party matters in which the "covered relationship" is a party or represents a party, or extend to matters of general applicability. Pursuant to the impartiality rules, any court case is considered a specific party matter. Thus, if the State of Oklahoma is a party or represents a party in a particular piece of litigation, Mr. Pruitt's ethics agreement includes a commitment by him to seek authorization to participate personally and substantially in that litigation. Should Mr. Pruitt

seek authorization to participate in any litigation in which a person with whom he has a covered relationship is a party or represents a party, as stated above, the EPA Designated Agency Ethics Official would consider the factors set forth at 5 C.F.R. § 2635.502(d)(1) - (6) for purposes of compliance with the federal ethics rules. Beyond the federal ethics requirements, as an attorney, Mr. Pruitt would also be subject to the rules of any relevant state bar. Those rules, however, are in addition to, and beyond the scope of, the federal ethics review and requirements discussed in this letter.

QUESTION #3: Mr. Pruitt has agreed to not participate in any particular matter involving the RLDF without prior authorization. RLDF's activities and donors are largely secret. Without more extensive disclosures about RLDF and Mr. Pruitt's role in it, how will you determine whether a particular matter involves the RLDF?

ANSWER #3: Federal ethics requirements apply first to the employee himself, and so Mr. Pruitt has agreed that, for the period of time for which he has a covered relationship with the Rule of Law Defense Fund (RLDF), he will seek authorization prior to participating in any specific party matter in which RLDF is a party or represents a party. Once he becomes a federal employee, Mr. Pruitt will have a continuing obligation to comply with the commitments made in his ethics agreement and the federal ethics requirements. In order to have an obligation to seek authorization to participate personally and substantially in a matter, RLDF must be a party or represent a party in a specific party matter. If RLDF has an interest in a specific party matter but is not itself a party or representing a party in that matter, the federal ethics requirements would not obligate Mr. Pruitt to seek authorization prior to participating in that specific party matter.

QUESTION #4: The ethics agreement entered into by former EPA Administrator Carol Browner included a clear and permanent recusal of her participation in any EPA matter in which the State of Florida was involved as a party and she was involved personally and substantially as Secretary of the Florida Department of Environmental Regulation. Our understanding of Mr. Pruitt's ethics agreement is that he has made no such unequivocal pledge. Why has EPA concluded that a more lenient arrangement for Mr. Pruitt's conflicts is appropriate?

ANSWER #4: In assisting Mr. Pruitt with his ethics agreement, the EPA followed federal ethics requirements and the most recent Ethics Agreement Guide published by the Office of Government Ethics (OGE) in 2014. Both the EPA and OGE certified Mr. Pruitt's ethics agreement as complying with all federal ethics requirements and conforming to the template set forth in OGE's Guide. Each ethics agreement is specific to the individual who is signing the agreement, and so consistency with the agreement of a former EPA Administrator is not a requirement for the agreement to be in compliance with the federal ethics rules. While the question indicated Mr. Pruitt's ethics agreement differs from the ethics agreement entered into by former Administrator Carol Browner in 1997, Mr. Pruitt's ethics agreement is very similar to the agreement entered into by former Administrator Lisa Jackson in 2009. Those comparisons do not demonstrate compliance or non-compliance with the federal ethics requirements.

QUESTION #5: Mr. Pruitt has agreed to seek your authorization for a one-year period of time. Is it your understanding that any recusal you may require of Mr. Pruitt would be limited to this one-year period? If so, how will you account for his participation in matters after that one-year period where the conflict still exists, like litigation that he has brought against the agency that has not settled or been decided by that time?

ANSWER #5: As explained above, the regulations define a person with whom an employee has a covered relationship to include "[a]ny person for whom the employee has, *within the last year*, served as officer, director, trustee, general partner, agent, attorney, consultant, contractor, or employee." 5 C.F.R. § 2635.502(b)(iv) (italics added). After one year, the covered relationship with the former employer under the federal ethics rules no longer exists. At that point in time and into the future, there is no obligation under the federal ethics rules to seek authorization to participate in the relevant specific party matters, and any disqualification on participating in those specific party matters is no longer in effect. An employee may voluntarily continue to recuse himself from such specific party matters after that point, but is not obligated to do so by the federal ethics requirements. Again, this letter discusses only Mr. Pruitt's obligations under the federal ethics laws and does not address other possible obligations such as compliance with state bar rules.

QUESTION #6: Mr. Pruitt has sued EPA on behalf of the State of Oklahoma. Before authorizing him to participate in EPA decisions involving Oklahoma, how will you determine whether Mr. Pruitt has obtained consent from his client to be released from ethical obligations he may have to it?

ANSWER #6: The federal ethics requirements ensure employees meet certain obligations on behalf of the interests of the federal government, as those interests are articulated in federal laws and regulations. Likewise, the EPA's ethics program is focused on ensuring compliance with those laws and regulations. To the extent Mr. Pruitt has ethical obligations to the State of Oklahoma or any other organization, ensuring compliance with those non-federal obligations is beyond the scope of the federal ethics requirements and the EPA's ethics program.

QUESTION #7: Many of Mr. Pruitt's lawsuits have involved multi-state coalitions. Presumably he has entered into joint prosecution agreements with his co-plaintiffs. Have you reviewed, or will you review, these agreements to assess whether Mr. Pruitt has a "covered relationship" with other states or parties in those lawsuits? Is it your opinion that he would also have to obtain consent from his co-plaintiffs to participate in matters in which EPA's position is adverse to those states?

ANSWER #7: As described above, the federal ethics regulations define persons with whom an employee has a covered relationship, and the impartiality standards do not consider that joint prosecution agreements give rise to any covered relationship with co-plaintiffs. Joint prosecution agreements would not be relevant to evaluating compliance with federal ethics requirements and the EPA has not reviewed any such possible agreements.

QUESTION #8: It is a general principle of legal ethics that an attorney may not disclose privileged information without the client's consent. Furthermore, in multi-party litigation when two or more clients with a common interest in litigation agree to exchange otherwise privileged information concerning the matter, the communication is privileged as against third persons. Have any provisions been put in place to prevent the unauthorized disclosure by Mr. Pruitt of confidential client information, either from the State of Oklahoma or other state plaintiffs in Mr. Pruitt's litigation?

ANSWER #8: The federal ethics requirements ensure employees meet certain obligations on behalf of the interests of the federal government, as those interests are articulated in federal laws and regulations. Likewise, the EPA's ethics program is focused on ensuring compliance with those laws and regulations. To the extent Mr. Pruitt has ethical obligations to the State of Oklahoma or any other state or organization, knowledge of such provisions and ensuring compliance with those non-federal obligations is beyond the scope of the federal ethics requirements and the EPA's ethics program.

QUESTION #9: Pursuant to 42 U.S.C. § 7601(d) (sic), the authority of the Administrator to issue rules related to topics listed in 42 U.S.C. § 7607(d) is not delegable. How will you address a situation where you determine Mr. Pruitt has a conflict of interest with respect to a rule covering one of these topics?

ANSWER #9: Should the federal ethics requirements preclude an Administrator from participating in a matter where the authority to take certain actions is defined by a statute or a regulation to rest with the Administrator, and where the statute or regulation specifically states that the authority may not be delegated, the Federal Vacancies Reform Act and other federal law provide a mechanism for another official of the EPA to perform such functions in an acting capacity. For example, if an Administrator is determined to have a conflict of interest and must be recused with respect to any such non-delegable statutory function or duty, he would be deemed unable to perform the function or duty and the Administrator position would be deemed "vacant" with respect to that function or duty. The Federal Vacancies Reform Act identifies the officials who would serve as the acting Administrator to perform the function or duty, and under Executive Reorganization #3 of 1970, the EPA Deputy Administrator acts as Administrator in the event of a vacancy in the office of Administrator.

QUESTION #10: If a recusal is determined appropriate in any matter, has the nominee agreed to forgo any briefings during the period of the recusal?

ANSWER #10: An employee who is recused from participation cannot be briefed on the same particular matter from which he is recused. In its advisory entitled "Effective Screening Arrangements for Recusal Obligations, DO-04-012 (June 1, 2004), the Office of Government Ethics wrote that:

> Ethics officials should also counsel employees regarding the scope of their recusals, including the kinds of actions that may constitute personal and substantial participation.

For example, employees with recusal obligations should not assign covered matters on an ad hoc basis. Participating in a decision concerning who should work on a matter, how a matter should be handled, or whether a matter should be acted upon, is a form of participation in the matter. Involvement in preliminary discussions, in interim evaluations, in review or approval at intermediate levels, or in supervision of subordinates working on a matter also amounts to personal and substantial participation. Recusal means no participation in any way, including briefings.

QUESTION #11: Under what obligation is Mr. Pruitt to follow determinations made by you concerning his recusals and waivers? If he chooses not to follow your determinations, what recourse is available for EPA?

ANSWER #11: Pursuant to the Ethics in Government Act at 5 U.S.C. app. §110, Mr. Pruitt is required to comply with his ethics agreement. Pursuant to 5 C.F.R. § 2634.802(b), he is required to comply with his ethics agreement within ninety days from the date of Senate confirmation. As an employee of the EPA, Mr. Pruitt will be subject to the Standards of Ethical Conduct set forth at 5 C.F.R. Part 2635, as well as the conflict of interest statutes codified in Title 18 of the United States Code, which include specific prohibitions against financial and representational conflict of interest.

As a Presidential nominee for a Senate-confirmed position, Mr. Pruitt is required to have one hour of initial ethics training which he may complete before or after his appointment, but not later than two months after his appointment. 5 C.F.R. § 2638.304(b)(1). In addition, he is required to have an ethics briefing to discuss his immediate ethics obligations. This new training requirement, which became effective on January 1, 2017, may be combined with the initial ethics training, but must occur no later than fifteen days after appointment. See 5 C.F.R. § 2638.305(b)(1). As an employee of the EPA, Mr. Pruitt will be subject to the Standards of Ethical Conduct for Employees of the Executive Branch, which includes the basic obligations of public service set forth at 5 C.F.R. § 2635.101(b)(1) – (12).

As the head of this agency, Mr. Pruitt will be "responsible for, and will exercise personal leadership in, establishing and maintaining an effective agency ethics program and fostering an ethical culture in the agency." 5 C.F.R. § 2638.107. In the event that an employee fails to meet the obligations of his or her ethics agreement, then the EPA may notify the Office of the Inspector General and/or the Office of Government Ethics. See 5 C.F.R. § 2635.101(b)(11), which requires employees to disclose waste, fraud, abuse and corruption to the proper authorities, and 5 C.F.R. § 2638.401, which gives the Office of Government Ethics the authority to take action with respect to deficiencies in an agency's ethics program.

In closing, thank you for your January 12, 2017, letter requesting specific information regarding the ethics review performed by the EPA with regard to the nomination of E. Scott Pruitt for the position of Administrator. The EPA recognizes the importance of the federal ethics requirements to the confirmation process, and is committed to working with the Congress, Mr. Pruitt, and future nominees to explain those requirements and how they apply to a particular situation.

Consistent with that commitment, Mr. Pruitt's representative requested a copy of the signed version of this response after it has been transmitted to you, and one will be provided to him.

If you have further questions, you may contact me at minoli.kevin@epa.gov or (202) 564-8064, or your staff may contact Justina Fugh, Senior Counsel for Ethics, at fugh.justina@epa.gov or (202) 564-1786 and copy Christina Moody of the EPA's Office of Congressional and Intergovernmental Relations, moody.christina@epa.gov or (202) 564-0260.

Sincerely,

Kevin S. Minoli
Designated Agency Ethics Official
Principal Deputy General Counsel

17-000-3656

MARK R. WARNER
VIRGINIA

COMMITTEES:
FINANCE
BANKING, HOUSING, AND URBAN AFFAIRS
BUDGET
INTELLIGENCE
RULES AND ADMINISTRATION

United States Senate

WASHINGTON, DC 20510–4606

January 18, 2017

The Honorable Gina McCarthy
Administrator of the Environmental Protection Agency
Environmental Protection Agency
1200 Pennsylvania Avenue NW
Washington, DC 20460

Dear Secretary McCarthy,

As you are aware, agencies all across government have been working to implement the Digital Accountability and Transparency (DATA) Act of 2014 (Pub.L. 113–101), in advance of the May 9, 2017 statutory deadline. When fully implemented, the DATA Act will play an unprecedented role in improving the government's financial transparency and creating opportunities for better agency management. However, I write with concern regarding EPA's progress to date.

In 2016, I wrote twice to heads of each of the twenty-four CFO Act agencies requesting information regarding implementation activities. I am pleased that I have received both initial and updated Implementation Plans from most, including from yours. However, in reviewing these plans, discussing government-wide progress with officials from the Office of Management and Budget (OMB) and Department of the Treasury, along with examining reports of both the Government Accountability Office (GAO) and various inspectors general, I have some concerns about your Department's progress and subsequent ability to meet the upcoming deadline in May.

Lapses in DATA Act implementation, such as submission of inaccurate, incomplete, and especially poor quality data, can create government-wide complications. Data quality is an important signal of the extent to which agencies are complying with both the letter and spirit of the law. I understand that delays and changes to government-wide guidance may have hampered this effort in the past. However, comprehensive technical guidance was issued in April of 2016 by OMB. Thus, you now must move forward with deliberate speed to implement the law in the way that it was envisioned.

I am fully cognizant of the myriad challenges you face in implementing the DATA Act, and understand that the transition to a new administration poses an additional challenge. However, as we move into 2017, and enter the finals months leading to the implementation deadline, I urge you and your staff to continue to prioritize this essential effort, which will ultimately improve agency administration and governance at all levels.

If I can be of assistance in addressing implementation challenges at your agency, particularly during the transition in administration, please contact Rafi Martina on my staff at 202-224-2023 or Rafi_Martina@warner.senate.gov. I look forward to continuing to partner with your staff on this shared effort.

Sincerely,

Mark R. Warner
United States Senator

Cc: David A. Bloom
Deputy Chief Financial Officer

17-000-4064

JASON CHAFFETZ, UTAH
CHAIRMAN

ONE HUNDRED FIFTEENTH CONGRESS

ELIJAH E. CUMMINGS, MARYLAND
RANKING MINORITY MEMBER

Congress of the United States

House of Representatives

COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM
2157 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-6143
MAJORITY (202) 225-5074
MINORITY (202) 225-5051
http://oversight.house.gov

February 7, 2017

Ms. Catherine McCabe
Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460

Dear Acting Administrator McCabe:

We are writing to request information about your agency's use of nondisclosure agreements. Recently there have been news reports that guidance in some agencies raised concerns regarding the implications for federal employees' personal communications including, in some instances, communications with Congress.

Starting in 1988, Senator Chuck Grassley introduced an amendment known as the "anti-gag" provision to the Treasury, Postal Service and General Government Appropriations Act.[1] This provision has been included in appropriations laws since 1988, most recently in the Consolidated Appropriations Act of 2016.[2] In 2012, Congress unanimously passed the Whistleblower Protection Enhancement Act (WPEA), which codified the requirement and made its violation a prohibited personnel practice.[3]

That Act requires every executive branch nondisclosure policy, form, or agreement to contain the following explicit statement:

> These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities, created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.[4]

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[1] Pub. L. No. 100-440.

[2] Pub. L. No. 114-113, as continued by Pub. L. No. 114-254.

[3] 5 U.S.C. § 2302(b)(13).

[4] *Id.*

The law also requires any agency using a nondisclosure policy, form, or agreement to post the statement on the agency website along with relevant Executive Orders and statutes.

We want to ensure that this law is fully implemented. Accordingly, please provide the following information by February 20, 2017:

(1) all forms, policies, instructions, or agreements provided to employees or otherwise implemented since January 1, 2016 through the present, that reference communications with Congress, including those with either non-disclosure or non-disparagement provisions, and including all modifications, rescissions, or other changes;

(2) all forms, policies, instructions, or agreements that purport to limit the ability of current or former employees to communicate with Congress, whether explicitly or as a part of a general restriction on communications; and

(3) a detailed statement of all efforts that your department has taken to post the "anti-gag" provision on its website, as well as relevant Executive Orders and statutes.

Please contact Tristan Leavitt with the Committee majority staff at (202) 225-5074 or Courtney French with the Committee minority staff at (202) 225-5051 with any questions about this matter. Thank you for your prompt attention to this request.

Sincerely,

Gerald E. Connolly
Ranking Member
Subcommittee on Government Operations

Mark Meadows
Chairman
Subcommittee on Government Operations

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

15

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

The Honorable Gerald E. Connolly
Ranking Member
Subcommittee on Government Operations
Committee on Oversight and Government Reform
U.S. House of Representatives
Washington, D.C. 20515

Dear Representative Connolly:

Thank you for your letter of February 7, 2017, regarding the U.S. Environmental Protection Agency's use of nondisclosure agreements.

Attached to this letter, please find some illustrative nondisclosure agreements used by the EPA since January 1, 2016, which are responsive to questions (1) and (2) as outlined in your letter. Furthermore, in response to question (3), below are various links posted by the Agency on its public website with respect to Whistleblower Protection Enhancement Act protections.

- https://www.epa.gov/ocr/whistleblower-protections-epa-and-how-they-relate-non-disclosure-agreements-signed-epa-employees
- https://www.epa.gov/office-inspector-general/epa-oig-hotline#protection
- https://www.epa.gov/office-inspector-general/poster-whistleblower-protection-ombudsman-epa-oig

Thank you again for your letter. If you have further questions, please contact me or your staff may contact Kyle Aarons in the EPA's Office of Congressional and Intergovernmental Relations at Aarons.Kyle@epa.gov or (202) 564-7351.

Sincerely,

Donna J. Vizian
Acting Assistant Administrator

Enclosures

Apply appropriate classification level and any control markings (if applicable) when filled in.

(U) SENSITIVE COMPARTMENTED INFORMATION NONDISCLOSURE AGREEMENT

An Agreement between _____ and the United States.

(Name – Printed or Typed)

1. (U) Intending to be legally bound, I hereby accept the obligations contained in this Agreement in consideration of my being granted access to information or material protected within Special Access Programs, hereinafter referred to in this Agreement as Sensitive Compartmented Information (SCI). I have been advised that SCI involves or derives from intelligence sources or methods and is classified or is in process of a classification determination under the standards of Executive Order 13526 or other Executive order or statute. I understand and accept that by being granted access to SCI, special confidence and trust shall be placed in me by the United States Government.

2. (U) I hereby acknowledge that I have received a security indoctrination concerning the nature and protection of SCI, including the procedures to be followed in ascertaining whether other persons to whom I contemplate disclosing this information or material have been approved for access to it, and I understand these procedures. I understand that I may be required to sign subsequent agreements upon being granted access to different categories of SCI. I further understand that all my obligations under this agreement continue to exist whether or not I am required to sign such subsequent agreements.

3. (U) I have been advised that the unauthorized disclosure, unauthorized retention, or negligent handling of SCI by me could cause irreparable injury to the United States or be used to advantage by a foreign nation. I hereby agree that I will never divulge anything marked as SCI or that I know to be SCI to anyone who is not authorized to receive it without prior written authorization from the United States Government department or agency (hereinafter Department or Agency) that last authorized my access to SCI. I understand that it is my responsibility to consult with appropriate management authorities in the Department or Agency that last authorized my access to SCI, whether or not I am still employed by or associated with that Department or Agency or a contractor thereof, in order to ensure that I know whether information or material within my knowledge or control that I have reason to believe might be, or related to or derived from SCI, is considered by such Department or Agency to be SCI. I further understand that I am also obligated by law and regulation not to disclose any classified information or material in an unauthorized fashion.

4. (U) In consideration of being granted access to SCI and of being assigned or retained in a position of special confidence and trust requiring access to SCI, I hereby agree to submit for security review by the Department or Agency that last authorized my access to such information or material, any writing or other preparation in any form, including a work of fiction, that contains or purports to contain any SCI or description of activities that produce or relate to SCI or that I have reason to believe are derived from SCI, that I contemplate disclosing to any person not authorized to have access to SCI or that I have prepared for public disclosure. I understand and agree that my obligation to submit such preparations for review applies during the course of my access to SCI and thereafter, and I agree to make any required submissions prior to discussing the preparation with, or showing it to, anyone who is not authorized to have access to SCI. I further agree that I will not disclose the contents of such preparation with, or show it to, anyone who is not authorized to have access to SCI until I have received written authorization from the Department or Agency that last authorized my access to SCI that such disclosure is permitted.

5. (U) I understand that the purpose of the review described in paragraph 4 is to give the United States a reasonable opportunity to determine whether the preparation submitted pursuant to paragraph 4 sets forth any SCI. I further understand that the Department or Agency to which I have made a submission will act upon it, coordinating within the Intelligence Community when appropriate, and make a response to me within a reasonable time, not to exceed 30 working days from date of receipt.

6. (U) I have been advised that any breach of this Agreement may result in my termination of my access to SCI and removal from a position of special confidence and trust requiring such access, as well as the termination of my employment or other relationships with any Department or Agency that provides me with access to SCI. In addition, I have been advised that any unauthorized disclosure of SCI by me may constitute violations of United States criminal laws, including provisions of Sections 793, 794, 798, and 952, Title 18, United States Code, and of Section 783(b), Title 50, United States Code. Nothing in this agreement constitutes a waiver by the United States of the right to prosecute me for any statutory violation.

7. (U) I understand that the United States Government may seek any remedy available to it to enforce this Agreement including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement. I have been advised that the action can be brought against me in any of the several appropriate United States District Courts where the United States Government may elect to file the action. Court costs and reasonable attorney's fees incurred by the United States Government may be assessed against me if I lose such action.

8. (U) I understand that all information to which I may obtain access by signing this Agreement is now and will remain the property of the United States Government unless and until otherwise determined by an appropriate official or final ruling of a court of law. Subject to such determination, I do not now, nor will I ever, possess any right, interest, title, or claim whatsoever to such information. I agree that I shall return all materials that may have come into my possession or for which I am responsible because of such access, upon demand by an authorized representative of the United States Government or upon the conclusion of my employment or other relationship with the United States Government entity providing me access to such materials. If I do not return such materials upon request, I understand this may be a violation of Section 793, Title 18, United States Code.

9. (U) Unless and until I am released in writing by an authorized representative of the Department or Agency that last provided me with access to SCI, I understand that all conditions and obligations imposed on me by this Agreement apply during the time I am granted access to SCI, and at all times thereafter.

10. (U) Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions of this Agreement shall remain in full force and effect. This Agreement concerns SCI and does not set forth such other

CL: _____
DECL ON: _____
DRV FROM: _____

Apply appropriate classification level and any control markings (if applicable) when filled in.

conditions and obligations not related to SCI as may now or hereafter pertain to my employment by or assignment or relationship with the Department or Agency.

11. (U) I have read this Agreement carefully and my questions, if any, have been answered to my satisfaction. I acknowledge that the briefing officer has made available Sections 793, 794, 798 and 952 of Title 18, United States Code, and Section 783(b) of Title 50, United States Code, and Executive Order 13526, as amended, so that I may read them at this time, if I so choose.

12. (U) I hereby assign to the United States Government all rights, title and interest, and all royalties, remunerations, and emoluments that have resulted, will result, or may result from any disclosure, publication, or revelation not consistent with the terms of this Agreement.

13. (U) These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

14. (U) These restrictions are consistent with and do not supersede conflict with or otherwise alter the employee obligations rights or liabilities created by Executive Order13526; or any successor thereto, Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 1034 of Title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosures to Congress by members of the Military); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosure of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents), sections 7(c) and 8H of the Inspector General Act of 1978 (5 U.S.C. App.) (relating to disclosures to an inspector general, the inspectors general of the Intelligence Community; and Congress); section 103H(g)(3) of the National Security Act of 1947 (50 U.S.C. 403–3h(g)(3) (relating to disclosures to the inspector general of the Intelligence Community); sections 17(d)(5) and 17(e)(3) of the CIA Act of 1949 (50 U.S.C. 403q(d)(5) and 403q(e)(3)) (relating to disclosures to the Inspector General of the Central Intelligence Agency and Congress): and the statutes which protect agent disclosure which may compromise the national security, including Section 641, 793, 794, 798, and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Control Act of 1950 (50 U.S.C. Section 783(b)). The definitions, requirements, obligations, rights, sanctions and liabilities created by said Executive Order and listed statutes are incorporated into this Agreement and are controlling.

15. (U) This Agreement shall be interpreted under and in conformance with the law of the United States.

16. (U) I make this Agreement without any mental reservation or purpose of evasion.

_____ *Signature* _____ *Date*

The execution of this Agreement was witnessed by the undersigned who accepted it on behalf of the United States Government as a prior condition of access to Sensitive Compartmented Information.

WITNESS and ACCEPTANCE: _____ *Signature* _____ *Date*

SECURITY BRIEFING / DEBRIEFING ACKNOWLEDGMENT

_____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____

(Special Access Programs by Initials Only)

_____ SSN (See Notice Below) _____ Printed or Typed Name _____ Organization

BRIEF Date_____

I hereby acknowledge that I was briefed on the above SCI Special Access Program(s):

_____ *Signature of Individual Briefed*

DEBRIEF Date_____

Having been reminded of my continuing obligation to comply with the terms of this Agreement, I hereby acknowledge that I was debriefed on the above SCI Special Access Program(s):

_____ *Signature of Individual Briefed*

I certify that the briefing presented by me on the above date was in accordance with relevant SCI procedures.

_____ Signature of Briefing/Debriefing Officer _____ SSN (See notice below)

_____ Printed or Typed Name _____ Organization (Name and Address)

(U) NOTICE: The Privacy Act, 5 U.S.C. 522a, requires that federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Account Number (SSN) is Executive Order 9397, as amended. Your SSN will be used to identify you precisely when it is necessary to 1) certify that you have access to the information indicated above, 2) determine that your access to the information has terminated, or 3) certify that you have witnessed a briefing or debriefing. Although disclosure of your SSN is not mandatory, your failure to do so may impede such certifications or determinations.

CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENT

AN AGREEMENT BETWEEN _____ AND THE UNITED STATES

(Name of Individual - Printed or typed)

1. Intending to be legally bound, I hereby accept the obligations contained in this Agreement in consideration of my being granted access to classified information. As used in this Agreement, classified information is marked or unmarked classified information, including oral communications, that is classified under the standards of Executive Order 13526, or under any other Executive order or statute that prohibits the unauthorized disclosure of information in the interest of national security; and unclassified information that meets the standards for classification and is in the process of a classification determination as provided in sections 1.1, 1.2, 1.3 and 1.4(e) of Executive Order 13526, or under any other Executive order or statute that requires protection for such information in the interest of national security. I understand and accept that by being granted access to classified information, special confidence and trust shall be placed in me by the United States Government.

2. I hereby acknowledge that I have received a security indoctrination concerning the nature and protection of classified information, including the procedures to be followed in ascertaining whether other persons to whom I contemplate disclosing this information have been approved for access to it, and that I understand these procedures.

3. I have been advised that the unauthorized disclosure, unauthorized retention, or negligent handling of classified information by me could cause damage or irreparable injury to the United States or could be used to advantage by a foreign nation. I hereby agree that I will never divulge classified information to anyone unless: (a) I have officially verified that the recipient has been properly authorized by the United States Government to receive it; or (b) I have been given prior written notice of authorization from the United States Government Department or Agency (hereinafter Department or Agency) responsible for the classification of information or last granting me a security clearance that such disclosure is permitted. I understand that if I am uncertain about the classification status of information, I am required to confirm from an authorized official that the information is unclassified before I may disclose it, except to a person as provided in (a) or (b), above. I further understand that I am obligated to comply with laws and regulations that prohibit the unauthorized disclosure of classified information.

4. I have been advised that any breach of this Agreement may result in the termination of any security clearances I hold; removal from any position of special confidence and trust requiring such clearances; or termination of my employment or other relationships with the Departments or Agencies that granted my security clearance or clearances. In addition, I have been advised that any unauthorized disclosure of classified information by me may constitute a violation, or violations, of United States criminal laws, including the provisions of sections 641, 793, 794, 798, *952 and 1924, title 18, United States Code; *the provisions of section 783(b), title 50, United States Code; and the provisions of the Intelligence Identities Protection Act of 1982. I recognize that nothing in this Agreement constitutes a waiver by the United States of the right to prosecute me for any statutory violation.

5. I hereby assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result or may result from any disclosure, publication, or revelation of classified information not consistent with the terms of this Agreement.

6. I understand that the United States Government may seek any remedy available to it to enforce this Agreement including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement.

7. I understand that all classified information to which I have access or may obtain access by signing this Agreement is now and will remain the property of, or under the control of the United States Government unless and until otherwise determined by an authorized official or final ruling of a court of law. I agree that I shall return all classified materials which have, or may come into my possession or for which I am responsible because of such access: (a) upon demand by an authorized representative of the United States Government; (b) upon the conclusion of my employment or other relationship with the Department or Agency that last granted me a security clearance or that provided me access to classified information; or (c) upon the conclusion of my employment or other relationship that requires access to classified information. If I do not return such materials upon request, I understand that this may be a violation of sections 793 and/or 1924, title 18, United States Code, a United States criminal law.

8. Unless and until I am released in writing by an authorized representative of the United States Government, I understand that all conditions and obligations imposed upon me by this Agreement apply during the time I am granted access to classified information, and at all times thereafter.

9. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions of this Agreement shall remain in full force and effect.

10. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

(Continue on reverse.)

11. These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 13526 (75 Fed. Reg. 707), or any successor thereto section 7211 of title 5, United States Code (governing disclosures to Congress); section 1034 of title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); section 2302(b) (8) of title 5, United States Code, as amended by the Whistleblower Protection Act of 1989 (governing disclosures of illegality, waste, fraud , abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents); sections 7(c) and 8H of the Inspector General Act of 1978 (5 U.S.C. App.) (relating to disclosures to an inspector general, the inspectors general of the Intelligence Community. and Congress); section 103H(g)(3) of the National Security Act of 1947 (50 U.S.C. 403-3h(g)(3) (relating to disclosures to the inspector general of the Intelligence Community); sections 17(d)(5) and 17(e)(3) of the Central Intelligence Agency Act of 1949 (50 U.S.C. 403g(d)(5) and 403q(e)(3)) (relating to disclosures to the Inspector General of the Central Intelligence Agency and Congress); and the statutes which protect against disclosure that may compromise the national security, including sections 641, 793, 794, 798, *952 and 1924 of title 18, United States Code, and *section 4 (b) of the Subversive Activities Control Act of 1950 (50 U.S.C. section 783(b)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive Order and listed statutes are incorporated into this agreement and are controlling.

12. I have read this Agreement carefully and my questions, if any, have been answered. I acknowledge that the briefing officer has made available to me the Executive Order and statutes referenced in this agreement and its implementing regulation (32 CFR Part 2001 , section 2001 .80(d)(2)) so that I may read them at this time, if I so choose.

* NOT APPLICABLE TO NON-GOVERNMENT PERSONNEL SIGNING THIS AGREEMENT.

SIGNATURE	DATE	SOCIAL SECURITY NUMBER *(See Notice below)*

ORGANIZATION (IF CONTRACTOR, LICENSEE, GRANTEE OR AGENT, PROVIDE: NAME, ADDRESS, AND, IF APPLICABLE, FEDERAL SUPPLY CODE NUMBER) *(Type or print)*

WITNESS		ACCEPTANCE	
THE EXECUTION OF THIS AGREEMENT WAS WITNESSED BY THE UNDERSIGNED.		THE UNDERSIGNED ACCEPTED THIS AGREEMENT ON BEHALF OF THE UNITED STATES GOVERNMENT.	
SIGNATURE	DATE	SIGNATURE	DATE
NAME AND ADDRESS *(Type or print)*		NAME AND ADDRESS *(Type or print)*	

SECURITY DEBRIEFING ACKNOWLEDGEMENT

I reaffirm that the provisions of the espionage laws, other federal criminal laws and executive orders applicable to the safeguarding of classified information have been made available to me; that I have returned all classified information in my custody; that I will not communicate or transmit classified information to any unauthorized person or organization; that I will promptly report to the Federal Bureau of Investigation any attempt by an unauthorized person to solicit classified information, and that I (have) (have not) (strike out inappropriate word or words) received a security debriefing.

SIGNATURE OF EMPLOYEE	DATE

NAME OF WITNESS *(Type or print)*	SIGNATURE OF WITNESS

NOTICE: The Privacy Act, 5 U.S.C. 552a, requires that federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Number (SSN) is Public Law 104-134 (April 26, 1996). Your SSN will be used to identify you precisely when it is necessary to certify that you have access to the information indicated above or to determine that your access to the information indicated has been terminated. Furnishing your Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent you being granted access to classified information.

Cooperator Name - NDA # Date Last Saved: March 25, 2015

CONFIDENTIALITY AGREEMENT

Regarding Information Disclosed To the U.S. Environmental Protection Agency

This AGREEMENT is made and entered into by and between _____ [full name of company, association, etc.] (also provide abbreviated name, e.g., Battelle instead of "Battelle Memorial Institute", or initials, e.g. "GM" instead of "General Motors"("XXX")), having a principal place of business at _____ and the _____ [laboratory or program office] on behalf of the U.S. Environmental Protection Agency ("EPA"or the "Agency")(together, the "PARTIES").

WITNESSETH:

WHEREAS, The parties to this AGREEMENT are engaged in _____ [describe activity](the "PROJECT");

WHEREAS, in the course of the PROJECT, XXX intends to voluntarily disclose to EPA _____[describe information] which may reveal patentable subject matter, trade secrets, know-how, business methods or other proprietary information, or which is otherwise confidential information related to XXX's business;

AND WHEREAS, XXX claims that this information is confidential business information ("CBI").

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions herein contained, the PARTIES agree as follows:

(1) Disclosures to EPA. XXX will clearly and plainly mark as "CBI" or "CONFIDENTIAL" any written information it submits to EPA as part of this PROJECT and that it wishes to be treated as CBI in accordance with the terms of this AGREEMENT. If XXX discloses information to EPA which XXX orally claims as CBI, XXX will notify EPA in writing, within 30 days after the disclosure, if it wants such information treated in accordance with this AGREEMENT.

(2) Use of CBI. EPA agrees that, to the extent permitted by law, neither the Agency nor any of its branches, divisions, employees, independent contractors or other persons or organizations over which it has control will, at any time during or after this PROJECT, directly or indirectly use any claimed CBI disclosed to EPA for the PROJECT for any purpose not associated

with the PROJECT.

(3) Public Disclosure. EPA agrees not to publicly disclose the information claimed as CBI unless such disclosure is required by law, including the Freedom of Information Act and EPA's regulations at 40 C.F.R. Part 2, Subpart B.

(4) Affect of Other Disclosure Authorities. The PARTIES acknowledge that EPA's obligations under this AGREEMENT are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling."

(5) Information that is Not Considered to be CBI under Applicable Law. EPA's obligations under this AGREEMENT do not extend to any information that:

a. can be demonstrated to have been in the public domain or publicly known and readily available to the trade or the public prior to the date of any possible disclosure;

b. can be demonstrated to have been in EPA's possession or readily available to EPA from another source prior to any possible disclosure;

c. becomes part of the public domain or publicly known by publication or otherwise, provided such availability is not due to any unauthorized act of EPA;

d. is obtained by EPA for enforcement purposes or other purposes that are independent of this PROJECT;

e. XXX agrees to disclose for any purpose, including promotion of this PROJECT.

(6) Binding Effect. This AGREEMENT shall be binding on the PARTIES and upon their respective executors, administrators, legal representatives, successors and assigns.

(7) Governing Law. The construction, interpretation, validity, performance and effect of this AGREEMENT for all purposes shall be governed by the laws applicable to the U.S. Government.

(8) Effective Date. This AGREEMENT shall enter into force as of the date of the last signature of the PARTIES.

U.S. Environmental Protection Agency

By _____
Name
Title

Date: _____

XXX

By _____
Name
Title

Date: _____

CONFIDENTIALITY AGREEMENT

Between the U.S. Environmental Protection Agency and [full name of company, association, etc.]

This AGREEMENT is made and entered into by and between _____ [full name of company, association, etc.] (also provide abbreviated name, e.g., Battelle instead of "Battelle Memorial Institute", or initials, e.g. "GM" instead of "General Motors"("XXX")), having a principal place of business at _____ and the _____ [laboratory or program office] on behalf of the U.S. Environmental Protection Agency ("EPA"or the "Agency")(together, the "PARTIES").

WITNESSETH:

WHEREAS, The parties to this AGREEMENT are engaged in _____ [describe activity](the "PROJECT");

WHEREAS, in the course of the PROJECT, the Parties intend to voluntarily disclose to each other _____[describe information] which may reveal patentable subject matter, trade secrets, know-how, business methods or other proprietary information, or which is otherwise confidential information of the Parties

AND WHEREAS, the Party disclosing such information ("DISCLOSING PARTY") may claim that this information is confidential business information ("CBI") that should be treated accordingly by the party receiving the information ("RECEIVING PARTY").

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions herein contained, the PARTIES agree as follows:

(1) Disclosures. DISCLOSING PARTY will clearly and plainly mark as "CBI" or "CONFIDENTIAL" any written information it submits to RECEIVING PARTY as part of this PROJECT and that it wishes to be treated as CBI in accordance with the terms of this AGREEMENT. If DISCLOSING PARTY orally claims information as CBI, DISCLOSING PARTY will notify RECEIVING PARTY in writing, within 30 days after the disclosure, if it wants such information treated in accordance with this AGREEMENT.

(2) Use of CBI. RECEIVING PARTY agrees that, to the extent permitted by law, neither the RECEIVING PARTY nor any of its branches, divisions, employees, independent contractors or other persons or organizations over which it has control will, at any time during or after this PROJECT, directly or indirectly use any claimed CBI disclosed to RECEIVING PARTY for the PROJECT for any purpose not associated with the PROJECT.

(3) Public Disclosure. RECEIVING PARTY agrees not to publicly disclose the information claimed as CBI unless such disclosure is required by law, including the Freedom of Information Act and EPA's regulations at 40 C.F.R. Part 2, Subpart B.

(4) Effect of Other Disclosure Authorities. The PARTIES acknowledge that EPA's obligations under this AGREEMENT are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

(5) Information that is Not Considered to be CBI under Applicable Law. RECEIVING PARTY's obligations under this AGREEMENT do not extend to any information that:

a. can be demonstrated to have been in the public domain or publicly known and readily available to the trade or the public prior to the date of any possible disclosure;

b. can be demonstrated to have been in RECEIVING PARTY's possession or readily available to RECEIVING PARTY from another source prior to any possible disclosure;

c. becomes part of the public domain or publicly known by publication or otherwise, provided such availability is not due to any unauthorized act of RECEIVING PARTY;

d. is obtained by EPA for enforcement purposes or other purposes that are independent of this PROJECT;

e. DISCLOSING PARTY agrees to disclose for any purpose, including promotion of this PROJECT.

(6) Binding Effect. This AGREEMENT shall be binding on the PARTIES and upon their respective executors, administrators, legal representatives, successors and assigns.

(7) Governing Law. The construction, interpretation, validity, performance and effect of this AGREEMENT for all purposes shall be governed by the laws applicable to the U.S. Government.

(8) Effective Date. This AGREEMENT shall enter into force as of the date of the last signature of the PARTIES.

U.S. Environmental Protection Agency
(XXX PARTY)

By _____
Name

Title

Date: _____

XXX
(XXX PARTY)

By _____

Name

Title

Date: _____

17-000-3709

JASON CHAFFETZ, UTAH
CHAIRMAN

ONE HUNDRED FIFTEENTH CONGRESS

ELIJAH E. CUMMINGS, MARYLAND
RANKING MINORITY MEMBER

Congress of the United States

House of Representatives

COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM
2157 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515–6143
Majority (202) 225-5074
Minority (202) 225-5051
http://oversight.house.gov

January 26, 2017

Ms. Catherine McCabe
Acting Administrator
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue NW
Washington, D.C. 20460

Dear Ms. McCabe:

On July 29, 2015, four Environmental Protection Agency (EPA) employees provided testimony for a Committee hearing that examined allegations of sexual harassment occurring in the EPA Region 5 Great Lakes National Program Office.[1] Since then, two of these employees have reported retaliation for their participation in the hearing.

To assist the Committee in its investigation of these allegations, please provide all documents between any Environmental Protection Agency employee, since July 15, 2015, referring or relating to:

1. (b) (6) [redacted];
2. (b) (6) [redacted].

Please provide the requested documents as soon as possible but no later than February 9, 2017. When producing documents to the Committee, please delivery production sets to the Majority Staff in Room 2157 of the Rayburn House Office Building and the Minority Staff in Room 2471 of the Rayburn House Office Building. The Committee prefers, if possible, to receive all documents in electronic format.

The Committee on Oversight and Government Reform is the principal oversight committee of the House of Representatives and has broad authority to investigate "any matter" at "any time" under House Rule X.

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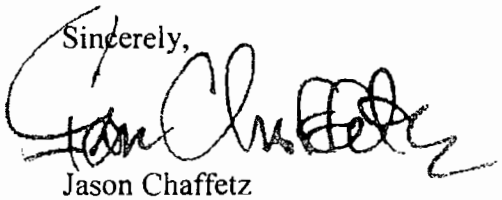
[1] *EPA Mismanagement Part II: Hearing before the H. Comm. on Oversight & Gov't Reform* 114th Cong. (2015).

Please contact Melissa Beaumont of the Committee staff at (202) 225-5074 with any questions about this request. Thank you for your prompt attention to this matter.

Sincerely,



Jason Chaffetz
Chairman

Enclosure

cc: The Honorable Elijah E. Cummings, Ranking Minority Member

Responding to Committee Document Requests

1. In complying with this request, you are required to produce all responsive documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, and representatives acting on your behalf. You should also produce documents that you have a legal right to obtain, that you have a right to copy or to which you have access, as well as documents that you have placed in the temporary possession, custody, or control of any third party. Requested records, documents, data or information should not be destroyed, modified, removed, transferred or otherwise made inaccessible to the Committee.

2. In the event that any entity, organization or individual denoted in this request has been, or is also known by any other name than that herein denoted, the request shall be read also to include that alternative identification.

3. The Committee's preference is to receive documents in electronic form (i.e., CD, memory stick, or thumb drive) in lieu of paper productions.

4. Documents produced in electronic format should also be organized, identified, and indexed electronically.

5. Electronic document productions should be prepared according to the following standards:

   (a) The production should consist of single page Tagged Image File ("TIF"), files accompanied by a Concordance-format load file, an Opticon reference file, and a file defining the fields and character lengths of the load file.

   (b) Document numbers in the load file should match document Bates numbers and TIF file names.

   (c) If the production is completed through a series of multiple partial productions, field names and file order in all load files should match.

   (d) All electronic documents produced to the Committee should include the following fields of metadata specific to each document;

   BEGDOC, ENDDOC, TEXT, BEGATTACH, ENDATTACH, PAGECOUNT,CUSTODIAN, RECORDTYPE, DATE, TIME, SENTDATE, SENTTIME, BEGINDATE, BEGINTIME, ENDDATE, ENDTIME, AUTHOR, FROM, CC, TO, BCC, SUBJECT, TITLE, FILENAME, FILEEXT, FILESIZE, DATECREATED, TIMECREATED, DATELASTMOD, TIMELASTMOD, INTMSGID, INTMSGHEADER, NATIVELINK, INTFILPATH, EXCEPTION, BEGATTACH.

6. Documents produced to the Committee should include an index describing the contents of the production. To the extent more than one CD, hard drive, memory stick, thumb drive, box or folder is produced, each CD, hard drive, memory stick, thumb drive, box or folder should contain an index describing its contents.

7. Documents produced in response to this request shall be produced together with copies of file labels, dividers or identifying markers with which they were associated when the request was served.

8. When you produce documents, you should identify the paragraph in the Committee's schedule to which the documents respond.

9. It shall not be a basis for refusal to produce documents that any other person or entity also possesses non-identical or identical copies of the same documents.

10. If any of the requested information is only reasonably available in machine-readable form (such as on a computer server, hard drive, or computer backup tape), you should consult with the Committee staff to determine the appropriate format in which to produce the information.

11. If compliance with the request cannot be made in full by the specified return date, compliance shall be made to the extent possible by that date. An explanation of why full compliance is not possible shall be provided along with any partial production.

12. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) the privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author and addressee; and (e) the relationship of the author and addressee to each other.

13. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (stating its date, author, subject and recipients) and explain the circumstances under which the document ceased to be in your possession, custody, or control.

14. If a date or other descriptive detail set forth in this request referring to a document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, you are required to produce all documents which would be responsive as if the date or other descriptive detail were correct.

15. Unless otherwise specified, the time period covered by this request is from January 1, 2009 to the present.

16. This request is continuing in nature and applies to any newly-discovered information. Any record, document, compilation of data or information, not produced because it has not been located or discovered by the return date, shall be produced immediately upon subsequent location or discovery.

17. All documents shall be Bates-stamped sequentially and produced sequentially.

18. Two sets of documents shall be delivered, one set to the Majority Staff and one set to the Minority Staff. When documents are produced to the Committee, production sets shall be delivered to the Majority Staff in Room 2157 of the Rayburn House Office Building and the Minority Staff in Room 2471 of the Rayburn House Office Building.

19. Upon completion of the document production, you should submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control which reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

Definitions

1. The term "document" means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, inter-office and intra-office communications, electronic mail (e-mail), contracts, cables, notations of any type of conversation, telephone call, meeting or other communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electric records or representations of any kind (including, without limitation, tapes, cassettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.

2. The term "communication" means each manner or means of disclosure or exchange of information, regardless of means utilized, whether oral, electronic, by document or otherwise; and whether in a meeting, by telephone, facsimile, email (desktop or mobile device), text message, instant message, MMS or SMS message, regular mail, telexes, releases, or otherwise.

3. The terms "and" and "or" shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this request any information which might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neuter genders.

4. The terms "person" or "persons" mean natural persons, firms, partnerships, associations, corporations, subsidiaries, divisions, departments, joint ventures, proprietorships, syndicates, or other legal, business or government entities, and all subsidiaries, affiliates, divisions, departments, branches, or other units thereof.

5. The term "identify," when used in a question about individuals, means to provide the following information: (a) the individual's complete name and title; and (b) the individual's business address and phone number.

6. The term "referring or relating," with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with or is pertinent to that subject in any manner whatsoever.

7. The term "employee" means agent, borrowed employee, casual employee, consultant, contractor, de facto employee, independent contractor, joint adventurer, loaned employee, part-time employee, permanent employee, provisional employee, subcontractor, or any other type of service provider.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

APR 0 7 2017

OFFICE OF
CONGRESSIONAL AND
INTERGOVERNMENTAL
RELATIONS

The Honorable Jason Chaffetz
Chairman
Committee on Oversight and Government Reform
United States House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

Thank you for your letter of January 26, 2017, to the U.S. Environmental Protection Agency Acting Administrator Catherine McCabe, requesting copies of certain documents referring to two employees that have reported retaliation. Administrator Pruitt asked that I respond on his behalf.

As discussed with your staff, we are currently focusing on a single employee currently in the EPA's Region 6 Office, Ross Tuttle. Enclosed please find an initial set of responsive documents.

Please note that portions of the responsive documents contain internal deliberations, attorney-client communications, or attorney work product of an Executive Branch agency, the EPA, and, as such, raise a confidentiality interest. In order to identify specific documents in which the EPA has a confidentiality interest, we have added a watermark to these documents that reads "Deliberative or Privileged Document of the U.S. EPA; Disclosure Authorized Only to Congress for Oversight Purposes." Each document contains a footnote stating that privilege in this context may include, but is not limited to, attorney-client privilege or work-product privileged information. Through this accommodation, the EPA does not waive any confidentiality interests in these documents or similar documents in other circumstances. The EPA respectfully requests that the Committee and staff protect the documents and the information contained in them from further dissemination. Should the Committee determine that its legislative mandate requires further distribution of this confidential information outside the Committee, we request that such need first be discussed with the agency to help ensure the Executive Branch's confidentiality interests are protected to the fullest extent possible.

You will also notice that some of the documents contain redactions of nonresponsive or personal privacy information. We redacted this information in a manner that does not obscure the identity of any individuals involved in the relevant communications.

As communicated to your staff, we will provide additional responsive documents on a rolling basis as we review them.

Again, thank you for your letter. If you have any further questions, you may contact me or your staff may contact Kyle Aarons in the EPA's Office of Congressional and Intergovernmental Relations at Aarons.Kyle@epa.gov or (202) 564-7351.

Sincerely,

Troy M. Lyons
Associate Administrator

Enclosures

cc: The Honorable Elijah J. Cummings
Ranking Member

To: (b) (6)(b) (6)(b) (6)(b) (6)
From: Hill, Troy
Sent: Mon 7/18/2016 8:47:54 PM
Subject: Final PD
V0A00000_GS-0028-14_071416_(b) (6)

(b) (6)

Attached is your final PD.

Thanks

Troy

United States Environmental Protection Agency **POSITION DESCRIPTION COVERSHEET**	**1. DUTY LOCATION** Dallas, Texas	**2. POSITION NUMBER** V16L026

3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position
US OPM GS-0028

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Management and Program Analyst	GS	0343	14	
4. Supervisor's Recommendation	Senior Region Coordinator	GS	0343	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any) SR Region Coordinator	**6. NAME OF EMPLOYEE** (b) (6)(b) (6)(b) (6)
7. ORGANIZATION (Give complete organizational breakdown)	e.
a. U.S. ENVIRONMENTAL PROTECTION AGENCY	f.
b. Region 6	g.
c. Management Divison	h. Employing Office Location Dallas, Texas
d.	i. Organization Code V0A00000

8. SUPERVISORY STATUS

☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.

☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.

☒ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).

☐ [6] **Lead** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.

☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGEG.

[8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		**d. Typed Name and Title of Second-Level Supervisor**	
Troy Hill, Deputy Asistant Regional Administrator		James McDonald, Assistant Regional Adminstrator	
b. Signature	**c. Date**	**e. Signature**	**f. Date**
	6/9/16	James McDonald	6/9/16

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential
☒ This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____

b. PSB Risk Designation	**c. Financial Disclosure Form**	**d. "Identical, Additional" (IA) Allocation**	**e. FLSA Determination**	**f. Functional Classification Code**
☐ 1 Low ☒ 2 Moderate ☐ 3 High Security Clearance Required: ☐ Yes ☒ No	☐ OGE-450 Required ☐ OGE-278 Required ☒ No financial disclosure forms required	This position ☐ may be IA'ed ☒ may not be IA'ed ☐ is limited to current incumbent	☐ NONEXEMPT ☒ EXEMPT* (**check exemption category*) ☒ Administrative ☐ Professional ☐ Executive	_____

g. Bargaining Unit Code	**h. Check, if applicable:**	**i. Classifier's Signature**	**j. Date**
8888	☐ Medical Monitoring Required ☐ Extramural Resources Management Duties (0 % of time) ☐ This position is subject to random drug testing (____)		7/14/16

11. REMARKS

EPA Form 3150-1 (Rev 8/2009) Previous Versions are Obsolete

Program Analyst
GS-0343-14

POSITION SUMMARY:

As a Senior Region Coordinator representing one or more of the Regional programs, you will:

- Coordinate regional input pertaining to a wide range of policy and resource issues related to the assigned national program(s);
- Analyze both emerging and existing program, policy, or regulatory issues and provide recommendations for program adjustment;
- Represent the combined regional perspective to the relevant Regional Program Manager(s)
- Provide budgetary and resource analysis to promote Regional programs.

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1 **35%**

Coordinate regional input pertaining to a wide range of policy and resource issues related to the assigned program(s). Establish effective relationships with open lines of communication to decision-makers in Senior Management. Lead the planning and coordination of regional conference calls or meetings. Direct task force or work group efforts on issues of cross-regional significance; provide leadership and direction, and build consensus on issues, options and resolutions that emerge. Effectively represents and supports the mission of the Management Division through participation in Regional efforts such as the Transition Action Team, the Regional Environmental Justice Workgroup, and others.

DUTY 2 **25%**

Analyze both emerging and existing program, policy or regulatory issues and provide recommendations for program adjustment. Gather, analyze, and consolidate information from assigned workgroups concerning current or potential issues facing existing programs (e.g. FOIA). Identify emerging policy issues affecting the Region in the implementation of national program priorities. Provide in-depth analysis of complex, cross-cutting regulatory, policy and technical issues that affect the national program represented. Evaluate the actual or potential effect on operating programs, taking into consideration disparate regional views, and participate with senior managers in formulating policy options and developing consensus on issues of Regional concern. Identify areas of conflict or incompatible priorities, and develop concurrence where possible on recommended actions.

DUTY 3 **25%**

Represent the combined regional perspective to the relevant Regional Program Manager(s). Identify, develop and negotiate a unified regional viewpoint and synthesize the concerns of all program mangers into a “regional view” that can be effectively factored into Regional decision-making. Collaborate with senior managers and program managers to incorporate regional perspective on decisions and policies. Ensure representation of disparate views in situations where a consensus is not reached. Advocate regional concerns and negotiate with senior management to resolve conflicts, build consensus, and implement recommendations. Ensure the quality of Regional decisions by providing an organized, consistent, and effective role in all the major phases of Regional decision- making. Create point papers, presentations, briefs or other communication tools to present the regional view to Regional decision makers or other interested parties.

DUTY 4 **15%**.

Provide budgetary and resource analysis to promote Regional programs. Serves as the Reasonable Accommodations Program Coordinator and promotes awareness of the program through periodic training of supervisors and managers. Collaborates with the Human Resources Office on actions for the hiring and placement of individuals with disabilities. Serves as the point of contact on such issues as accessibility of the work site and recommends reasonable accommodations. Assists supervisors and

management officials with the procedural requirements for making reasonable accommodations for employees having medical conditions restricting or prohibiting performance of assigned duties. Serves on teams dealing with matters involving the Reasonable Accommodations Program. Analyze resource requirements, collaborate with NPM(s) and Headquarter(s) officials to determine regional budget priorities, and assist in the development of budget and resource allocations needed to accomplish current and future goals. Analyze, combine, and consolidate program budget estimates/requests into a budget document and present final proposals to Regional officials. Ensure a balanced allocation of resources between HQ and regional program components. Discuss, negotiate, and work with close hold and confidential information pertaining to program planning that impacts Regional decision-making.

Area of expertise or other related information:

RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

1) Ability to apply a strategic national or agency-wide view to solve problems;
2) Skill in oral communication;
3) Skill in written communication;
4) Ability to collaborate with multiple organizations and/or organizational units;
5) Ability to resolve conflicts and disagreements and build consensus;
6) Ability to make recommendations and decisions to agency senior management/leaders;
7) Knowledge of statutory and regulatory guidance governing procedures for the provision of reasonable accommodations for employees with disabilities.

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position **Level 1-8 (1550 points)**

Expert knowledge of the application of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or complex management processes and systems, sufficient to make decisions or recommendations significantly changing, interpreting, or expanding agency/national policies or programs.

Ability to negotiate and communicate effectively with management to gain acceptance of recommendations where proposals involve substantial agency resources, may require extensive change in established procedures, or may be controversial.

Ability to use consensus-building strategies to facilitate decision making and consolidate positions.

Knowledge of statutory and regulatory guidance governing procedures for the provision of reasonable accommodations for employees with disabilities, in order to advise on and facilitate work-place accommodations.

Skill to effectively communicate orally sufficient to formulate and present arguments and advisory opinions, elicit cooperation and constructive responses from negotiating parties, and provide effective oral briefings and public presentations.

Ability to develop and deliver written communication tools designed to inform or persuade a variety of audiences.

Factor 2 - Supervisory Controls **Level 2-5 (650 points)**

The supervisor provides guidance only for administrative or policy parameters. The senior region coordinator works with the Management Division to develop the deadlines, projects, and work to be done. The employee has continuing responsibility for independently planning and carrying out important programs or projects of regional scope; determining the approach

to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. Completed work is reviewed by management officials only for potential influence on broad regional policy and program goals. Recommendations of new projects or objectives are usually evaluated for considerations such as availability of funds or other resources, or impact to broad program goals or national priorities.

Factor 3 - Guidelines **Level 3-5 (650 points)**

Guidelines consist of broadly stated/nonspecific policy statements or proposals, statutes or long term strategies or plans. The analyst uses judgment in determining intent and impact on assigned national program(s) and recommends or develops program guidance for use by others. The analyst is a recognized authority in the development or interpretation of guidance on administrative planning and administration in the assigned regional program.

Factor 4 - Complexity **Level 4-5 (325 points)**

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving strategic agency programs. Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in interpretation resulting from such elements as continuing program changes and evolving priorities.

Factor 5 - Scope and Effect **Level 5-5 (325 points)**

The purpose of the work is to analyze and evaluate major administrative aspects of substantive, mission-oriented programs, including the development of long-range program plans, goals, objectives, and milestones, and evaluating the effectiveness of programs conducted throughout the Region. The work involves identifying and developing ways to resolve major administrative problems and issues which directly affect the accomplishment of principal program goals and objectives; and developing administrative regulations or guidelines for the conduct of program operations; and developing new criteria for measuring program accomplishments and the extent to which program goals and objectives are attained. The work results in findings and recommendations which have significant impact on major administrative aspects of missions and programs, and substantially affect the quality and quantity of benefits and services provided to the agency's clients.

Factors 6/7 - Personal Contacts/Purpose of Contacts **Level 3C (180 points)**

Contacts include persons from across all levels of the employing agency in a moderately unstructured setting. Typical of contacts at this level are senior management officials of assigned national program(s), both at the regional and national level. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

The purpose of contacts is to influence, motivate, or persuade persons or groups who are not in agreement and who must be approached skillfully to obtain the desired effect. Outstanding issues include broad program direction and conflicting resource demands.

Factor 8 - Physical Demands **Level 8-1 (5 points)**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by airplane to national meetings.

Factor 9 - Work Environment **Level 9-1 (5 points)**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated.

TOTAL POINTS: 3690/GS-14 (range = 3605 – 4050)

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body ***(major duties area)*** *of the PD.*

Employee Information		**Percentage of Time Spent on Extramural Resources Management**	
Name	(b) (6)(b) (6)	xx	This position has no extramural resources management responsibilities.
Position Number	V616026		Total extramural resources management duties occupy less than 25% of time.
Title	Program Analyst/Senior Region Coordinator		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS 0343 14		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Region 6, 6MD		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature		Date	6/9/16
Personnel Specialist's Signature		Date	7/14/16

Part 1. Contracts Management Duties

Pre-award:			Monitors management and performance of delivery orders/work assignments after award
	Plans Procurements		Defines scope of work for work assignments
	Estimates Costs		Approves payment requests of ACH drawdowns
	Obtains funding commitments		Manages cost-reimbursement contracts
	Prepares procurement requests		Reviews invoices
	Writes statements of work		Inspects and accepts deliverables
	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		**Close-out:**
	Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		
	Other (lists)		Reconciles payments with work performance
			Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
	Reviews contractor progress reports		
	Monitors government-furnished property		**Percentage of Time Spent on Contracts Management**
	Monitors cost, management, and overall technical performance of contract after award		%

Continued

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- Prepares solicitation for proposals
- Identifies potential grantees for area of program emphasis
- Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- Provides administrative information to applicants
- Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- Assists applicant in resolving issues in application
- For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- Negotiates level of funding
- Conducts site visits to evaluate program capability
- Serves as resource to Selection Panel
- Informs applicants of funding decisions
- Other (list)

Award:

- Prepares funding package, including Decision Memorandum
- Obtains concurrences/approvals
- Reviews/concurs in completed document
- Establishes project file
- Other (list)

Project Management/Administration:

- Monitors recipient's activities and progress
- Reviews reports and deliverables and notifies recipient of comments
- Provides technical assistance to recipients
- Advises Grants Management Office of potential problems/issues
- Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- Approves payments requests or ACH drawdowns
- Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- Negotiates amendments
- Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- When necessary, recommends termination of the agreement
- Resolves with Grants Management Office administrative and financial issues
- Conducts periodic reviews to ensure compliance with agreement
- Other (list)

Close-out:

- Certifies deliverables were satisfactory and timely
- Provides assistance to recipients and Grants Management Office to ensure timely close-out
- Reconciles payment with work performed
- Notifies recipient of close-out requirements
- Obtains legal assistance if necessary to resolve incomplete close-out
- If project is audited, responds to issues and ensures recipient complies with audit recommendations
- Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

0 %

Part 3. Interagency Agreements Duties

Pre-Agreement:

- Plans and negotiates work effort
- Estimates costs
- Obtains funding commitments
- Prepares commitment notice
- Writes or reviews scope of work
- Responds to pre-agreement inquiries
- Participates in pre-agreement conferences
- Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- Performs technical evaluation of work plan and budget
- Prepares funding package and obtains necessary concurrences
- Other (list) Review/Approve Economy Act IAA D % F

Project Management/Administration:

- Reviews progress reports/financial reports
- Monitors cost management and overall technical performance
- Participates in decisions about project modification/termination
- Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- Inspects and accepts deliverables
- Other (list)

Close-out:

- Reviews final report
- Decides on disbursement of equipment
- Reconciles payments with work performed
- Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- Certifies deliverables
- Resolves close-out issues with Grants Management Office/other agency
- Other (list)

Percentage of Time Spent on Interagency Agreements Management:

%

To: Jackson, Marcus[Jackson.Marcus@epa.gov]
From: Hill, Troy
Sent: Mon 7/18/2016 6:26:44 PM
Subject: RE: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6)

What do we do next? Does he need to be placed on PD?

Thanks

From: Jackson, Marcus
Sent: Monday, July 18, 2016 6:36 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6)

Sorry, delete my last email. This is the official PD.

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: Morwessel, Barb
Sent: Friday, July 15, 2016 6:50 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>; Jackson, Marcus <Jackson.Marcus@epa.gov>

Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>
Subject: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6))

My sincere apologies everybody for the earlier versions/multiple corrections.

Corrections now include:

- BUS code – 8888
- Supervisory status - Management Official
- Identical Allocation – may not be IA'd

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Morwessel, Barb
Sent: Friday, July 15, 2016 7:34 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>; Jackson, Marcus <Jackson.Marcus@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>
Subject: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6) [redacted]

All, please see PD with corrections to BUS code and Identical Allocation; disregard the prior version.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Morwessel, Barb
Sent: Friday, July 15, 2016 7:13 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>
Subject: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6)

Good morning,

The Shared Service Center (SSC) has designated the position for action 161115341, Management & Program Analyst, as Moderate Risk.

The position requires a Tier 2S – Moderate Risk Background Investigation. Current PSB investigation billing rates can be found here:

http://intranet.epa.gov/oa/smd/pdfs/opm-billing-rates.pdf

The classified PD is attached.

Please contact me with any questions.

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Jackson, Marcus[Jackson.Marcus@epa.gov]
From: Hill, Troy
Sent: Mon 7/18/2016 12:01:14 PM
Subject: RE: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6) [redacted]

Thank you

From: Jackson, Marcus
Sent: Monday, July 18, 2016 6:36 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6) [redacted])

Sorry, delete my last email. This is the official PD.

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: Morwessel, Barb
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To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>; Jackson, Marcus <Jackson.Marcus@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>
Subject: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6) [redacted])

My sincere apologies everybody for the earlier versions/multiple corrections.

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- Identical Allocation – may not be IA'd

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Barb Morwessel

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accordingly."

From: Morwessel, Barb
Sent: Friday, July 15, 2016 7:34 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>; Jackson, Marcus <Jackson.Marcus@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>
Subject: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6) [redacted]

All, please see PD with corrections to BUS code and Identical Allocation; disregard the prior version.

Thank you,

Barb Morwessel

Human Resources Specialist

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To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>
Subject: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6)

Good morning,

The Shared Service Center (SSC) has designated the position for action 161115341, Management & Program Analyst, as Moderate Risk.

The position requires a Tier 2S – Moderate Risk Background Investigation. Current PSB investigation billing rates can be found here:

http://intranet.epa.gov/oa/smd/pdfs/opm-billing-rates.pdf

The classified PD is attached.

Please contact me with any questions.

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

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Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: Hill, Troy
Sent: Thur 7/14/2016 6:44:07 PM
Subject: RE: Classification action summary

Ok sounds good

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 1:43 PM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: RE: Classification action summary

Don't feel there any need to add financial requirement.

From: Hill, Troy
Sent: Thursday, July 14, 2016 1:37 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

I would not see it as being required. Do you?

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 1:08 PM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Classification action summary

Troy , Will Financial disclosure be required on this GS-343-14 PD?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 1:03 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, one more question – is financial disclosure required?

Your next step will be to submit a reassignment action in FPPS, assuming he's already at GS-14. You'll want to upload the finalized PD that I'll forward shortly, and make any pertinent notes.

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 12:22 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: RE: Classification action summary

Hi Barb, the PD has been reviewed and we concur. What next steps to get this PD on the books and assigned to Mr. [redacted]?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for [redacted] position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 13, 2016 2:18 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Hi Barb, Do you have a update on the classification for Mr. (b) (6) FPPS# 16-1115341? Or any other pending classification request? Thanks

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 2:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

Not Responsive

161115341 6/13/16 R6 V0A00000 Ross Tuttle
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: Hill, Troy
Sent: Thur 7/14/2016 6:37:17 PM
Subject: RE: Classification action summary

I would not see it as being required. Do you?

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 1:08 PM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Classification action summary

Troy , Will Financial disclosure be required on this GS-343-14 PD?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 1:03 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, one more question – is financial disclosure required?

Your next step will be to submit a reassignment action in FPPS, assuming he's already at GS-14. You'll want to upload the finalized PD that I'll forward shortly, and make any pertinent notes.

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 12:22 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: RE: Classification action summary

Hi Barb, the PD has been reviewed and we concur. What next steps to get this PD on the books and assigned to Mr. (b) (6) ?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for (b) (6)(b) (6) position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

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Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 13, 2016 2:18 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Hi Barb, Do you have a update on the classification for Mr. (b) (6) (b) (6) FPPS# 16-1115341? Or any other pending classification request? Thanks

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 2:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

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Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

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Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: Hill, Troy
Sent: Thur 7/14/2016 4:14:42 PM
Subject: RE: Classification action summary

Yes please let her know we are good with it and to move forward.

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 9:56 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Classification action summary

Troy are you good with the PD? Tony is good with the PD and PARS . If so either you or I can contact Barb at the SSC for next step to finalize.

Good morning Ray,

The PD and PARS appear to be consistent. Below is a breakdown:

- PARS CE1 is covered in Duty 4 of the PD
- PARS CE2 is covered by Duty 1 of the PD
- PARS CE3 is covered by Duty 2 of the PD
- PARS CE4 is covered by the KSAs required in the PD (oral/written skill)

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM

To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for (b) (6)(b) (6) position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

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Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

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accordingly."

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To: Morwessel, Barb <Morwessel.Barb@epa.gov>
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Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

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Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

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Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]
Cc: McDonald, James[McDonald.James@epa.gov]
From: Hill, Troy
Sent: Thur 7/14/2016 12:59:23 PM
Subject: RE: Classification action summary

Yes that would be great.

Thank you

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 7:43 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>
Subject: FW: Classification action summary

Please see attached draft PD, for review. Would like us to us to review PD to comply to PARS?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for (b) (6)(b) (6) position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

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Subject: FW: Classification action summary

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Subject: RE: Classification action summary

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In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

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Sent: Wednesday, June 22, 2016 8:27 AM

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Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

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Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

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Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Roundtree, Terry[Roundtree.Terry@epa.gov]
From: Hill, Troy
Sent: Wed 7/13/2016 1:28:20 PM
Subject: RE: Does (b) include you in RA process?

Yes we will notify you if you need to be involved. Thank you

From: Roundtree, Terry
Sent: Monday, July 11, 2016 1:30 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>
Subject: RE: Does (b) include you in RA process?

I'm sure if you guys want me to be involved in this because this is (b) primary duties. Please let me know what are my responsibilities pertaining to LORAC.

Terry Roundtree
Management Advocate
U.S. EPA, Region 6
1445 Ross Avenue (6MD-AO)
Dallas, Texas 75202
Phone: 214-665-6518
Email: roundtree.terry@epa.gov

From: Sweda, Amanda
Sent: Thursday, July 07, 2016 2:58 PM
To: Roundtree, Terry <Roundtree.Terry@epa.gov>
Cc: Tropp, Kristin <Tropp.Kristin@epa.gov>
Subject: Does (b) include you in RA process?

Terry -

I am asking because I never hear a peep from you! Hope all is well! I have you down as the backup LORAC so I would like you to be included in the RAs for Region 6.

Amanda

Amanda Sweda
National Reasonable Accommodation Coordinator
U.S. Environmental Protection Agency | Office of Civil Rights
1200 Pennsylvania Avenue, NW | Mail Code 1201A - WJC North | Washington, DC 20460

(202) 566-0678 | Email: sweda.amanda@epa.gov

To: McDonald, James[McDonald.James@epa.gov]
From: Hill, Troy
Sent: Wed 6/22/2016 2:24:44 PM
Subject: Fwd: Classification action summary

Sent from my iPhone

Begin forwarded message:

From: "Rodriguez, Ray" <Rodriguez.Ray@epa.gov>
Date: June 22, 2016 at 9:21:09 AM CDT
To: "Hill, Troy" <Hill.Troy@epa.gov>
Subject: FW: Classification action summary

This morning we spoke with the Classifier about the LEAN position. During that conversation several actions came up. Below is Classifier list of actions to work. Eight classification action plus the Lean. Ms. Morwessel also tells us she on leave next week.

So what we are going to do is draft a statement of duties for the LEAN. We have projected that be a GS-028, EPS 14 with program analytical experience to include Lean. We save time if we do the classification but it will still will have to be finalized in the SSC. Ms. Morwessel wants a priority set on her pending classification actions. My suggestion:

1. Vice Milbeck
2. LEAN
3. 6 WQ Env/Sci/life Sci GS-13
4. (b) (6) [redacted]

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>

Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	6EN V0A00000 (b) (6) [redacted]	Program Analyst, GS-0343-14

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

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Fax: 513-569-7826

To: Morwessel, Barb[Morwessel.Barb@epa.gov]
Cc: R6 HR-SSC[R6_HR-SSC@epa.gov]; Jones, Sara[jones.sara@epa.gov]
From: Hill, Troy
Sent: Tue 6/21/2016 5:47:53 PM
Subject: RE: MD GS-0343-14 (b) (6) PD question (#161115341)

Yes this is a Senior Region Coordinator

From: Morwessel, Barb
Sent: Tuesday, June 21, 2016 11:18 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Cc: R6 HR-SSC <R6_HR-SSC@epa.gov>; Jones, Sara <jones.sara@epa.gov>
Subject: MD GS-0343-14 (b) (6) PD question (#161115341)

Good morning,

In reviewing the PD submitted for Mr. (b) (6) I noticed two organizational titles are shown on the PD cover (attached): 'Lead Region Coordinator' and 'Senior Region Coordinator'.

'Lead Region Coordinator' is a traditional position in the Regions, but is this a different position (Senior Region Coordinator)?

Thank you,

Barb Morwessel

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Phone: 513-569-7609

Fax: 513-569-7826

To: Nixon, Yolanda[Nixon.Yolanda@epa.gov]
From: Hill, Troy
Sent: Tue 6/21/2016 4:28:27 PM
Subject: FW: MD GS-0343-14 (b) (6) PD question (#161115341)
R6 MD (b) (6) -PD coversheet.pdf

This should not be a lead region coordinator right?

From: Morwessel, Barb
Sent: Tuesday, June 21, 2016 11:18 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Cc: R6 HR-SSC <R6_HR-SSC@epa.gov>; Jones, Sara <jones.sara@epa.gov>
Subject: MD GS-0343-14 (b) (6) PD question (#161115341)

Good morning,

In reviewing the PD submitted for Mr. (b) (6), I noticed two organizational titles are shown on the PD cover (attached): 'Lead Region Coordinator' and 'Senior Region Coordinator'.

'Lead Region Coordinator' is a traditional position in the Regions, but is this a different position (Senior Region Coordinator)?

Thank you,

Barb Morwessel

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Fax: 513-569-7826

United States Environmental Protection Agency **POSITION DESCRIPTION COVERSHEET**	**1. DUTY LOCATION** Dallas, Texas	**2. POSITION NUMBER**

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Management and Program Analyst	GS	0343	14	
4. Supervisor's Recommendation	Senior Region Coordinator	GS	0343	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any) Lead Region Coordinator	**6. NAME OF EMPLOYEE**
7. ORGANIZATION (Give complete organizational breakdown)	e.
a. U.S. ENVIRONMENTAL PROTECTION AGENCY	f.
b. Region 6	g.
c. Management Divison	h. Employing Office Location Dallas, Texas
d.	i. Organization Code V0A00000

8. SUPERVISORY STATUS

☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.

☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.

☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).

☐ [6] **Lead** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.

☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGEG.

☑ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		**d. Typed Name and Title of Second-Level Supervisor**	
Troy Hill, Deputy Asistant Regional Administrator		James McDonald, Assistant Regional Adminstrator	
b. Signature	**c. Date**	**e. Signature**	**f. Date**
[signature]	6/9/16	James McDonald	6/9/16

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential

☑ This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____

b. PSB Risk Designation	**c. Financial Disclosure Form**	**d. "Identical, Additional" (IA) Allocation** This position	**e. FLSA Determination**	**f. Functional Classification Code**
☑ 1 Low ☐ 2 Moderate ☐ 3 High Security Clearance Required: ☐ Yes ☑ No	☐ OGE-450 Required ☐ OGE-278 Required ☐ No financial disclosure forms required	☐ may be IA'ed ☐ may not be IA'ed ☐ is limited to current incumbent	☐ NONEXEMPT ☐ EXEMPT* (**check exemption category*) ☐ Administrative ☐ Professional ☐ Executive	

g. Bargaining Unit Code	**h. Check, if applicable:**	**i. Classifier's Signature**	**j. Date**
	☐ Medical Monitoring Required ☐ Extramural Resources Management Duties (____ % of time) ☐ This position is subject to random drug testing (____)		

11. REMARKS

EPA Form 3150-1 (Rev 8/2009) Previous Versions are Obsolete

To: [(b) (6)(b) (6)(b) (6)(b) (6) [redacted]@epa.gov]
From: Hill, Troy
Sent: Fri 5/20/2016 7:25:22 PM
Subject: Program Analyst GS-14 (b) (6).doc
Program Analyst GS-14 (b) (6).doc

(b) (6),

Attached is an electronic copy of a proposed PD for you. I know I gave you a hard copy a few weeks ago, but let's both use this to work off. I propose we discuss on Monday.

Thank you

Troy

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: Hill, Troy
Sent: Fri 4/15/2016 6:56:05 PM
Subject: FW: Draft PARs
Draft PARS [redacted] (00000003).pdf

Ray,

Attached is the PARs [redacted] and I just signed yesterday. We need to develop a new PD for him. Hoping this will help.

Thanks

Troy

From: Hill, Troy
Sent: Thursday, April 14, 2016 7:56 AM
To: [redacted]@epa.gov>
Subject: FW: Draft PARs

From: Hill, Troy
Sent: Monday, April 04, 2016 11:06 AM
To: [redacted]@epa.gov>
Subject: Draft PARs

[redacted],

Attached is a draft PARs that I have put together. Please feel free to provide edits and input. I

would like to sign a new PARs with you at your mid-year.

Thanks

Troy

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov

To: Jackson, Marcus[Jackson.Marcus@epa.gov]
From: Hill, Troy
Sent: Fri 4/15/2016 6:54:26 PM
Subject: RE: Review of Each Employee's Position Description

I have reviewed these and yours and Don's look good. Need to develop a new one for (b) (6). I will work with Ray on that.

Thank you

From: Jackson, Marcus
Sent: Tuesday, March 08, 2016 5:08 PM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: Review of Each Employee's Position Description

Troy,

I'm sending you the copy that HR has on file for each of your employees. Please meet with each of them and have them pull their PD from their eOPF to compare the two. We are not making changes at this time but we need to verify that each supervisor knows which PD their employees are on. If you determine that changes are needed, please make a note of it.

Attached:

- (b) (6)
- (b) (6)
- (b) (6)

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

To: (b) (6) [(b) (6) @epa.gov]
From: Hill, Troy
Sent: Thur 4/14/2016 12:56:34 PM
Subject: FW: Draft PARs
Draft PARS (b) (6) (00000003).pdf

From: Hill, Troy
Sent: Monday, April 04, 2016 11:06 AM
To: (b) (6) @epa.gov>
Subject: Draft PARs

(b) (6)

Attached is a draft PARs that I have put together. Please feel free to provide edits and input. I would like to sign a new PARs with you at your mid-year.

Thanks

Troy

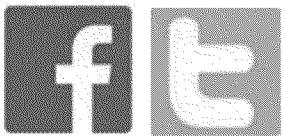
Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov



To: (b) (6) [redacted] @epa.gov]
From: Hill, Troy
Sent: Mon 4/4/2016 4:06:07 PM
Subject: Draft PARs
Draft PARS (b) [redacted] (00000003).pdf

(b) (6) [redacted]

Attached is a draft PARs that I have put together. Please feel free to provide edits and input. I would like to sign a new PARs with you at your mid-year.

Thanks

Troy

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov

To: Smith, Rhonda[smith.rhonda@epa.gov]
Cc: [redacted] (b) (6) @epa.gov]
From: Hill, Troy
Sent: Thur 3/10/2016 6:36:17 PM
Subject: RE: DRAFT - Regional Environmental Justice Workgroup Meeting (REJWG) - Agenda

Rhonda,

Can you please add [redacted] (b) (6) to your list for MD. He will be our new rep.

Thank you

Troy

-----Original Message-----
From: Smith, Rhonda
Sent: Thursday, March 10, 2016 11:56 AM
To: McDonald, Scott <mcdonald.scott@epa.gov>; Taheri, Diane <Taheri.Diane@epa.gov>; Gray, David <gray.david@epa.gov>; Garcia, David <Garcia.David@epa.gov>; Honker, William <honker.william@epa.gov>; Edlund, Carl <Edlund.Carl@epa.gov>; Seager, Cheryl <Seager.Cheryl@epa.gov>; Harrison, Ben <Harrison.Ben@epa.gov>; Tillman, Tressa <tillman.tressa@epa.gov>; Runnels, Charlotte <Runnels.Charlotte@epa.gov>; Stenger, Wren <stenger.wren@epa.gov>; Hosch, Claudia <hosch.claudia@epa.gov>; Smith, Suzanne <Smith.Suzanne@epa.gov>; Villarreal, Chris <villarreal.chris@epa.gov>; Rincon, Carlos <rincon.carlos@epa.gov>; Smith, Rhonda <smith.rhonda@epa.gov>; Wooster, Richard <Wooster.Richard@epa.gov>; Blanco, Arturo <Blanco.Arturo@epa.gov>; Anderson, Israel <Anderson.Israel@epa.gov>; Phillips, Pam <phillips.pam@epa.gov>; Blevins, John <Blevins.John@epa.gov>; Gilrein, Stephen <gilrein.stephen@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Flores-Gregg, Paula <flores.paula@epa.gov>; Arnold, Tina <Arnold.Tina@epa.gov>
Subject: DRAFT - Regional Environmental Justice Workgroup Meeting (REJWG) - Agenda

Good afternoon,

Please send additional agenda items to me for the upcoming REJWG meeting. If additional items are not received, the draft will become the final.

Thanks

DRAFT Regional Environmental Justice Workgroup (REJWG)

Agenda

3:00 - 4:00 pm

March 16, 2016

1. EJ 2020 Strategy Update - Israel Anderson

2. EJ Collaborative Action Plan Updates for NM, TX, AR, and LA - EJ Liaisons

3. Oklahoma EJ Workshop Update - Mark Allen

4. EJ Summit Update

5. Discussion items -

a. St. Rose Letter - Charlotte Runnels

b. Sandbranch Community - Paula Flores

c. St. Josephs Water System - 6WQ

d. Dos Republicas Coal Partnership Eagle Pass Mine - Rhonda Smith or Israel Anderson

e. Pueblo of Zia - Gypsum Mine - Randy Gee or Tina Arnold

6. U.S. Mexico Border Program Update - Carlos Rincon

7. Tribal Program Update - Randy Gee

Rhonda M. Smith, MBA, MA
Deputy Director
Office of Environmental Justice,
Tribal and International Affairs
214.665.8006

To: (b) (6) [redacted] @epa.gov]
From: Hill, Troy
Sent: Fri 2/19/2016 7:19:19 PM
Subject: RE: PARS

I have signed it if you want to come by and sign it too.

From: (b) (6) [redacted]
Sent: Friday, February 19, 2016 8:01 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: PARS

Per our discussion yesterday.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: Blanco, Arturo[Blanco.Arturo@epa.gov]; Smith, Rhonda[smith.rhonda@epa.gov]
Cc: McDonald, James[McDonald.James@epa.gov]; (b) (6) [redacted] @epa.gov]
From: Hill, Troy
Sent: Fri 2/19/2016 7:13:53 PM
Subject: Regional EJ Workgroup member for MD

Arturo and Rhonda,

We are shifting some responsibilities around in the front office of the Management Division and (b) (6) [redacted] will be replacing me on the Regional EJ workgroup. Please include him on future correspondence for this workgroup.

Thank you

Troy

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov

To: Chandler, Heather[Chandler.Heather@epa.gov]
From: Hill, Troy
Sent: Thur 2/18/2016 3:00:12 PM
Subject: RE: Upcoming Lease Action Team Meetings

I have had a change of mind – there will be a lot of work and a backup makes sense – I have asked (b) (6) [redacted] to do this

From: Chandler, Heather
Sent: Tuesday, February 16, 2016 11:14 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Upcoming Lease Action Team Meetings

Any additional info/progress that you can share as to the division team as back-up since they are wanting alternates to be included in the info sessions?

Thanks!

Heather Chandler

US EPA, Region 6 FCO - Budget & Acctg Section

214-665-8032

From: Parker, Cindy
Sent: Tuesday, February 16, 2016 11:07 AM
Subject: Upcoming Lease Action Team Meetings

Hello everyone,

Courtney and I are working to get things ready for you all to start your tasks

associated with the new Lease. To date, we have outlined the first few meetings, and wanted to share where we are now, so you can prepare.

In the first few meetings, our focus will be on educating, and getting everyone familiar with the process and the terminology associated with our new lease.

The first meeting of each team will focus on housekeeping: choosing a regular meeting time, setting ground rules, and leader/alternate selection. Watch for a calendar invite – these meetings will be starting this week! As has been requested, we will take a team photo at this meeting; will be posted to the SP site.

We are also working on a joint meeting of both teams, primary representatives, alternates, and back-ups. Matt Reynolds will attend, to explain the process in detail and go through the Program of Requirements. As soon as we can get this scheduled, we'll send out calendar invites. **Your homework for this meeting is: read through the POR (can be found on the Lease SP site), and come prepared to discuss your top 3 questions/take-aways**.

Concurrently, we are scheduling two Sharepoint Training sessions for those that are not familiar with Sharepoint. These sessions will be held in the computer training room. We will have a morning session and an afternoon session, on separate days; both sessions will be open to both teams. You will not need to sign up, just show up and grab a chair. You are welcome to bring your own laptop, if you prefer. Nichole Foster will be leading these training sessions.

The next meeting will be separate teams, and the agenda will involve looking at the team's charge, developing a mission statement, and beginning to develop a team work plan, to include timelines and milestones.

Until the teams are able to set regular meeting times, there will be conflicts in

scheduling. We are working to minimize that. Recognize there are 34 people total on the teams, and for the combined team meetings, we may not be able to accommodate everyone's schedule. We are working with Management Division to get a conference room set up for the team's use; it won't accommodate everyone on both teams at the same time, but will work for separate team meetings, and sub-groups, if the teams break out into smaller groups.

We would like to delay the tours until the teams are more informed, so you will know more about what processes/facilities you want to look at and what questions to ask. At this time, the agencies/locations we are hoping to visit are: GSA, VA, FAA, and perhaps, City of Dallas. If you know of other companies/locations that would provide valuable information for us to tour, please let us know.

Please do your homework before our meetings, so that our valuable time together isn't wasted! Thank you for volunteering to represent your division in this important project.

If you have any questions, thoughts, or ideas, please feel free to contact either myself or Courtney.

Thanks,

Cindy Parker, x7291

Courtney Kudla, x8008

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: Hill, Troy
Sent: Wed 2/17/2016 9:39:52 PM
Subject: Re: PD for (b) (6)

Not exactly sure. Just thinking the NCP PD s are 14s and could use them as staring points

Sent from my iPhone

> On Feb 17, 2016, at 3:28 PM, Rodriguez, Ray <Rodriguez.Ray@epa.gov> wrote:
>
> Strategic planner like (Steve Mouck) ?
>
> -----Original Message-----
> From: Hill, Troy
> Sent: Wednesday, February 17, 2016 3:25 PM
> To: Rodriguez, Ray
> Subject: PD for (b) (6)
>
> I need your help to develop a PD. Can we build off of a NCP planner PD. Need to get moving on this.
>
> Sent from my iPhone

To: McQuiddy, David[Mcquiddy.David@epa.gov]
From: Hill, Troy
Sent: Mon 1/4/2016 1:15:08 AM
Subject: Catch up

Not sure how your schedule will go tomorrow but let's try to connect sometime. James called me and said (b) will now be reporting to me and we need to develop a PD with him that has reasonable accommodations in it. There needs to be some other duties as well as that is not a full time job. Hope you had a good break.

Sent from my iPhone

To: Cunningham, Latrecia[Cunningham.Latrecia@epa.gov]
Cc: Jackson, Marcus[Jackson.Marcus@epa.gov]; Milbeck, Regina[Milbeck.Regina@epa.gov]; Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: Hill, Troy
Sent: Wed 12/9/2015 9:39:57 PM
Subject: Awards Preliminary Write ups

Latrecia,

Please use this nomination for MD's submission for the Exemplary Customer Service Award

Thank you

EXEMPLARY CUSTOMER SERVICE AWARD – (b) (6) [redacted], [redacted], [redacted] (6) [redacted], (b) (6) [redacted], (b) (6) [redacted], (b) (6) [redacted] and (b) (6) [redacted]

(b) (6) [redacted]
and (b) (6) [redacted] have been instrumental in coordinating and implementing the Region 6 Reorganization which effected over 500 employees. With this many Divisions/Offices going through reorganization there was a lot of coordination and actions that needed to take place as well as a few challenges that popped up along the way. The team provided exemplary customer service in working through the process with the Divisions, EPA HQs, the Cincinnati Service Center and AFGE Local 1003 in implementing the reorganization. One of the major challenges was that during the development and implementation of the reorganization the Agency moved into utilizing an electronic human resources processing system (FPPS) which required individual actions to be processed electronically and at the same time there were issues with FPPS communicating with other EPA systems. The team developed solutions that streamlined the process for data entry that allowed the divisions to not have to enter each action manually into FPPS and when problems were identified because of the incompatibility of the EPA systems the team worked diligently to resolve the issue and provide outstanding customer support.

To: Jackson, Marcus[Jackson.Marcus@epa.gov]
From: Hill, Troy
Sent: Wed 12/9/2015 2:29:47 PM
Subject: RE: Awards Preliminary Write ups

Not Responsive

From: Jackson, Marcus
Sent: Wednesday, December 09, 2015 7:46 AM
To: Hill, Troy
Subject: FW: Awards Preliminary Write ups

I called and sent these to Latrecia yesterday around 1pm. Do you remember if they made it before the panel?

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: Rodriguez, Ray
Sent: Tuesday, December 08, 2015 12:34 PM
To: Hill, Troy
Cc: Jackson, Marcus
Subject: FW: Awards Preliminary Write ups

Sent in the email below write ups last week and because we had a significant workload in staffing/recruitment /Reorg would ask to consider the write ups.

EXEMPLARY CUSTOMER SERVICE AWARD – (b) (6) [redacted]
(b) (6) [redacted]

(b) (6) [redacted] have been instrumental in coordinating and processing the Region 6 Reorganization which effected over 500 employees. (b) (6) [redacted] worked together with the Cincinnati Shared Service Center to process all actions and their efforts and leadership provided a seamless transition to allow affect employees to be moved from one organization to another. (b) (6) [redacted] also worked with the Regional Timekeeper in providing new organizational information regarding Dynamic Group and Static Groups through PeoplePlus to allow timecards to be processed timely and efficiently. (b) (6) [redacted] worked closely with the Union to resolve concerns regarding new Position Descriptions. (b) (6) [redacted] developed an innovative process to produce/revise Position Description coversheets. (b) (6) [redacted] worked with HQ and R6 Management to provide guidance on the reorganization process.

Not Responsive

Not Responsive

From: Rodriguez, Ray
Sent: Tuesday, December 01, 2015 2:37 PM
To: Hill, Troy
Subject: Awards Preliminary Write ups

Not Responsive

Not Responsive

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6) [redacted]

rodriguez.ray@epa.gov

To: Jackson, Marcus[Jackson.Marcus@epa.gov]
From: Hill, Troy
Sent: Wed 12/9/2015 2:26:46 PM
Subject: RE: Awards Preliminary Write ups

Not Responsive

From: Jackson, Marcus
Sent: Wednesday, December 09, 2015 7:46 AM
To: Hill, Troy
Subject: FW: Awards Preliminary Write ups

I called and sent these to Latrecia yesterday around 1pm. Do you remember if they made it before the panel?

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

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Sent: Tuesday, December 08, 2015 12:34 PM
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EXEMPLARY CUSTOMER SERVICE AWARD – (b) (6) (b) (6)

(b) (6) have been instrumental in coordinating and processing the Region 6 Reorganization which effected over 500 employees. (b) (6) worked together with the Cincinnati Shared Service Center to process all actions and their efforts and leadership provided a seamless transition to allow affect employees to be moved from one organization to another. (b) (6) also worked with the Regional Timekeeper in providing new organizational information regarding Dynamic Group and Static Groups through PeoplePlus to allow timecards to be processed timely and efficiently. (b) (6) worked closely with the Union to resolve concerns regarding new Position Descriptions. (b) (6) developed an innovative process to produce/revise Position Description coversheets. (b) worked with HQ and R6 Management to provide guidance on the reorganization process.

Not Responsive

Not Responsive

From: Rodriguez, Ray
Sent: Tuesday, December 01, 2015 2:37 PM
To: Hill, Troy
Subject: Awards Preliminary Write ups

Not Responsive

Not Responsive

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6) [redacted]

rodriguez.ray@epa.gov

To: McDonald, James[McDonald.James@epa.gov]
From: Hill, Troy
Sent: Tue 12/8/2015 7:29:13 PM
Subject: RE: Dates

The only email that I have that has an exact date for an assignment is when you made (b) the LORAC on 12/5/14. I have emails with content in them that refer to the following activities.

VERA/VSIP – This was before I got here but I have email with this topic associated with (b) (6) staring on 5/3/14

Reorganization/Realignment Workgroup. I have email dated 7/23/14 with (b) associated with this topic.

Phased Retirement – (b) has been working on this since early this fall and we sent a copy of the product to Bill Honker for review and sent you a version today to share with the Directors.

Other assignments and dates –(b) started compiling the Division Wars in May of 2014 and preparing them for my concurrence.

I was not able to locate emails on the following topics but saw hard copies of what (b) was working on.

HR Recruitment Strategy

On-Boarding for New Employees

To: McDonald, James[McDonald.James@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: (b) (6)
Sent: Wed 9/23/2015 8:55:03 PM
Subject: RE: Pending Leave and Time Off Requests

Thank you, Sir. I was not cognizant of the specific reason, but I understand. As stated, I would appreciate you denying the previously submitted requests and I will submit for other leave as needed through the end of the year.

Respectfully,

(b) (6)

(b) (6)
Senior Advisor to the Assistant Regional Administrator
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: McDonald, James
Sent: Wednesday, September 23, 2015 3:52 PM
To: (b) (6)
Cc: Hill, Troy
Subject: RE: Pending Leave and Time Off Requests

Hi (b) ,

My apologies for not responding earlier to your request for leave. As you may be aware, I generally don't approve leave too far in advance until I am able to look at the leave report and determine that the employee in fact has the leave that is being requested. However, in the future, if I have not responded to your request please do not hesitate to call me to get a status on your

request, and I will respond accordingly. Since you have brought this matter to my attention, and after looking at the leave report, I am now in the position to approve your requests as outlined below, however, if you no longer desire that I approve the leave you requested for next month and through the end of the year, based on your email below, I will deny the requests.

As stated, you will submit your new leave requests for future leave. When I receive them, I will provide you with a timely response.

Regards,

From: (b) (6) [redacted]
Sent: Wednesday, September 23, 2015 7:32 AM
To: McDonald, James
Cc: Hill, Troy
Subject: Pending Leave and Time Off Requests
Importance: High

Good morning:

On, or about, 18 August 2015, I submitted the following leave and time off requests:

Annual Leave:

October 21st through 23rd: 24 Hours

October 27th: 8 Hours

December 3rd through 15th: 72 Hours

Credit Hours:

October 19th through 20th: 16 Hours

October 26th: 8 Hours

November 30th through December 2nd: 24 Hours

To date, you have neither approved nor denied these requests. As of yesterday afternoon, the reasons that I was asking for the absences are no longer open. Thus, I am requesting that you "Deny" the pending requests delineated above. As I prepare to leave the Agency at the end of this year, I will resubmit other requests, as needed, at a later date.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: McDonald, James[McDonald.James@epa.gov]
From: Carter, Beverly
Sent: Wed 9/23/2015 5:35:29 PM
Subject: RE: Pending Leave and Time Off Requests

Hi James,

How about the below response:

Hi (b) (6)

My apologies for not responding earlier to your request for time off. I have been in and out of the office quite a bit lately. In the future, please do not hesitate to call me to get a status on your request for time off and I will respond. I am willing to approve your requests as outlined below, however, if you no longer request this time off for next month and through the end of the year, I accept your rescission of the requests.

As stated, you will submit your new time off requests. When I receive them, I will provide you with a timely response.

Regards,

Thanks!

Beverly

214-665-6556

From: McDonald, James
Sent: Wednesday, September 23, 2015 12:22 PM
To: Carter, Beverly

Subject: FW: Pending Leave and Time Off Requests
Importance: High

Hi Beverly,

Please see below. I'm not sure how to respond this. Thoughts?

From: (b) (6)
Sent: Wednesday, September 23, 2015 7:32 AM
To: McDonald, James
Cc: Hill, Troy
Subject: Pending Leave and Time Off Requests
Importance: High

Good morning:

On, or about, 18 August 2015, I submitted the following leave and time off requests:

Annual Leave:

October 21st through 23rd: 24 Hours

October 27th: 8 Hours

December 3rd through 15th: 72 Hours

Credit Hours:

October 19th through 20th: 16 Hours

October 26th: 8 Hours

November 30th through December 2nd: 24 Hours

To date, you have neither approved nor denied these requests. As of yesterday afternoon, the reasons that I was asking for the absences are no longer open. Thus, I am requesting that you "Deny" the pending requests delineated above. As I prepare to leave the Agency at the end of this year, I will resubmit other requests, as needed, at a later date.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: McDonald, James[McDonald.James@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: (b) (6) [redacted]
Sent: Wed 9/23/2015 12:31:42 PM
Subject: Pending Leave and Time Off Requests

Good morning:

On, or about, 18 August 2015, I submitted the following leave and time off requests:

Annual Leave:

October 21st through 23rd: 24 Hours

October 27th: 8 Hours

December 3rd through 15th: 72 Hours

Credit Hours:

October 19th through 20th: 16 Hours

October 26th: 8 Hours

November 30th through December 2nd: 24 Hours

To date, you have neither approved nor denied these requests. As of yesterday afternoon, the reasons that I was asking for the absences are no longer open. Thus, I am requesting that you "Deny" the pending requests delineated above. As I prepare to leave the Agency at the end of this year, I will resubmit other requests, as needed, at a later date.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD

Dallas, TX 75202
Office: (214) 665-6592

To: McDonald, James[McDonald.James@epa.gov]
From: Hill, Troy
Sent: Mon 11/23/2015 1:28:22 PM
Subject: RE: Request

(b) (6)

The Monday 8:15 am meetings is a time for me to communicate with the front office staff and Division management. Regional and Divisional issues are discussed during this meeting and I have always valued your participation in these meetings. I would still like you to attend these meetings.

From: McDonald, James
Sent: Sunday, November 22, 2015 5:28 PM
To: Hill, Troy
Subject: FW: Request
Importance: High

Thoughts?

Sent from my Windows Phone

From: (b) (6)
Sent: 11/20/2015 4:56 PM
To: McDonald, James
Subject: Request

Good afternoon:

I respectfully request permission to be excused from the Monday 8:15 for the remainder of my time in Region 6.

Have a safe weekend.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: McDonald, James[McDonald.James@epa.gov]
From: Hill, Troy
Sent: Thur 11/19/2015 7:45:23 PM
Subject: RE: PD

It is brown envelope on your desk

From: McDonald, James
Sent: Thursday, November 19, 2015 1:17 PM
To: Hill, Troy
Subject: PD

I need a copy of (b) (6) PD. Can you get me a copy from the folks in HR and put in a folder on my desk?

Thanks
Sent from my Windows Phone

To: McDonald, James[McDonald.James@epa.gov]
From: Hill, Troy
Sent: Thur 11/19/2015 7:19:54 PM
Subject: RE: PD

Will do

From: McDonald, James
Sent: Thursday, November 19, 2015 1:17 PM
To: Hill, Troy
Subject: PD

I need a copy of (b) (6) PD. Can you get me a copy from the folks in HR and put in a folder on my desk?

Thanks
Sent from my Windows Phone

To: Hill, Troy[Hill.Troy@epa.gov]
Cc: McDonald, James[McDonald.James@epa.gov]
From: (b) (6) [redacted]
Sent: Fri 9/11/2015 10:09:33 PM
Subject: RE: Need to take sick leave

Good morning, Troy:

I sincerely apologize for the inordinately long delay in providing a reply. In response to your emails of 28 July and 31 August 2015 respectively, the following information is germane. Per OPM leave policies:

-

"Supporting Evidence for the Use of Sick Leave

An agency may grant sick leave only when supported by administratively acceptable evidence. For absences in excess of 3 days, or for a lesser period when determined necessary by the agency, an agency may require a medical certificate or other administratively acceptable evidence. **An agency may consider an employee's self-certification as to the reason for his or her absence as administratively acceptable evidence, regardless of the duration of the absence**…..

-

Disabled Veterans

Under Executive Order 5396, July 17, 1930, a disabled veteran is entitled to use sick leave (or annual leave or leave without pay) for necessary medical treatment associated with the service-connected disability. The veteran must give prior notice of the date(s) he or she is requesting leave for medical treatment."

For both periods of sick leave in question, I requested (and received) approval, in advance of embarking on leave. It was known that the duration of my absence would exceed 3 days each period. Inasmuch as no documentation was asked for at the time I submitted my requests, I justifiably presumed that my self-certification was acceptable. I am a disabled veteran. Moreover, providing documentation will disclose specifically what I am being treated for which is no one's concern save mine. At the time of my initial request, I had accrued 500 hours of sick leave. However, if you believe that I abused my sick leave or sick leave policies, I will change a portion of my sick leave to annual leave which generally requires no special documentation.

I find it more than a little coincidental and extremely disconcerting that a request for documentation for the two periods of sick leave was not made/delivered until July 28th, 2015. At the time I received the initial email from you, I was in an official travel status; preparing to board a flight to Washington DC to testify to the House Committee on Oversight and Government Reform on July 29th.

Please advise.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: Hill, Troy
Sent: Monday, August 31, 2015 1:59 PM
To: (b) (6) [redacted]
Cc: McDonald, James
Subject: RE: Need to take sick leave

(b) (6) [redacted]

This is a follow up to my July 28, 2015, email. Are you planning on providing documentation to support your sick leave request from June 8, 2015 through Jul 31, 2015?

Thanks

Troy

From: Hill, Troy
Sent: Tuesday, July 28, 2015 11:11 AM
To: (b) (6)
Cc: McDonald, James
Subject: RE: Need to take sick leave

(b) ,

Hopefully all is going well. Can you please provide documentation to support your sick leave request from June 8, 2015 through July 31, 2015.

Thank you

Troy

From: (b) (6)
Sent: Tuesday, June 02, 2015 4:09 PM
To: McDonald, James
Cc: Hill, Troy
Subject: Need to take sick leave

Good afternoon:

Personal Privacy

To that end, I will be submitting a request to take 152 hours of sick leave starting Monday, 08 June 2015 and ending at COB, Thursday, 02 July 2015.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: McDonald, James[McDonald.James@epa.gov]
Cc: Rodriguez, Ray[Rodriguez.Ray@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
From: Stenger, Wren
Sent: Tue 9/1/2015 5:49:33 PM
Subject: RE: MIT on-boarding

Sure. (b) (6) would be great. Thanks

Wren Stenger

Director

Multimedia Planning and Permitting Division

EPA Region 6 Dallas, Texas

214.665.6583

From: McDonald, James
Sent: Tuesday, September 01, 2015 12:06 PM
To: Stenger, Wren
Cc: Rodriguez, Ray; Hill, Troy
Subject: RE: MIT on-boarding

Thanks Wren.

I am fine with this approach.

Thanks for your work on this matter. At some point, I want to loop (b) into the discussion as I want him to be involved in the onboarding process for these new employees that we are bringing on board.

Regards,

From: Stenger, Wren
Sent: Tuesday, September 01, 2015 12:02 PM
To: McDonald, James
Cc: Rodriguez, Ray; Hill, Troy
Subject: MIT on-boarding

James, just looping back to you on the on-boarding discussions and on-going work. I don't know if you are in the office tomorrow (Wed), but we have a MIT meeting (I worked with Curry to schedule) at 10 – 11:30 AM. I have worked with Terry Roundtree and Tony Clifton on content for the MIT. Terry thought we had it covered and left the presentations to Tony and me.

I will give an overview on philosophy and use a powerpoint (same one I will use at LDP session) to highlight why this is important. Tony will focus on supervisory responsibilities. Tony advised he is working on a checklist for supervisors, but it won't be provided tomorrow. Ray confirmed he will be available at the MIT to answer questions about on-boarding.

Sound ok to you? Obviously, our process is still in development, but we will share what we know with the MIT.

Wren Stenger

Director

Multimedia Planning and Permitting Division

EPA Region 6 Dallas, Texas

214.665.6583

To: (b) (6) [redacted]@epa.gov]
Cc: McDonald, James[McDonald.James@epa.gov]
From: Hill, Troy
Sent: Mon 8/31/2015 6:59:15 PM
Subject: RE: Need to take sick leave

(b) (6) [redacted],

This is a follow up to my July 28, 2015, email. Are you planning on providing documentation to support your sick leave request from June 8, 2015 through Jul 31, 2015?

Thanks

Troy

From: Hill, Troy
Sent: Tuesday, July 28, 2015 11:11 AM
To: (b) (6) [redacted]
Cc: McDonald, James
Subject: RE: Need to take sick leave

(b) (6) [redacted],

Hopefully all is going well. Can you please provide documentation to support your sick leave request from June 8, 2015 through July 31, 2015.

Thank you

Troy

From: T(b) (6) [redacted]
Sent: Tuesday, June 02, 2015 4:09 PM
To: McDonald, James
Cc: Hill, Troy
Subject: Need to take sick leave

Good afternoon:

Personal Privacy

To that end, I will be submitting a request to take 152 hours of sick leave starting Monday, 08 June 2015 and ending at COB, Thursday, 02 July 2015.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: Harrison, Ben[Harrison.Ben@epa.gov]
From: Hill, Troy
Sent: Mon 9/14/2015 4:31:37 PM
Subject: RE: New Employee Orientation

Thank you

From: Harrison, Ben
Sent: Monday, September 14, 2015 11:27 AM
To: Hill, Troy
Cc: (b) (6) [redacted]; Seager, Cheryl; Smith, Suzanne
Subject: RE: New Employee Orientation

Jay Przyborski will be the ORC representative.

From: Hill, Troy
Sent: Monday, September 14, 2015 7:38 AM
To: Harrison, Ben; Taheri, Diane; Smith, Rhonda
Cc: (b) (6) [redacted]
Subject: FW: New Employee Orientation

Do you have an individual who can participate from your office on this. The first meeting is today at 2. Please let me and (b) (6) [redacted] know.

Thank you

From: McDonald, James
Sent: Wednesday, September 09, 2015 11:27 AM
To: Blanco, Arturo; Blevins, John; Coleman, Sam; Curry, Ron; Edlund, Carl; Gray, David; Honker, William; Seager, Cheryl; Stenger, Wren; R6 Deputy Division Directors
Subject: New Employee Orientation

Colleagues,

As the Region moves forward with new employee orientation Margaret Osbourne and Ashley Howard have been developing a SharePoint site that will help us collaborate and streamline all of our efforts. The site will be a central location for New Employees to access what they need. Each division will have a document library on this site for their specific training and information. To help this effort move forward each division will need to identify a point of contact to work with (b) (6) who will be the overall coordinator for the onboarding effort. One of the first requirements for the Division POC will be to update information that is on the SharePoint Site and help identify duplication or conflicting training/requirements. The SharePoint site is intending to include the following:

a. An extra copy of orientation materials for reference,

b. Training calendar that will send out automated emails to new employees, their buddies, and their supervisors of any new employee training taking place across the Region that would be relevant to all new employees, and

c. Division Specific Document Libraries. This will help the employees and the divisional staff as they create the new employee materials. Divisions will also be able to utilize each other's materials. The checklists for both the buddies and supervisors will be hosted here.

Please let me and (b) (6) know who your division POC will be by COB Friday, September 11. If you have any questions please let me know.

Regards,

To: Smith, Rhonda[smith.rhonda@epa.gov]
From: Hill, Troy
Sent: Mon 9/14/2015 3:50:17 PM
Subject: RE: New Employee Orientation

thanks

From: Smith, Rhonda
Sent: Monday, September 14, 2015 8:40 AM
To: Hill, Troy
Cc: Blanco, Arturo
Subject: New Employee Orientation

James Butler

Rhonda M. Smith, MBA, MA

Deputy Director

Office of Environmental Justice

and Tribal Affairs

214.665.8006

From: Hill, Troy
Sent: Monday, September 14, 2015 7:38 AM
To: Harrison, Ben; Taheri, Diane; Smith, Rhonda
Cc: (b) (6) [redacted]
Subject: FW: New Employee Orientation

Do you have an individual who can participate from your office on this. The first meeting is today at 2. Please let me and (b) (6) [redacted] know.

Thank you

From: McDonald, James
Sent: Wednesday, September 09, 2015 11:27 AM
To: Blanco, Arturo; Blevins, John; Coleman, Sam; Curry, Ron; Edlund, Carl; Gray, David; Honker, William; Seager, Cheryl; Stenger, Wren; R6 Deputy Division Directors
Subject: New Employee Orientation

Colleagues,

As the Region moves forward with new employee orientation Margaret Osbourne and Ashley Howard have been developing a SharePoint site that will help us collaborate and streamline all of our efforts. The site will be a central location for New Employees to access what they need. Each division will have a document library on this site for their specific training and information. To help this effort move forward each division will need to identify a point of contact to work with (b) (6) who will be the overall coordinator for the onboarding effort. One of the first requirements for the Division POC will be to update information that is on the SharePoint Site and help identify duplication or conflicting training/requirements. The SharePoint site is intending to include the following:

a. An extra copy of orientation materials for reference,

b. Training calendar that will send out automated emails to new employees, their buddies, and their supervisors of any new employee training taking place across the Region that would be relevant to all new employees, and

c. Division Specific Document Libraries. This will help the employees and the divisional staff as they create the new employee materials. Divisions will also be able to utilize each other's materials. The checklists for both the buddies and supervisors will be hosted here.

Please let me and (b) (6) know who your division POC will be by COB Friday, September 11. If you have any questions please let me know.

Regards,

To: Osbourne, Margaret[osbourne.margaret@epa.gov]
From: Hill, Troy
Sent: Fri 9/4/2015 11:52:13 AM
Subject: RE: Orientation question

Ok – let make it (b) [redacted]

From: Osbourne, Margaret
Sent: Friday, September 04, 2015 6:45 AM
To: Hill, Troy
Subject: RE: Orientation question

It has to be a person, although that person can be changed at a later date.

Margaret Osbourne

Chief, Air Toxics Section

Compliance Assurance & Enforcement Division

EPA Region 6

1445 Ross Avenue (6EN-AT)

Dallas, TX 75202

214-665-6508

From: Hill, Troy
Sent: Friday, September 04, 2015 6:40 AM
To: Osbourne, Margaret
Subject: RE: Orientation question

Good morning, the power point has an agenda on one of the first slides. Do we have to have a name/owner for the site or can an organization own it?

From: Osbourne, Margaret
Sent: Friday, September 04, 2015 6:34 AM
To: Hill, Troy
Subject: Orientation question

Hi Troy:

(b) (6) sent us a couple of agendas (the Health & Safety session agenda and the New Employee Development Powerpoint) but we still don't have an agenda of what the new employees are taught during the first two days and when. Can you send that info to me or let me know who I should contact to get it?

Also, for the New Employee SharePoint site, who in 6MD should be the contact? It currently resides in the Employee Development site collection, along with mentoring and 360 survey which Terry Roundtree manages. Should Terry be the owner of the site or should (b) (6) ?

Thanks,

Margaret

Margaret Osbourne

Chief, Air Toxics Section

Compliance Assurance & Enforcement Division

EPA Region 6

1445 Ross Avenue (6EN-AT)

Dallas, TX 75202

214-665-6508

To: Osbourne, Margaret[osbourne.margaret@epa.gov]
From: Hill, Troy
Sent: Wed 9/2/2015 7:03:45 PM
Subject: RE: Do you want someone from 6MD to come to the 2:30 meeting to discuss the core kit?

(b) (6) is going to come. I have asked him to be there to get an understanding of what you are trying to develop and how MD can assists and how other divisions could benefit as well.

From: Osbourne, Margaret
Sent: Wednesday, September 02, 2015 1:33 PM
To: Hill, Troy
Subject: RE: Do you want someone from 6MD to come to the 2:30 meeting to discuss the core kit?

Brown Pelican on 9th floor, right by my office.

Margaret Osbourne

Chief, Air Toxics Section

Compliance Assurance & Enforcement Division

EPA Region 6

1445 Ross Avenue (6EN-AT)

Dallas, TX 75202

214-665-6508

From: Hill, Troy
Sent: Wednesday, September 02, 2015 1:23 PM
To: Osbourne, Margaret
Subject: RE: Do you want someone from 6MD to come to the 2:30 meeting to discuss the core kit?

Where will it be –

From: Osbourne, Margaret
Sent: Wednesday, September 02, 2015 1:19 PM
To: Hill, Troy
Subject: Do you want someone from 6MD to come to the 2:30 meeting to discuss the core kit?

Hi Troy:

As I mentioned, we're having a 2:30 meeting to discuss the format of the New Employee Orientation SharePoint site. Should I invite someone from 6MD to attend?

I could invite Tony Clifton or someone else you identify as the point person…

Let me know!

Thanks,

Margaret

Margaret Osbourne

Chief, Air Toxics Section

Compliance Assurance & Enforcement Division

EPA Region 6

1445 Ross Avenue (6EN-AT)

Dallas, TX 75202

214-665-6508

To: McDonald, James[McDonald.James@epa.gov]; Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: Roundtree, Terry
Sent: Wed 8/5/2015 4:28:31 PM
Subject: RE: on-boarding LEAN project

Will do

From: McDonald, James
Sent: Wednesday, August 05, 2015 10:45 AM
To: Roundtree, Terry; Rodriguez, Ray
Subject: FW: on-boarding LEAN project

Hey Terry,

Please see below. Region 3 has done some good work with the onboarding process. I am interested in know what they are doing and see how we might be able to supplement what we are doing in Region 6. Can you reach out to the contact below and gather some information. This will become extremely important as we start hiring up new employees. When [redacted] (b) (6) returns, this is something that I would like for him to work with you on.

Thanks.

From: Borsellino , Ron
Sent: Wednesday, August 05, 2015 10:02 AM
To: McDonald, James
Cc: Fala, Geoffrey
Subject: on-boarding LEAN project

James: have your folks contact Geoff first and he can then get you stuff

Geoff: Maja may also contact you.

Ron

Ron Borsellino

Assistant Regional Administrator

For Policy and Management

EPA – Region 3

1650 Arch Street 3PM00

Philadelphia, PA 19103-2029

Phone: 215.814.3170

Fax: 215.814.5108

To: McDonald, James[McDonald.James@epa.gov]
From: Simon, Nigel
Sent: Fri 7/31/2015 1:04:49 PM
Subject: FW: BNA Article

EPA Harassment, Retaliation Alleged at Hearing on EPA

BNA Snapshot

Sexual Harassment at the EPA

Key Development: Senior leadership at the EPA ignored systemic sexual harassment for years then retaliated against employees who reported the incident.

Potential Impact: Witnesses and several committee members say the EPA will have to "dig deep" to address the managerial culture at the agency.

By Anthony Adragna

July 29 — Senior leadership in the Environmental Protection Agency's Region 5 office systemically ignored sexual harassment for years and then retaliated against employees who formally reported the issue to EPA headquarters, three agency employees told a congressional committee July 29.

The conduct is indicative of a broader management pattern within some portions of the agency where senior officials bully and harass rank-and-file employees who raise concerns about possible employee misconduct, the witnesses told the House Oversight and Government Reform Committee.

"The problem is the EPA doesn't protect its own employees," Rep. Jason Chaffetz (R-Utah), chairman of the committee, said. "This [harassment] is not common. This is not regular. But when it does happen, every red flashing light in the building better go off. And there can never be the retaliation" that the committee is hearing about.

Rep. Elijah Cummings (D-Md.), ranking member of the panel, called the incident

“intolerable” and said the agency will have to “dig deep” to address the “culture” of bullying. He did note the committee only had one side of the story because it hasn't spoken with the management involved in the sexual harassment incident.

EPA Administrator Gina McCarthy told the panel the agency took prompt action once the sexual harassment was reported and removed the perpetrator from government service. She said the agency did all it could do under its authority.

McCarthy, in response to a question from Cummings, committed to asking the EPA's Office of Inspector General to investigate the situation in Region 5, which covers Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin as well as 35 tribes. McCarthy said she takes the situation “very seriously.”

Conduct Dates to 2002

Multiple witnesses told the committee (b) (6) [redacted], an environmental scientist within EPA Region 5, repeatedly engaged in unwanted touching, kissing and hugging of multiple women dating back to at least 2002.

“This predator was being fed a steady diet of young interns over a long period of time,” (b) (6) [redacted], senior advisor to the assistant regional administrator, said.

(b) (6) [redacted], an equal employment opportunity specialist within Region 5, said the sexual harassment involved at least 10 different women. (b) (6) [redacted] also said “very little has changed within the EPA management culture” despite similar concerns being raised more than a decade ago.

In 2011, a 24-year-old employee reported sexual harassment from (b) (6) [redacted]. In response, (b) (6) [redacted] and (b) (6) [redacted], another employee in the region, followed procedure by reporting the incident to the EPA headquarters in Washington.

(b) (6) [redacted] received a draft letter of reprimand from the agency, admitted he “crossed the line” and retired from the agency in June 2011. (b) (6) [redacted] said senior management essentially gave him a “free pass” for his “illegal conduct.”

Managers Retaliated

After they reported the incident, witnesses said (b) (6) [redacted] and (b) (6) [redacted]—the top two officials in the region—personally and immediately took retaliatory actions against the employees who reported the abuse by reassigning them to new positions, denying them workplace benefits they should have been eligible for and altering their work responsibilities.

“I am fighting for my professional life,” (b) (6) [redacted] said in written testimony of the retaliation he faced. “I should not have to pay this kind of price for doing what I was hired to do and for calling out fraud, waste and abuse.”

(b) (6) and (b) (6) both said (b) (6) called them into his office, then banged on his desk, intimidated them and yelled expletives for reporting the sexual harassment allegations to EPA headquarters.

McCarthy said none of the employees testifying before the committee faced retaliation for reporting the sexual harassment, indicating any changes to their work duties or responsibilities were due to prior, well-documented performance issues.

“Retaliation will not be tolerated,” McCarthy said.

EPA Urged to be Accountable

(b) (6), president of the EPA's largest union, said the EPA needed to ensure there was accountability for a management culture that didn't properly address management issues.

“These are not isolated incidents,” (b) (6) said. “The agency has too many managers at senior levels who regularly harass and bully employees... [But] please do not paint all federal workers with the brush of a few federal employees.”

All the witnesses said the managers in Region 5 should face disciplinary action and possible removal from federal service in response to the situation.

The latest hearing came several months after the committee slammed the EPA's response to similar sexual harassment and pornography use allegations. During the May hearing, witnesses said the agency failed to take sufficiently strong and prompt action to address the issues (84 DEN A-2, 5/1/15).

To contact the reporter on this story: Anthony Adragna in Washington at aadragna@bna.com

To contact the editor responsible for this story: Larry Pearl at lpearl@bna.com

To: McDonald, James[McDonald.James@epa.gov]
From: (b) (6) [redacted]
Sent: Wed 7/29/2015 7:53:31 PM
Subject: Fwd: Request for Additional Leave

Good afternoon, Sir:

Can you advise me on the status of this request so that I can make appropriate arrangements?

(b) (6) [redacted]
Senior Advisor
Local Reasonable Accommodation Coordinator
U.S. EPA Region 6
1445 Ross Avenue
6MD
Dallas, Texas 75202

Begin forwarded message:

From: (b) (6) [redacted] <Personal Email
Date: July 26, 2015 at 12:43:51 EDT
To: mcdonald.james@epa.gov
Cc: (b) (6) [redacted]@epa.gov>
Subject: Request for Additional Leave

I request permission to utilize 80 hours of accrued annual leave (from "Use or Lose" category) from Monday August 3rd through COB on Friday August 14th returning to the office on Monday August 17th at 0700.

I have several personal matters in process and need the additional time to get them completed.

Respectfully,

(b) (6) [redacted]

To: Coleman, Sam[Coleman.Sam@epa.gov]; McDonald, James[McDonald.James@epa.gov]
From: Gray, David
Sent: Wed 7/29/2015 12:15:38 PM
Subject: FYI

There will be a Full House Committee on Oversight and Government Reform hearing focusing on EPA Region 5 on Wednesday, July 29th at 8:00 a.m. Chicago Time. To watch the hearing live, please go to the following link: http://www.c-span.org and http://www.oversight.house.gov

For further information, including the testimony submitted by the witnesses, please click on the following link: **EPA Mismanagement Part II**

Full House Committee on Oversight and Government Reform

Hearing Date: July 29, 2015 9:00 am Rayburn 2154

PURPOSE:

•□□□□□□□□ To hear testimony from current U.S. Environmental Protection Agency (EPA) employees about alleged cases of reprisal against employees who manage sexual misconduct allegations.

•□□□□□□□□ To receive an update from EPA Administrator McCarthy on what actions have been taken to address specific and general sexual misconduct issues examined in the previous April meeting.

BACKGROUND:

•□□□□□□□□ In April, the Committee held a hearing examining sexual harassment incidents and the manner in which the Office of the Administrator of the EPA handled them.

•□□□□□□□□ Since then, the Committee has become aware of additional sexual harassment incidents in EPA Region 5.

•□□□□□□□□ EPA officials who investigated the allegations maintain that, as a result, they suffered reprisals and retaliation for their probes into the incidents.

Witnesses and testimonies

Name	Title	Organization
Ronald Harris	Equal Employment Opportunity Specialist	U.S. Environmental Protection Agency
Carolyn Bohlen	Chief, Enforcement Services Section #2	Superfund Division, U.S. Environmental Protection Agency
(b) (6) [redacted]	Senior Advisor	U.S. Environmental Protection Agency
Karen Kellen	President	American Federation of Government Employees Council 238
Gina McCarthy	Administrator	U.S. Environmental Protection Agency

To: Roundtree, Terry[Roundtree.Terry@epa.gov]; Rodriguez, Ray[Rodriguez.Ray@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Tue 9/29/2015 2:30:55 PM
Subject: RE: on-boarding LEAN project

Thanks for checking into this for me. If our process works better, then let's stick to our plan.

Regards,

From: Roundtree, Terry
Sent: Tuesday, September 29, 2015 9:29 AM
To: McDonald, James; Rodriguez, Ray; Hill, Troy
Subject: RE: on-boarding LEAN project

I had a conference call with Michael Appleby and their LEAN Team on August 24th to discuss their Onboarding program. I found their process very similar to ours but their coordinating is done by their Lean Team. The LEAN Team are not HR Specialist and are not familiar with HR practices. This is a red flag for me.

When you look at the attachments and the Process Chart below, you will see that they made the process more complex, this is not the purpose of LEAN. I think our onboarding process is simplified and easier to understand. Our POs and HR staff work together to eliminate a lot of the loopholes. I did find the Blank MAC form to be useful but then again our POs and HR Staff have their own forms.

process chart 12-17.pdf

From: McDonald, James
Sent: Wednesday, August 05, 2015 10:45 AM

To: Roundtree, Terry; Rodriguez, Ray
Subject: FW: on-boarding LEAN project

Hey Terry,

Please see below. Region 3 has done some good work with the onboarding process. I am interested in know what they are doing and see how we might be able to supplement what we are doing in Region 6. Can you reach out to the contact below and gather some information. This will become extremely important as we start hiring up new employees. When (b) (6) returns, this is something that I would like for him to work with you on.

Thanks.

From: Borsellino , Ron
Sent: Wednesday, August 05, 2015 10:02 AM
To: McDonald, James
Cc: Fala, Geoffrey
Subject: on-boarding LEAN project

James: have your folks contact Geoff first and he can then get you stuff

Geoff: Maja may also contact you.

Ron

Ron Borsellino

Assistant Regional Administrator

For Policy and Management

EPA – Region 3

1650 Arch Street 3PM00

Philadelphia, PA 19103-2029

Phone: 215.814.3170

Fax: 215.814.5108

To: Carter, Beverly[Carter.Beverly@epa.gov]
From: McDonald, James
Sent: Thur 9/24/2015 1:19:28 PM
Subject: FW: Pending Leave and Time Off Requests

From: McDonald, James
Sent: Wednesday, September 23, 2015 3:59 PM
To: (b) (6) [redacted]
Cc: Hill, Troy
Subject: RE: Pending Leave and Time Off Requests

Thanks (b) (6) [redacted] I will handle today.

Regards,

From: (b) (6) [redacted]
Sent: Wednesday, September 23, 2015 3:55 PM
To: McDonald, James
Cc: Hill, Troy
Subject: RE: Pending Leave and Time Off Requests

Thank you, Sir. I was not cognizant of the specific reason, but I understand. As stated, I would appreciate you denying the previously submitted requests and I will submit for other leave as needed through the end of the year.

Respectfully,

(b) (6) [redacted]

(b) (6) [redacted]

Senior Advisor to the Assistant Regional Administrator
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: McDonald, James
Sent: Wednesday, September 23, 2015 3:52 PM
To: (b) (6) [redacted]
Cc: Hill, Troy
Subject: RE: Pending Leave and Time Off Requests

Hi (b) (6) [redacted]

My apologies for not responding earlier to your request for leave. As you may be aware, I generally don't approve leave too far in advance until I am able to look at the leave report and determine that the employee in fact has the leave that is being requested. However, in the future, if I have not responded to your request please do not hesitate to call me to get a status on your request, and I will respond accordingly. Since you have brought this matter to my attention, and after looking at the leave report, I am now in the position to approve your requests as outlined below, however, if you no longer desire that I approve the leave you requested for next month and through the end of the year, based on your email below, I will deny the requests.

As stated, you will submit your new leave requests for future leave. When I receive them, I will provide you with a timely response.

Regards,

From: (b) (6) [redacted]
Sent: Wednesday, September 23, 2015 7:32 AM
To: McDonald, James
Cc: Hill, Troy

Subject: Pending Leave and Time Off Requests
Importance: High

Good morning:

On, or about, 18 August 2015, I submitted the following leave and time off requests:

Annual Leave:

October 21st through 23rd: 24 Hours

October 27th: 8 Hours

December 3rd through 15th: 72 Hours

Credit Hours:

October 19th through 20th: 16 Hours

October 26th: 8 Hours

November 30th through December 2nd: 24 Hours

To date, you have neither approved nor denied these requests. As of yesterday afternoon, the reasons that I was asking for the absences are no longer open. Thus, I am requesting that you "Deny" the pending requests delineated above. As I prepare to leave the Agency at the end of this year, I will resubmit other requests, as needed, at a later date.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202

Office: (214) 665-6592

To: (b) (6) [redacted] @epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Wed 9/23/2015 8:58:33 PM
Subject: RE: Pending Leave and Time Off Requests

Thanks (b) (6). I will handle today.

Regards,

From: (b) (6) [redacted]
Sent: Wednesday, September 23, 2015 3:55 PM
To: McDonald, James
Cc: Hill, Troy
Subject: RE: Pending Leave and Time Off Requests

Thank you, Sir. I was not cognizant of the specific reason, but I understand. As stated, I would appreciate you denying the previously submitted requests and I will submit for other leave as needed through the end of the year.

Respectfully,

(b) (6) [redacted]

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: McDonald, James

Sent: Wednesday, September 23, 2015 3:52 PM
To: (b) (6) [redacted]
Cc: Hill, Troy
Subject: RE: Pending Leave and Time Off Requests

Hi (b) (6) [redacted],

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As stated, you will submit your new leave requests for future leave. When I receive them, I will provide you with a timely response.

Regards,

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Sent: Wednesday, September 23, 2015 7:32 AM
To: McDonald, James
Cc: Hill, Troy
Subject: Pending Leave and Time Off Requests
Importance: High

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(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: (b) (6) [(b) (6) @epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Wed 9/23/2015 8:52:17 PM
Subject: RE: Pending Leave and Time Off Requests

Hi (b) (6)

My apologies for not responding earlier to your request for leave. As you may be aware, I generally don't approve leave too far in advance until I am able to look at the leave report and determine that the employee in fact has the leave that is being requested. However, in the future, if I have not responded to your request please do not hesitate to call me to get a status on your request, and I will respond accordingly. Since you have brought this matter to my attention, and after looking at the leave report, I am now in the position to approve your requests as outlined below, however, if you no longer desire that I approve the leave you requested for next month and through the end of the year, based on your email below, I will deny the requests.

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Regards,

From: (b) (6)
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To: McDonald, James
Cc: Hill, Troy
Subject: Pending Leave and Time Off Requests
Importance: High

Good morning:

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(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: Carter, Beverly[Carter.Beverly@epa.gov]
From: McDonald, James
Sent: Wed 9/23/2015 5:21:51 PM
Subject: FW: Pending Leave and Time Off Requests

Hi Beverly,

Please see below. I'm not sure how to respond this. Thoughts?

From: (b) (6) [redacted]
Sent: Wednesday, September 23, 2015 7:32 AM
To: McDonald, James
Cc: Hill, Troy
Subject: Pending Leave and Time Off Requests
Importance: High

Good morning:

On, or about, 18 August 2015, I submitted the following leave and time off requests:

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(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: Stenger, Wren[stenger.wren@epa.gov]; [redacted]@epa.gov]
Cc: Luthans, William[luthans.william@epa.gov]; Garbart, Patrick[Garbart.Patrick@epa.gov]
From: McDonald, James
Sent: Wed 9/9/2015 4:42:32 PM
Subject: RE: New Employee Orientation

Excellent. Thank you for helping us move this process along.

Regards,

From: Stenger, Wren
Sent: Wednesday, September 09, 2015 11:42 AM
To: McDonald, James; Tuttle, Ross
Cc: Luthans, William; Garbart, Patrick
Subject: RE: New Employee Orientation

Patrick Garbart is the PD POC for on-boarding.

Wren Stenger

Director

Multimedia Planning and Permitting Division

EPA Region 6 Dallas, Texas

214.665.6583

From: McDonald, James
Sent: Wednesday, September 09, 2015 11:27 AM
To: Blanco, Arturo; Blevins, John; Coleman, Sam; Curry, Ron; Edlund, Carl; Gray, David; Honker, William; Seager, Cheryl; Stenger, Wren; R6 Deputy Division Directors
Subject: New Employee Orientation

Colleagues,

As the Region moves forward with new employee orientation Margaret Osbourne and Ashley Howard have been developing a SharePoint site that will help us collaborate and streamline all of our efforts. The site will be a central location for New Employees to access what they need. Each division will have a document library on this site for their specific training and information. To help this effort move forward each division will need to identify a point of contact to work with (b) (6) [redacted] who will be the overall coordinator for the onboarding effort. One of the first requirements for the Division POC will be to update information that is on the SharePoint Site and help identify duplication or conflicting training/requirements. The SharePoint site is intending to include the following:

a. An extra copy of orientation materials for reference,

b. Training calendar that will send out automated emails to new employees, their buddies, and their supervisors of any new employee training taking place across the Region that would be relevant to all new employees, and

c. Division Specific Document Libraries. This will help the employees and the divisional staff as they create the new employee materials. Divisions will also be able to utilize each other's materials. The checklists for both the buddies and supervisors will be hosted here.

Please let me and (b) (6) [redacted] know who your division POC will be by COB Friday, September 11. If you have any questions please let me know.

Regards,

To: Stenger, Wren[stenger.wren@epa.gov]
Cc: Rodriguez, Ray[Rodriguez.Ray@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Tue 9/1/2015 5:05:52 PM
Subject: RE: MIT on-boarding

Thanks Wren.

I am fine with this approach.

Thanks for your work on this matter. At some point, I want to loop (b) (6) into the discussion as I want him to be involved in the onboarding process for these new employees that we are bringing on board.

Regards,

From: Stenger, Wren
Sent: Tuesday, September 01, 2015 12:02 PM
To: McDonald, James
Cc: Rodriguez, Ray; Hill, Troy
Subject: MIT on-boarding

James, just looping back to you on the on-boarding discussions and on-going work. I don't know if you are in the office tomorrow (Wed), but we have a MIT meeting (I worked with Curry to schedule) at 10 – 11:30 AM. I have worked with Terry Roundtree and Tony Clifton on content for the MIT. Terry thought we had it covered and left the presentations to Tony and me.

I will give an overview on philosophy and use a powerpoint (same one I will use at LDP session) to highlight why this is important.

Tony will focus on supervisory responsibilities. Tony advised he is working on a checklist for supervisors, but it won't be provided tomorrow. Ray confirmed he will be available at the MIT to answer questions about on-boarding.

Sound ok to you? Obviously, our process is still in development, but we will share what we know with the MIT.

Wren Stenger

Director

Multimedia Planning and Permitting Division

EPA Region 6 Dallas, Texas

214.665.6583

To: Roundtree, Terry[Roundtree.Terry@epa.gov]; Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: McDonald, James
Sent: Wed 8/5/2015 3:44:43 PM
Subject: FW: on-boarding LEAN project

Hey Terry,

Please see below. Region 3 has done some good work with the onboarding process. I am interested in know what they are doing and see how we might be able to supplement what we are doing in Region 6. Can you reach out to the contact below and gather some information. This will become extremely important as we start hiring up new employees. When (b) (6) returns, this is something that I would like for him to work with you on.

Thanks.

From: Borsellino , Ron
Sent: Wednesday, August 05, 2015 10:02 AM
To: McDonald, James
Cc: Fala, Geoffrey
Subject: on-boarding LEAN project

James: have your folks contact Geoff first and he can then get you stuff

Geoff: Maja may also contact you.

Ron

Ron Borsellino

Assistant Regional Administrator

For Policy and Management

EPA – Region 3

1650 Arch Street 3PM00

Philadelphia, PA 19103-2029

Phone: 215.814.3170

Fax: 215.814.5108

To: (b) (6) [redacted] @epa.gov]
From: McDonald, James
Sent: Wed 7/29/2015 9:51:20 PM
Subject: RE: Request for Additional Leave

Hi (b) (6) [redacted],

I have no problem with approving your request for annual leave during the stated period.

Regards,

From: (b) (6) [redacted]
Sent: Wednesday, July 29, 2015 2:54 PM
To: McDonald, James
Subject: Fwd: Request for Additional Leave

Good afternoon, Sir:

Can you advise me on the status of this request so that I can make appropriate arrangements?

(b) (6) [redacted]

Senior Advisor

Local Reasonable Accommodation Coordinator

U.S. EPA Region 6

1445 Ross Avenue

6MD

Dallas, Texas 75202

Begin forwarded message:

From: (b) (6) [redacted]>

Date: July 26, 2015 at 12:43:51 EDT
To: mcdonald.james@epa.gov
Cc: (b) (6) [redacted] @epa.gov>
Subject: Request for Additional Leave

I request permission to utilize 80 hours of accrued annual leave (from "Use or Lose" category) from Monday August 3rd through COB on Friday August 14th returning to the office on Monday August 17th at 0700.

I have several personal matters in process and need the additional time to get them completed.

Respectfully,

(b) (6) [redacted]

To: DeLeon, Rafael[Deleon.Rafael@epa.gov]
From: McDonald, James
Sent: Wed 7/29/2015 1:36:55 PM
Subject: FW: FYI

From: Gray, David
Sent: Wednesday, July 29, 2015 7:16 AM
To: Coleman, Sam; McDonald, James
Subject: FYI

There will be a Full House Committee on Oversight and Government Reform hearing focusing on EPA Region 5 on Wednesday, July 29th at 8:00 a.m. Chicago Time. To watch the hearing live, please go to the following link: http://www.c-span.org and http://www.oversight.house.gov

For further information, including the testimony submitted by the witnesses, please click on the following link: **EPA Mismanagement Part II**

Full House Committee on Oversight and Government Reform

Hearing Date: July 29, 2015 9:00 am Rayburn 2154

PURPOSE:

•□□□□□□□□ To hear testimony from current U.S. Environmental Protection Agency (EPA) employees about alleged cases of reprisal against employees who manage sexual misconduct allegations.

•□□□□□□□□ To receive an update from EPA Administrator McCarthy on what actions have been taken to address specific and general sexual misconduct issues examined in the previous April meeting.

BACKGROUND:

•□□□□□□□□ In April, the Committee held a hearing examining sexual harassment incidents and the manner in which the Office of the Administrator of the EPA handled them.

•□□□□□□□□ Since then, the Committee has become aware of additional sexual harassment incidents in EPA Region 5.

•□□□□□□□□ EPA officials who investigated the allegations maintain that, as a result, they suffered reprisals and retaliation for their probes into the incidents.

Witnesses and testimonies

Name	Title	Organization
Ronald Harris	Equal Employment Opportunity Specialist	U.S. Environmental Protection Agency
Carolyn Bohlen	Chief, Enforcement Services Section #2	Superfund Division, U.S. Environmental Protection Agency
(b) (6) [redacted]	Senior Advisor	U.S. Environmental Protection Agency
Karen Kellen	President	American Federation of Government Employees Council 238
Gina McCarthy	Administrator	U.S. Environmental Protection Agency

To: Harrison, Ben[Harrison.Ben@epa.gov]
From: Coleman, Sam
Sent: Thur 7/30/2015 8:56:43 PM
Subject: FW: FYI

From: Gray, David
Sent: Wednesday, July 29, 2015 7:16 AM
To: Coleman, Sam; McDonald, James
Subject: FYI

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(b) (6) [redacted]	Senior Advisor	U.S. Environmental Protection Agency
Karen Kellen	President	American Federation of Government Employees Council 238
Gina McCarthy	Administrator	U.S. Environmental Protection Agency

To: Hill, Troy[Hill.Troy@epa.gov]
From: Nichols, Cheryl
Sent: Thur 10/20/2016 6:47:37 PM
Subject: PARS
PARS Beverly2016doc (002).doc
PARS Tony Clifton 2016.doc
PARS [redacted] FY16 .pdf
PARS Yolanda Nixon2016.doc
M Jackson FY16 PARS.pdf
PARS Kendrick Young 2016 (002).doc
PARS B.Gordon (002).doc
PARS FWesley 2016.doc
PARS CFry (2).pdf

Cheryl Nichols

U.S. EPA, Region 6

1445 Ross Avenue

Dallas, TX 75202

T: 214-665-3169

Email: nichols.cheryl@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: (b) (6) [redacted]
Sent: Tue 9/20/2016 12:38:25 PM
Subject: FW: Reassignment Action
of0306.pdf

I received this yesterday. It includes the original message that I received while I was out of the office.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: Moeller, MaryJean
Sent: Monday, September 19, 2016 2:27 PM
To: (b) (6) [redacted]@epa.gov>
Subject: FW: Reassignment Action

Hello,

Please provide.

Thanks,

Mary Jean Moeller

Human Resources Specialist

513-569-7869

From: Moeller, MaryJean
Sent: Thursday, September 01, 2016 1:38 PM
To: (b) (6) [redacted]@epa.gov>
Cc: R6 HR-SSC <R6_HR-SSC@epa.gov>
Subject: Reassignment Action

Good Afternoon,

Your upcoming reassignment action will require us to send the action to the Personnel Security Branch. I will need an updated resume and I will need the attached

OF-306 form filled out completely up to Line 17a where you should sign as the applicant.

Please return to me via email if you are able to send them encrypted or via the fax number below. You may also send them via regular mail.

Please let me know if you have any questions.

Thank you,

Mary Jean Moeller

Human Resources Specialist

OARM USEPA Shared Service Center

MS: N-136

26 W Martin Luther King Drive

Cincinnati OH 45268

Phone: 513-569-7869

Fax: 513-569-7826

Declaration for Federal Employment*

(*This form may also be used to assess fitness for federal contract employment)

Form Approved:
OMB No. 3206-0182

Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. **A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).**

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Declaration for Federal Employment*

Form Approved:
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

GENERAL INFORMATION

1. **FULL NAME** (Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix. First, Middle, Last, Suffix)

♦

2. **SOCIAL SECURITY NUMBER**

♦

3a. **PLACE OF BIRTH** (Include city and state or country)

♦

3b. **ARE YOU A U.S. CITIZEN?**

☐ YES ☐ NO (If "NO", provide country of citizenship) ♦

4. **DATE OF BIRTH** (MM / DD / YYYY)

♦

5. **OTHER NAMES EVER USED** (For example, maiden name, nickname, etc)

♦

♦

6. **PHONE NUMBERS** (Include area codes)

Day ♦

Night ♦

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

7a. Are you a male born after December 31, 1959? ☐ YES ☐ NO (If "NO", proceed to 8.)

7b. Have you registered with the Selective Service System? ☐ YES (If "YES", proceed to 8.) ☐ NO (If "NO", proceed to 7c.)

7c. If "NO," describe your reason(s) in item 16.

Military Service

8. Have you ever served in the United States military? ☐ YES (If "YES", provide information below) ☐ NO

If you answered "YES," list the branch, dates, and type of discharge for all active duty.
If your only active duty was training in the Reserves or National Guard, answer "NO."

Branch	From (MM/DD/YYYY)	To (MM/DD/YYYY)	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9,10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of $300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law .

9. During the last 7 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) *If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* ☐ YES ☐ NO

10. Have you been convicted by a military court-martial in the past 7 years? *(If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.* ☐ YES ☐ NO

11. Are you currently under charges for any violation of law? *If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* ☐ YES ☐ NO

12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? *If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.* ☐ YES ☐ NO

13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) *If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.* ☐ YES ☐ NO

Declaration for Federal Employment*

Form Approved:
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law,mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) *If "YES," use item 16 to provide the relative's name,relationship, and the department, agency, or branch of the Armed Forces for which your relative works.* ☐ YES ☐ NO

15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service? ☐ YES ☐ NO

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed *(these questions are specific to your position and your agency is authorized to ask them).*

Certifications / Additional Questions

APPLICANT: If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. **I certify** that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith **. I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand** that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. **I consent** to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. **I understand** that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

17a. Applicant's Signature: _____ Date _____
(Sign in ink)

17b. Appointee's Signature: _____ Date _____
(Sign in ink)

Appointing Officer:
Enter Date of Appointment or Conversion
MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? DATE: MM / DD / YYYY

18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance? ☐ YES ☐ NO ☐ DO NOT KNOW

18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled. ☐ YES ☐ NO ☐ DO NOT KNOW

To: McDonald, James[McDonald.James@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
From: Jackson, Marcus
Sent: Fri 9/16/2016 8:03:04 PM
Subject: MD HR Actions Report - 9-15-16
Management Division Personnel Actions 9-15-16.xls

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

Management Division Actions

FPPS #	Section	Action	Recruit Method	Open/Close	Effective Date	Name/Selectee	Comments/Status
Not Responsive							
	6MD						
Not Responsive							

Not Responsive

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: (b) (6) [redacted]
Sent: Wed 8/31/2016 9:04:33 PM
Subject: RE: Reassignment

Good afternoon, Ray:

I apologize for taking so much time in following up. I acknowledge your request to complete the reassignment process. I have been trying to get items done before I go on leave today. To complete the process, I need to generate a new resume. I will do that while I am on leave and will meet with you when I return on the 12th of September to complete the process.

(b) (6) [redacted]

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: Rodriguez, Ray
Sent: Wednesday, August 24, 2016 10:35 AM
To: (b) (6) [redacted]@epa.gov>
Cc: Hill, Troy <Hill.Troy@epa.gov>
Subject: Reassignment

Hi (b) (6) [redacted] following up on the acknowledgement reassignment letter for your signature. The service center requires we send a complete package for the reassignment action be completed. Let me know if you have questions. Thanks

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6) [redacted]

rodriguez.ray@epa.gov

To: (b) (6) [redacted] @epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Wed 8/24/2016 3:35:19 PM
Subject: Reassignment

Hi (b) (6) [redacted] following up on the acknowledgement reassignment letter for your signature. The service center requires we send a complete package for the reassignment action be completed. Let me know if you have questions. Thanks

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6) [redacted]

rodriguez.ray@epa.gov

To: Nixon, Yolanda[Nixon.Yolanda@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]; Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: Jackson, Marcus
Sent: Mon 8/15/2016 6:55:16 PM
Subject: RE: (b) (6) PD

Troy,

The FPPS action is in your inbox - #161632310

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: Nixon, Yolanda
Sent: Monday, August 15, 2016 1:35 PM
To: Hill, Troy <Hill.Troy@epa.gov>; Jackson, Marcus <Jackson.Marcus@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: (b) (6) PD

He is not on the new PD. I don't believe we have initiated an action to reassign him to the new PD. Would you like me to start the process?

S. Yolanda Nixon

Human Resources Specialist
U.S. EPA - Region 6
Human Resources Office
(214) 665-2738
(214) 665-6538 fax

From: Hill, Troy
Sent: Monday, August 15, 2016 1:19 PM
To: Jackson, Marcus; Rodriguez, Ray; Nixon, Yolanda
Subject: [redacted] PD

Is [redacted] officially on his new PD? I know there was some discussion about if another action was needed.

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov

To: McDonald, James[McDonald.James@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: Jackson, Marcus
Sent: Mon 7/18/2016 9:59:23 PM
Subject: Updated 6MD Personnel Actions Report
Management Division Personnel Actions 7-18-16.xls

Sir,

Attached is an updated copy of our personnel actions. I received a follow up from the SSC today and they do have what they need to prepare a draft for the Comptroller announcement. We should see it soon.

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

Management Division Actions

FPPS #	Section	Action	Recruit Method	Open/Close	Effective Date	Name/Selectee	Comments/Status
Not Responsive							
161115341	6MD	Position Action Only - Classify Sr Region Coordinator PD	n/a	closed	07/18/16	(b) (6) [redacted]	received from SSC - Barb Morwessel
Not Responsive							

Not Responsive

To: Hill, Troy[Hill.Troy@epa.gov]
From: Jackson, Marcus
Sent: Mon 7/18/2016 6:32:36 PM
Subject: RE: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6)

We don't need to do anything. This is his official PD.

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: Hill, Troy
Sent: Monday, July 18, 2016 1:27 PM
To: Jackson, Marcus <Jackson.Marcus@epa.gov>
Subject: RE: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6)

What do we do next? Does he need to be placed on PD?

Thanks

From: Jackson, Marcus
Sent: Monday, July 18, 2016 6:36 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW:

Classified PD & Risk Designation for Sr. Reg Coord - (b) (6) [redacted]

Sorry, delete my last email. This is the official PD.

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: Morwessel, Barb
Sent: Friday, July 15, 2016 6:50 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>; Jackson, Marcus <Jackson.Marcus@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>
Subject: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6) [redacted])

My sincere apologies everybody for the earlier versions/multiple corrections.

Corrections now include:

- BUS code – 8888
- Supervisory status - Management Official
- Identical Allocation – may not be IA'd

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Morwessel, Barb
Sent: Friday, July 15, 2016 7:34 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>; Jackson, Marcus <Jackson.Marcus@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>
Subject: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6)

All, please see PD with corrections to BUS code and Identical Allocation; disregard the prior version.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Morwessel, Barb
Sent: Friday, July 15, 2016 7:13 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>

Subject: Classified PD & Risk Designation for Sr. Reg Coord -(b) (6) [redacted]

Good morning,

The Shared Service Center (SSC) has designated the position for action 161115341, Management & Program Analyst, as Moderate Risk.

The position requires a Tier 2S – Moderate Risk Background Investigation. Current PSB investigation billing rates can be found here:

http://intranet.epa.gov/oa/smd/pdfs/opm-billing-rates.pdf

The classified PD is attached.

Please contact me with any questions.

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
From: Jackson, Marcus
Sent: Mon 7/18/2016 11:35:34 AM
Subject: FW: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6) [redacted]
V0A00000_GS-0028-14_071416_Tuttle.pdf

Sorry, delete my last email. This is the official PD.

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: Morwessel, Barb
Sent: Friday, July 15, 2016 6:50 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>; Jackson, Marcus <Jackson.Marcus@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>
Subject: Final Corrected PD - please delete prior 2 messages (FW: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - (b) (6) [redacted]

My sincere apologies everybody for the earlier versions/multiple corrections.

Corrections now include:

- BUS code – 8888
- Supervisory status - Management Official
- Identical Allocation – may not be IA'd

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Morwessel, Barb
Sent: Friday, July 15, 2016 7:34 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>; Jackson, Marcus <Jackson.Marcus@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>
Subject: PD Correction - FW: Classified PD & Risk Designation for Sr. Reg Coord - [(b) (6)

All, please see PD with corrections to BUS code and Identical Allocation; disregard the prior version.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Morwessel, Barb

Sent: Friday, July 15, 2016 7:13 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; R6 HR-SSC <R6_HR-SSC@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>; Moeller, MaryJean <Moeller.MaryJean@epa.gov>
Subject: Classified PD & Risk Designation for Sr. Reg Coord - [redacted] (b) (6)

Good morning,

The Shared Service Center (SSC) has designated the position for action 161115341, Management & Program Analyst, as Moderate Risk.

The position requires a Tier 2S – Moderate Risk Background Investigation. Current PSB investigation billing rates can be found here:

http://intranet.epa.gov/oa/smd/pdfs/opm-billing-rates.pdf

The classified PD is attached.

Please contact me with any questions.

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Thur 7/14/2016 1:04:14 PM
Subject: RE: Classification action summary

Thanks.

Not Responsive

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 7:43 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>
Subject: FW: Classification action summary

Please see attached draft PD, for review. Would like us to us to review PD to comply to PARS?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for (b) (6) [redacted] position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 13, 2016 2:18 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Hi Barb, Do you have a update on the classification for Mr. (b) (6) FPPS# 16-1115341? Or any other pending classification request? Thanks

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 2:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: McDonald, James[McDonald.James@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: Jackson, Marcus
Sent: Wed 7/6/2016 1:04:47 PM
Subject: HR Actions Report for 6MD
Management Division Personnel Actions 7-5-16.xls

Sir,

The attached is a listing of 6MD HR Actions with updated comments of the status of each. I do not include OEJITA or the RA's office on this report.

Pending for the RA's office is the classification of the PD for the Management and Program Analyst GS 14 position. I haven't received the draft PD yet.

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

Management Division Actions

FPPS #	Section	Action	Recruit Method	Open/Close	Effective Date	Name/Selectee	Comments/Status

Not Responsive

Not Responsive

Not Responsive

To: Nixon, Yolanda[Nixon.Yolanda@epa.gov]; Rodriguez, Ray[Rodriguez.Ray@epa.gov]
Cc: McDonald, James[McDonald.James@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
From: Jackson, Marcus
Sent: Fri 6/24/2016 7:58:05 PM
Subject: 6MD Personnel Actions Report
Management Division Personnel Actions 6-24-16.xls

Yolanda,

These is a status of our HR actions and pending actions with comments.

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

Management Division Actions

FPPS #	Section	Action	Recruit Method	Open/Close	Effective Date	Name/Selectee	Comments/Status
Not Responsive							
161115341	6MD	Position Action Only - Classify Sr Region Coordinator PD	n/a	open		(b) (6) [redacted]	at SSC - Barb Morwessel for classification of PD for GS 14
Not Responsive							

Not Responsive

To: McDonald, James[McDonald.James@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: Jackson, Marcus
Sent: Fri 6/24/2016 7:27:35 PM
Subject: Personnel Actions Report Update
Management Division Personnel Actions 6-24-16.xls

Updated comments for the week.

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

Management Division Actions

FPPS #	Section	Action	Recruit Method	Open/Close	Effective Date	Name/Selectee	Comments/Status
Not Responsive							
161115341	6MD	Position Action Only - Classify Sr Region Coordinator PD	n/a	open		(b) (6) [redacted]	at SSC - Barb Morwessel for classification of PD for GS 14
Not Responsive							

Not Responsive

To: McDonald, James[McDonald.James@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]; Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: Jackson, Marcus
Sent: Wed 6/22/2016 3:53:35 PM
Subject: RE: Classification action summary

James,

I apologize for the miscommunication but the recruit action isn't at the SSC. We have all of the forms minus the job analysis. I'm working on the Job Analysis and will have it ready tomorrow for your signature. I have two list of questions that I'm working from. Once we have that job analysis I will enter all documents into the system tomorrow and it go out of the region in FPPS tomorrow.

In my discussions with the SSC, there is no need to classify the PD, we will use the original one. I sent an email today and left a voicemail for Barb to cancel the request to classify the new one.

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: McDonald, James
Sent: Wednesday, June 22, 2016 9:29 AM
To: Hill, Troy <Hill.Troy@epa.gov>; Jackson, Marcus <Jackson.Marcus@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

We changed Vice Milbeck so we should not be classifying this one. We should be ready to move on a draft announcement based on am already classified PD.

Marcus,

Do we have all of the documents at the SSC for the Comptroller recruit? I was assured everything was there. Please advise.

Sent from my Windows Phone

From: Hill, Troy
Sent: 6/22/2016 9:24 AM
To: McDonald, James
Subject: Fwd: Classification action summary

Sent from my iPhone

Begin forwarded message:

> **From:** "Rodriguez, Ray" <Rodriguez.Ray@epa.gov>
> **Date:** June 22, 2016 at 9:21:09 AM CDT
> **To:** "Hill, Troy" <Hill.Troy@epa.gov>
> **Subject: FW: Classification action summary**
>
> This morning we spoke with the Classifier about the LEAN position. During that conversation several actions came up. Below is Classifier list of actions to work. Eight classification action plus the Lean. Ms. Morwessel also tells us she on leave next week.
>
> So what we are going to do is draft a statement of duties for the LEAN. We have projected that be a GS-028, EPS 14 with program analytical experience to include Lean. We save time if we do the classification but it will still will have to be finalized in the SSC. Ms. Morwessel wants a priority set on her pending classification actions. My suggestion:
>
> 1. Vice Milbeck
> 2. LEAN
> 3. 6 WQ Env/Sci/life Sci GS-13
> 4. (b) (6) [redacted]

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

			6EN	
161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-14
			(b) (6) [redacted]	

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Wed 6/22/2016 2:29:57 PM
Subject: RE: Classification action summary

The Tuttle classification needs to get done.

Sent from my Windows Phone

From: Hill, Troy
Sent: 6/22/2016 9:24 AM
To: McDonald, James
Subject: Fwd: Classification action summary

Sent from my iPhone

Begin forwarded message:

From: "Rodriguez, Ray" <Rodriguez.Ray@epa.gov>
Date: June 22, 2016 at 9:21:09 AM CDT
To: "Hill, Troy" <Hill.Troy@epa.gov>
Subject: FW: Classification action summary

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1. Vice Milbeck
2. LEAN
3. 6 WQ Env/Sci/life Sci GS-13

4. (b) (6) [redacted]

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-14

(b) (6) [redacted]

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]; Jackson, Marcus[Jackson.Marcus@epa.gov]; Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: McDonald, James
Sent: Wed 6/22/2016 2:29:21 PM
Subject: RE: Classification action summary

We changed Vice Milbeck so we should not be classifying this one. We should be ready to move on a draft announcement based on am already classified PD.

Marcus,

Do we have all of the documents at the SSC for the Comptroller recruit? I was assured everything was there. Please advise.

Sent from my Windows Phone

From: Hill, Troy
Sent: 6/22/2016 9:24 AM
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Subject: Fwd: Classification action summary

Sent from my iPhone

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To: "Hill, Troy" <Hill.Troy@epa.gov>
Subject: FW: Classification action summary

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1. Vice Milbeck

2. LEAN

3. 6 WQ Env/Sci/life Sci GS-13

4. (b) (6) [redacted]

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

6EN

161115341 6/13/16 R6 V0A00000 Program Analyst, GS-0343-14

(b) (6) [redacted]

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
From: (b) (6) [redacted]
Sent: Fri 5/20/2016 7:28:32 PM
Subject: RE: Program Analyst GS-14 T(b) (6) [redacted].doc

Agreed. Let me know when you want to meet.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: Hill, Troy
Sent: Friday, May 20, 2016 2:25 PM
To: Tuttle, Ross <tuttle.ross@epa.gov>
Subject: Program Analyst GS-14 Tuttle.doc

(b) (6) [redacted]

Attached is an electronic copy of a proposed PD for you. I know I gave you a hard copy a few weeks ago, but let's both use this to work off. I propose we discuss on Monday.

Thank you

Troy

To: Coleman, Sam[Coleman.Sam@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: Golightly-Howell, Velveta
Sent: Wed 3/30/2016 10:13:18 PM
Subject: LORAC
LORAC - Region VI Memorandum to DRA Coleman (03.30.2016).docx

Hi Sam (and Troy). Hope all's well. Please see the attached memo. I look forward to hearing from you.

Velveta

Velveta Golightly-Howell

Director, Office of Civil Rights

Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.

Mail Code 1201A

Washington, DC 20460

202-564-6685

To: McDonald, James[McDonald.James@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
From: Jackson, Marcus
Sent: Mon 3/14/2016 6:23:40 PM
Subject: 6MD PARS Ratings and Incentive Awards given Last Year

PARS and Incentive Awards given from 6MD last year:

MAIL CODE	NAME	SERIES	GRADE	RACE	M/F	PARS RATING	QSIs	Cash Award	T.O.A.
Not Responsive									
6MD	(b) (6) [redacted]	**GS-201**	**14**	**W**	**M**	**EE**		**$1,000**	
Not Responsive									

Not Responsive

Not Responsive

Not Responsive

Not Responsive

We also gave:

Not Responsive

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

To: Hill, Troy[Hill.Troy@epa.gov]
From: (b) (6) [redacted]
Sent: Fri 2/19/2016 2:01:13 PM
Subject: PARS
15-16 PARS SADARA - Final Draft.docx

Per our discussion yesterday.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: Tropp, Kristin[Tropp.Kristin@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: (b) (6) [redacted]
Sent: Wed 12/9/2015 9:26:18 PM
Subject: Turnover of LORAC Duties in Region 6

Good afternoon, Kristin:

My last day in the office will be December 18th. Since it is imperative that whoever would be selected to replace me be trained and certified, my upper management is asking if you would serve as the point of contact for RA in Region 6 until such time as another training and certification is conducted by HQ.

I am copying my Deputy Division Director, Troy Hill, on this email. Please include him in your response so that he is able to inform the Senior Leadership Team.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: Hill, Troy[Hill.Troy@epa.gov]
From: Jackson, Marcus
Sent: Wed 12/9/2015 2:29:02 PM
Subject: RE: Awards Preliminary Write ups

That works. I will update the live document on Share Point, since Ray did not.

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: Hill, Troy
Sent: Wednesday, December 09, 2015 8:27 AM
To: Jackson, Marcus
Subject: RE: Awards Preliminary Write ups

They did not make it in the one we were reviewing yesterday – MD already has Marilyn in that category and we ask each division to submit only one. We could move these into the Regional awards discussion

From: Jackson, Marcus
Sent: Wednesday, December 09, 2015 7:46 AM
To: Hill, Troy
Subject: FW: Awards Preliminary Write ups

I called and sent these to Latrecia yesterday around 1pm. Do you remember if they made it before the panel?

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: Rodriguez, Ray
Sent: Tuesday, December 08, 2015 12:34 PM
To: Hill, Troy
Cc: Jackson, Marcus
Subject: FW: Awards Preliminary Write ups

Sent in the email below write ups last week and because we had a significant workload in staffing/recruitment /Reorg would ask to consider the write ups.

EXEMPLARY CUSTOMER SERVICE AWARD – (b) (6) [redacted]
(b) (6) [redacted]

(b) (6) [redacted] have been instrumental in coordinating and processing the Region 6 Reorganization which effected over 500 employees. (b) (6) [redacted] and (b) (6) [redacted] worked together with the Cincinnati Shared Service Center to process all actions and their efforts and leadership provided a seamless transition to allow affect employees to be moved from one organization to another. (b) (6) [redacted] and (b) (6) [redacted] also worked with the Regional Timekeeper in providing new organizational information regarding Dynamic Group and Static Groups through PeoplePlus to allow timecards to be processed timely and efficiently. (b) (6) [redacted] and (b) (6) [redacted] worked closely with the Union to resolve concerns regarding new Position Descriptions. (b) (6) [redacted] developed an innovative process to produce/revise Position Description coversheets. (b) (6) [redacted] worked with HQ and R6 Management to provide guidance on the reorganization process.

Not Responsive

Not Responsive

From: Rodriguez, Ray
Sent: Tuesday, December 01, 2015 2:37 PM
To: Hill, Troy
Subject: Awards Preliminary Write ups

Exemplary Customer Service Award

Not Responsive

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6) [redacted]

rodriguez.ray@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: Jackson, Marcus
Sent: Wed 12/9/2015 1:46:21 PM
Subject: FW: Awards Preliminary Write ups

I called and sent these to Latrecia yesterday around 1pm. Do you remember if they made it before the panel?

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: Rodriguez, Ray
Sent: Tuesday, December 08, 2015 12:34 PM
To: Hill, Troy
Cc: Jackson, Marcus
Subject: FW: Awards Preliminary Write ups

Sent in the email below write ups last week and because we had a significant workload in staffing/recruitment /Reorg would ask to consider the write ups.

EXEMPLARY CUSTOMER SERVICE AWARD – (b) (6) [redacted]
(b) (6) [redacted]

(b) (6) [redacted] have been instrumental in coordinating and processing the Region 6 Reorganization which effected over 500 employees. (b) (6) [redacted] and (b) (6) [redacted] worked together with the Cincinnati Shared Service Center to process all actions and their efforts and leadership provided a seamless transition to allow affect employees to be moved from one organization to another. (b) (6) [redacted] and (b) (6) [redacted] also worked with the Regional Timekeeper in providing new organizational information

regarding Dynamic Group and Static Groups through PeoplePlus to allow timecards to be processed timely and efficiently. (b) (6) and (b) (6) worked closely with the Union to resolve concerns regarding new Position Descriptions. (b) (6) developed an innovative process to produce/revise Position Description coversheets. (b) (6) worked with HQ and R6 Management to provide guidance on the reorganization process.

Not Responsive

From: Rodriguez, Ray
Sent: Tuesday, December 01, 2015 2:37 PM
To: Hill, Troy
Subject: Awards Preliminary Write ups

Not Responsive

Not Responsive

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6) [redacted]

rodriguez.ray@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Tue 12/8/2015 4:04:30 PM
Subject: Dates

Hi Troy,

I need dates for the following assignments that we gave (b) (6):

HR Recruitment Strategy

On-Boarding for New Employees

VERA/VSIP

Reorganization/Realignment Workgroup

Phased Retirement

Other assignments and dates

I need as soon as possible.

Regards,

James McDonald

Assistant Regional Administrator

U.S. Environmental Protection Agency

Region 6

214-665-6500

214-665-8072 (fax)

mcdonald.james@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
Cc: Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: McDonald, James
Sent: Tue 12/1/2015 4:25:56 PM
Subject: RE: Missing ratings as of 12-1-15

Not Responsive

Sent from my Windows Phone

From: Hill, Troy
Sent: 12/1/2015 10:17 AM
To: McDonald, James
Cc: Rodriguez, Ray
Subject: RE: Missing ratings as of 12-1-15

Not Responsive

From: McDonald, James
Sent: Tuesday, December 01, 2015 10:15 AM
To: Rodriguez, Ray
Cc: Hill, Troy
Subject: RE: Missing ratings as of 12-1-15

Yes. Thanks.

I spoke with Tony yesterday and we will have done on Friday.

Regards,

Sent from my Windows Phone

From: Rodriguez, Ray
Sent: 12/1/2015 10:12 AM
To: McDonald, James
Cc: Hill, Troy
Subject: FW: Missing ratings as of 12-1-15

Missing PARS as of Today. Certifcation letter due Friday.

From: Clifton, Tony
Sent: Tuesday, December 01, 2015 8:59 AM
To: Rodriguez, Ray
Subject: Missing ratings as of 12-1-15

Division	Org Desc	Name Whole	Rating	Notes
Not Responsive				
MD	ASST. REGL ADMR FOR MANAGEMENT	(b) (6) [redacted]		

Not Responsive

Not Responsive

Tony D. Clifton

Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Tue 12/1/2015 4:15:24 PM
Subject: RE: Missing ratings as of 12-1-15

Yes. Thanks.

I spoke with Tony yesterday and we will have done on Friday.

Regards,

Sent from my Windows Phone

From: Rodriguez, Ray
Sent: 12/1/2015 10:12 AM
To: McDonald, James
Cc: Hill, Troy
Subject: FW: Missing ratings as of 12-1-15

Missing PARS as of Today. Certifcation letter due Friday.

From: Clifton, Tony
Sent: Tuesday, December 01, 2015 8:59 AM
To: Rodriguez, Ray
Subject: Missing ratings as of 12-1-15

Division Org Desc	Name Whole	Rating	Notes

Not Responsive

Not Responsive

MD ASST. REGL ADMR FOR MANAGEMENT (b) (6) [redacted]

Not Responsive

Tony D. Clifton

Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: 1(b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Mon 11/23/2015 2:03:00 PM
Subject: FW: Request

Sent from my Windows Phone

From: (b) (6) [redacted]
Sent: 11/23/2015 7:57 AM
To: McDonald, James
Subject: RE: Request

Understood. Thank you for considering my request.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: McDonald, James
Sent: Monday, November 23, 2015 7:56 AM
To: (b) (6) [redacted]
Cc: Hill, Troy
Subject: RE: Request

Hi (b) (6) [redacted],

Thanks for your message. As you are aware, the Monday 8:15 am meetings is an important time for me to communicate with the front office staff and Division management, and to hear upcoming activities for the week. Further this is an opportunity for us to prepare for the Senior Staff meeting and communicate Regional and Divisional issues. Your participation in this and

other meetings has been very valuable as I consider you to be an important part of our front office team. As such, I would still like you to attend these meetings.

Regards,

From: (b) (6) [redacted]
Sent: Friday, November 20, 2015 4:56 PM
To: McDonald, James
Subject: Request
Importance: High

Good afternoon:

I respectfully request permission to be excused from the Monday 8:15 for the remainder of my time in Region 6.

Have a safe weekend.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: (b) (6) [redacted]@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Mon 11/23/2015 1:56:07 PM
Subject: RE: Request

Hi (b) (6) [redacted],

Thanks for your message. As you are aware, the Monday 8:15 am meetings is an important time for me to communicate with the front office staff and Division management, and to hear upcoming activities for the week. Further this is an opportunity for us to prepare for the Senior Staff meeting and communicate Regional and Divisional issues. Your participation in this and other meetings has been very valuable as I consider you to be an important part of our front office team. As such, I would still like you to attend these meetings.

Regards,

From: (b) (6) [redacted]
Sent: Friday, November 20, 2015 4:56 PM
To: McDonald, James
Subject: Request
Importance: High

Good afternoon:

I respectfully request permission to be excused from the Monday 8:15 for the remainder of my time in Region 6.

Have a safe weekend.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Mon 11/23/2015 12:15:55 PM
Subject: VERA/VSIP and Reorganization Timeline

Hi Troy,

It occurred to me over the weekend that we should have a timeline of the process we used for VERA/VSIP as well the Reorganization. Please work with (b) (6) to put together a complete timeline with dates and actions we used in the process. I would like to have this complete by next week.

Regards,

Sent from my Windows Phone

To: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Sun 11/22/2015 11:27:55 PM
Subject: FW: Request

Thoughts?

Sent from my Windows Phone

From: (b) (6) [redacted]
Sent: 11/20/2015 4:56 PM
To: McDonald, James
Subject: Request

Good afternoon:

I respectfully request permission to be excused from the Monday 8:15 for the remainder of my time in Region 6.

Have a safe weekend.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Fri 10/23/2015 5:19:40 PM
Subject: RE: Deadline for Scheduling 2015 "Use or Lose" Leave: November 28, 2015

I would like to send a memo. Please have (b) (6) or HR to prepare for my signature on Monday.

Thanks

Sent from my Windows Phone

From: Hill, Troy
Sent: 10/23/2015 10:36 AM
To: McDonald, James
Subject: FW: Deadline for Scheduling 2015 "Use or Lose" Leave: November 28, 2015

The last couple years there has not been a Regional memo issued on use or lose. Are you okay keeping with this practice?

From: MassMailer
Sent: Friday, October 23, 2015 10:03 AM
To: MassMailer
Subject: Deadline for Scheduling 2015 "Use or Lose" Leave: November 28, 2015

From: Karl Brooks, Acting Assistant Administrator, Office of Administration and Resources Management

---

I am writing to share important information and deadlines for scheduling “use or lose” leave for the remainder of 2015.

Most employees may carry over to the new leave year a maximum of 240 hours of annual leave. Any “use or lose” leave not taken before the end of the leave year will be forfeited. I strongly encourage all employees to submit leave requests to their supervisor and obtain approval in writing for any leave they plan to take during the remainder of the leave year so that forfeiture can be avoided. Here are the deadlines to keep in mind to avoid forfeiting annual leave:

- The leave year for 2015 ends at midnight on January 9, 2016 and any "use or lose" annual leave not taken before January 10, 2016 will be forfeited.
- The deadline for scheduling the “use or lose” leave for restoration eligibility and obtaining supervisor approval is **November 28, 2015**. Under federal leave regulations, forfeited annual leave can be restored only when that annual leave was scheduled and approved in writing before the start of the last three pay periods of the leave year.

There are limited circumstances under which any forfeited leave may be restored:

- Exigency of the public business (urgent need for the employee to be at work). Please keep in mind that supervisors have discretionary authority to disapprove or cancel previously approved leave based on organizational circumstances,
- Administrative error, or
- Emergency illness or injury.

Employees are encouraged to consider donating annual leave to either the Voluntary Leave Transfer Program or the EPA Voluntary Leave Bank Program. An employee must be a member of the leave bank in order to receive leave. For more information, please see http://intranet.epa.gov/ohr/benefits/leavebank/.

Please direct your questions on leave scheduling and leave forfeiture to the human resources shared service center that services your organization. http://intranet.epa.gov/ssc/assignments.htm

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Wed 10/14/2015 12:47:48 PM
Subject: RE: Phased Retirement Talking points

Hi Ray,

Thanks for your efforts on this matter, but this needs more work. Please work with (b) (6) to develop a process for Region 6. Let's discuss.

Regards,

From: Rodriguez, Ray
Sent: Tuesday, October 13, 2015 3:48 PM
To: McDonald, James
Cc: Hill, Troy
Subject: Phased Retirement Talking points

Sir attached Phased Retirement talking points and Phased Retirement Management Guide with high points of the Order.

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6)

rodriguez.ray@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: Clifton, Tony
Sent: Mon 11/21/2016 2:35:43 PM
Subject: Backup for (b) (6)?

Hi Troy,

Is there a backup for (b) (6) in his absence?

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6)

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: Clifton, Tony
Sent: Thur 1/26/2017 1:07:43 PM
Subject: RE: Signing in

Okay thank you.

The RA issue in this section presents another challenge with the idea of rotating staff on a temporary basis through the supervisory job in lieu of hiring a permanent supervisor. That is, every employee rotated through is another person that is privy to the employee's alleged medical condition. It also hinders our ability to develop and hold staff accountable to consistent behavioral expectations, which is particularly important when evaluating the effectiveness of offered accommodations.

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

From: Hill, Troy
Sent: Thursday, January 26, 2017 6:52 AM
To: Clifton, Tony <Clifton.Tony@epa.gov>
Subject: RE: Signing in

(b) (6) should be reaching out to you to talk to Brad Crawford this morning

From: Clifton, Tony
Sent: Thursday, January 26, 2017 6:50 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: Re: Signing in

Good morning.

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6)

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

On Jan 26, 2017, at 6:43 AM, Hill, Troy <Hill.Troy@epa.gov> wrote:

Good morning

From: Clifton, Tony
Sent: Thursday, January 26, 2017 6:25 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Cc: Johnson, Alice <johnson.alice@epa.gov>
Subject: Signing in

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: Clifton, Tony
Sent: Mon 11/21/2016 4:09:36 PM
Subject: RE: Backup for (b) (6) ?

Ok thanks!

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

From: Hill, Troy
Sent: Monday, November 21, 2016 10:07 AM
To: Clifton, Tony <Clifton.Tony@epa.gov>
Subject: RE: Backup for (b) (6) ?

No they are to contact Amanda at HQ.

From: Clifton, Tony
Sent: Monday, November 21, 2016 8:36 AM
To: Hill, Troy <Hill.Troy@epa.gov>

Subject: Backup for [redacted]?

Hi Troy,

Is there a backup for [redacted] in his absence?

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: Bonner, Jerome
Sent: Tue 9/20/2016 12:57:48 PM
Subject: Re: Reassignment Action

Interesting! I will call Sara now.

Thanks
JB

Sent from my iPhone/jbonner

On Sep 20, 2016, at 07:42, Hill, Troy <Hill.Troy@epa.gov> wrote:

Jerome,

(b) (6) [redacted] got a follow up email from MaryJean for the reassignment yesterday asking for this to be filled out. Does this need to happen or can the action proceed without it?

Thank you

Troy

From: (b) (6) [redacted]
Sent: Tuesday, September 20, 2016 7:38 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Reassignment Action

I received this yesterday. It includes the original message that I received while I was out of the office.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: Moeller, MaryJean
Sent: Monday, September 19, 2016 2:27 PM
To: (b) (6) [redacted]@epa.gov>
Subject: FW: Reassignment Action

Hello,

Please provide.

Thanks,

Mary Jean Moeller

Human Resources Specialist

513-569-7869

From: Moeller, MaryJean
Sent: Thursday, September 01, 2016 1:38 PM
To: (b) (6) [redacted]@epa.gov>
Cc: R6 HR-SSC <R6_HR-SSC@epa.gov>
Subject: Reassignment Action

Good Afternoon,

Your upcoming reassignment action will require us to send the action to the Personnel Security Branch. I will need an updated resume and I will need the attached

OF-306 form filled out completely up to Line 17a where you should sign as the applicant.

Please return to me via email if you are able to send them encrypted or via the fax number below. You may also send them via regular mail.

Please let me know if you have any questions.

Thank you,

Mary Jean Moeller

Human Resources Specialist

OARM USEPA Shared Service Center

MS: N-136

26 W Martin Luther King Drive

Cincinnati OH 45268

Phone: 513-569-7869

Fax: 513-569-7826

<of0306.pdf>

To: (b) (6) [redacted]@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Wed 8/31/2016 9:27:35 PM
Subject: RE: Reassignment

Ok great (b) (6). Be careful and enjoy your leave.

From: (b) (6) [redacted]
Sent: Wednesday, August 31, 2016 4:05 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Hill, Troy <Hill.Troy@epa.gov>
Subject: RE: Reassignment
Importance: High

Good afternoon, Ray:

I apologize for taking so much time in following up. I acknowledge your request to complete the reassignment process. I have been trying to get items done before I go on leave today. To complete the process, I need to generate a new resume. I will do that while I am on leave and will meet with you when I return on the 12th of September to complete the process.

(b) (6) [redacted]

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: Rodriguez, Ray
Sent: Wednesday, August 24, 2016 10:35 AM
To: (b) (6) [redacted] @epa.gov>
Cc: Hill, Troy <Hill.Troy@epa.gov>
Subject: Reassignment

Hi (b) (6) following up on the acknowledgement reassignment letter for your signature. The service center requires we send a complete package for the reassignment action be completed. Let me know if you have questions. Thanks

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6) [redacted]

rodriguez.ray@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]; Jackson, Marcus[Jackson.Marcus@epa.gov]; Rodriguez, Ray[Rodriguez.Ray@epa.gov]
From: Nixon, Yolanda
Sent: Mon 8/15/2016 6:34:49 PM
Subject: RE: (b) (6) PD

He is not on the new PD. I don't believe we have initiated an action to reassign him to the new PD. Would you like me to start the process?

S. Yolanda Nixon

Human Resources Specialist
U.S. EPA - Region 6
Human Resources Office
(214) 665-2738
(214) 665-6538 fax

From: Hill, Troy
Sent: Monday, August 15, 2016 1:19 PM
To: Jackson, Marcus; Rodriguez, Ray; Nixon, Yolanda
Subject: (b) (6) PD

Is (b) (6) officially on his new PD? I know there was some discussion about if another action was needed.

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Tue 7/19/2016 6:38:34 PM
Subject: 14's

(b) (6) [redacted]

Not Responsive

Not Responsive

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6) [redacted]

rodriguez.ray@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Thur 7/14/2016 6:46:05 PM
Subject: RE: Classification action summary

Got it thanks

From: Hill, Troy
Sent: Thursday, July 14, 2016 1:44 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ok sounds good

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 1:43 PM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: RE: Classification action summary

Don't feel there any need to add financial requirement.

From: Hill, Troy
Sent: Thursday, July 14, 2016 1:37 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

I would not see it as being required. Do you?

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 1:08 PM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Classification action summary

Troy , Will Financial disclosure be required on this GS-343-14 PD?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 1:03 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, one more question – is financial disclosure required?

Your next step will be to submit a reassignment action in FPPS, assuming he's already at GS-14. You'll want to upload the finalized PD that I'll forward shortly, and make any pertinent notes.

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 12:22 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: RE: Classification action summary

Hi Barb, the PD has been reviewed and we concur. What next steps to get this PD on the books and assigned to Mr. (b) (6) [redacted]?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for (b) (6) [redacted] position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 13, 2016 2:18 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Hi Barb, Do you have a update on the classification for Mr. (b) (6) FPPS# 16-1115341? Or any other pending classification request? Thanks

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 2:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Thur 7/14/2016 6:43:24 PM
Subject: RE: Classification action summary

Don't feel there any need to add financial requirement.

From: Hill, Troy
Sent: Thursday, July 14, 2016 1:37 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

I would not see it as being required. Do you?

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 1:08 PM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Classification action summary

Troy , Will Financial disclosure be required on this GS-343-14 PD?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 1:03 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, one more question – is financial disclosure required?

Your next step will be to submit a reassignment action in FPPS, assuming he's already at GS-14. You'll want to upload the finalized PD that I'll forward shortly, and make any pertinent notes.

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 12:22 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: RE: Classification action summary

Hi Barb, the PD has been reviewed and we concur. What next steps to get this PD on the books and assigned to Mr. (b) (6) ?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for (b) (6) [redacted] position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

"Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Rodriguez, Ray
Sent: Wednesday, July 13, 2016 2:18 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Hi Barb, Do you have a update on the classification for Mr. (b) (6) FPPS# 16-1115341? Or any other pending classification request? Thanks

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 2:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Thur 7/14/2016 6:07:32 PM
Subject: FW: Classification action summary

Troy , Will Financial disclosure be required on this GS-343-14 PD?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 1:03 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, one more question – is financial disclosure required?

Your next step will be to submit a reassignment action in FPPS, assuming he's already at GS-14. You'll want to upload the finalized PD that I'll forward shortly, and make any pertinent notes.

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 12:22 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: RE: Classification action summary

Hi Barb, the PD has been reviewed and we concur. What next steps to get this PD on the books and assigned to Mr. Tuttle?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for Ron Tuttle's position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 13, 2016 2:18 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Hi Barb, Do you have a update on the classification for Mr. (b) (6) [redacted] FPPS# 16-1115341? Or any other pending classification request? Thanks

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 2:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]

In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

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Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

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Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Thur 7/14/2016 4:41:16 PM
Subject: RE: Classification action summary

Troy, waiting for Barb (SSC) next step email.

From: Hill, Troy
Sent: Thursday, July 14, 2016 11:15 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Yes please let her know we are good with it and to move forward.

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 9:56 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Classification action summary

Troy are you good with the PD? Tony is good with the PD and PARS . If so either you or I can contact Barb at the SSC for next step to finalize.

Good morning Ray,

The PD and PARS appear to be consistent. Below is a breakdown:

- PARS CE1 is covered in Duty 4 of the PD
- PARS CE2 is covered by Duty 1 of the PD
- PARS CE3 is covered by Duty 2 of the PD
- PARS CE4 is covered by the KSAs required in the PD (oral/written skill)

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for (b) (6) [redacted] position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

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Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 13, 2016 2:18 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Hi Barb, Do you have a update on the classification for Mr. (b) (6) FPPS# 16-1115341? Or any other pending classification request? Thanks

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 2:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

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Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Thur 7/14/2016 2:56:18 PM
Subject: FW: Classification action summary
R6 Program Analyst GS-14 (b) (6) .doc

Troy are you good with the PD? Tony is good with the PD and PARS . If so either you or I can contact Barb at the SSC for next step to finalize.

Good morning Ray,

The PD and PARS appear to be consistent. Below is a breakdown:

- PARS CE1 is covered in Duty 4 of the PD
- PARS CE2 is covered by Duty 1 of the PD
- PARS CE3 is covered by Duty 2 of the PD
- PARS CE4 is covered by the KSAs required in the PD (oral/written skill)

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for (b) (6) position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 13, 2016 2:18 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Hi Barb, Do you have a update on the classification for Mr. (b) (6) FPPS# 16-1115341? Or any

other pending classification request? Thanks

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 2:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions

as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Thur 7/14/2016 1:03:19 PM
Subject: RE: Classification action summary

Does Tony have a copy of Mr. T(b) (6) [redacted] PARS?

From: Hill, Troy
Sent: Thursday, July 14, 2016 7:59 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>
Subject: RE: Classification action summary

Yes that would be great.

Thank you

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 7:43 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>
Subject: FW: Classification action summary

Please see attached draft PD, for review. Would like us to us to review PD to comply to PARS?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for (b) (6) [redacted] position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 13, 2016 2:18 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Hi Barb, Do you have a update on the classification for Mr. (b) (6) [redacted] FPPS# 16-1115341? Or any other pending classification request? Thanks

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 2:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>

Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
From: Roundtree, Terry
Sent: Mon 7/11/2016 6:30:23 PM
Subject: RE: Does (b) (6) include you in RA process?

I'm sure if you guys want me to be involved in this because this is (b) (6) primary duties. Please let me know what are my responsibilities pertaining to LORAC.

Terry Roundtree
Management Advocate
U.S. EPA, Region 6
1445 Ross Avenue (6MD-AO)
Dallas, Texas 75202
Phone: 214-665-6518
Email: roundtree.terry@epa.gov

From: Sweda, Amanda
Sent: Thursday, July 07, 2016 2:58 PM
To: Roundtree, Terry <Roundtree.Terry@epa.gov>
Cc: Tropp, Kristin <Tropp.Kristin@epa.gov>
Subject: Does (b) (6) include you in RA process?

Terry -

I am asking because I never hear a peep from you! Hope all is well! I have you down as the backup LORAC so I would like you to be included in the RAs for Region 6.

Amanda

Amanda Sweda
National Reasonable Accommodation Coordinator
U.S. Environmental Protection Agency | Office of Civil Rights
1200 Pennsylvania Avenue, NW | Mail Code 1201A - WJC North | Washington, DC 20460
(202) 566-0678 | Email: sweda.amanda@epa.gov

To: McDonald, James[McDonald.James@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Fri 7/8/2016 1:39:58 PM
Subject: Fwd: Classification action summary

.....
,,,,,,
Update

Sent from my iPhone

Begin forwarded message:

From: "Morwessel, Barb" <Morwessel.Barb@epa.gov>
Date: July 8, 2016 at 8:34:22 AM CDT
To: "Rodriguez, Ray" <Rodriguez.Ray@epa.gov>
Subject: FW: Classification action summary

Hi Ray, I got your voice mail message, and will prioritize the action for (b) (6) [redacted]

Regards,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 3:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted] In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Wed 6/22/2016 2:21:09 PM
Subject: FW: Classification action summary

This morning we spoke with the Classifier about the LEAN position. During that conversation several actions came up. Below is Classifier list of actions to work. Eight classification action plus the Lean. Ms. Morwessel also tells us she on leave next week.

So what we are going to do is draft a statement of duties for the LEAN. We have projected that be a GS-028, EPS 14 with program analytical experience to include Lean. We save time if we do the classification but it will still will have to be finalized in the SSC. Ms. Morwessel wants a priority set on her pending classification actions. My suggestion:

1. Vice Milbeck
2. LEAN
3. 6 WQ Env/Sci/life Sci GS-13
4. (b) (6) [redacted]

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

Not Responsive

			6EN	
161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-14

(b) (6) [redacted]

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

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Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
From: Nixon, Yolanda
Sent: Tue 6/21/2016 4:29:39 PM
Subject: RE: MD GS-0343-14 [redacted] PD question (#161115341)

Correct, this is not a Lead. The change was made to "Senior"

S. Yolanda Nixon

Human Resources Specialist
U.S. EPA - Region 6
Human Resources Office
(214) 665-2738
(214) 665-6538 fax

From: Hill, Troy
Sent: Tuesday, June 21, 2016 11:28 AM
To: Nixon, Yolanda
Subject: FW: MD GS-0343-14 [redacted] PD question (#161115341)

This should not be a lead region coordinator right?

From: Morwessel, Barb
Sent: Tuesday, June 21, 2016 11:18 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Cc: R6 HR-SSC <R6_HR-SSC@epa.gov>; Jones, Sara <jones.sara@epa.gov>
Subject: MD GS-0343-14 [redacted] PD question (#161115341)

Good morning,

In reviewing the PD submitted for Mr. (b) (6), I noticed two organizational titles are shown on the PD cover (attached): 'Lead Region Coordinator' and 'Senior Region Coordinator'.

'Lead Region Coordinator' is a traditional position in the Regions, but is this a different position (Senior Region Coordinator)?

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
Cc: R6 HR-SSC[R6_HR-SSC@epa.gov]; Jones, Sara[jones.sara@epa.gov]
From: Morwessel, Barb
Sent: Tue 6/21/2016 4:18:19 PM
Subject: MD GS-0343-14 (b) (6) PD question (#161115341)
R6 MD (b) (6) -PD coversheet.pdf

Good morning,

In reviewing the PD submitted for Mr. (b) (6), I noticed two organizational titles are shown on the PD cover (attached): 'Lead Region Coordinator' and 'Senior Region Coordinator'.

'Lead Region Coordinator' is a traditional position in the Regions, but is this a different position (Senior Region Coordinator)?

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

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Phone: 513-569-7609

Fax: 513-569-7826

United States Environmental Protection Agency **POSITION DESCRIPTION COVERSHEET**	**1. DUTY LOCATION** Dallas, Texas	**2. POSITION NUMBER**

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Management and Program Analyst	GS	0343	14	
4. Supervisor's Recommendation	Senior Region Coordinator	GS	0343	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any) Lead Region Coordinator	**6. NAME OF EMPLOYEE**
7. ORGANIZATION (Give complete organizational breakdown)	e.
a. U.S. ENVIRONMENTAL PROTECTION AGENCY	f.
b. Region 6	g.
c. Management Divison	h. Employing Office Location Dallas, Texas
d.	i. Organization Code V0A00000

8. SUPERVISORY STATUS

☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.

☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.

☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).

☐ [6] **Lead** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.

☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGEG.

☑ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		**d. Typed Name and Title of Second-Level Supervisor**	
Troy Hill, Deputy Asistant Regional Administrator		James McDonald, Assistant Regional Adminstrator	
b. Signature	**c. Date**	**e. Signature**	**f. Date**
	6/9/16	James McDonald	6/9/16

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential

☑ This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____

b. PSB Risk Designation	**c. Financial Disclosure Form**	**d. "Identical, Additional" (IA) Allocation** This position	**e. FLSA Determination**	**f. Functional Classification Code**
☑ 1 Low ☐ 2 Moderate ☐ 3 High Security Clearance Required: ☐ Yes ☑ No	☐ OGE-450 Required ☐ OGE-278 Required ☐ No financial disclosure forms required	☐ may be IA'ed ☐ may not be IA'ed ☐ is limited to current incumbent	☐ NONEXEMPT ☐ EXEMPT* (**check exemption category*) ☐ Administrative ☐ Professional ☐ Executive	

g. Bargaining Unit Code	**h. Check, if applicable:**	**i. Classifier's Signature**	**j. Date**
	☐ Medical Monitoring Required ☐ Extramural Resources Management Duties (____ % of time) ☐ This position is subject to random drug testing (____)		

11. REMARKS

EPA Form 3150-1 (Rev 8/2009) Previous Versions are Obsolete

To: Hill, Troy[Hill.Troy@epa.gov]
Cc: Jackson, Marcus[Jackson.Marcus@epa.gov]
From: Rodriguez, Ray
Sent: Thur 6/9/2016 6:13:21 PM
Subject: RE: Division Org Charts

Janie did organizational charts over the years. In recent years it was done by Janie and I (b) (6) for reorg. In fact when you ask for a copy and I sent them. External Affair certainly has a very nice and colorful set of org charts. A variety of organizations like COL and Emerging Leaders have ask for those org charts which we gave the (reorg charts) to them. If we are talking about Intranet we could find out how to post them but I don't know. I certainly don't have anyone dedicated or have rights to post. But I guess I can find out maybe we give them to Barry Everett and he post them?

From: Hill, Troy
Sent: Thursday, June 09, 2016 12:47 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Jackson, Marcus <Jackson.Marcus@epa.gov>
Subject: Division Org Charts

Ray,

Are we responsible for doing this or is it the Divisions?

From: Steib, Clovis
Sent: Thursday, June 09, 2016 10:51 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Org Chart

Troy,

Any idea as to when these may be posted on the respective Divisions' intranet Home pages? Most of the org charts are either outdated or missing since we moved over and rolled out the new intranet home page.

Clovis Steib, III

President

From: Hill, Troy
Sent: Tuesday, June 07, 2016 1:05 PM
To: Steib, Clovis <steib.clovis@epa.gov>
Subject: Org Chart

To: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Fri 5/20/2016 7:08:48 PM
Subject: FW: Program Analyst GS-14 Tuttle.doc
Program Analyst GS-14 [redacted] doc

See attached

From: Nixon, Yolanda
Sent: Friday, April 22, 2016 3:32 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: Program Analyst GS-14 [redacted] doc

Hi Ray, attached is the draft PD for [redacted] I've included the verbiage from his PARS. Let me know if you have any revisions. Thanks.

S. Yolanda Nixon

Human Resources Specialist
U.S. EPA - Region 6
Human Resources Office
(214) 665-2738
(214) 665-6538 fax

To: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Fri 4/22/2016 9:01:41 PM
Subject: FW: Program Analyst GS-14 [redacted] doc
Program Analyst GS-14 [redacted] doc

Please review see if this workable or close to the need?

From: Nixon, Yolanda
Sent: Friday, April 22, 2016 3:32 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: Program Analyst GS-14 [redacted] .doc

Hi Ray, attached is the draft PD for [redacted] I've included the verbiage from his PARS. Let me know if you have any revisions. Thanks.

S. Yolanda Nixon

Human Resources Specialist
U.S. EPA - Region 6
Human Resources Office
(214) 665-2738
(214) 665-6538 fax

To: Hill, Troy[Hill.Troy@epa.gov]
From: Clifton, Tony
Sent: Fri 2/19/2016 8:34:19 PM
Subject: Draft PARS
Draft Fillable PARS.pdf

Hi Troy,

Per our conversation, I've attached a draft PARS for you to review. Please feel free to call me when you have time to discuss. There is language that requires your specific attention before forwarding it on. Also, I think this version of the PDF will allow you to make changes and save those changes, but I'm not sure so could you test it first with a few minor changes before making more substantial edits?

Tony D. Clifton

Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Wed 2/17/2016 9:28:08 PM
Subject: RE: PD for (b) (6)

Strategic planner like (Steve Mouck) ?

-----Original Message-----
From: Hill, Troy
Sent: Wednesday, February 17, 2016 3:25 PM
To: Rodriguez, Ray
Subject: PD for (b) (6)

I need your help to develop a PD. Can we build off of a NCP planner PD. Need to get moving on this.

Sent from my iPhone

To: Hill, Troy[Hill.Troy@epa.gov]
Cc: Jackson, Marcus[Jackson.Marcus@epa.gov]
From: Rodriguez, Ray
Sent: Tue 12/8/2015 6:34:06 PM
Subject: FW: Awards Preliminary Write ups

Sent in the email below write ups last week and because we had a significant workload in staffing/recruitment /Reorg would ask to consider the write ups.

EXEMPLARY CUSTOMER SERVICE AWARD – (b) (6) [redacted]
(b) (6) [redacted]

(b) (6) [redacted] and (b) (6) [redacted] have been instrumental in coordinating and processing the Region 6 Reorganization which effected over 500 employees. (b) (6) [redacted] worked together with the Cincinnati Shared Service Center to process all actions and their efforts and leadership provided a seamless transition to allow affect employees to be moved from one organization to another. (b) (6) [redacted] and (b) (6) [redacted] also worked with the Regional Timekeeper in providing new organizational information regarding Dynamic Group and Static Groups through PeoplePlus to allow timecards to be processed timely and efficiently. (b) (6) [redacted] and (b) (6) [redacted] worked closely with the Union to resolve concerns regarding new Position Descriptions. Tony developed an innovative process to produce/revise Position Description coversheets. (b) (6) [redacted] worked with HQ and R6 Management to provide guidance on the reorganization process.

Not Responsive

Not Responsive

From: Rodriguez, Ray
Sent: Tuesday, December 01, 2015 2:37 PM
To: Hill, Troy
Subject: Awards Preliminary Write ups

Not Responsive

Not Responsive

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6) [redacted]

rodriguez.ray@epa.gov

To: McDonald, James[McDonald.James@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Tue 12/1/2015 4:12:31 PM
Subject: FW: Missing ratings as of 12-1-15

Missing PARS as of Today. Certifcation letter due Friday.

From: Clifton, Tony
Sent: Tuesday, December 01, 2015 8:59 AM
To: Rodriguez, Ray
Subject: Missing ratings as of 12-1-15

Division	Org Desc	Name Whole	Rating	Notes

Not Responsive

MD ASST. REGL ADMR FOR MANAGEMENT (b) (6) [redacted]

Not Responsive

Not Responsive

Tony D. Clifton

Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

To: McDonald, James[McDonald.James@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Fri 10/16/2015 8:15:32 PM
Subject: Phased Retirement Drafts
R6 Phased Retirement SOP.DOC
App H - Sample Mentorship CE.PDF
PhasedRetirement-Reg_Prelim_Implementation_Approaches-DraftFinal10-14-15....docx

Sir, SOP and PARS is with (b) (6) for final review. Draft chart of Regions proposed implementation approach.

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6)

rodriguez.ray@epa.gov

To: Hill, Troy[Hill.Troy@epa.gov]
From: Osbourne, Margaret
Sent: Fri 9/4/2015 11:45:19 AM
Subject: RE: Orientation question

It has to be a person, although that person can be changed at a later date.

Margaret Osbourne

Chief, Air Toxics Section

Compliance Assurance & Enforcement Division

EPA Region 6

1445 Ross Avenue (6EN-AT)

Dallas, TX 75202

214-665-6508

From: Hill, Troy
Sent: Friday, September 04, 2015 6:40 AM
To: Osbourne, Margaret
Subject: RE: Orientation question

Good morning, the power point has an agenda on one of the first slides. Do we have to have a

name/owner for the site or can an organization own it?

From: Osbourne, Margaret
Sent: Friday, September 04, 2015 6:34 AM
To: Hill, Troy
Subject: Orientation question

Hi Troy:

(b) (6) sent us a couple of agendas (the Health & Safety session agenda and the New Employee Development Powerpoint) but we still don't have an agenda of what the new employees are taught during the first two days and when. Can you send that info to me or let me know who I should contact to get it?

Also, for the New Employee SharePoint site, who in 6MD should be the contact? It currently resides in the Employee Development site collection, along with mentoring and 360 survey which Terry Roundtree manages. Should Terry be the owner of the site or should (b) (6)?

Thanks,

Margaret

Margaret Osbourne

Chief, Air Toxics Section

Compliance Assurance & Enforcement Division

EPA Region 6

1445 Ross Avenue (6EN-AT)

Dallas, TX 75202

214-665-6508

To: Hill, Troy[Hill.Troy@epa.gov]
Cc: Thompson, Steve[thompson.steve@epa.gov]
From: Osbourne, Margaret
Sent: Wed 9/2/2015 9:56:22 PM
Subject: Onboarding

Hi Troy:

(b) (6) came to the meeting today and we went over the SharePoint site. We have the following requests:

1) We would like someone from 6MD to facilitate the onboarding process. Duties would include coordinating with all Divisions, coordinating training on Region-wide topics, and being a point-person and decision maker for the onboarding process. This can be (b) (6) or somebody else.

2) We would like electronic versions of all of the information (binders, presentations) that is given to new hires during Orientation so we can include it on the onboarding SharePoint site so everyone will be aware of what the new hires are learning those first two days.

3) Each division should assign a point person for collecting onboarding materials, and working with the 6MD person and Ashley to get stuff on the SharePoint site (IDPs, manuals, other materials that the other Divisions can share/steal/modify).

a. Each Divisional POC can hopefully quickly update the PowerPoint presentations that will be linked to.

4) We need a list of the new employees, their supervisors, and start dates so we can get the site set up and ask for Buddy assignments. Then we can route the core kit using SharePoint.

5) We need the checklists that Tony Clifton is developing, ASAP.

6) The ELN and possibly CoL can help with training the new employees – they could do a 2-hour presentation every week for new employees where they demo how to submit a leave slip, fill out a time sheet, submit a Webform, use Outlook and SharePoint, etc.

7) All trainings for new employees will be posted on the SharePoint site, and a notification will go out to every new employee, buddy, and supervisor. This will include the DD presentations, CoL/ELN presentations, Concur, voice mail, etc.

8) Our two newest employees, Shellita Garrett and Christina Gonzalez have offered to help as well.

I'll be in tomorrow around 8:15 if you want to talk about this.

Thanks,

Margaret

Margaret Osbourne

Chief, Air Toxics Section

Compliance Assurance & Enforcement Division

EPA Region 6

1445 Ross Avenue (6EN-AT)

Dallas, TX 75202

214-665-6508

To: Clifton, Tony[Clifton.Tony@epa.gov]
From: Hill, Troy
Sent: Thur 1/26/2017 1:12:15 PM
Subject: RE: Signing in

Thank you for helping

From: Clifton, Tony
Sent: Thursday, January 26, 2017 7:08 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: RE: Signing in

Okay thank you.

The RA issue in this section presents another challenge with the idea of rotating staff on a temporary basis through the supervisory job in lieu of hiring a permanent supervisor. That is, every employee rotated through is another person that is privy to the employee's alleged medical condition. It also hinders our ability to develop and hold staff accountable to consistent behavioral expectations, which is particularly important when evaluating the effectiveness of offered accommodations.

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

From: Hill, Troy
Sent: Thursday, January 26, 2017 6:52 AM
To: Clifton, Tony <Clifton.Tony@epa.gov>
Subject: RE: Signing in

(b) (6) [redacted] should be reaching out to you to talk to Brad Crawford this morning

From: Clifton, Tony
Sent: Thursday, January 26, 2017 6:50 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: Re: Signing in

Good morning.

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

On Jan 26, 2017, at 6:43 AM, Hill, Troy <Hill.Troy@epa.gov> wrote:

Good morning

From: Clifton, Tony
Sent: Thursday, January 26, 2017 6:25 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Cc: Johnson, Alice <johnson.alice@epa.gov>
Subject: Signing in

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

To: Clifton, Tony[Clifton.Tony@epa.gov]
From: Hill, Troy
Sent: Thur 1/26/2017 12:52:16 PM
Subject: RE: Signing in

(b) (6) [redacted] should be reaching out to you to talk to Brad Crawford this morning

From: Clifton, Tony
Sent: Thursday, January 26, 2017 6:50 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: Re: Signing in

Good morning.

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

 

On Jan 26, 2017, at 6:43 AM, Hill, Troy <Hill.Troy@epa.gov> wrote:

Good morning

From: Clifton, Tony
Sent: Thursday, January 26, 2017 6:25 AM

To: Hill, Troy <Hill.Troy@epa.gov>
Cc: Johnson, Alice <johnson.alice@epa.gov>
Subject: Signing in

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6) [redacted]

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

To: Clifton, Tony[Clifton.Tony@epa.gov]
From: Hill, Troy
Sent: Mon 11/21/2016 4:06:39 PM
Subject: RE: Backup for (b) (6)?

No they are to contact Amanda at HQ.

From: Clifton, Tony
Sent: Monday, November 21, 2016 8:36 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: Backup for (b) (6)?

Hi Troy,

Is there a backup for (b) (6) in his absence?

Tony D. Clifton

Labor & Employee Relations Specialist

US EPA, Region 6

1445 Ross Ave

Dallas, TX 75202

Phone: 214-665-8395

Mobile: (b) (6)

Fax: 214-665-6538

email: Clifton.Tony@epa.gov

To: Nichols, Cheryl[Nichols.Cheryl@epa.gov]
From: Hill, Troy
Sent: Thur 10/20/2016 4:03:57 PM
Subject: Updating PARs documents
M Jackson FY16 PARS.pdf
PARS Beverly2016doc.doc
PARS GS-13 HR Spec 2016.doc
PARS Kendrick Young 2016.doc
PARS Tony Clifton 2016.doc
PARS T(b) (6) FY16 .pdf
PARS Yolanda Nixon2016.doc
PARSPARSNON-AFGE PARS Cfry (2).pdf

Cheryl,

Can you please update each of the attached FY 16 PARs agreements for FY17 and save and print a hard copy. In addition can you please create a new PD for Bianca and Fayvet using the HR specialist PD. I will be conducting PARs discussions next week. Please let me know if you have any questions.

Thank you

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov

To: Moeller, MaryJean[Moeller.MaryJean@epa.gov]
Cc: Shannon, Jennifer[Shannon.Jennifer@epa.gov]
From: Hill, Troy
Sent: Fri 9/30/2016 11:56:52 AM
Subject: RE: (b) (6) [redacted] _REASSIGNMENT-_16 1632610

Thank you

From: Moeller, MaryJean
Sent: Thursday, September 29, 2016 12:24 PM
To: McDonald, James <McDonald.James@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: (b) (6) [redacted] _REASSIGNMENT-_16 1632610

Good afternoon,

The following action has been processed. Please let me know if you have any questions.

(b) (6) [redacted]	721	REASSIGNMENT	V0A00000	10/02/16	16 1632610

Thank you,

Mary Jean Moeller

Human Resources Specialist

OARM USEPA Shared Service Center

Phone: 513-569-7869

Fax: 513-569-7826

To: Bonner, Jerome[Bonner.Jerome@epa.gov]
From: Hill, Troy
Sent: Tue 9/20/2016 12:42:56 PM
Subject: FW: Reassignment Action
of0306.pdf

Jerome,

(b) (6) got a follow up email from MaryJean for the reassignment yesterday asking for this to be filled out. Does this need to happen or can the action proceed without it?

Thank you

Troy

From: T(b) (6) (b) (6)
Sent: Tuesday, September 20, 2016 7:38 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: FW: Reassignment Action

I received this yesterday. It includes the original message that I received while I was out of the office.

(b) (6)
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: Moeller, MaryJean
Sent: Monday, September 19, 2016 2:27 PM
To: (b) (6) [redacted]
Subject: FW: Reassignment Action

Hello,

Please provide.

Thanks,

Mary Jean Moeller

Human Resources Specialist

513-569-7869

From: Moeller, MaryJean
Sent: Thursday, September 01, 2016 1:38 PM
To: (b) (6) [redacted]@epa.gov>
Cc: R6 HR-SSC <R6_HR-SSC@epa.gov>
Subject: Reassignment Action

Good Afternoon,

Your upcoming reassignment action will require us to send the action to the Personnel Security Branch. I will need an updated resume and I will need the attached

OF-306 form filled out completely up to Line 17a where you should sign as the applicant.

Please return to me via email if you are able to send them encrypted or via the fax number below. You may also send them via regular mail.

Please let me know if you have any questions.

Thank you,

Mary Jean Moeller

Human Resources Specialist

OARM USEPA Shared Service Center

MS: N-136

26 W Martin Luther King Drive

Cincinnati OH 45268

Phone: 513-569-7869

Fax: 513-569-7826

Declaration for Federal Employment*

(*This form may also be used to assess fitness for federal contract employment)

Form Approved:
OMB No. 3206-0182

Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. **A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).**

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Declaration for Federal Employment*

Form Approved:
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

GENERAL INFORMATION

1. **FULL NAME** (Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix. First, Middle, Last, Suffix)

♦

2. **SOCIAL SECURITY NUMBER**

♦

3a. **PLACE OF BIRTH** (Include city and state or country)

♦

3b. **ARE YOU A U.S. CITIZEN?**

☐ YES ☐ NO (If "NO", provide country of citizenship) ♦

4. **DATE OF BIRTH** (MM / DD / YYYY)

♦

5. **OTHER NAMES EVER USED** (For example, maiden name, nickname, etc)

♦

♦

6. **PHONE NUMBERS** (Include area codes)

Day ♦

Night ♦

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

7a. Are you a male born after December 31, 1959? ☐ YES ☐ NO (If "NO", proceed to 8.)

7b. Have you registered with the Selective Service System? ☐ YES (If "YES", proceed to 8.) ☐ NO (If "NO", proceed to 7c.)

7c. If "NO," describe your reason(s) in item 16.

Military Service

8. Have you ever served in the United States military? ☐ YES (If "YES", provide information below) ☐ NO

If you answered "YES," list the branch, dates, and type of discharge for all active duty.
If your only active duty was training in the Reserves or National Guard, answer "NO."

Branch	From (MM/DD/YYYY)	To (MM/DD/YYYY)	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9,10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of $300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law .

9. During the last 7 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) *If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* ☐ YES ☐ NO

10. Have you been convicted by a military court-martial in the past 7 years? *(If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.* ☐ YES ☐ NO

11. Are you currently under charges for any violation of law? *If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* ☐ YES ☐ NO

12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? *If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.* ☐ YES ☐ NO

13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) *If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.* ☐ YES ☐ NO

Declaration for Federal Employment*

Form Approved:
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law,mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) *If "YES," use item 16 to provide the relative's name,relationship, and the department, agency, or branch of the Armed Forces for which your relative works.* ☐ YES ☐ NO

15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service? ☐ YES ☐ NO

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed *(these questions are specific to your position and your agency is authorized to ask them).*

Certifications / Additional Questions

APPLICANT: If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. **I certify** that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith **. I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand** that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. **I consent** to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. **I understand** that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

17a. Applicant's Signature: _____ Date _____
(Sign in ink)

17b. Appointee's Signature: _____ Date _____
(Sign in ink)

Appointing Officer:
Enter Date of Appointment or Conversion
MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? DATE: MM / DD / YYYY

18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance? ☐ YES ☐ NO ☐ DO NOT KNOW

18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled. ☐ YES ☐ NO ☐ DO NOT KNOW

To: Jackson, Marcus[Jackson.Marcus@epa.gov]; Rodriguez, Ray[Rodriguez.Ray@epa.gov]; Nixon, Yolanda[Nixon.Yolanda@epa.gov]
From: Hill, Troy
Sent: Mon 8/15/2016 6:18:36 PM
Subject: Ross's PD

Is (b) (6) officially on his new PD? I know there was some discussion about if another action was needed.

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov

To: McDonald, James[McDonald.James@epa.gov]
From: Hill, Troy
Sent: Tue 11/29/2016 1:23:49 PM
Subject: RE: Updated NCP list
NCP4-17-15.docx

Attached is the policy – there are 39 filled positions listed and 15 vacant positions listed. This is from the policy:

A. By the end of FY 2015, each division will reduce the number of its NCP positions by 10% from the April 2012 baseline of 58. Based on this goal, each division reviewed their NCP positions and 47 NCP positions will be utilized in the Region (see attachment 1). Further reductions shall be at the discretion of the ELT.

From: McDonald, James
Sent: Tuesday, November 29, 2016 7:06 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Subject: Re: Updated NCP list

What is the total number? How does this comport with our last policy? Who has a copy of the last policy?

Sent from my iPhone

On Nov 29, 2016, at 7:01 AM, Hill, Troy <Hill.Troy@epa.gov> wrote:

This list does not include (b) (6) and Ray.

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov

<image001.jpg> <image002.jpg>

<NCP list UPDATED 112916.doc>

To: McDonald, James[McDonald.James@epa.gov]
From: Hill, Troy
Sent: Tue 11/29/2016 1:01:01 PM
Subject: Updated NCP list
NCP list UPDATED 112916.doc

This list does not include [redacted] and Ray.

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov

Attachment 1

NONSUPERVISORY CAREER PROGRAM

November 29, 2016

	NCP DEFINITION	TITLE/GRADE/DIVISION	D	DIVISION I	INCUMBENT	COMMENTS

Not Responsive

Not Responsive

Not Responsive

To: McDonald, James[McDonald.James@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Thur 7/14/2016 1:08:00 PM
Subject: RE: Classification action summary

I have not forgotten we finalizing that list today.

From: McDonald, James
Sent: Thursday, July 14, 2016 8:04 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>
Subject: RE: Classification action summary

Thanks.

On another note, in our meeting on Tuesday I requested an updated list of our actions so that I can reach out to Jerome. Please advise on the status.

From: Rodriguez, Ray
Sent: Thursday, July 14, 2016 7:43 AM
To: Hill, Troy <Hill.Troy@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>
Subject: FW: Classification action summary

Please see attached draft PD, for review. Would like us to us to review PD to comply to PARS?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for (b) (6) [redacted] position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 13, 2016 2:18 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Hi Barb, Do you have a update on the classification for Mr. (b) (6) [redacted] FPPS# 16-1115341? Or any other pending classification request? Thanks

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 2:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: Hill, Troy[Hill.Troy@epa.gov]
Cc: McDonald, James[McDonald.James@epa.gov]
From: Rodriguez, Ray
Sent: Thur 7/14/2016 12:43:28 PM
Subject: FW: Classification action summary
R6 Program Analyst GS-14 Tuttle.doc

Please see attached draft PD, for review. Would like us to us to review PD to comply to PARS?

From: Morwessel, Barb
Sent: Thursday, July 14, 2016 6:24 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Subject: RE: Classification action summary

Ray, please see attached draft for (b) (6) [redacted] position for your review. Let me know any comments, questions, or if you concur.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

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26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 13, 2016 2:18 PM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Hi Barb, Do you have a update on the classification for Mr. (b) (6) FPPS# 16-1115341? Or any other pending classification request? Thanks

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 2:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

Not Responsive

161115341 6/13/16 R6 V0A00000 Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: McDonald, James[McDonald.James@epa.gov]
Cc: Hill, Troy[Hill.Troy@epa.gov]
From: Rodriguez, Ray
Sent: Fri 7/8/2016 1:39:58 PM
Subject: Fwd: Classification action summary

Update

Sent from my iPhone

Begin forwarded message:

From: "Morwessel, Barb" <Morwessel.Barb@epa.gov>
Date: July 8, 2016 at 8:34:22 AM CDT
To: "Rodriguez, Ray" <Rodriguez.Ray@epa.gov>
Subject: FW: Classification action summary

Hi Ray, I got your voice mail message, and will prioritize the action for (b) (6) [redacted].

Regards,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

From: Morwessel, Barb
Sent: Wednesday, July 06, 2016 3:20 PM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>
Cc: Shannon, Jennifer <Shannon.Jennifer@epa.gov>
Subject: RE: Classification action summary

Hi Ray, please see status notes at right:

Not Responsive

161115341 6/13/16 R6 V0A00000 (b) (6) [redacted]
In process

Not Responsive

Your patience is very much appreciated – my hope is to finalize and return the remaining actions as soon as possible.

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

and should be treated accordingly."

From: Rodriguez, Ray
Sent: Wednesday, July 06, 2016 9:14 AM
To: Morwessel, Barb <Morwessel.Barb@epa.gov>
Subject: FW: Classification action summary

Morning Barb could please update us this morning our Classification with additions and that are complete, thanks.

From: Morwessel, Barb
Sent: Wednesday, June 22, 2016 8:27 AM
To: Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Nixon, Yolanda <Nixon.Yolanda@epa.gov>
Cc: Jones, Sara <jones.sara@epa.gov>
Subject: Classification action summary

Ray & Yolanda, these are the PAO requests I'm working on (dates received at the SSC are reflected in column 2):

Not Responsive

161115341	6/13/16	R6	V0A00000	Program Analyst, GS-0343-13

Thank you,

Barb Morwessel

Human Resources Specialist

US Environmental Protection Agency

Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.

Mail Stop N136

Cincinnati, OH 45268

Phone: 513-569-7609

Fax: 513-569-7826

To: McDonald, James[McDonald.James@epa.gov]
From: Jackson, Marcus
Sent: Mon 2/22/2016 1:52:17 PM
Subject: Front Office 2015 Monetary Awards

Per your request, these are the monetary awards that we gave out last year.

Name	Occ Series	Grade	Amount Award
Not Responsive			
(b) (6) [redacted]	301	14	$ 1,000
Not Responsive			

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

To: McDonald, James[McDonald.James@epa.gov]
From: Newton, Cheryl
Sent: Thur 1/28/2016 2:35:20 PM
Subject: FW: Sluggish response to Flint crisis doomed EPA chief

---

From: Gonzalez, RafaelP
Sent: Wednesday, January 27, 2016 9:55 AM
To: Newton, Cheryl <Newton.Cheryl@epa.gov>
Subject: FW: Sluggish response to Flint crisis doomed EPA chief

FYI ...

Rafael P. Gonzalez
Public Affairs Specialist
Land & Chemicals Division - L-8-J
77 West Jackson Blvd
Chicago, Illinois 60604
312-886-0269
gonzalez.rafaelp@epa.gov

Sluggish response to Flint crisis doomed EPA chief

Kevin Bogardus, E&E reporter
Greenwire: Tuesday, January 26, 2016

Susan Hedman, head of U.S. EPA's Chicago-based regional office, worked hard and demanded the same from her staff. But she's now on her way out, caught up in the city of Flint, Mich.'s ongoing drinking water crisis.

George Czerniak, director of the air and radiation division for EPA Region 5, said Hedman held high expectations for the office, which covers six states, including Michigan.

"She expected a lot, but no less than what she expected of herself," Czerniak said. "She easily was the hardest-working regional administrator we ever had. She held us to a high standard, but she held herself to a high standard."

As Hedman leaves EPA, with her resignation effective Feb. 1, questions remain over her slow response to dangerous lead levels found in Flint's drinking water supply.

EPA Region 5 Administrator Susan Hedman. Photo courtesy of EPA.

Hedman had a long history in environmental law before coming to EPA. She served as environmental counsel to Illinois Attorney General Lisa Madigan (D). Hedman was Madigan's chief negotiator for litigation and legislation on environmental issues.

Hedman also was a legal officer for the U.N. Security Council, tasked with assessing environmental damage from oil fires in Kuwait related to the Persian Gulf War of the 1990s.

In an email last week to Region 5 employees announcing Hedman's resignation, EPA Administrator Gina McCarthy noted she was "a strong advocate" for protecting the Great Lakes as well as helping to redevelop brownfields and clean up Superfund sites.

"She has brought a great emphasis on the pollution of the Great Lakes," said John Linc Stine, commissioner of the Minnesota Pollution Control Agency, in an interview. "From my perspective, her legacy will be the focus on the restoration of the contaminated areas in the Great Lakes."

In a statement to *Greenwire*, Hedman said she had the honor of leading the Great Lakes Restoration Initiative, a federal government task force designed to clean up the region, while at EPA.

"We are already making a visible difference at project sites all around the Great Lakes -- and as a result there is broad bi-partisan support for the Great Lakes Restoration Initiative," Hedman said.

In addition, Hedman said she prioritized the cleanup of contaminated sites. She said her Region 5 staff "has also done an impressive job handling some very challenging emergency responses -- especially during the Enbridge oil spill on the Kalamazoo River in 2010."

A separate email from Bob Kaplan, the Region 5 deputy taking on Hedman's job on an acting basis at McCarthy's request, credited Hedman's "tireless leadership," along with the office staff's hard work, for pushing corrosion controls to stop more lead from seeping into Flint's drinking water and shifting the city's water source to Lake Huron rather than the Flint River.

Late response

Nevertheless, many observers see Hedman's response as tragically late, having known months ago about problems with Flint's drinking water, yet downplaying any cause for concern at the time.

In an email making the rounds in several news reports, Hedman told Flint Mayor Dayne Walling that an EPA report leaked in July 2015 detailing high lead levels in the city's water was a "preliminary draft," and "it would be premature to draw any conclusions based on that draft."

Miguel Del Toral, the EPA staffer who authored that report, told Michigan Radio during an interview last week that he got pushback from the agency once his report went public.

"I saw what was coming, and I guess the inability to affect that was really stressful," Del Toral said.

Region 5's front-line employees didn't see much of their chief. They perceived her as someone who preferred to work down through the office's chain of command, said Jeffrey Bratko, an environmental scientist and enforcement officer at EPA's Chicago branch who retired in January 2015.

"She would rarely walk the floor," Bratko said. "I don't think people felt that comfortable with going to Susan with problems."

Bratko, a former American Federation of Government Employees steward at the regional office, said he wasn't too shocked that the agency was slow to respond to Flint's growing water crisis.

"My experience was she edited things down. She wanted things brief, and a lot of the details had to be removed," Bratko said about Hedman. "I'm not entirely surprised at what happened. You had an attorney running an office doing technical work."

Czerniak disputed the notion that Hedman was closed off from staff.

"Dr. Hedman always had her eye on what was best for the environment. She wanted to know about potential threats to the environment and public health, and she counted on people to bring those complaints up through management," Czerniak said. "It was good to work in that environment. We always felt we had that support in the air program."

Last week, EPA began implementing an emergency order requiring Flint to start a new round of water quality testing and publish the data online (*Greenwire*, Jan. 22).
In addition, the agency's inspector general has started an investigation into how EPA responded to the drinking water crisis (*Greenwire*, Jan. 22).

'Management did whatever they wanted'

Hedman's exit is another blemish for a regional office that has often been the center of controversy in recent years.

Last July, EPA's Region 5 was the subject of a House Oversight and Government Reform Committee hearing. Chairman Jason Chaffetz (R-Utah) blasted the agency for its inaction in response to allegations of a Chicago-based employee subjecting female co-workers to sexual harassment for nearly a decade (*Greenwire*, July 29, 2015).
In his prepared testimony, [redacted] (b) (6) formerly a Region 5 human capital officer, took the Chicago office's leadership to task, including Hedman. [redacted] (b) (6) and other EPA

employees told lawmakers about raising sexual harassment concerns only to have senior managers retaliate against them.

"The good people are getting run over by all the nonsense," said (b) (6) [redacted], now working at EPA's Region 6 office in Dallas. "Management did whatever they wanted to whoever they wanted whenever they wanted, and they didn't really care who got hurt."

Czerniak said Hedman wouldn't let such misbehavior to go on in the regional office. "Any implication she allowed a culture of harassment is just not true. She had no tolerance for that," Czerniak said.

Like the rest of the federal government, EPA has been rocked by pay freezes and budget cuts, as well as a government shutdown in 2013. In turn, morale among the agency's employees has often been dour, though it has improved over the past year.

The Region 5 office has seemingly seen its morale rise, with the Partnership for Public Service awarding it an index score of 66 out of 100 for employee job satisfaction and commitment last year, climbing 9.1 points from its 2014 mark. Region 5's score for morale last year, however, is still below what the office earned from the partnership for 2005 through 2012.

The Chicago branch had to undergo an extensive transition, along with the rest of EPA, as agency managers sought to buy out veteran staff and then went on a hiring spree over the past several years. That left many Region 5 employees "puzzled," according to Bratko.

"Why did we go through all that turnover, lose all that experience and knowledge? And then we went out and hired people to do the same job," Bratko said. "Morale continues to be an issue. People there feel uncomfortable."

Czerniak said the regional staff in Chicago feel under attack at the moment.

"People feel bad how things get attenuated, particularly during an election year. I would say people feel under attack from the outside," Czerniak said. "Yet they are still out there every day trying to make the environment better. It just makes the job difficult."

Hedman is not the first Region 5 chief to leave under a cloud of controversy. In 2008, Mary Gade was forced to resign as head of EPA's Chicago office after months of fighting with Dow Chemical Co. over dioxin contamination surrounding its Midland, Mich., plant (*Greenwire*, May 2, 2008).

In an interview with *Greenwire*, Gade was critical of EPA's response to the Flint drinking water crisis. She said that when her staff told her about reports of dioxin contamination, "it motivated me to do something."

"EPA is getting a pass, as far I am concerned. This stuff should have been done months ago," said Gade, referencing the agency's emergency order. "When there's potential for risk to public health of this magnitude, you have to quickly find out what's going on and then take action."

Region 5 is an important office for the agency, overseeing EPA operations in industrial Midwestern states like Illinois, Michigan and Ohio and other parts of the Great Lakes region. Gade called it a tricky job, but said Hedman was well within in her power to act in response to the Flint crisis.

"In a large region, you are going to have big problems. The trick is how are you going to handle them," Gade said. "You have a lot of authority as a regional administrator, enough so to do something in this situation."

Now EPA workers are dealing with the aftermath of the drinking water crisis in Flint. Bratko, formerly of Region 5, said employees feel the scandal is not representative of how the office works.

"Employees don't feel what happened is characteristic of how Region 5 operates. This one incident doesn't give an accurate portrayal of that office, where people strive to always do the right thing," Bratko said.

To: McDonald, James[McDonald.James@epa.gov]; Stenger, Wren[stenger.wren@epa.gov]; Swift, Dorothy[Swift.Dorothy@epa.gov]; Wright, Terrie[Wright.Terrie@epa.gov]
Cc: Spalding, Susan[Spalding.Susan@epa.gov]
From: Harrison, Ben
Sent: Fri 1/22/2016 3:49:42 PM
Subject: RE: Attached Image

Not Responsive

Sent from my Windows Phone

From: McDonald, James
Sent: 1/22/2016 8:50 AM
To: Stenger, Wren; Swift, Dorothy; Harrison, Ben; Wright, Terrie
Cc: Spalding, Susan
Subject: RE: Attached Image

Thanks Wren.

(b) (6) [redacted] is the LORAC for Region 6.

Sent from my Windows Phone

From: Stenger, Wren
Sent: 1/22/2016 8:45 AM
To: Swift, Dorothy; Harrison, Ben; Wright, Terrie; McDonald, James
Cc: Spalding, Susan
Subject: FW: Attached Image

Not Responsive

Not Responsive

James, who is doing our regional accommodation work since [redacted] left?

Wren Stenger

Director

Multimedia Planning and Permitting Division

EPA Region 6 Dallas, Texas

214.665.6583

From: Coleman, Sam
Sent: Thursday, January 21, 2016 9:42 AM
To: Blevins, John; Stenger, Wren; Honker, William; McDonald, James; Edlund, Carl; Harrison, Ben; Gray, David; Blanco, Arturo
Subject: FW: Attached Image

Samuel Coleman, P.E.
Deputy Regional Administrator
Region 6
coleman.sam@epa.gov
214.665.2100 Ofc

214.665.3110 Direct
(b) (6) [redacted] Cell
Sent from my Windows Phone

From: r6_fax@epa.gov
Sent: 1/21/2016 8:58 AM
To: Coleman, Sam
Subject: Attached Image

To: McDonald, James[McDonald.James@epa.gov]
From: Stenger, Wren
Sent: Fri 1/22/2016 2:58:00 PM
Subject: RE: Attached Image

I thought (b) (6) left the end of December???

Wren Stenger

Director

Multimedia Planning and Permitting Division

EPA Region 6 Dallas, Texas

214.665.6583

From: McDonald, James
Sent: Friday, January 22, 2016 8:51 AM
To: Stenger, Wren; Swift, Dorothy; Harrison, Ben; Wright, Terrie
Cc: Spalding, Susan
Subject: RE: Attached Image

Thanks Wren.

(b) (6) is the LORAC for Region 6.

Sent from my Windows Phone

From: Stenger, Wren
Sent: 1/22/2016 8:45 AM
To: Swift, Dorothy; Harrison, Ben; Wright, Terrie; McDonald, James
Cc: Spalding, Susan
Subject: FW: Attached Image

Not Responsive

Not Responsive

James, who is doing our regional accommodation work since (b) (6) left?

Wren Stenger

Director

Multimedia Planning and Permitting Division

EPA Region 6 Dallas, Texas

214.665.6583

From: Coleman, Sam
Sent: Thursday, January 21, 2016 9:42 AM

To: Blevins, John; Stenger, Wren; Honker, William; McDonald, James; Edlund, Carl; Harrison, Ben; Gray, David; Blanco, Arturo
Subject: FW: Attached Image

Samuel Coleman, P.E.
Deputy Regional Administrator
Region 6
coleman.sam@epa.gov
214.665.2100 Ofc
214.665.3110 Direct
(b) (6) [redacted] Cell
Sent from my Windows Phone

From: r6_fax@epa.gov
Sent: 1/21/2016 8:58 AM
To: Coleman, Sam
Subject: Attached Image

To: Swift, Dorothy[Swift.Dorothy@epa.gov]; Harrison, Ben[Harrison.Ben@epa.gov]; Wright, Terrie[Wright.Terrie@epa.gov]; McDonald, James[McDonald.James@epa.gov]
Cc: Spalding, Susan[Spalding.Susan@epa.gov]
From: Stenger, Wren
Sent: Fri 1/22/2016 2:45:50 PM
Subject: FW: Attached Image
2217_001.pdf

Not Responsive

James, who is doing our regional accommodation work since (b) (6) left?

Wren Stenger

Director

Multimedia Planning and Permitting Division

EPA Region 6 Dallas, Texas

214.665.6583

From: Coleman, Sam
Sent: Thursday, January 21, 2016 9:42 AM
To: Blevins, John; Stenger, Wren; Honker, William; McDonald, James; Edlund, Carl; Harrison, Ben; Gray, David; Blanco, Arturo
Subject: FW: Attached Image

Samuel Coleman, P.E.
Deputy Regional Administrator
Region 6
coleman.sam@epa.gov
214.665.2100 Ofc
214.665.3110 Direct
(b) (6) [redacted] Cell
Sent from my Windows Phone

From: r6_fax@epa.gov
Sent: 1/21/2016 8:58 AM
To: Coleman, Sam
Subject: Attached Image

To: McDonald, James[McDonald.James@epa.gov]
From: Nichols, Cheryl
Sent: Fri 12/4/2015 8:44:01 PM
Subject: FW: Travel Expenses for (b) (6) [redacted]

James –

Per your request.

Cheryl Nichols

U.S. EPA, Region 6

1445 Ross Avenue

Dallas, TX 75202

T: 214-665-3169

Email: nichols.cheryl@epa.gov

From: Nichols, Cheryl
Sent: Friday, July 24, 2015 1:16 PM
To: McDonald, James
Subject: Travel Expenses for (b) (6) [redacted]

James –

(b) (6) [redacted] has requested travel to Washington, DC to include roundtrip airfare of $956.20, one night at a hotel for $162 (allowable per diem rate) plus expenses. The total estimate for this trip is $1596.47.

Cheryl Nichols

U.S. EPA, Region 6

1445 Ross Avenue

Dallas, TX 75202

T: 214-665-3169

Email: nichols.cheryl@epa.gov

To: McDonald, James[McDonald.James@epa.gov]
From: (b) (6)
Sent: Mon 11/23/2015 1:57:44 PM
Subject: RE: Request

Understood. Thank you for considering my request.

(b) (6)
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

From: McDonald, James
Sent: Monday, November 23, 2015 7:56 AM
To: (b) (6)
Cc: Hill, Troy
Subject: RE: Request

Hi (b) (6)

Thanks for your message. As you are aware, the Monday 8:15 am meetings is an important time for me to communicate with the front office staff and Division management, and to hear upcoming activities for the week. Further this is an opportunity for us to prepare for the Senior Staff meeting and communicate Regional and Divisional issues. Your participation in this and other meetings has been very valuable as I consider you to be an important part of our front office team. As such, I would still like you to attend these meetings.

Regards,

From: (b) (6) [redacted]
Sent: Friday, November 20, 2015 4:56 PM
To: McDonald, James
Subject: Request
Importance: High

Good afternoon:

I respectfully request permission to be excused from the Monday 8:15 for the remainder of my time in Region 6.

Have a safe weekend.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: McDonald, James[McDonald.James@epa.gov]
From: (b) (6) [redacted]
Sent: Fri 11/20/2015 10:56:15 PM
Subject: Request

Good afternoon:

I respectfully request permission to be excused from the Monday 8:15 for the remainder of my time in Region 6.

Have a safe weekend.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: McDonald, James[McDonald.James@epa.gov]
From: (b) (6) [redacted]
Sent: Mon 10/26/2015 4:08:18 PM
Subject: Dates for Mid-Year Discussion

Good morning:

I have reflected on the mid-year certification date on my PARS Plan. In the interest of veracity, I recommend that we change the date to 4/30/15 which is the actual date our discussion took place.

Please advise.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: McDonald, James[McDonald.James@epa.gov]
From: Johnson, Donald
Sent: Thur 10/22/2015 4:31:17 PM
Subject: RE: End of Year PARS Discussions/Self-Assessments

Not Responsive

From: McDonald, James
Sent: Thursday, October 08, 2015 9:01 AM
To: Milbeck, Regina; Hill, Troy; Johnson, Donald; Balandran, Olivia-R; (b) (6) [redacted] Whaley,Dorothy; Jackson, Marcus; Schumacher, Donna; Nichols, Cheryl; McQuiddy, David
Subject: End of Year PARS Discussions/Self-Assessments

Hi there,

As we begin to schedule the end of year PARS, I invite you to submit a self-assessment as part of your end of year discussion. Please note that self-assessments are not required, but they are helpful in our end of year discussions. If you choose to provide a self-assessment, please include accomplishments for the year, things you would like to work on in the coming year and identify any training opportunities you are interested in for the coming year. Please have your self-assessments to me by Monday, October 19, 2015.

If you have any questions, please let me know.

Regards,

James McDonald

Assistant Regional Administrator

U.S. Environmental Protection Agency

Region 6

214-665-6500

214-665-8072 (fax)

mcdonald.james@epa.gov

To: McDonald, James[McDonald.James@epa.gov]
From: Schumacher, Donna
Sent: Fri 10/16/2015 8:22:28 PM
Subject: PARS Schedule

PARS schedule as of 10-16-15:

Not Responsive

(b) (6) Friday, 10-23-15, 1:00 pm

Not Responsive

Not Responsive

Thank you,

Donna Schumacher

x6451

To: McDonald, James[McDonald.James@epa.gov]
From: Rodriguez, Ray
Sent: Wed 10/14/2015 1:39:20 PM
Subject: RE: Phased Retirement Talking points

Yes, The high points of the order need to emphasized to top management. The Regional HR community recognizes that the order lends itself to be used for what it is not intended. An information and setting grounds rules which we were not able to discuss is very essential.

From: McDonald, James
Sent: Wednesday, October 14, 2015 7:48 AM
To: Rodriguez, Ray
Cc: Hill, Troy
Subject: RE: Phased Retirement Talking points

Hi Ray,

Thanks for your efforts on this matter, but this needs more work. Please work with [redacted] (b) (6) to develop a process for Region 6. Let's discuss.

Regards,

From: Rodriguez, Ray
Sent: Tuesday, October 13, 2015 3:48 PM
To: McDonald, James
Cc: Hill, Troy
Subject: Phased Retirement Talking points

Sir attached Phased Retirement talking points and Phased Retirement Management Guide with high points of the Order.

Ray Rodriguez

Human Resources Officer

U.S EPA Region 6 Dallas Texas

Office 214-665-7477

Cell (b) (6) [redacted]

rodriguez.ray@epa.gov

To: McDonald, James[McDonald.James@epa.gov]
From: (b) (6) [redacted]
Sent: Fri 10/9/2015 3:43:01 PM
Subject: RA Self-Assessment Input from 6MD
RA PARS Input 6MD 100915.docx

Good morning:

Attached is my 1st draft for your review. I have not received input from Verne's Branch at this time.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

Leading Change:

Under my leadership and guidance, as a direct result of the hiring strategies we implemented, the region managed FTE usage down to our expected FY 2016 level, successfully using 99.97% or 750.4 of our 750.6 FTE allocated at the level enacted by Congress; identified and reprogrammed available Working Capital Funds to address payroll shortfalls.

Region 6:

- Identified and implemented a cost-effective strategy to maximize full-time equivalent (FTE) payroll funding to respond to budget constraints during the 2015 fiscal year;
- Remedied deficiencies by working with complex programs that allowed little flexibility; and,
- Maximized FTE usage; one of only three regional offices that managed payroll to less than a 1% surplus.

Leading People

Leadership Development: I continue to be a champion for leadership development. From January through September 2015, the Region put on our 3rd Leadership Development Program for managers at the GS 14/15 grade level. In September, 26 more graduates were added to our pool of 74 managers and 313 employees from GS-7 through 15 that have completed the program. The LDP:

- Prepares employees to lead the organization in coming years;
- Helps the Agency and the Region to "grow our own" leadership rather than recruiting from outside the organization;
- Focuses on leadership continuity and improves knowledge sharing;
- Achieves results at all leadership levels; and provides opportunities for a continued partnership for leadership effectiveness.

Onboarding: Region 6 senior leaders, as program champions and advocates, signal our commitment to onboarding. To that end, I directed a complete redesign of our Onboarding Program to make it a strategic program for new employees designed to:

- reaffirm their decision to work for EPA;
- rapidly acclimate them into the organization; and,
- prepare them to contribute quickly.

The program, through a standard operating procedure, begins on acceptance of the permanent offer and extends through their first year with the Agency. Senior managers have held informal and informational meetings with our new employees, providing structured presentations from the media programs designed to acquaint the employee with the work of the Region. The program was implemented in time for our current hiring cycle.

Business Acumen:

Under my leadership, the Procurement Section created a Procurement Diversity Action Plan to increase diversity of small socioeconomic businesses in regional acquisitions. During this reporting period, Region 6:

- Received the Administrator's Small Business Program Award for exceeding goals in small business procurement and for outstanding achievements in outreach events;
- Received the coveted Office of Small Business Program Director's Crystal Duck Award for demonstrating strong commitment to EPA's Small Business Program; and,
- Reached 4 out of 5 of the small business goals.

Results Driven

Under my leadership this reporting period, the Grants Management Office:

- Processed 463 grant actions and awarded $208,240,556 grant dollars.
- Processed 241 grant actions during the month of September; in addition 284 closeouts were processed.
- These special efforts to have grant awards signed by September 23, 2015 was crucial to our Tribal Partners and other Grantees that rely on EPA funding for personnel costs on October 1st.

Region 6's Houston Laboratory:

1. Supported the Gold King Mine response by:
   - Evaluated data analyzing water from private wells related to the spill, as concerns were raised about the reliability of the data due to mistakes that were being made by an independent laboratory. As a result, a decision was made to use another laboratory and have the Houston Laboratory provide duplicate analysis as a quality control measure; and,
   - Provided 48-hour turn-around-time for two sets of drinking water well samples (each set was 22 samples) for full metals analysis by drinking water methods (ICP, ICP/MS, and mercury).

2. Created and established the new Scientific Analysis and Documentation Website:
   - This is a national website for all EPA Regional Laboratories and replaces 10 regional websites.
   - The website hosts information about the EPA Regional Laboratory Network, the Regional Science and Technology Network, and all 10 EPA Regional Laboratories.

3. Developed improved methodology for analysis of certain anions (bromide, nitrate, sulfate, etc.) in the presence of saline waters. Improvement suggestions were submitted to the methods oversight committee of the American Society for Testing and Materials (ASTM). If the suggestions for improvement are adopted, they would enable the method for this type of analysis to be performed with more reliable data and lower detection levels.

Building Coalitions

As a direct result of my leadership during this reporting period, during and after the transition of Superfund Contract Management to Centers of Expertise, Region 6's Contracts Office:

- Developed the networks and alliances that are instrumental to the effective management of these contracts.
- In partnership with Regions 4 and 5, organized meetings to allow all stakeholders in the processes to identify/analyze challenges, provide solutions, and balance the needs of all parties to find common ground solutions.
- Encouraged Procurement Staff to collaborate across boundaries with Superfund staff to discuss acquisition planning, strategies, and respond to needs.
- Hosted a 2-day central virtual team meeting with Regions 4 and 5 to discuss acquisition planning, contract placements, and communication strategy.

To: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Tue 11/29/2016 1:06:07 PM
Subject: Re: Updated NCP list

What is the total number? How does this comport with our last policy? Who has a copy of the last policy?

Sent from my iPhone

On Nov 29, 2016, at 7:01 AM, Hill, Troy <Hill.Troy@epa.gov> wrote:

This list does not include (b) (6) and Ray.

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov

<image001.jpg> <image002.jpg>

<NCP list UPDATED 112916.doc>

To: Jackson, Marcus[Jackson.Marcus@epa.gov]
From: McDonald, James
Sent: Mon 2/22/2016 2:11:04 PM
Subject: RE: Front Office 2015 Monetary Awards

Thanks

From: Jackson, Marcus
Sent: Monday, February 22, 2016 8:11 AM
To: McDonald, James <McDonald.James@epa.gov>
Subject: RE: Front Office 2015 Monetary Awards

6MD (front office) = $22,210 and 78hrs

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

From: McDonald, James
Sent: Monday, February 22, 2016 7:56 AM
To: Jackson, Marcus <Jackson.Marcus@epa.gov>
Subject: RE: Front Office 2015 Monetary Awards

Thanks. What is my Awards amount for the IO?

From: Jackson, Marcus
Sent: Monday, February 22, 2016 7:52 AM

To: McDonald, James <McDonald.James@epa.gov>
Subject: Front Office 2015 Monetary Awards

Per your request, these are the monetary awards that we gave out last year.

Name	Occ Series	Grade	Amount Award
Not Responsive			
(b) (6) [redacted]	301	14	$ 1,000
Not Responsive			

Very Respectfully,

Marcus Jackson
Management and Program Analyst
Management Division

U.S. EPA Region 6

214 665-2748

To: Jackson, Marcus[Jackson.Marcus@epa.gov]
From: McDonald, James
Sent: Mon 2/22/2016 1:56:27 PM
Subject: RE: Front Office 2015 Monetary Awards

Thanks. What is my Awards amount for the IO?

From: Jackson, Marcus
Sent: Monday, February 22, 2016 7:52 AM
To: McDonald, James <McDonald.James@epa.gov>
Subject: Front Office 2015 Monetary Awards

Per your request, these are the monetary awards that we gave out last year.

Name	Occ Series	Grade	Amount Award
Not Responsive			
(b) (6) [redacted]	301	14	$ 1,000
Not Responsive			

Very Respectfully,

Marcus Jackson
Management and Program Analyst

Management Division

U.S. EPA Region 6

214 665-2748

To: Stenger, Wren[stenger.wren@epa.gov]; Swift, Dorothy[Swift.Dorothy@epa.gov]; Harrison, Ben[Harrison.Ben@epa.gov]; Wright, Terrie[Wright.Terrie@epa.gov]
Cc: Spalding, Susan[Spalding.Susan@epa.gov]
From: McDonald, James
Sent: Fri 1/22/2016 2:50:31 PM
Subject: RE: Attached Image

Thanks Wren.

Ross is the LORAC for Region 6.

Sent from my Windows Phone

From: Stenger, Wren
Sent: 1/22/2016 8:45 AM
To: Swift, Dorothy; Harrison, Ben; Wright, Terrie; McDonald, James
Cc: Spalding, Susan
Subject: FW: Attached Image

Not Responsive

Not Responsive

James, who is doing our regional accommodation work since (b) (6) [redacted] left?

Wren Stenger

Director

Multimedia Planning and Permitting Division

EPA Region 6 Dallas, Texas

214.665.6583

From: Coleman, Sam
Sent: Thursday, January 21, 2016 9:42 AM
To: Blevins, John; Stenger, Wren; Honker, William; McDonald, James; Edlund, Carl; Harrison, Ben; Gray, David; Blanco, Arturo
Subject: FW: Attached Image

Samuel Coleman, P.E.
Deputy Regional Administrator
Region 6
coleman.sam@epa.gov
214.665.2100 Ofc
214.665.3110 Direct
(b) (6) [redacted] Cell
Sent from my Windows Phone

From: r6_fax@epa.gov
Sent: 1/21/2016 8:58 AM
To: Coleman, Sam
Subject: Attached Image

To: Hill, Troy[Hill.Troy@epa.gov]
From: McDonald, James
Sent: Thur 11/19/2015 7:16:37 PM
Subject: PD

I need a copy of [redacted] PD. Can you get me a copy from the folks in HR and put in a folder on my desk?

Thanks
Sent from my Windows Phone

To: Rodriguez, Ray[Rodriguez.Ray@epa.gov]; (b) (6) [redacted] @epa.gov]
From: McDonald, James
Sent: Tue 11/3/2015 12:32:03 PM
Subject: FW: PAVE SOP

Hi Ray,

This is something that Kendrick can work on and I think (b) (6) [redacted] can provide you some assistance as well.

Thanks

Sent from my Windows Phone

From: Hill, Troy
Sent: 11/2/2015 3:47 PM
To: Rodriguez, Ray
Cc: McDonald, James
Subject: PAVE SOP

Ray,

We would like to have a PAVE SOP developed that outlines the review criteria (checklist) that a PAVE applicant is reviewed against to be referred for an interview and how a proposed selectee is communicated with before the SSC has made a final qualification determination and makes a final job offer. We would like to see proposed SOP on or before November 20th.

Thank you

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov

To: (b) (6) [redacted] @epa.gov]
From: McDonald, James
Sent: Mon 10/26/2015 4:11:37 PM
Subject: RE: Dates for Mid-Year Discussion

Thanks. Come over so that we can make that change.

From: (b) (6) [redacted]
Sent: Monday, October 26, 2015 11:08 AM
To: McDonald, James
Subject: Dates for Mid-Year Discussion

Good morning:

I have reflected on the mid-year certification date on my PARS Plan. In the interest of veracity, I recommend that we change the date to 4/30/15 which is the actual date our discussion took place.

Please advise.

(b) (6) [redacted]
Senior Advisor to the Assistant Regional Administrator

Local Reasonable Accommodation Coordinator (LORAC)
U. S. EPA, Region 6
1445 Ross Avenue

6MD
Dallas, TX 75202
Office: (214) 665-6592

To: Hoskins, Tyrone[hoskins.tyrone@epa.gov]; Milbeck, Regina[milbeck.regina@epa.gov]
From: McDonald, James
Sent: Tue 10/13/2015 12:58:05 PM
Subject: FY2015 Organizational Assessment
FY2015 Org Assessment.pdf

Hi Tyrone/Missy,

Here is the final submission of the R6 Organizational Assessment. I want to thank you and Missy for helping to pull this together. I also want to thank Ralph and [redacted] for finalizing the document on Friday. I appreciate your work.

Regards,

To: (b) (6) [redacted] @epa.gov]
From: McDonald, James
Sent: Fri 10/9/2015 11:26:50 AM
Subject: RA Accomplishments

Hi (b) (6) [redacted],

Today we have to pull together accomplishments for the RA end of year PARS. I am going to send to you a few files that I have received from the BCs. Please use these files and pull together a few accomplishments that I can send today. Please send the final product to me by 1 pm today. If you have any questions I am here today to answer them. Thanks.

Sent from my Windows Phone